

# Baginton Fields Academy

## Attendance Policy



<b>Reviewed by:</b>	Alison Francis	<b>Date:</b> September 2024
<b>Approved by:</b>	Governing Board	<b>Date:</b> September 2024
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2025	

### Policy Review

This policy is available on our academy website and is available on request from the school office. All parents are informed about the policy when their children join the academy and on a regular basis through the newsletter and letters home where relevant.

Coventry City Council has produced this document as guidance for schools and academies when writing their own attendance policy. This guidance has been written in accordance with the Department for Education's (DfE) Working Together to Improve School Attendance guidance (2022) Schools and Academies must ensure that when using this guidance to inform their own policy that it reflects their own specific requirements.

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## 1. Introduction/Aim

At Baginton Fields Academy we value the attendance of all students and are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance,

There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, students, and governors to:

- Support student's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to student absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

## 2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

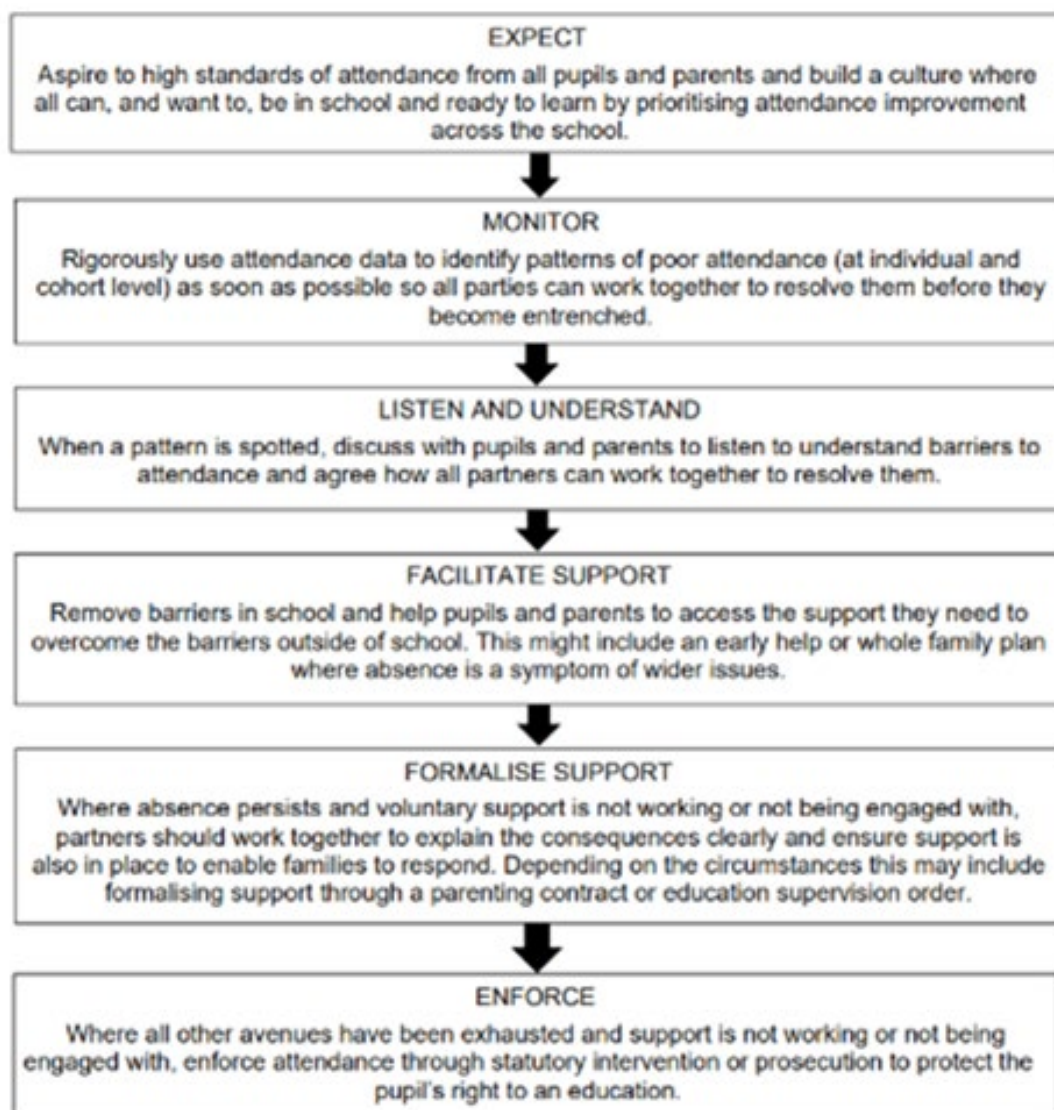
- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

### **3. Rationale:**

- At Baginton Fields the staff and governing body are committed to providing high quality education to all students.
- To ensure all students succeed and achieve to their full potential excellent attendance is crucial.
- All absences from school disrupts learning and will impact negatively on the life chances of all students.

Our school attendance policy:

- Is clear and consistently applied, transparent and fair
- Considers the individual needs of students and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is easy to understand by students, parents and staff
- Is reviewed by staff regularly and involves students and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below



#### 4. Context:

This Student Attendance Policy relates to the students attending Baginton Fields Academy. Reference is made to amendments made to the 2006 attendance regulations in the Education (Student Registration) (England) (Amendment) Regulations 2013 regarding term time holiday that came into force on 1<sup>st</sup> September 2013.

The academy admits students with severe and complex special educational needs. Students' learning is influenced by such factors as autism, challenging behaviours, communication difficulties, physical disabilities and medical conditions. These factors can also influence continuity of attendance.

Additional considerations regarding attendance must also be considered when reading this policy:

- The majority of students attending the academy are provided with escorted home / school transport from Coventry Education Authority.
- Students do not leave the academy premises during the lunchtime period.

- There is close contact between home and the academy.
- The school Parent Support Advisor will work with parents to encourage consistent attendance.
- A number of “Looked After” students are accommodated by the Local Authority in residential placements in surrounding districts and are required to travel.
- Students who attend the academy may suffer acute and ongoing health issues that influence their ability to attend.
- A minority of students present significant challenging behaviours that may impact on the capacity of families to encourage attendance.

## 5. Students absent due to medical conditions:

A number of students attending the academy have complex and chronic medical conditions. It is not uncommon for some students to be unwell and unable to attend school. Students may also be admitted to hospital for treatment or as a result of illness/infection. There is a small percentage of students who are recorded as suffering epileptic seizures and occasionally require hospital admission in response to seizure activity.

All absences relating to medical conditions / hospital and health appointments should be supported by an appointment card / letter for scheduled appointments / admissions. Such medical absences will be recorded as **Authorised**.

However, it is important that Heads of Key Stage are aware of the length of time students are absent from school for medical reasons. Heads of Key Stage will:

- Maintain regular contact with the family to ascertain the time scale and condition of the student involved
- Make sensitive home visits to gain a personal insight into the condition of the student.
- Provide home learning where appropriate and encourage families to support the student complete this. Provide support required to do this
- Liaise with the appropriate professionals e.g. Physiotherapist who may have more regular contact with the family to accrue up to date information.

## 6. Roles and Responsibilities

At Baginton Fields Academy we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, students, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Alison Francis	alisonf@bagintonfields.coventry.sch.uk
Head of KS 3 - Will contact parents/carers if there are attendance concerns or vice-versa.	Franck Lavie	franckl@bagintonfields.coventry.sch.uk
Head of KS 4 – As above	Rachel Burnside	rachelb@bagintonfields.coventry.sch.uk
Head of KS 5 – As above	Sean Noone	seann@bagintonfields.coventry.sch.uk
Attendance Officer	Andrew Watson	andrew.watson@coventry.gov.uk

<b>Named Governor/Trustee for Attendance</b>	<b>Helen Fox-Williams</b>	<b><a href="mailto:helen.fox-williams@coventry.gov.uk">helen.fox-williams@coventry.gov.uk</a></b>
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The Local Governing Committee of Baginton Fields Academy recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the academy to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring academy leaders fulfil expectations and statutory duties.
- Ensuring academy staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed
- Regularly reviewing attendance data and help academy leaders focus support on the students who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after students.
- Monitor and review attendance of the cohort and consider how academy policies, including behaviour policies, are sensitive to their needs and support good attendance.

Baginton Fields Academy will:

- Have a clear academy attendance policy on the academy website which all staff, students and parents understand.
- Develop and maintain a whole academy culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which students and student cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify students at risk of persistent absence.
- Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal early help is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early help/family support, including conducting an early help assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.

- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent students with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with students with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure a joined up approach with pastoral support and where required, put in place additional support and adjustments, ensuring the provision outlined in the student's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the students who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these students are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help students who have a social worker, recognizing that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the student's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Student Premium Plus for previously looked after students.

## **Specific roles**

### **Role of the Headteacher:**

#### **The Headteacher is responsible for:**

- Ensuring that the attendance policy is implemented
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- **Issuing fixed-penalty notices, where necessary, these may be issued in the case of an unauthorised holiday being taken during term time.**

#### **The Headteacher will:**

- Call parents/carers to discuss attendance
- Send attendance letters as appropriate
- Meet with parent/carers where there is a persistent concern
- Meet regularly with the LAAO
- Agree a joint approach for all severely absent students with the local authority.



**Role of the DSL:**

- Intensify support through statutory children's social care where there are safeguarding concerns.

**The role of the Senior Leadership Team:**

The Senior leadership team are responsible for:

- Monitoring & ensuring attendance is discussed weekly at SLT meetings and that any student who is a cause for concern is raised
- Collectively leading on attendance across the school but take responsibility for their Key Stage
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to students and families
- Where attendance is a concern and a social worker is involved, school will alert them to the issue as soon as possible
- School will inform the allocated social worker of any unexplained absence.
- Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified.
- Take an active part in the multi-agency effort with the local authority and other partners and where the lead practitioner is outside of the school, continue to work with the local authority and partners.

**Role of Parent Support Advisor:**

- Will contact parents as required by the Senior Leadership team and see what support school can offer
- Liaise with Early Help or the Children's Disability Team if necessary.
- Liaise with the LAAO under advice from the Headteacher.

**Role of class staff:**

- Responsible for ensuring registers are taken via StudyBugs and returned promptly
- Encourage good attendance
- Be alert to factors that might have a negative impact on attendance and discuss these with Head of Key Stage
- Be vigilant for patterns of poor attendance and share these with the Head of Key Stage.

**Role of administrator:**

- Accurately complete admission and attendance registers.
- Text parents/carers of students on the first day of absence
- If no response, they will telephone
- Record absences on daily absence register to alert senior leaders
- Contact members of staff who fail to have taken their registers

- Record authorised and agreed absences in registers using the correct attendance codes
- Amend registers as required

#### **Role of parents/carers:**

- Ensure their daughter/son attends school every day
- In the event of a student being absent parent / carers are required to inform the school via **Studybugs** or by phone/email before 9.00am on the first day of absence. Such messages will constitute the absence being regarded as **Authorised** provided the Headteacher is satisfied with the reason given for absence
- If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence
- In the case of sickness parents/carers should alert school on each subsequent day of absence and indicate the expected return date
- Parents/carers will alert school in advance of a medical appointment.
- Parents/carers will share with school a copy of any appointment letter/test message/email that will require their child to miss school
- Should the parent / carer fail to inform the school of the reason for absence then the absence will be regarded as **Unauthorised**
- Parents/carers will ensure that any non- urgent medical/dentist appointment is made outside the school day
- Where this is not possible students should be out of school for the minimum time possible, a whole day absent for a dentist/doctors appointment will be partially unauthorised i.e. if the appointment is in the morning and the student does not attend in the afternoon that session will be unauthorised unless there are exceptional circumstances
- Parent/carers will alert school to any issues that affect attendance as soon as possible and work with school/other professionals to resolve these
- Those parent/carers who bring their child to school will ensure they arrive punctually for 9.00 am and 3.20 pm to collect them. The personal transport budget may be withdrawn if families do not adhere to this contract

#### **Role of students will where appropriate:**

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by academy staff, parents and through the school timetable.
- Speak to their class teacher/support staff or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.

### **7. Recording Absence and Attendance**

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

#### **7.1 Leave of absence**

The headteacher can grant a leave of absence when a student needs to be absent from the academy with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Student Registration) (England) Regulations 2024. These circumstances are:

- Attending an interview
- A temporary, time-limited part-time timetable
- Exceptional circumstances\*

The headteacher can also allow students to be absent from the school site for certain educational activities or to attend other schools or settings.

\*The headteacher will consider a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the student normally lives with. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the student can be away from the academy.

Generally, the DfE does not consider a need or desire for a holiday or leave of absence for the purposes of leisure or recreation to be an exceptional circumstance.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

***Headteachers may not grant any leave of absence in term time unless there are EXCEPTIONAL CIRCUMSTANCES.***

***What does this mean for parents / carers of children attending Baginton Fields?***

- *Leave of absence will not be granted other than for EXCEPTIONAL CIRCUMSTANCES.*
- *“EXCEPTIONAL CIRCUMSTANCES” would not ordinarily include holidays in term time.*
- *The headteacher will decide if a request for leave of absence is reasonable and each request will be judged on a case by case basis.*
- *The headteacher will determine the number of school days a child can be away from school if leave is granted.*
- *Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.*
- *Authorised Leave of Absence will be recorded in the register as an “Authorised Absence”*

***How do parents/ carers apply for leave of absence in exceptional circumstances?***

A Leave of Absence request form is available from the academy.

Please contact the Academy Office on 02476 303854 or

[admin@bagintonfields.coventry.sch.uk](mailto:admin@bagintonfields.coventry.sch.uk)

The form may also be found on the school website: [www.bagintonfields.coventry.sch.uk](http://www.bagintonfields.coventry.sch.uk)

***What happens if a student is taken out of school without permission: permission is refused or the child does not return to school by the agreed date?***

## **8. Legal sanctions:**

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

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

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

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

A penalty notice request may be submitted to the Local Authority by the headteacher should: -

- The parent fail to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

## **9. Medical Appointments and absence due to illness**

Parents should try to make appointments outside of academy hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the academy in advance of the appointment wherever possible. The student should only be absent for the minimum amount of time necessary for the appointment. In most circumstances, a student should not miss a whole day at school for an appointment. If a student must attend a medical appointment during the school day, they must provide written evidence. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the academy's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

## **10. Student Absence for the purposes of Religious Observance**

Baginton Fields Academy acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside academy holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the academy will consider either authorising the student absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

## **11. Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the academy. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to:

Examples of what would be an unsatisfactory explanation e.g., a student's/family member's birthday, closure of a sibling's school for INSET (or other) purposes, refusal to attend school on health grounds but where the student is considered well enough to attend, holidays taken without the authorisation of the school.

## **12. Our Procedures**

### **12.1 Register Keeping and Recording**

The School Attendance (Student Registration) (England) Regulations 2024, require schools to take an attendance register at the beginning of each morning session and once during each afternoon session.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every student (of both compulsory and non-compulsory school age) whose name is listed on the admission register at the time.

Registers are taken twice a day in class via StudyBugs. Morning registration is taken before 9.30 am and afternoon registration closes at 1.10 pm.

### **12.2 Expected absence procedure for parents**

A parent has a legal responsibility to ensure that their child attends school regularly. If a student is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the academy:

- The first day calling procedures will be activated for all students who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is still no contact made from the student's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a student, a home visit may be carried out.

In certain circumstances the school may also:

- Visit the home of the student.

- Write to the parents of a student to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the student at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

### **12.3 Reducing persistent and severe absence:**

Students attending Baginton Fields are generally enthusiastic about attending school.

A student becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all students at our academy are monitored to identify students who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Any student who is identified as a persistent absentee will be issued with a letter with the family offered support
- Hold regular meetings with the parents of students who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement with the academy
- Provide access to wider support services to remove the barriers to attendance

Parents are contacted either by letter, home visit or by invitation to an attendance meeting involving all relevant agencies, when strategies for improvement are put in place.

To support regular attendance school will follow the Local Authority staged approach as detailed in School Attendance Matters.

#### **Stage 1: Prevention**

**Criteria:** Attendance is between 91% and 100%

Students who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e., GP

#### **Stage 2: Early Intervention**

**Criteria:** Attendance is between 81% and 90%

Students who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

#### **Stage 3: Targeted Support**

**Criteria:** Attendance is below 80%

Students who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

#### **12.4. Tailored Support**

At Baginton Fields Academy we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform the academy of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the academy identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance. The academy will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Home visits
- Support from the PSA
- Referrals to social care/CAMHS
- Individualised reward systems
- Support from a Thrive practitioner

To plan the correct support, we will always invite parents and students to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be student centred and planned in discussion and agreement with both parents and students. This may include a referral to Early Help or a Parenting Contract.

#### **13. Penalty Notices**

Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices.

The threshold is 10 sessions (equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3<sup>rd</sup> (or subsequent) offence(s) a prosecution will be considered.

#### **14. Staged Reintegration/Part-time timetables**

All students of compulsory school age are entitled to receive a suitable full-time education and the academy and local authority have a statutory duty to ensure that all students in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, part-time timetable to meet a student's individual needs and only where it is safe to do so.

We will not use a part-time timetable to manage a student's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision where applicable. We will never put a part-time timetable in place without written agreement from parent/carers and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the student; it will be reviewed regularly in partnership with the student, parent and any other relevant professionals working with the family.

We will notify the Attendance and Children Missing Education Team of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

#### **15. Related Policies**

To underpin the values and ethos of our school and our intent to ensure that students at our academy attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection.
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards



## 16. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance \(February 2024\)](#)
- [School attendance parental responsibility measures \(January 2015\)](#)
- [Children missing education \(September 2016\)](#)
- [Keeping children safe in education \(September 2023\)](#)
- [Working together to safeguard children \(December 2023\)](#)

## **17. Appendix**

### **Local authority letter issued to all families**

Dear Parent/Carer

#### **Re: National Framework for Penalty Notices for school absence**

I am taking this opportunity to write to inform you of some important changes the Government are introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices is being introduced. The regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10 week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3 year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

The local authority is in the process of consulting with schools and partner agencies to develop a revised local code of conduct. The document will be published on Coventry City Council's website from 19<sup>th</sup> August 2024.

The Council and school believe good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.