



Attendance & Punctuality Policy

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DEFINITION OF ABBREVIATIONS

CAMHS – Child and Adolescent Mental Health Services

CME – Child Missing Education

DSL – Designated Safeguarding Lead

EHE – Elective Home Education

EWO – Education Welfare Officer

EWS – Education Welfare Service

FGM – Female Genital Mutilation

FTE – Fixed Term Exclusion

LA – Local Authority

PA – Persistent Absentee/Absence (Student with attendance of 90% or below)

Pex. – Permanent Exclusion

PN – Penalty Notice

PRU – Pupil Referral Unit

SEN – Special Educational Needs

SLT – Senior Leadership Team

OVERVIEW AND AIMS OF THIS DOCUMENT

- To ensure attendance is given a high priority in the academy;
- To provide clear information and procedures for all staff regarding attendance and punctuality;
- To support parental engagement in working *with* academy staff to improve attendance and subsequent outcomes for students;
- To facilitate communication between the Senior Lead for Attendance, Education Welfare Officer, Year Managers, mentors and classroom teachers;
- To provide a framework for attendance intervention incorporating the flexibility to meet the individual needs of students;
- To ensure regular, robust and focussed tracking of attendance of all students in the academy;

- To allow easy identification of attendance concerns and swift implementation of appropriate intervention;
- To enable rigorous monitoring of the impact of interventions;
- To provide a process to ensure timely and appropriate escalation of interventions where improvement is not demonstrated;
- To have a shared approach to how good and improving attendance is recognised and celebrated;
- To have clarity of roles and responsibilities across the academy in relation to attendance.

Staff Roles and Responsibilities

All members of the Academy have a role to play in improving attendance and reducing absence.

Subject Teachers

- Welcome and value the attendance of all students to lessons;
- Will ensure all students are accurately registered;
- Will ensure that students know the register is being taken;
- Will identify student absence to lessons and take appropriate action;
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.

Form Tutors Will discuss absence and attendance weekly with students updating their attendance in their planner, the attendance snake and discussing the attendance league. See [Appendix 16](#) – Attendance Snake and [Appendix 15](#) – Attendance league example;

- Will identify any absence trends or concerns and will raise these with the student and appropriate members of staff;
- Will work with identified students, setting targets to improve attendance and monitoring progress towards those targets;
- Will ensure that all absence notes or verbal messages are sent to the Attendance Office;
- Award merits to all students who achieved 100% attendance in the previous week.

Year Managers

- Will monitor absence and attendance regularly, by use of the weekly Student Attendance Tracker;
- Will meet weekly with the Education Welfare Officer and DP Deep Support where appropriate;
- Will discuss absence and attendance concerns with students and set targets for improvement;
- Will contact parents/carers where attendance concerns have been identified;
- Will support students to improve their attendance;
- Will promote attendance through assemblies;
- Will work with other members of staff to share information and support students and their parents/carers to improve attendance.

Attendance Apprentice

- Will monitor registration on a daily basis;
- Will receive calls and messages from parents/carers regarding student absence;
- Will contact parents/carers regarding student absence;
- Will identify absence trends or concerns and raise these with the appropriate members of staff;
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff;
- Will monitor students being late to the academy and liaise with parents and Year managers to improve their punctuality.

Education Welfare Officer

- Will take the lead on raising the profile of attendance throughout the Academy, including improving attendance and reducing persistent absence;
- Will monitor absence and attendance regularly;
- Will identify any absence trends or concerns and will liaise with the student, parents and appropriate members of staff;
- Will issue the Student Attendance Tracker to Year Managers and relevant staff on a weekly basis;

- Will contact parents/carers where attendance concerns have been identified and provide support to improve their child's attendance;
- Will support students to improve their attendance;
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual students;
- Will provide data to the Principal, Senior Leaders and the Governing Body on a regular basis.

Senior Lead for Attendance

- Will ensure that the Academy Attendance and Punctuality Policy is implemented and regularly reviewed;
- Will ensure the whole Academy ethos promotes excellence in attendance and punctuality;
- Report to the Governing Body and Academy Trust Board on attendance;
- Monitor the curriculum to develop ways of improving the provision of educational experience;
- Utilise attendance data to inform strategic planning.

SECTION 1 – ATTENDANCE PROCEDURES

Registration

The register is taken at the start of each lesson and not later than 10 minutes into the lesson by the class teacher. Cover/Supply staff will have access to take registers on SIMS. The Attendance Office will check the SIMS home page for any register not completed after the first 10 minutes of each lesson and will send a reminder to the member of staff in question. Care should be taken to note if the lesson is being taken by a cover/supply member of staff as this must be followed up individually as they may not have access to email.

IMPORTANT: IT IS THE RESPONSIBILITY OF EVERY MEMBER OF STAFF TO REGISTER ANY STUDENT WHO IS WITH THEM AT THE START OF EACH LESSON AND TO NOTIFY ATTENDANCE OFFICE IF UNABLE TO REGISTER ELECTRONICALLY

AM registration is taken from the Tutor register at 8.45am and/or any student on-site at that time. The official close of AM registration is 09.45. A child who arrives after this time will be classed as absent.

Due to the staggered lunch times, the legal **PM** registration is taken from Period 3 for years 8 and 9 and Period 4 years 7,10 and 11.

The official close of PM registration is 12.30.

Registers are legal documents and any amendments are recorded. This includes the date and time of amendment, the original mark and the amended mark, and the person who made the amendment.

[See Appendix 1 – Attendance and Absence Codes.](#)

N.B. There is another code allocated to the system in addition to these Statutory codes. All are counted as statistically present. Q= Present in Inclusion Room.

See Register Procedures Document which includes SIMS instructions for more detailed information.

Punctuality

Students must arrive by 8.43am at the student gate to ensure they are in their classroom by 8.45am. Any student arriving after 8.43am will sign in through the Student Reception/Community Entrance. . The Education Welfare Officer and/ or apprentice will be at Student Reception from this time to discuss punctuality with students. Any student arriving after 8.43am update will have their name taken and planner stamped with time of arrival. Any student arriving after 8.43am will also be issued with a detention sticker as per the Behaviour Policy. The Education Welfare Officer/Attendance Apprentice will remain on Student Reception until 9.15am depending on volume of late arrivals.

Every student arriving late or signing out of the academy during the day will enter their details in the Signing In/Signing Out sheet in Student Reception. This will be checked by Student Reception and time of arrival and reasons/comments entered into SIMS (in AM or PM roll call depending on time of arrival). The student's planner will be stamped. A detention will be issued as appropriate as per the Behaviour Policy. **N.B. Flexibility in applying C4 detentions will be given for one-off unforeseen events, according to the circumstances and the individual needs of child to prevent lateness resulting in a day's absence.**

Any student arriving after 8.45am to tutor time without a sticker in their planner will be marked late by their Form Tutor.

There will be a text home sent to the parents/carers of students who arrive late to inform them of the 45-minute detention set for the next available day.

Cut-off points

Any student arriving late (up to 9.45am for any reason) will receive a late mark in the AM register – code L.

Any student arriving after the register has closed at 9.15am will be marked as follows:

- without genuine reason for absence will be marked with code U – 'Late after registers close'. This counts as unauthorised absence;

- with genuine reason, i.e. appointment with confirmation or genuinely ill first thing (better late than never), will be marked with code L up to 10.45am; code M or I after 10.45am;
- with no confirmation of appointment – code as U.

A comment must be entered by Student Reception into SIMS, showing the time of arrival and reason for lateness (in AM or PM roll call depending on time of arrival).

Signing out during the academy day

Every student who leaves the academy site for any reason during the day **must** be directed to Student Reception to sign out. Every member of staff who is supervising a student who needs to leave site **must** ensure their details have been logged at the Student Reception as they are leaving. This is imperative for safeguarding purposes.

Any student leaving for an appointment must be reminded to obtain a confirmation of appointment if they have not already provided one. This must be produced to the Student Reception on their return into the academy, and is essential in order to authorise any absence.

The student must be given a pink slip from Student reception and the time left site must be entered by Student Reception. A comment and time of leaving *must* be entered onto SIMS by Student Reception as soon as the student leaves site.

Reporting Absence

As a parent/carer, you're legally responsible for making sure that your child attends the Academy regularly unless you're home-educating. Parents/carers must ensure that a reason for absence is reported to school on the first day of absence, ideally before 9.30am, but no later than 9.55? and every day of absence, this can be done by either:

- telephoning the Academy on 01207 292 180; or
- emailing the Academy attendance@ndacademy.co.uk

Daily Absence Procedures

The Attendance Team is responsible for ensuring all registers are completed and all students are accounted for and for updating SIMS accordingly. Reference should be made to the attendance and absence codes in [Appendix 1](#) and the details of cut-off points in the above section.

1. Check voicemail, email for messages and input details into SIMS;
2. Answer and respond to telephone calls;
3. Check for text responses from previous day's messages and writeback into SIMS;
4. Immediate follow-up calls must be made by the Education Welfare Officer and/or Attendance Apprentice to parents/carers if any messages have been received with non-specific reason, minor ailments, unacceptable reasons for absence, and where a student may come in later in the day for some lessons, rather than missing the whole day.

IMPORTANT: Any concerning messages or phone calls must be passed onto the relevant member(s) of staff immediately, i.e. safeguarding issues and/or issues requiring immediate response/intervention.

5. Enter details of late arrivals into SIMS and send texts to parents/carers;
6. Check, after 10 minutes of every lesson, that all registers have been completed and send reminders to any outstanding (SIMS reminder, email reminder, radio Year Manager/ SLT to go to classroom, member of attendance team to go to classroom);
7. Enter any manual paper registers received to the Attendance Office and put onto SIMS (including exam registers);
8. Check Harbour, PLC, Choices room, 1:1 registers have been completed and enter details into SIMS as required;
9. Ensure any registers for educational visits/trips have been received and enter onto SIMS;
10. Once all the above has been completed, texts to be sent (see section below) and any responses to be checked and written back into SIMS;
11. Confirm with any off-site/alternative providers whether students have attended and update SIMS accordingly;

12. Run the Daily Absence report for each year group and the Education Welfare Officer/apprentice should use their professional judgement and knowledge of the student(s) along with information from Year Manager to make telephone calls to parents/carers regarding the absence. The purpose of these calls is to prevent a 1-day absence becoming longer;
13. Continually update SIMS with details of students who arrive late and/or leave the site throughout the academy day;
14. Continually check for text responses for today's absences and writeback into SIMS;
15. Check for any anomalies in a student's lesson history throughout the day and raise a concern with the Year Manager and/or SLT regarding truancy or a safeguarding concern. Do a lesson check if required;
16. At the end of the day, check for any missing marks and unexplained absences through Focus>>Lesson Monitor>>Deal with Missing Marks/Deal with Unexplained Absences and resolve;
17. 'N' codes should not remain in the register any longer than 2 weeks. The Education Welfare Officer will send a text reminder for any outstanding full-day absences for the previous week, where no reason has been received. Any still outstanding by the following week must be changed to code 'O'.

Registration during exams

The expectation for all staff is that all registers assigned to them must be completed within the first 10 minutes of a lesson. This applies throughout exams in the same way. Even if the lesson is not going ahead as all students are in the exam. In this example, the register will be marked showing all students as absent by the teacher. All register reminders will still be issued if not completed. Staff must plan ahead. A register can be completed in advance if they know all the class will be in an exam.

The exam register that is taken prior to the start of the exam must be submitted without delay to the Attendance Office. Student marks will be entered by the Education Welfare Officer or apprentice. Any late arrivals must be notified in the usual way.

First Day Response

Texts will be sent by the Attendance Apprentice to the parents/carers of all students who are absent from Tutor Time and period 1 with no contact from home regarding the absence. These texts must be sent as early as possible and no later than 10.15am. However, care must be taken to ensure all students are accounted for as we would not wish to alarm any parent/carer by sending a text home in error.

Vulnerable List – Students who are; Looked after Children, subject to CP/CIN plan and other identified vulnerable students will be called by the Attendance Team if they are not present in school. The Safeguarding Team and external support may be contacted to assist with contacting home or supporting attendance into the Academy. Further calls may be made to other absent students who we are yet to receive contact to explain their absence.

Home Visits

Home visits should be undertaken in accordance with the Academy Home Visit Protocols and Risk Assessment. The Education Welfare Officer will undertake visits.

Visits should be made as part of a planned intervention where attendance issues have been identified. Visits should be pre-arranged wherever possible. Consideration must be given to the purpose of the home visit and whether it is essential. Other methods of communication must be considered in the first instance, and a home visit should only be undertaken if no alternative method is suitable. In limited circumstances, an unannounced visit may be necessary.

Daily unannounced visits as a routine response to unexplained absence should not be made, except where a Looked-after child, a child subject to a Child Protection plan or a vulnerable child is absent and no contact can be made with parents/carers, any additional contacts or the social worker.

If a student has been absent for 3 days with no contact from home or other contacts, an unannounced visit may be undertaken.

A note should always be left stating the time of the visit and the purpose of the visit, if no-one is home.

Leave of Absence Requests / Holidays

Leave of absence may be authorised only in exceptional circumstances (at Principal's discretion, as given in law). Each application is to be considered individually on its own merits. In law, it the Principal who authorises absence, not the parent.

If a parent/carer or student requests a form to apply for leave of absence, a information leaflet will be issued, together with the application form.

N.B. When a request is received or notification is received that a student has gone abroad, if there is any reason to be concerned about safeguarding, forced marriage, FGM, radicalisation, etc., this must be referred to the DSL in the academy immediately.

Procedure

- Parent/carer to complete Academy Leave of Absence Request form Appendix 2a, or request a paper copy from reception. NB. This must be the parent with whom the child resides. It is the responsibility of the parent to provide evidence to support the request. **Eg. If an employer dictates holiday times outside of term dates, this must be evidenced with a letter from the employer, on letter headed paper or from legitimate email address.**
- When the request is received, the attendance apprentice should print the registration certificate for the current year and last academic year. Both documents are then given to the Education Welfare Officer to check if evidence has been provided and the referrals and any queries or unusual requests must be discussed with the Principal;
- Education Welfare Officer sends a reply letter to the parent (Leave of Absence Application Authorised or Leave of Absence Application

Refused). N.B. Be aware of any absent parents and send letter to both in appropriate circumstances;

- Log on SIMS spreadsheet in the Unauthorised holidays column;
- Enter appropriate code (G or H) into student attendance record via 'Edit Marks'.

If no application made: (N.B. no retrospective application can be made).

If it comes to light whilst the student is absent or after, that they are/have taken a holiday and no request form has been completed, including where a parent has given a false reason for absence:

- Send letter to parent (Leave of Absence No Application) **as soon as you become aware and whilst student is absent**. Send letter to absent parent if appropriate;
- Log on SIMS spreadsheet in the Unauthorised holidays column.

When student returns following absence:

Refer to Principal for decision to be made whether Penalty Notice is to be issued:

- Must be 7 days or more;
- Absence must be coded G/O.

If a penalty notice (PN) is to be issued – send 'Penalty Notice Holiday' letter. Consider absent parent and decide whether it is appropriate to issue PN to both parents.

If no PN to be issued – no action required – log reason for no PN on spreadsheet.

Complete referral to Local Authority EWS for issue of Penalty Notice.

Documents required for submission to LA to request PN to be issued:

- Original request form (if request made);
- Copy of Reply letter;
- Registration Certificate;
- Copy of 'Penalty Notice Holiday' letter;
- Referral form signed by Principal;
- Any further evidence, e.g. emails, letters, etc.

N.B. Separate referral form for each sibling.

[SEE APPENDIX 2 – LEAVE OF ABSENCE REQUEST FORM.](#)

SECTION 2 – ATTENDANCE MEETINGS

There are two different attendance meetings which should take place:

1. A weekly Attendance Leadership meeting – where whole academy issues and students of concern are discussed;
2. Year Group Attendance meetings - where the attendance of all students in each year group are discussed.

Frequency and Duration

Both types of meeting should take place weekly on a regular day at a regular time. Meetings should not be cancelled without the Senior Lead for Attendance's permission. Any cancelled meetings must be re-arranged.

Attendance Leadership Meeting

Allow 1 hour for this meeting. The timing of this meeting will be agreed by the Senior Lead for Attendance and the Principal will be aware of the time.

Year Group Attendance Meetings

30 minute meeting between EWO and Year Manager.

2.1 ATTENDANCE LEADERSHIP MEETING

This is the meeting where the Academy Leadership uses the Student Attendance Tracker to monitor the impact of interventions and to quality assure that relevant actions have been taken in response to attendance triggers. In addition, the following may be discussed as a team (this list is only for example):

- Any issues that have arisen this week e.g. register accuracy, timetable issues, etc;
- Ongoing developments/work in progress – updates and further support and actions required;
- Punctuality – any difficulties to be discussed;
- Any general reason(s) impacting on overall student attendance, e.g. high levels of illness for a specific reason;

- Alternative provision, students off-site, managed moves, etc – any issues and updates;
- Student Mobility – starters and leavers;
- Legal Sanctions – update on Penalty Notices issued and Parental Prosecutions in progress;
- Current data from Whole Academy Attendance Data sheet on Staff Shared Drive (U);
- Feedback per year group – actions agreed at Attendance meetings with Year Managers and any support required;
- Fast-Track meetings – if any are scheduled;
- Students of Concern - issues preventing progress and action required (for individual students); new concerns identified since last meeting.

Attendees

At every weekly Attendance Leadership meeting, the following should attend:

- Senior Lead for Attendance;
- Education Welfare Officer;
- Principal (as available/as required).

Preparation and information required

- Update on actions from previous week's meeting. Education Welfare Officer/Apprentice to ensure the Student Attendance Tracker is up to date;
- General issues to be discussed – ensure any supporting information/evidence is made available;
- Attendance Manager to identify any student concerns which need to be discussed and ensure all information is readily available;
- Education Welfare Officer to have details of actions/issues arising from weekly Year Group Attendance meetings.

Attendance Leadership Meeting Actions

Actions and discussions should be recorded on the academy pro-forma and should distribute this to all parties, including SLT, directly following the meeting. It is essential that all attendees view every agreed action/intervention as essential. The purpose of the document is to aid communication and to ensure actions/interventions are implemented by the end of the following day in order to have immediate impact.

The Attendance Actions Document is to be saved to One Drive where SLT, Year Managers and the Attendance Team can view and edit the document.

2.2 YEAR GROUP ATTENDANCE MEETING

Attendees

At every Year Group Attendance meeting, the following should attend:

- Year Manager;
- Education Welfare Officer (to track and note interventions immediately).

Preparation and information required

Year Manager will:

- Pre-populate the Student Attendance Tracker with the weekly number of absences and the cumulative percentage attendance for all students. See [Appendix 7 – Example Student Attendance Tracker](#);
- Run the Daily Absence report for the previous week and up to date, showing those students with absence, codes used ([See Appendix 17 – Daily Absence Report](#)) and comments on SIMS, together with information on expected duration of absences;
- Have spreadsheet available to refer to, if required, regarding knowledge of actions already taken;
- From the information available, interventions will be discussed and agreed with the Year Manager. ([See Appendix 18](#) for examples of supportive interventions).

Year Manager will

- Ensure all relevant actions have been recorded on spreadsheet. Spreadsheet interventions can be filtered to show just attendance interventions for a year group or for individual students;
- Bring any relevant information regarding attendance for students in the year group.

Attendance Meeting Actions

The Education Welfare Officer should keep a record of actions on the standard pro-forma and should distribute this to all parties, including SLT, directly following the meeting. It is essential that all attendees at the Year Group Attendance meetings view every agreed action/intervention as essential. The purpose of the document is to aid communication and to ensure actions/interventions are implemented by the end of the following day in order to have immediate impact.

The Attendance Actions Document is to be saved to One Drive where SLT, Year Managers and Attendance Team can view and edit the document.

The Student Attendance Tracker

The Tracker will be kept up to date by the Attendance Team. It will be populated with the previous week's data every Monday.

The Student Attendance Tracker will be saved in a common location so it is available to be viewed by relevant staff. Only the Attendance Team will have access to edit and SLT/Year Managers will have access to view.

Explanation of font colours in cumulative % attendance column.

100%
96%-99.9
90.01 to 95.99
90% and below

Steps to be followed during the meeting

Check actions on Attendance Meeting Actions from previous week and that they have been completed. Discuss outcomes.

Using the filters on the Student Attendance Tracker:

1. Filter to interventions from last week and look at the impact this week;
 - a. Action positive feedback to those students who have attended every day;
 - b. Decide what, if any, follow up is required for those who have had further absence (e.g. student conversation, parent/carer conversation) during 'monitoring phase'.

2. Filter to previous 2/3/4 weeks' interventions (those students in 'monitoring phase') to look at impact;
 - a. Action positive feedback to those who are showing improvement;
 - b. Decide on next steps for those with ongoing absence (e.g. further intervention required: student conversation, parent/carer conversation or escalation of process depending on stage) [See Appendix 8](#) – *thresholds for intervention*.

3. Identify those new cases meeting the trigger for initial intervention;
 - a. Sept - Dec = 6 or more sessions of absence;
 - b. Jan onwards = cumulative attendance below 96%.

Colour code cell in Cumulative % Attendance column when intervention has been agreed according to the key below.

Colour cell with student's name	
	Medical condition
	LA enforcement team involved

Colour cell in cumulative attendance column in appropriate week	
	PA letter sent out
	Student conversation with Year Manager
	Parent/carer phone call with Year Manager
	Student conversation with Education Welfare Officer
	Parent/carer phone call with Education Welfare Officer
	Initial attendance letter (ATT1)
	Medical letter (ATT3)
	Other Attendance meeting
	Fine warning letter
	Fixed Penalty Notice issued
	Formal warning
	Attendance planning meeting
	Formal Interview
	Court
	Leaver

SECTION 3 – INTERVENTION

At the start of a new academic year, a letter should be sent to the parents of all students whose attendance was under 95% for the previous academic year. A **‘September PA Letter’** should be sent to all who were 90% and below; a **‘September at risk of PA Letter’** should be sent to those between 90% and 95%. [See Appendix 13 – Attendance letters](#). As always, professional judgement and prior knowledge must be used in ensuring letters are not sent where it would be insensitive to do so (e.g. absence only due to bereavement of a close family member).

Attendance Intervention: Guidance on First Trigger

Staff should be mindful that any absence in the first term (Sept to Dec) of an academic year will disproportionately affect attendance percentage. Staff should use caution in using percentage attendance as a trigger during the first term and should use ‘Total number of absences’ column instead. To prevent time being wasted on unnecessary administration and parental complaint in situations which are not an immediate cause for concern, during the first term the first trigger for intervention should be those students with 6 or more sessions of absence. From January onwards, the first trigger will be once attendance falls below 96%.

Once first trigger has been met, consideration of appropriate intervention must be given on an individual student basis, depending upon reasons for absence, patterns of absence, previous attendance record/previous interventions and knowledge of the student. Some examples are shown below:

CIRCUMSTANCES	SUGGESTED ACTION
Student with medical condition and absence is related to this condition.	Invite parent/carer to a ‘Well-Being meeting’ to discuss how the medical condition impacts on attendance and what support can be given to ensure student attends as much as possible

Absence has hit first trigger due to holiday only.	No action required as holiday has been dealt with by way of Penalty Notice if appropriate.
Absence has hit first trigger due to exclusion only.	No action required as intervention will be in place to improve student behaviour which will impact on attendance.
One-off short genuine illness during first term Sep-Dec for student with previously excellent attendance.	No action required. Weekly monitoring will pick up any further absence and Initial Letter will be sent. Consider Well-Being meeting if a new medical condition is identified.
Patterns – e.g. one 5-day absence for tonsillitis is not a concern for a usually good attender, whereas 5 x 1-day absences require immediate intervention.	Consider pattern and reason for absence when deciding on intervention.
Student had very poor attendance last academic year and had lots of intervention. At the start of the new academic year, the student begins having time off again.	Do not start at the beginning of the process. Intervention should start at the point at which it finished at the end of the previous academic year.

Supportive Interventions

Once an attendance concern has been triggered, work should be focussed on quickly identifying barriers to attendance and implementing appropriate interventions to remove these barriers. Actions required may be within school, at home, with the parent/carer, work with the student, involvement of health services where medical conditions are present, or involvement of other agencies or support services as identified.

Attendance Escalation Process

After initial identification of attendance concerns, if intervention fails to bring about an improvement in attendance, and absence continues to average 1 day per week over a 3 to 6-week period, intervention escalates to the next stage. **N.B. 4 sessions (2 days) of absence over a 4-week period equals 90% attendance during that period.**

It must be made clear at each stage what **interventions/actions** are being put in place to address the barriers to attendance (not simply a home visit or letter – exactly **what** is being done?).

At each stage, the outcome of interventions must be measured and time must be given to allow for interventions to take effect (4 to 6 weeks). Throughout this period, monitoring will be undertaken weekly and if absence continues, further intervention should take place immediately. If an improvement in attendance is shown at any stage throughout the monitoring period but this improvement is not sustained and attendance begins to deteriorate again, the process should be picked up where it left off previously. There is no requirement to go back to the beginning of the process. [See Appendix8 – Attendance thresholds for intervention.](#)

Attendance Support Meetings

An Attendance Support Meeting should be held if attendance fails to improve following previous interventions. It is to be used as an early intervention. It is not appropriate for entrenched/significant absence or for cases where there are more complex difficulties that require casework by the Education Welfare Officer. It is anticipated that any barriers should have been identified before this meeting and support put in place to remove these barriers. There should not be any surprises at this meeting. It is aimed at ensuring the parent/carer realises the seriousness of the situation and the consequences of non-engagement and non-improvement.

Attendees must include:

- Education Welfare Officer;
- Year Manager.

Other attendees may be invited if appropriate – e.g. Inclusion or health.

Information must be prepared before the meeting and the Education Welfare Officer/apprentice will collate this. The Year Manager is expected to provide information regarding behaviour, attitude to learning, specific

needs, attainment and any other detail to the Education Welfare Officer at least 2 days prior to the meeting.

An action plan will be drawn up at this meeting, with clear directions for all parties concerned. The meeting must be followed up by a letter (whether the parent/carer attended or not), together with a copy of the plan. A 4-week monitoring period will be set and a review meeting will be held at the end of this period. [See Appendix 9 – Action Plan Meeting Example.](#)

Education Welfare Officer Intervention

The Education Welfare Officer will work with parents/carers where a student's absence continues despite interventions. Any students with entrenched attendance issues and/or where there are more complex difficulties which require additional casework will be led by the Education Welfare Officer.

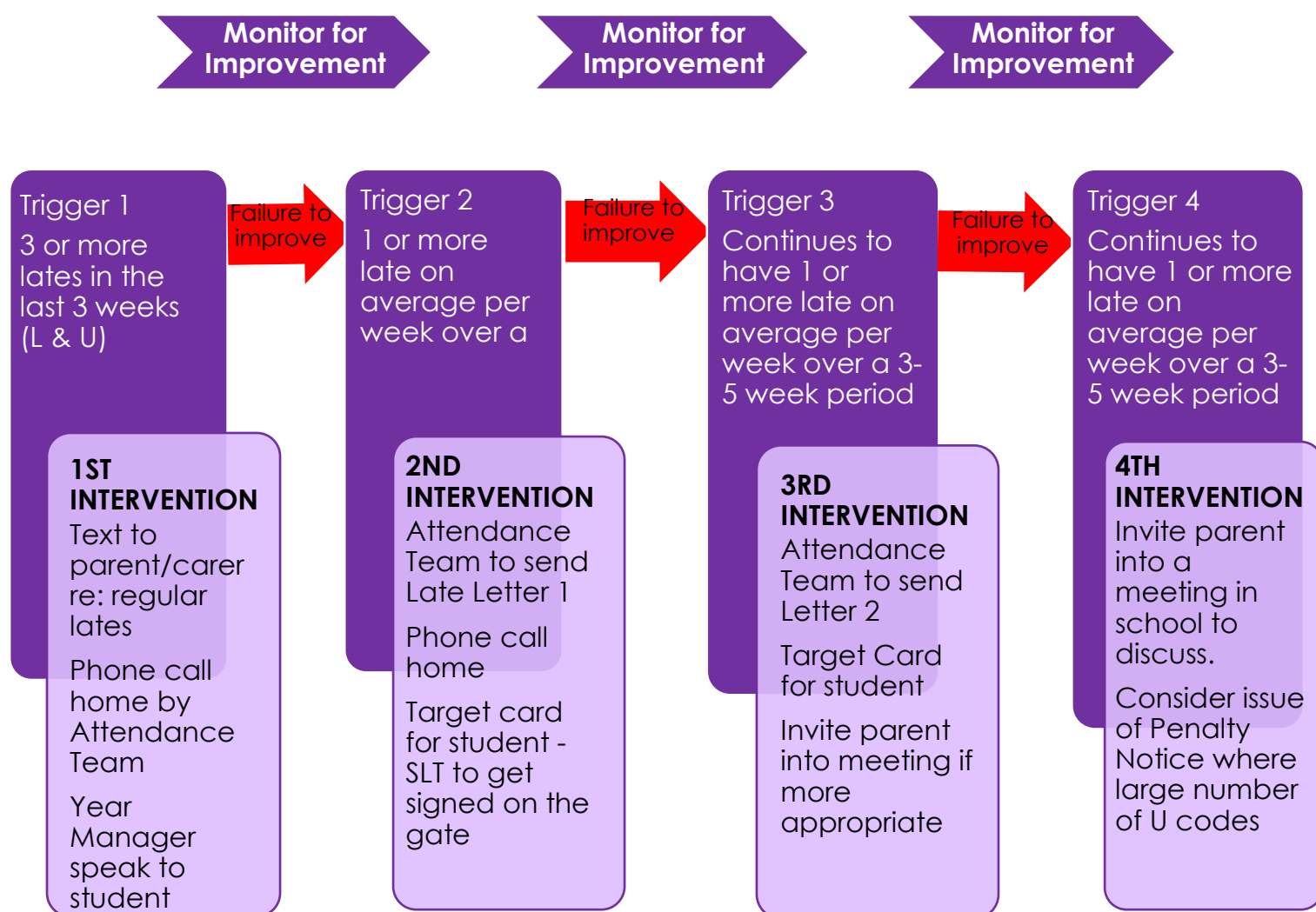
The Education Welfare Officer will lead on these cases and liaise with other agencies where appropriate.

Punctuality Intervention Process

To be monitored **weekly** by Attendance Team on a rolling programme and discussed with Year Manager to decide on appropriate intervention.

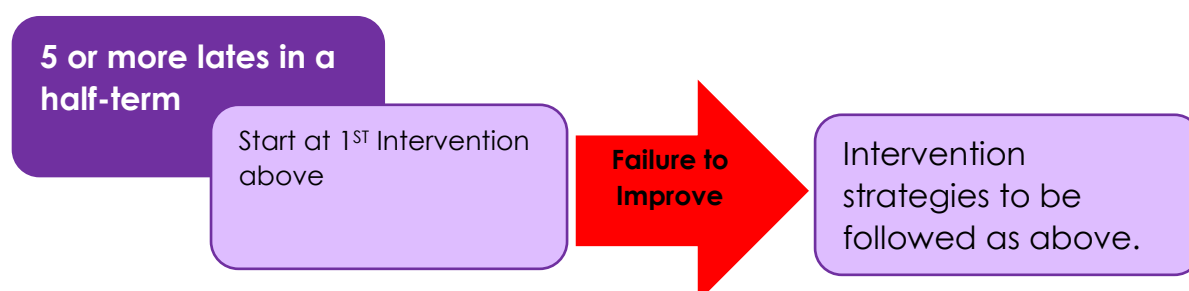
Use Lates Report in SIMS: Reports/Run Report/Focus/Student/Lates Report
Filter out any genuine reason lates where no C4 was issued and no sanctions are required.

Punctuality flow chart



Where punctuality improves to an acceptable level, recognise improvement and reward in line with academy policy.

Half-termly monitoring to address additional students with lower frequency lates.



[See Appendix 13 – Attendance Letters](#)

SECTION 4 – OTHER

4.1 CHILD MISSING EDUCATION - CME

If a child fails to attend school and there is reason to believe they have left the area, the following procedure should be followed **without delay**:

- Notify the Education Welfare Officer immediately;
- Education Welfare Officer to make immediate enquiries as to whereabouts of the child and family as per these procedures and checklist. [See Appendix 3 – DCC CME form](#);
- Telephone parents/carers and other emergency contact numbers on SIMS;
- Make enquiries with staff/teachers in school;
- Send email to parents/carers and other contacts from SIMS;
- Make enquiries with friends in school;
- Make a home visit(s). Enquire with neighbours;
- Send letter to last known address;
- Enquire with siblings' schools if known;
- Enquire with previous primary school;
- Enquire with any agencies/services known to be involved with the family;
- If a new address has been given/found, make a home visit if applicable;
- If new address is out of area, contact EWO from catchment school or LA School admissions to establish if application has been made for a school place in the new area and whether EWO is willing to make a home visit;
- If family have emigrated they must request and complete the Leaving the Country form (ideally well before the family leave) and forward to Academy and LA CME Officer. [See Appendix 4 – Leaving the Country Form](#) N.B. If there is any reason to be concerned about safeguarding, forced marriage, FGM, radicalisation, etc., this must be referred to the DSL in the academy immediately;
- If there are safeguarding concerns and/or child is subject to a Child Protection Plan or Child in Need plan, inform the academy Designated Safeguarding Lead and Children's Social Care;

- If child/family has been located, child should remain on roll until they have been confirmed as having started at a new school. Education Welfare Officer to be responsible for checking with new school for start date. Pass information onto Data Officer with request to remove from roll, giving date of removal;
- Once all enquiries have been exhausted and child/family has still not been located, complete Local Authority Education Welfare Service CME Referral Form and submit to CME team, together with copy of Checklist, Attendance Registration Certificate and any further correspondence/evidence. CME Team will confirm when child can be removed from roll (usually within 10 school days from referral).

N.B. Refer to Local Authority CME Procedures and DfE Guidance for more information

4.2 ELECTIVE HOME EDUCATION

Once a parent/carers indicates that they may wish to, or have decided to, educate their child at home, you should act quickly;

1. Notify the Education Welfare Officer immediately with as much detail as you know;
2. Send Elective Home Education Advice letter. [See Appendix 5 – Elective Home Education Advice Letter;](#)
3. The Education Welfare Officer will make contact with the parent/carers to discuss the implications of their decision so that the parent/carers may make an informed choice. This contact should be made without delay;
4. If a letter has been received from the parent/carers requesting removal from roll, do not remove immediately – the Education Welfare Officer must make contact with the parent/carers initially and then with the Local Authority Elective Home Education Officer before proceeding. This should be done as soon as possible following receipt of the letter;
5. Once a parent/carers has made a definite decision to home educate, they must write a letter to the academy stating their intention and requesting removal from the school roll;
6. Once this letter has been received and the Education Welfare Officer has satisfied themselves that the parent/carers is aware of their

responsibilities regarding home education, the Local Authority Elective Home Education Officer should be notified by telephone in the first instance. This should be followed up by a completed referral form, copy of the withdrawal letter from the parent/carer, reply letters from the academy, attendance registration certificate and a copy of the latest report;

7. The above paperwork should be sent to the EHE Officer at the Local Authority Education Welfare Service;
8. Only when all the above have been satisfactorily completed, can the child's name be removed from the school roll. Notify the Academy Data Officer to mark the child as a leaver with effect from the date of the parent letter;
9. A letter of confirmation of removal from roll should be sent to the parent/carer - ([see Appendix 6 – removal from roll letter](#));
10. If parents/carers request their child's school work, this should be obtained from the individual class teachers;
11. If there are any safeguarding concerns, or the child is on a Child Protection Plan, Child in Need Plan or CAF, the Attendance Officer should notify the Academy's Designated Safeguarding Lead and the Local Safeguarding Children's Board immediately;
12. Finally, record as a leaver on the Student Mobility spreadsheet.

N.B. Refer to Local Authority EHE Procedures and DfE Guidance for more information.

4.3 EXCLUSIONS AND ATTENDANCE

When an exclusion is logged in SIMS, the absence code 'E' is automatically entered into the AM/PM roll call as appropriate.

On the 6th day of a permanent exclusion, the Local Authority becomes responsible for the excluded student's education. Once it has been confirmed that the student has been put on the roll of the LA, the student should have their enrolment status changed to Dual Registration (Main) by the Data Officer, and code D should be entered in the register by Attendance Officer. The student will remain on roll until the statutory period of 15 school days after the Governing Body meeting has been held to allow

for the parent/carer's right to an Independent Review of the decision to exclude. If a parent/carer requests an Independent Review with the Local Authority, the student will remain on roll until the outcome of the Review; if the parent/carer does not request a Review, the student can be removed from roll from the day after the deadline for Review has passed. In both cases, the Local Authority will confirm the off-roll date with the academy.

4.4 MANAGED MOVES

Where a student temporarily attends at another educational establishment for a set period or a trial period, the Data Officer at the original school will change the student's enrolment status to Dual Registration (Main) and the receiving school will change the student's enrolment status to Dual Registration (Subsidiary). The original school will use code 'D' in the attendance register and the receiving school will use the appropriate attendance and absence codes as in [Appendix 1 – Attendance and Absence Codes](#).

The dates of change of enrolment status and the absence/attendance codes used must match up between each school and checks must be made with the other establishment to ensure consistency. There must be no gaps or overlap in attendance or dates of change of enrolment status as this may cause problems when the School Census is run.

The original school must be in regular communication with the other establishment to establish that the student is attending and to comply with safeguarding arrangements. This is the responsibility of the Education Welfare Officer when entering appropriate codes in the attendance register.

Any exclusion given to the student will be logged at the receiving school at which the child is attending in the normal way. [See Appendix 14 – Durham Managed Move Protocol](#).

4.5 CHILD EMPLOYMENT, CHILD PERFORMANCE, SPORTS AND ACTIVITY LICENSING

Children under statutory school leaving age who take part in entertainment performances and certain other activities need to be licensed. **A licence will always be required if a child has to take time off school to take part in a performance or activity.** The licensing requirements are designed to protect the child's health, education and welfare, and to ensure that the child is not being exploited or overworked.

A licence is not required for a child to have time off school to attend an audition or casting, but a parent/carer will need to make an application for leave of absence in the normal way.

A Performance Licence is required for a child taking part in Television or Film; Theatre, Music or Dance.

An Activities Licence is required for a child taking part in a Modelling Assignment.

A Sports Licence is required for a child taking part in Sporting Events.

All the above licenses are issued by the relevant Local Authority. Absence should not be granted without the relevant licence.

All absence under this category must be coded as 'C' – authorised absence.

N.B. Code P – Approved Sporting Activity must not be used in these circumstances, this only applies to supervised educational activity of an educational nature approved by the school and supervised by someone authorised by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code P, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

4.6 LOCAL AUTHORITY REFERRALS FOR LEGAL ACTION

Durham Local Authority follows the process see [Appendix 8](#) and has specific criteria for referral for support. The Academy should follow and escalate the process as appropriate. It is essential that all interventions are recorded on

spreadsheet in detail, together with details of the support provided at each stage. This will facilitate Local Authority intervention if student attendance fails to improve following academy interventions.

Any legal action is a supportive intervention aimed at improving attendance.

Referrals for Penalty Notices or Parental prosecutions will only be accepted where student is a Persistent Absentee, the academy process has been followed, parents have been offered support for any issues identified, and records demonstrate this as evidential requirements for legal procedures.

[See Appendix 8 – DCC Enforcement process.](#)

4.7 PENALTY NOTICES

Local Authority: The Academy may issue a Penalty Notice if a student has a set number of absences within a measured period of time. These can also be issued for unauthorised leave of absences.

4.8 PARENTAL PROSECUTION

Parental prosecution is a last resort when all else has failed and parents/carers have failed to engage with support offered.

There are two offences under the Education Act 1996, Section 444:

- (1) Is a strict liability offence (only lack of attendance needs to be demonstrated). This offence carries a fine of up to £1,000;
- (1a) Is an aggravated offence where the parent knows about the absence and fails to act on it. This offence carries a fine of up to £2,500 and up to 3 months imprisonment.

A parent may be prosecuted more than once if unauthorised absence continues. (Although not for the same period of absence or for a period of absence for which a Penalty Notice has been issued). Usually, a second or subsequent offence will be the more serious (1a) aggravated offence.

4.9 LOCAL AUTHORITY

The LA will accept referrals for parental prosecution where the academy has made significant attempts to engage the parents/carers and support them to improve the attendance of their child. This must be recorded, including the outcomes of meetings, home visits by the Education Welfare Officer and any further work done, involving other support agencies where appropriate. A Witness Statement will be required and all work and recording by the Education Welfare Officer must satisfy the evidential requirements to demonstrate lack of engagement of parents/carers and failure to ensure regular attendance of the child.

All legal sanctions must be recorded on the Student Attendance Tracker.

4.10 STUDENT MOBILITY

The Education Welfare Officer and apprentice are responsible for ensuring details of all new starters, leavers and managed moves are updated in SIMS working with the Data Officer and a report run regularly to track student movement.

4.11 Y11 RAISING ACHIEVEMENT (RAG) MEETINGS

The Education Welfare Officer is expected to attend the Y11 RAG meetings. The Attendance for all Y11 students, together with the Daily Absence report for all absences for the previous week to the day of the RAG meeting should also be taken to the meeting. This will enable appropriate intervention to be discussed and implemented as soon as possible.

SECTION 5 – PRAISE AND RECOGNITION

5.1 DISPLAYS

There are displays all around the building to show all stakeholders the importance of excellent attendance, what this is and why it is important. There will be also be regular messages about attendance shared on the display screens around the building.

5.2 TUTOR GROUPS

Each tutor group will have their own attendance snake which they will updated each week. They will also have been given their own country in their continent (year group) which will be given a place in the attendance league table each week. At the end of each half term and term there will be a prize for being at the top of the attendance league.

5.3 REWARDS

At the end of each term every student that has had 100% attendance for that term will be given a badge for their blazer – a bronze badge for one term, silver for two terms and gold for all three terms These will be accompanied with a certificate from the Education Welfare Officer during assemblies in the last week of each term. There will also be prize draws at the end of each half term and term where student names are put in the draw dependent on how many full weeks' attendance they have accrued that half term.

5.4 CERTIFICATES AND POSTCARDS

Postcards are awarded at the end of each half term and certificates are awarded at the end of a full term for 100% attendance. They may also be given to students for most improved attendance across the half term or term where recognition is deserved.

5.5 TEXTS HOME

Texts home will be issued by mentors for every full week of attendance a student has had. This is completed each week by the mentor.

SECTION 6 – COVID 19

Attendance registers must be updated daily to show anyone not attending due to COVID related circumstances as detailed below.

If a child is feeling unwell or displays symptoms whilst in school they need to be sent home and they should take a PCR test to confirm if they have COVID 19. They should isolate whilst awaiting the test result. This absence will be coded as X in the register. Parents must provide the date from the onset of symptoms and record in SIMS so the isolation period can be monitored.

If a parent states their child is absent due to showing COVID symptoms they should take a PCR test to confirm if they have COVID 19. Parent should then contact the school to let us know the outcome of the test.

If a student has a positive LFD test, they should take a PCR test to confirm they have COVID 19. Again, they will need to self-isolate and an X coded in the register until the result of the PCR test is returned.

In all cases above, once the student has confirmed a positive result for COVID 19 then the code is changed to an 'I'. They must self-isolate for 10 days from the onset of their symptoms or test result if they do not have symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia).

Attendance registers must be updated daily to show anyone not attending due to COVID related circumstances as detailed below. If a child is feeling unwell or displays symptoms whilst in school they need to be sent home and a test needs to be obtained. They will need to self-isolate and an X is put in the register. Please ask the date from the onset of symptoms and record in SIMS so the isolation period can be monitored.

If a parent states their child is absent due to showing COVID symptoms a test needs to be advised and then ask the parent to contact the school to let us know the outcome of the test. Again, they will need to self-isolate and an X is put in the register. Please ask the date from the onset of symptoms and record in SIMS so the isolation period can be monitored.

If the student does have COVID 19 then the code is changed to an 'I' and they need to self-isolate for 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia).

Students who are identified as a close contact no longer need to self-isolate and can return to school. It is advised that the student take a PCR test to confirm whether they have COVID 19. If they test positive then they would follow the guidance above.

Holidays/Quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Covid update: Authorisation of holidays that have been deferred due to the pandemic, will only be authorised if evidence can be provided that shows the original holiday was during the school holidays.

Shielding

Shielding pupils are no longer required to shield so should be welcomed back into the academy. If there is a local lockdown these students may again receive a letter advising them to lockdown whereby remote learning is expected and needs to be tracked but not on attendance registers.

APPENDIX 1 – ATTENDANCE AND ABSENCE CODES

DFE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments). If a student has tested positive for COVID 19	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils or COVID related absence	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Key

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

APPENDIX 2 - LEAVE OF ABSENCE REQUEST

Dear Parent / Carer

FAMILY HOLIDAYS IN TERM TIME

I am writing to inform you of North Durham Academy's holiday procedures and protocols for the forthcoming academic year. Time lost by children and young people due to family holidays taken in term time can be disruptive to their education. In addition, I am concerned that there could be some misunderstanding of the law in relation to absence from school because of holidays taken during term time.

We advise that wherever possible, absence from school should be avoided as it can have a serious effect on your child's educational progress, and can create difficulties for them on their return to school. Many parents say that the time their child misses because of a holiday doesn't affect their school work. However, a child who has 10 days holiday each year of their school life will miss 24 weeks (nearly a full school year) of their formal education. This is in addition to absences – for instance, if your child is ill. If, after serious consideration of this, you still propose to take your child away from school for a holiday, it is important to note that in line with government guidelines, North Durham Academy will not agree to leave of absence unless there are exceptional circumstances.

Where a holiday was booked pre-pandemic and has since been re-issued in school time, this will only be authorised if parent's can evidence that the original holiday was during the official school holidays.

Requests for the following reasons are not considered to be **exceptional** circumstances:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods;
- Overlapping with beginning or end of term.

Where children have unauthorised absences in term time, legal action may be taken against each parent under the following legislation;

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 allows for a penalty notice to be issued to parents who commit such an offence. Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.

Please give a minimum of 4 weeks' notice prior to leave of absence request date.

If you wish to discuss this further you can contact me on the numbers below.

Thank you for your support in this matter.

Yours sincerely

Education Welfare Officer

01207 292180 / 07780431890

A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			
B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	
C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with Assessment/Exam periods			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

APPENDIX 3 - CHILD MISSING IN EDUCATION

CHECKLIST FOR CHILDREN WHO HAVE LEFT THE AREA



This checklist should be used in cases where a child has moved from the area and either cannot be traced, or has been traced but is not yet admitted to another school.

First Name(s)				
Last Name				
Date of birth		Gender	Ethnicity	
School				
Responsible adult(s)				
Last known address and contact numbers				
Any Special Educational Needs				
New address if known				
Sibling(s)	Name	Date of birth	Gender	Ethnicity
Sibling(s) address if different				
Any other relevant information, particularly any risks associated with the family				

	Date(s)	Action carried out by	Response/result. Give names where appropriate
Checked possible whereabouts with staff and pupils			
Checked pupil's emergency contact numbers			
Checked with any known extended family			
Home visit(s) made / checked with neighbours			
Checked with other agencies, eg Housing, Benefits, etc			
Checked with Services known to have involvement with family			

If, **having completed the relevant checks**, the child's whereabouts/new school have not been determined, please forward the checklist to:

missingeducation@durham.gov.uk

In cases of an address being known but the child has not been admitted to another school, the child should remain on roll until the CME Officer has confirmed with the relevant local authority that an application is being processed.

Name of person referring		Date	
Job Title			

APPENDIX 4 - LEAVING THE COUNTRY

Model Pupil Exit Form

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend the school	
Your new address	
If moving within UK:	
Are child(ren) in the Admissions process in the new LA, if yes, give details of a) LA b) schools applied for	a) b)
Name of new school (if within UK)	
If moving overseas:	
Name and address of possible/confirmed new school	
Contact details for new school e.g. phone no, email address, fax no.	

Flight details: a) Airline b) Date of travel c) Destination airport	a) b) c)
Person providing information:	
1. Name	
2. Mobile no.	
3. Email address	
4. Relationship to child	
Date	

Please return this form to the School Office before your child leaves.

Thank you.

APPENDIX 5 - ELECTIVE HOME EDUCATION LETTER

Dear

Elective Home Education Advice I refer to your letter received xxxxxx regarding withdrawing xxxxxx from North Durham Academy as you wish to home educate her/him.

I am writing to ensure that you have all the advice you need as you make this important decision regarding xxxxxx future education. North Durham Academy provides a bespoke package of first-wave teaching, enrichment programmes and personalised intervention to ensure students in our care achieve to the best of their ability, thereby providing them with improved life-chances as they enter future employment or further education.

Should you choose to electively home educate xxxxxx, I am concerned that it is unlikely you will have access to the up-to-date educational developments and your child may not achieve the results of which they are capable.

I would always advise you against this decision and would ask that you reconsider this as a suitable course of action for xxxxxx, both academically and socially, and instead ask that you work closely with us to find a solution to xxxxxx future education.

If you would like to attend a meeting to discuss this further please contact my PA as soon as possible. I have forwarded a copy of your letter to the local authority.

Yours sincerely

Principal

APPENDIX 6 - REMOVAL FROM ROLL LETTER

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: Elective Home Education - «chosen_forename» «chosen_surname» - «year»

I am writing to confirm receipt of your letter dated requesting that we remove your «son_daughter», «chosen_forename», from the roll of North Durham Academy as you are now taking full responsibility for «his_her» education.

Following our recent conversation, I will now complete a referral to the Local Authority and the Elective Home Education Officer will make contact with you directly.

I can confirm that «chosen_forename»'s name has been removed from our roll with effect from **XXX**.

If you require any further information regarding Elective Home Education, please contact the Education Welfare Service at the Local Authority on **XXX**.

Yours sincerely

Education Welfare Officer

APPENDIX 7 - STUDENT ATTENDANCE TRACKER EXAMPLE

House	SEN Status	% Attendance Wk1 2020-21	% Attendance Wk2 2020-21	% Attendance Wk3 2020-21	% Attendance Wk4 2020-21	% Attendance Wk5 2020-21	% Attendance Wk6 2020-21	% Attendance Wk7 2020-21	% Attendance Wk8 2020-21	% Attendance Wk9 2020-21	% Attendance Wk10 2020-21
Africa	N	28.6	25	15.4	11.1	8.7	7.4	7.4	6.3	5.4	4.8
North America	N	100	100	100	100	100	100	100	100	98.9	100
Europe	K	83.3	80.8	83.3	73.9	75	75	75	73	73.8	66
Asia	N	100	100	73.3	80	84	85.2	85.2	79.7	82.4	84.5
Europe	N	100	100	100	100	100	100	100	100	100	100
North America	N	91.7	84.6	83.3	87	87	88.9	90.3	91.7	90.2	90.7
Europe	N	70.8	73.1	80.6	80.4	80.9	83.3	83.3	85.9	87.8	89.2
Africa	N	95	95.5	81.3	71.4	73.1	76.7	76.7	75.7	76.3	78.4
Europe	N	100	100	88.9	91.3	92.9	90.6	90.6	91.4	92.5	93.3
Africa	N	100	100	100	95.2	96.2	96.7	96.7	97.1	97.5	97.8
Europe	K	79.2	80.8	86.1	89.1	91.1	92.2	92.2	85.1	84.5	84
Africa	N	90	90.9	93.8	95.2	96.2	93.3	93.3	94.3	95	95.3
South	N	90.9	100	100	95.5	88.9	88.7	88.7	90.3	91.5	90.2

America											
North America	N	75	76.9	77.8	78.3	82.1	78.8	78.4	81	83	84.6
Africa	N	100	100	68.8	76.2	69.2	73.3	73.3	77.1	80	82.2
South America	N	90.9	100	100	100	100	96.8	96.8	97.2	97.4	86
Europe	N	100	100	100	95.7	96.4	96.9	96.9	97.3	95.2	95.5
Asia	N	100	100	100	100	100	100	100	98.4	100	100
Asia	N	77.8	80	73.3	65	56	59.3	59.3	65.6	70.3	69
South America	N	90.9	100	100	100	100	96.8	96.8	97.2	97.6	97.6
Europe	N	100	100	100	92.9	94.7	95.7	95.7	89.3	90.9	89.5
South America	N	86.4	95.5	90.6	93.2	75.9	79	79	81.9	84.1	84.7

APPENDIX 8 - THRESHOLDS FOR INTERVENTION (ACADEMY AND LA)

IMPORTANT: Care must be taken early in a new academic year to ensure that intervention is targeted appropriately. For the first term of a new academic year, use 6 sessions of absence as the threshold for Wave 1 intervention, rather than %age attendance.

Week Number	Date/Week	Number of half-day absences	% attendance	First Trigger			
1	Sep 1	6	25.00	3 days			
2	Sept 2	6	66.67				
3	Sept 3	6	78.57				
4	Sept 4	6	84.21				
5	Oct 1	6	87.50				
6	Oct 2	6	89.66				
7	Oct 3	6	91.18				
8	Oct 4	6	92.31				
9	Nov 1	6	93.18				
10	Nov 2	6	93.88				
11	Nov 3	6	94.44				
12	Nov 4	6	94.92				
13	Dec 1	6	95.31				
14	Dec 2	6	95.65				
15	Dec 3	6	95.89				
16	Jan 1	8	94.87	4 days	< 96%		
17	Jan 2	8	95.18				
18	Jan 3	8	95.45				
19	Jan 4	8	95.70				
20	Feb 1	8	95.92	5 days			
21	Feb 2	8	96.12				
22	Feb 3	10	95.37				
23	Mar 1	10	95.58				
24	Mar 2	10	95.76				
25	Mar 3	10	95.93	6 days			
26	Mar 4	10	96.09				
27	Apr 1	10	96.24				
28	Apr 2	12	95.62				
29	Apr 3	12	95.77	7 days			
30	May 1	12	95.89				
31	May 2	12	96.03				
32	May 3	12	96.15				
33	Jun 1	14	95.65				
34	Jun 2	14	95.78				
35	Jun 3	14	95.91				
36	Jun 4	14	96.02				
37	Jul 1	14	96.13				
38	Jul 2	14	96.24				
39	Jul 3	14	96.32				

Academy

Wave	Staff Responsible	Staff Responsibilities	Interventions/Support
<u>Wave 1</u> <85%	School Attendance Improvement Team (SAIT)/ Education Welfare Officer	<ul style="list-style-type: none"> EWO monitors attendance daily informing SAIT; Daily follow-up of absence by EWO 	<p>A Student Support Plan for PA may be initiated if enforcement interventions are not improving attendance. The following multiagency support may be implemented:</p> <ul style="list-style-type: none"> Referral to SAIT where appropriate; Referral for FPN where appropriate; Referral to academy counsellor; Bespoke timetable with a phased return to the academy; Assistance with transport to/from the academy; Early Help Assessment Referral to initiate a Team Around the Family and engage the support of the Think Family Team; Referral to the Team Around the School Team; Attendance Report with rewards built in.
<u>Wave 2</u> 85.1% – 90%	Education Welfare Office	<ul style="list-style-type: none"> EWO monitors attendance daily; Daily follow-up of absence with EWO 	<p>A Student Support Plan for attendance may be initiated if standard interventions are not improving attendance. The following support may be implemented:</p> <ul style="list-style-type: none"> Concern/Medical letters where appropriate; Home visits where appropriate; Referral to academy counsellor; Possible bespoke timetable/changes to set/subjects may be considered where flashpoints may be affecting attendance; Assistance with transport to/from the academy; Early Help Assessment Referral to initiate a Team Around the Family and engage the support of the Think Family Team where student is at risk of becoming PA; Attendance Report with rewards built in.

<u>Wave 3</u> 90.1% – 95%	Year Manager	<ul style="list-style-type: none"> • Year Manager monitor attendance daily; • Daily follow-up of absence with Year Manager 	<p>A Student Support Plan for attendance may be considered if standard interventions are not improving attendance. The following support may be implemented:</p> <ul style="list-style-type: none"> • Attendance Officer home visits where appropriate for absence/repeat absences; • Referral to academy counsellor; • Possible bespoke timetable/changes to set/subjects may be considered where flashpoints may be affecting attendance; • Attendance Report with rewards built in; • Referral for an attendance concern letter for repeat absences.
<u>Wave 4</u> >95%	Form Tutor	<ul style="list-style-type: none"> • Form Tutor monitors attendance daily; • Weekly follow-up of absence with Form Tutor 	<p>The following support may be implemented:</p> <ul style="list-style-type: none"> • Rewards for maintaining good attendance; • Referral for an attendance concern letter for repeat absences occur.

Local Authority Enforcement Process

Local Authority Attendance Improvement Team Action

FORMAL WRITTEN WARNING

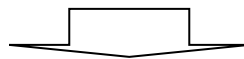
Effective for **Calendar Year** from date of issue.



Further unauthorised absence sessions following warning

PLANNING MEETING

Please note that if the School / Academy has already completed an attendance support plan / parent contract with you and your child, this stage **may be by-passed** and your case may progress straight to Formal Interview.



Monitoring period

FORMAL INTERVIEW




Out of Court Disposals / Enforcement Action:

- No further action and / or further monitoring period;
- Education Supervision Order;
- Fixed Penalty Notice;
- Simple Caution.

Prosecution:

- Prosecution under Section 444(1) - Education Act 1996;
- Prosecution under Section 444(1A) - Education Act 1996.

APPENDIX 9 - ATTENDANCE SUPPORT MEETING AND ACTION PLAN EXAMPLES

<p align="center">NORTH DURHAM ACADEMY</p> <p align="center">STUDENT SUPPORT PLAN – PART B</p> <p align="center">(To be completed at the Student Support Meeting)</p>				 NORTH DURHAM ACADEMY
1. The Student				
Surname		Forename		Male/Female
2. The Student Support Meeting				
Date of Meeting				
Present			Position	
3. Behaviour Summary				
Summary of Presenting Behaviours				
Possible Causes				
Views of the child				
Views of the parent/carers(s)				

4. The Student Support Plan	
Targets	•
	•
	•
Start Date of Student Support Plan	
Duration of Programme	
Date of Interim Review of Programme	
Staff Leading the Programme	
Staff Supporting the Programme	
5. Confirmation of the Programme	
Programme Complied by	
Signed	
Signed by Parent/Carer	
Signed by Student	
Date	

APPENDIX 10 - ATTENDANCE MEETING ACTION PROFORMA 2

North Durham Academy

Attendance Planning Meeting / Support Plan / Parent Contract

Meeting Venue		Date			
Present at Meeting					
Child's Name (1)		DoB		School	
Child's Name (2)		DoB		School	
Child's Name (3)		DoB		School	
Adult with P.R. (1)		DoB		Attended Meeting?	Y / N Reasons for non-attendance?
Adult with P.R. (2)		DoB		Attended Meeting?	Y / N Reasons for non-attendance?

Background to case and Interventions taken to date to address attendance issues:

Summary / Notes of meeting discussion:

APPENDIX 11 - SUPPORT PLAN / EXPECTATIONS / PARENT CONTRACT

	Actions / Targets / Expectations	Who will carry out?	When?
1	Target:	Parent(s)	From: Until:
2	To notify school on each day of absence if your child is unable to attend, the reason for the absence and the child's expected date of return to school.	Parent(s)	Ongoing
3a	<u>If reason provided for frequency and extent of absences is ill health but unsupported by a diagnosis / evidence of the ill health:</u> To provide evidence to school to support future absences due to ill health i.e. GP appointment card / sight of medication with child's name and date on it, medical note.	Parent(s)	Ongoing
3b	To provide consent for to liaise with school nurse / other medical practitioner regarding the issues.		
4			
5			
6			

Adult with P.R. Signature		Print Name		Date	
Adult with P.R. Signature		Print Name		Date	

School / Agency Signature		Print Name		Date	
School / Agency Signature		Print Name		Date	

I understand that my signature indicates that I have agreed to a contract and to carry out and adhere to the actions contained within it. I can confirm that the actions contained within the contract are reasonable and within my capability to carry out.

Whilst entry into a contract is voluntary, any refusal to enter into, or sign a contract may be used as evidence in future legal proceedings.

APPENDIX 12 - LOCAL AUTHORITY – FIXED PENALTY NOTICE PROCEDURE

A Penalty Notice is an **alternative to prosecution**. Receiving a notice means you have to pay a fixed amount of money for your child's non-attendance at school, and avoids court action as long as it is paid in full.

Fixed Penalty Notice Triggers

If your child has accrued **7 days or more** of unauthorised absence in a minimum 12 rolling school week period, you could receive:

- **A warning** - requiring you to ensure no further unauthorised absences occur in a 15 school day monitoring period, otherwise you would receive a fine.
- **A fixed penalty notice** - the warning period does not apply to notices issued due to leave of absence in term time taken without permission, or other parentally condoned absence.

Leave of absence in term time

The law states Head Teachers should not grant any leave of absence in term time **unless there are exceptional circumstances**. If you take a leave of absence without the school's permission, and this absence amounts to 7 days or more, you could receive a penalty notice.

The Local Authority never takes enforcement action lightly, we would much rather work with parents/carers to improve attendance. However, the Authority will use these powers to ensure that your child attends school regularly. Should you require advice and support about attendance issues contact either your school / academy.

Fixed Penalty Notices

A Penalty Notice is sent by first class post to your home and can be issued where attendance is irregular and where unauthorised absences occur due to:

- Leave of absence in term time
- Persistent late arrival after the register has closed
- To assist Year 11 pupils to engage in education
- Overt truancy (including pupils found during truancy sweeps)
- Inappropriate, parentally condoned absence.

A fine applies to **each parent** for **each child** who fails to attend school regularly. Where two parents / carers are issued with a penalty notices for a child, **both fines must be paid**.

Payment within 21 days is £60.

Payment doubles to £120 if paid after 21 days but within 28 days.

If the penalty notice is not paid **in full** by the end of the 28 day payment period, the Local Authority will bring a prosecution against you for failing to ensure your child's regular attendance at school during the period. As the notices are 'fixed,' the legislation does not allow part payments to be made, or payment by instalments.

Other Information

There is no right of appeal once a fixed penalty notice has been issued. We can only withdraw a notice where:

- It should not have been issued
- It has been issued to the wrong person
- If it appears to the Local Authority that it contains material errors

If you believe that one of the above circumstances applies, you should contact the Local Authority immediately with evidence to support your view, or if you wish to make general representations.

Should you require further advice and support about attendance issues contact either your school / academy.

APPENDIX 13 - ATTENDANCE LETTERS

Initial Attendance Letter

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «year» «reg»

GOOD ATTENDANCE MATTERS

At North Durham Academy **X**, we are committed to providing high-quality education to ensure that all students achieve their full potential. We place great importance on good attendance as we know how vital it is in maximising learning and achievement.

«chosen_forename» has missed! Syntax **Error, +** half-day sessions this year which equals an attendance of «percentage_attendance»%. This attendance level includes all absences, whether authorised or not, including illness, appointments, holidays, exclusions, etc.

If this absence level should continue, «chosen_forename» will be at a disadvantage to «his_her» peers and «his_her» future life chances and ability to succeed in a competitive job market may be restricted.

Please note that just 2 days of absence will reduce «chosen_forename»'s annual attendance level by 1%.

If you require any support in helping «chosen_forename»'s attendance to improve, please contact the Attendance Office or «chosen_forename»'s Learning Manager.

Yours sincerely

Education Welfare Officer

Attendance Letter 1

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year» «reg»

ATTENDANCE CONCERN – EVERY LESSON COUNTS

«chosen_forename»'s attendance since September 2018 now stands at «percentage_attendance»% as «he_she» has missed! Syntax **Error, +** half-day sessions in total.

«chosen_forename» is in danger of not achieving «his_her» full potential if absence continues at this level.

Please note that just 2 days of absence will reduce «chosen_forename»'s annual attendance level by 1%.

We will monitor «chosen_forename»'s attendance over the next 4 weeks initially. You can help by ensuring «he_she» attends every day from now on. If there is no significant improvement, you may be invited into a meeting in school or a home visit could be made to discuss what support is required.

If you would like to discuss the current situation and how we might support you and «chosen_forename» to improve «his_her» attendance and future progress, please contact me on

Yours sincerely

Education Welfare Officer

It is a parent's legal responsibility to ensure the regular school attendance of their child and parents who do not fulfil this responsibility may face legal sanctions by way of Penalty Notices or through the Magistrates Court.

Attendance Letter 2

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year» «reg»

ATTENDANCE CONCERN – IMPROVEMENT REQUIRED

Unfortunately, «chosen_forename» has had further absences since my previous letter.

«His_Her» overall attendance since the start of the year is now «percentage_attendance» as «he_she» has been absent for! Syntax **Error, +** half-day sessions.

«chosen_forename»'s attendance is well below that which will give «him_her» the best chance of achieving «his_her» full potential.

Your support is vital and we ask that you ensure «he_she» attends every day from now on.

We will monitor «chosen_forename»'s attendance closely for the next 4 weeks initially. If there is no significant improvement, we may invite you to a meeting in school or visit you at home.

Please contact me on if you wish to discuss this or require some support from us.

Yours sincerely

Education Welfare Officer

It is a parent's legal responsibility to ensure the regular school attendance of their child and parents who do not fulfil this responsibility may face legal sanctions by way of Penalty Notices or through the Magistrates Court.

FTA1 Initial Meeting Letter

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year»

ATTENDANCE MEETING INVITATION

Further to our previous communication, «chosen_forename»'s attendance remains a concern and currently stands at «percentage_attendance»%. This put «him_her» in the Persistent Absence category.

At North Durham Academy we value our relationships with parents. We wish to invite you and «chosen_forename» to a meeting at the Academy where we can discuss support to improve «his_her» attendance on:

X at X

Please report to reception when you arrive.

If you are unable to attend the meeting on the above date and time, please contact me as soon as possible to re-arrange a more suitable appointment on

I must advise you at this stage that if there is no improvement in «chosen_forename»'s attendance following the meeting, we may request the Local Authority to impose a Penalty Fine in respect of this matter.

Yours sincerely

Education Welfare Officer

Well-Being Meeting Letter

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year»

WELL-BEING MEETING INVITATION

We are aware that «chosen_forename» has missed school due to XXXXXXXX and we would like to meet with you both at the Academy on:

X at X

Please report to reception when you arrive.

At this meeting we can discuss the current situation to ensure we are working together to support «chosen_forename» to ensure «he_she» is accessing education and «his_her» needs are being met.

For your information, «chosen_forename» has missed! Syntax **Error, +** half-day sessions so far this year which puts «his_her» attendance at «percentage_attendance»%.

If you are unable to attend the meeting on the above date and time, please contact me as soon as possible to re-arrange a more suitable appointment on

Yours sincerely

Education Welfare Officer

September PA Letter

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

«chosen_forename» «chosen_surname»

PERSISTENT ABSENCE 2017-18

For the academic year 2017-2018, your «son_daughten»'s attendance was «percentage_attendance»% as «he_she» was absent for! Syntax **Error, +** half-day sessions.

Attendance at this level put «chosen_forename» in the Persistent Absence category.

Persistent Absence describes a child whose attendance is 90% or below. Attendance at this level is damaging to academic success.

Evidence shows that there is a strong link between student attendance and examination results, and also has a significant effect on future life chances.

You can help by ensuring «chosen_forename»'s attendance improves from this point forward. We will be monitoring «his_her» attendance closely from the start of the year.

Please note that you may also be contacted as part of our usual attendance management procedures in addition to this letter if «chosen_forename»'s attendance deteriorates this year.

ADDITIONAL INFORMATION FOR YEAR 8 AND YEAR 11 STUDENTS

Attendance is one of the key factors taken into consideration for graduation into Year 9.

Students' attendance is taken into consideration in order to attend the Y11 prom.

Attendance is quoted on all Y11 references from the Academy.

If you require any support from us, please contact «chosen_forename»'s Learning Manager or the Attendance Office on

Yours sincerely

Education Welfare Officer

September 'At Risk of PA' Letter

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year»

ABSENCE IN 2020-2021

For the academic year 2020-2021, your «son_daughter»'s attendance was «percentage_attendance»% as «he_she» was absent for! Syntax **Error, +** half-day sessions.

«chosen_forename» is **at risk of becoming a Persistent Absentee** if this pattern should continue or worsen.

Evidence shows that there is a strong link between student attendance and examination results and low attendance can have a significant effect on a child's future life chances.

You can help by ensuring that «chosen_forename»'s attendance improves from this point forward. We will be monitoring «his_her» attendance closely from the start of the year.

Please note that you may also be contacted as part of our usual attendance management procedures in addition to this letter if «chosen_forename»'s attendance deteriorates this year.

ADDITIONAL INFORMATION FOR YEAR 8 AND YEAR 11 STUDENTS

Attendance is one of the key factors taken into consideration for graduation into Year 9.

Students' attendance is taken into consideration in order to attend the Y11 prom.

Attendance is quoted on all Y11 references from the Academy.

If you would like to discuss «chosen_forename»'s attendance further or require support from us, please contact «his_her» Learning Manager on

Yours sincerely

Education Welfare Officer

APPENDIX 14 - DCC MANAGED MOVE PROTOCOL

1. Purpose of Managed Move

To offer schools an alternative way forward other than excluding a pupil from school. This involves the pupil moving onto a new placement in a planned and supported manner.

Head Teachers can in discussion with the LA consider a Managed Move for a pupil at the point where all strategies have been tried and exhausted.

Managed Moves can only take place with the agreement of all parties; pupil, parents, and both schools, the Senior Pupil Casework Officer, School Places and Admissions, Children and Adults Services, must facilitate and co-ordinate the move.

In a Managed Move the focus is on finding a way forward in response to the pupil's difficulties - and so the process is a solution - orientated rather than punitive one.

2. The Process

- (1) Meeting at home school with parents/carers and pupil to review strategies to avoid the need for exclusion and discuss the possible option of a Managed Move as a way forward to seek a 'supported fresh start' at a new school.

Parental preferences are sought, and the realities of the situation discussed.

Minutes of the meeting, including a full record of the strategies used to try and prevent the need for exclusion are taken (copy on Pupils File) following this meeting if all parties agree.

- (2) The Inclusion and Alternative Provision Co-ordinator contacts the Head Teachers of the proposed new school(s) to discuss the possibility of a Managed Move and to secure the school's agreement to the move in principle.

The pupil must continue to attend the home school during this period.

The Head Teacher from the home school and trial school discuss the pupil openly and honestly as soon as possible. (Within 5 working days).

- (3) The Inclusion and Alternative Provision Co-ordinator will convene a Managed Move admission meeting of all relevant parties where start and review dates, monitoring procedures,

expectations and contract are agreed. Within 10 working days of original meeting.

- (4) The Managed Move commences as a 12-week trial period reviewed halfway through and a final decision over whether the move can become permanent at the end of the 12-week trial. The trial period may be extended. This will be determined on an individual basis

Should the Managed Move prove unsuccessful, the pupil will return to the home school.

- (5) Oversubscription will not automatically prevent a school from entering into a Managed Move agreement.

Registration

The home school will keep the pupil on roll during the trial period and must be included in all attendance statistics. The pupil should be recorded as 'educated off site' in the register for the sessions that they attend the trial school and absent for those that they do not.

The trial school should record the pupil as a guest. Although not yet placed on its roll the trial school is responsible for recording the pupil's attendance, following up non-attendance as it would for other pupils and for feeding information back to the home school on a weekly basis.

Once it is agreed that the move is to be made permanent, the pupil will be removed from the home school's roll and placed onto the new school's roll.

Funding

The LA arranges for the transfer of funding, AWPU and if they have it pupil premium for the remainder of the year, from the home school to the new school on a pro rata basis.

Transport

The LA will provide free transport to the next nearest suitable school in the view of the LA, provided that it meets the distance criteria within the Home to School Transport policy.

Exceptions

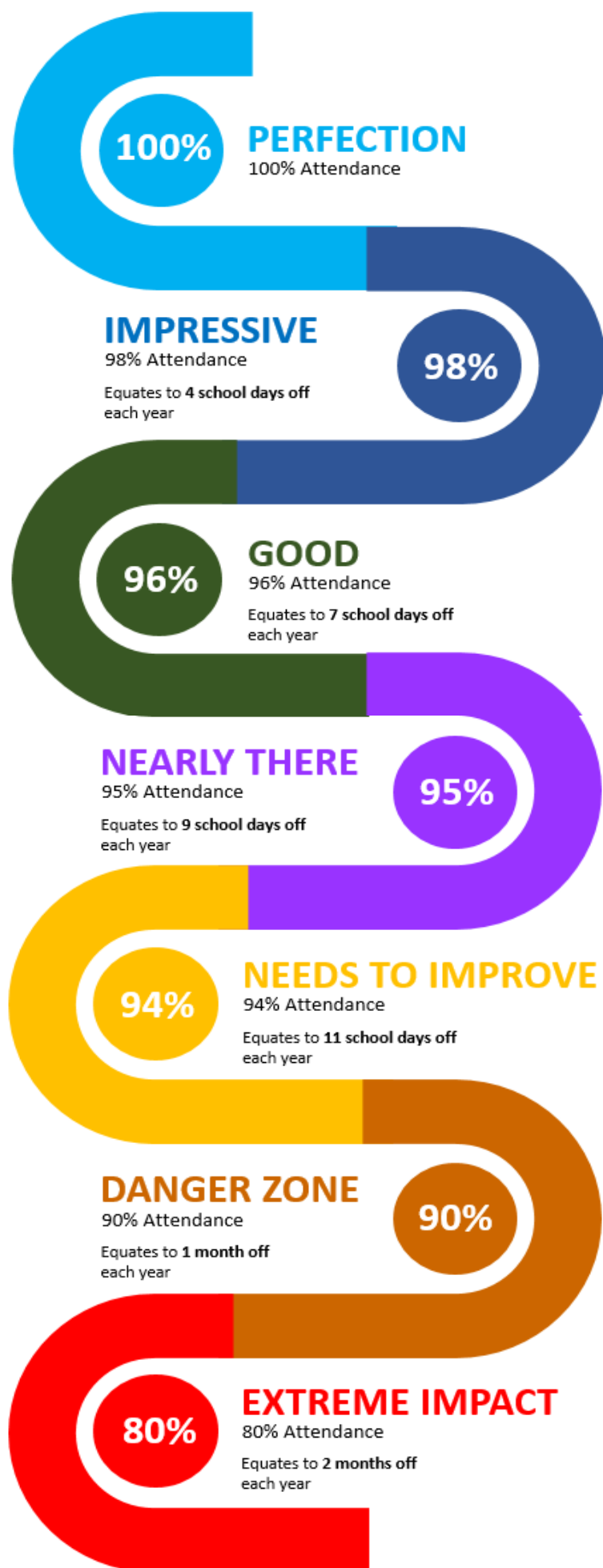
Children with a Statement of Special Educational Needs or Education Health and Care Plan would not be part of this protocol, but a placement could be reviewed in line with the SEN Code of Practice.

Similarly, Children Looked After would be an exception to this protocol but subject to emergency review.



**NORTH DURHAM
ACADEMY**

APPENDIX 16 - ATTENDANCE SNAKE



APPENDIX 17 - DAILY ABSENCE REPORT

Example of Daily Absence report from SIMS, showing reasons for absence for previous week. This report is to be taken to the Year Group Attendance meeting by the Attendance Officer.

Name	Year	Reg	Mark date	AM/PM	Mark	Comment
Student A	Year 7	New Caledonia	07 November 2018	AM	E	3 days excluded,
Student A	Year 7	New Caledonia	07 November 2018	PM	E	
Student A	Year 7	New Caledonia	08 November 2018	AM	E	
Student A	Year 7	New Caledonia	08 November 2018	PM	E	
Student A	Year 7	New Caledonia	09 November 2018	AM	E	
Student A	Year 7	New Caledonia	09 November 2018	PM	E	
Student B	Year 7	Nicaragua	09 November 2018	AM	E	excluded 9.11.18,
Student B	Year 7	Nicaragua	09 November 2018	PM	E	
Student C	Year 7	Tokelau	05 November 2018	AM	G	family holiday, text
Student C	Year 7	Tokelau	05 November 2018	PM	G	
Student C	Year 7	Tokelau	06 November 2018	AM	G	
Student C	Year 7	Tokelau	06 November 2018	PM	G	
Student C	Year 7	Tokelau	07 November 2018	AM	G	
Student C	Year 7	Tokelau	07 November 2018	PM	G	
Student D	Year 7	France	06 November 2018	AM	I	unwell-Mum mobile
Student D	Year 7	France	06 November 2018	PM	I	
Student E	Year 7	Cook Islands	05 November 2018	AM	I	unwell-Mum home
Student E	Year 7	Cook Islands	05 November 2018	PM	I	
Student E	Year 7	Namibia	05 November 2018	AM	I	Family incident last night, very upset, back tomorrow-Mum mobile
Student E	Year 7	Namibia	05 November 2018	PM	I	
Student E	Year 7	Namibia	06 November 2018	AM	I	Mum mobile- same as yesterday
Student E	Year 7	Namibia	06 November 2018	PM	I	
Student F	Year 7	French Polynesia	07 November 2018	AM	I	HURT HIS FOOT LAST NIGHT-MUM MOBILE
Student F	Year 7	French Polynesia	07 November 2018	PM	I	
Student G	Year 7	Cook Islands	09 November 2018	AM	I	ear infection -Mum mobile
Student G	Year 7	Cook Islands	09 November 2018	PM	I	
Student H	Year 7	Tokelau	06 November 2018	AM	I	diarrhoea, e/m
Student H	Year 7	Tokelau	06 November 2018	PM	I	
Student J	Year 7	Paraguay	05 November 2018	AM	I	bad cold & high temperature, e/m
Student J	Year 7	Paraguay	05 November 2018	PM	I	
Student K	Year 7	Tonga	07 November 2018	PM	M	Left site at 12.00 pm. AA
Student L	Year 7	San Marino	09 November 2018	AM	M	Dentist at 10.00 will bring him in when finished
Student M	Year 7	Venezuela	09 November 2018	AM	N	message left on Mum's mobile
Student M	Year 7	Venezuela	09 November 2018	PM	N	
Student N	Year 7	Norway	09 November 2018	PM	N	
Student O	Year 7	Holland	05 November 2018	AM	N	
Student O	Year 7	Holland	05 November 2018	PM	N	
Student P	Year 7	New Zealand	07 November 2018	AM	N	
Student P	Year 7	New Zealand	07 November 2018	PM	N	
Student P	Year 7	New Zealand	08 November 2018	AM	N	
Student P	Year 7	New Zealand	08 November 2018	PM	N	
Student P	Year 7	New Zealand	09 November 2018	AM	N	
Student P	Year 7	New Zealand	09 November 2018	PM	N	
Student Q	Year 7	Singapore	09 November 2018	PM	N	
Student R	Year 7	India	05 November 2018	AM	O	a way for dance competition since 1.11.18, due home today. No Leave of absence completed, e/m
Student R	Year 7	India	05 November 2018	PM	O	
Student S	Year 7	Spain	08 November 2018	AM	O	dentist appt at 11.20 in Leeds, no evidence seen, e/m
Student S	Year 7	Spain	08 November 2018	PM	O	
Student T	Year 7	San Marino	05 November 2018	AM	U	Arrived at 9.35 am. AA
Student T	Year 7	San Marino	08 November 2018	AM	U	

APPENDIX 18 - EXAMPLES OF SUPPORTIVE INTERVENTIONS

Interventions to be implemented depending upon presenting issues and barriers to attendance.

Attendance Challenge target card – to VMG Mentor, Learning Manager or Attendance Office
Arrive on Time Target Card
PLC
CAMHS
CEIAG
Counselling
Harbour (DV)
Early Help Assessment
Education Psychologist
Family Intervention Service
Home visit to discuss needs with parent/carers
Hospital and Home Tuition Services
Inclusion Team support
Kooth
Managed Move
Medical/health support in school
Mentor
Parent Partnership
Parenting groups
Peer Mentor
School Health
School Transport
Seating Plan change
Social Care support
SEN Services
Timetable or class/set/band changes
Toilet pass
Youth Offending Team (YOT)

APPENDIX 19 - ARRIVE ON TIME REPORT CARD

ARRIVE ON TIME

Name: _____ Start Date: _____

SLT please initial to confirm student arrived on time.

Student to report to the Attendance Office at the end of each week.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	A.O. Comments
WEEK 1						
WEEK 2						
WEEK 3						
WEEK 4						

APPENDIX 20 - LATE LETTER 1

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year»

PUNCTUALITY

I am writing to inform you that «chosen_forename» has been late to the Academy on «total_lates_both» occasions from: «dates_of_lates_both»

Students should aim to arrive at the Academy no later than 8.25am. Registration starts at 8.30am and students must be in their classrooms by this time, ready to start learning.

«chosen_forename» has received a detention for lateness on X occasions.

Walking into lesson late is embarrassing for your child. Please help by ensuring «he_she» arrives on time from now on.

Please don't hesitate to contact me if you wish to discuss this further.

Yours sincerely

Education Welfare Officer

APPENDIX 21 - LATE LETTER 2 - MEETING

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Year «year»

PUNCTUALITY CONCERN MEETING INVITATION

Following my previous letter, «chosen_forename» continues to arrive late to the Academy and has now accumulated «total_lates_both» late marks:

«dates_of_lates_both»

Despite being given several detentions after school, the situation has not improved.

We expect all students to arrive no later than 8.25am, so they can be settled in lesson ready to start learning at 8.30am.

So that we can support you and «chosen_forename» to improve the situation, I have arranged a meeting at the Academy on:

X at X

Please report to reception when you arrive.

If you are unable to attend the meeting on the above date and time, please contact me as soon as possible to re-arrange a more suitable appointment on

Yours sincerely

Education Welfare Officer