



**Truro and Penwith  
Academy Trust**

# **Secondary Attendance Policy**

## **Review Summary**

<b>Approved By:</b>	<b>Trust Board</b>
<b>Approval Date:</b>	<b>30 January 2024</b>
<b>Next Review Date:</b>	<b>September 2025</b>

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## 1. Policy Statement

It is the aim of all TPAT schools that every pupil enjoys learning, experiences success and realises their full potential. The Attendance Policy reflects these aims and recognises that regular full time attendance has a very significant positive effect on the motivation, social development and attainment of pupils.

As part of the Truro and Penwith Academy Trust (TPAT), we are committed to our shared core purpose, which is at the heart of all we do. This core purpose is to improve the life chances for all children and young people in our schools. Our school's mission/ core values are aligned with that of the Trust:

Our ethos is based on the fundamental idea of creating an appropriate culture throughout our organisation that enables both students and staff to thrive. There are two strands of our culture that we are committed to develop, implement and embed:

- **A Culture of Community** – an inclusive ethos, focussed on creating the conditions necessary to develop a sense of belonging and wellbeing within students, staff and the wider community.
- **A Culture of Excellence** – striving to be the best that we can be in our core purpose of teaching and learning, with high expectations and increased consistency across our large College.

Our school strives to deliver excellent educational experiences for pupils, improving their life chances and serving the communities to which we belong.

**This policy should be read in conjunction with existing Trust and school policies including (but not limited to) the following policies:**

- Safeguarding and Child Protection
- Special Educational Needs and Disability
- Behaviour
- Exclusions and Suspensions
- Anti-Bullying Policy
- Supporting Pupils with Medical Conditions

## 2. Legislation and DfE guidance

This policy meets the requirements of the following legislation which sets out the legal powers and duties that govern school attendance including:

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

**DfE guidance:**

- The Equality Act 2010 and schools (DfE May 2014)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315587/Equality\\_Act\\_Advice\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf)
- Supporting pupils at school with medical conditions (DfE December 2015)  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- Education for children with health needs who cannot attend school (DfE January 2013)  
<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>
- Keeping children safe in education (DfE)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working together to improve School Attendance (DfE)  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- School attendance parental responsibility measures (DfE January 2015)  
<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
- School census guidance (DfE)  
<https://www.gov.uk/guidance/complete-the-school-census>
- [Suspension and permanent exclusion \(DfE May 2023\)](https://www.gov.uk/government/publications/school-exclusion)  
<https://www.gov.uk/government/publications/school-exclusion>
- Home to school travel and transport guidance (DfE June 2023)  
<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

### 3. Aims

- To communicate the importance to all students and their parents/carers of maximum attendance at school as an essential pre-requisite for making full advantage of the educational opportunities and to maximise individual achievement;
- To make explicit to all relevant parties (staff, parents/carers and students) TPAT's and the School's expectations for attendance;
- To promote a consistent approach across the Trust towards all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To communicate the need for families and school staff to work in close partnership to achieve high attendance.

### 4. Introduction

Section 7 of the Education Act 1996, places a legal duty on Parents/Carers to ensure that any child of compulsory school age receives full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have. It is essential for students to attend school regularly in order to maximise the opportunities available to them. For a student to reach their full potential a high level of school attendance and punctuality is essential. We aspire to achieve 100% attendance for every child. We acknowledge that there may be times when a child is unavoidably absent from school.

All TPAT schools support children and parents by:

- ***Promoting the value of high attendance and punctuality and reducing absence, lateness and particularly persistent absence***
- ***Ensuring every child has access to full time education to which they are entitled***
- ***Acting early to support high attendance and address absence***
- ***Ensuring school is a safe and supportive environment in which children can thrive.***

## **5. Why regular attendance is important**

Any absence impacts on the progress of a child and disrupts learning, relationships with peers and academic, personal and social development. Repeated absence is therefore most likely to be detrimental to children and to seriously impede their learning. Any child's absence disrupts teaching and may, therefore, affect the learning of others in the same class.

Ensuring a child's regular attendance at school is the responsibility of the parent/carer and permitting absence from school without a good reason is an offence in law and may result in prosecution.

## **6. Safeguarding**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State about safeguarding and promoting the welfare of children and students under the age of 18.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and, within the context of this school, we will adhere to the latest safeguarding policies and practices. A child missing from education may be at risk of abuse or neglect or become a victim of harm, exploitation or radicalisation. Failing to attend school on a regular basis is therefore a safeguarding concern.

All TPAT schools monitor trends and patterns of absence for all pupils as a part of standard procedures. However, it is recognised that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#), Local Procedures and the School's Safeguarding Policy, staff will monitor and report any safeguarding concerns within the school to the DSL on to the relevant authorities as appropriate. As part of the school's safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when they cannot establish their whereabouts and there is concern for the pupil's welfare.

If a pupil is not attending school regularly as required, staff may make home visits to see and speak to the pupil and parents/carers as part of the school's safeguarding and attendance processes. If staff are unable to see and speak to the pupil and parents/carers, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the school with relevant information.

## **7. Why Do Student's benefit from 'High' attendance?**

Achieving high school attendance is a national priority. Our Trust and school data clearly shows a correlation between high attendance rates and high achievement.

The vast majority of our students achieve excellent attendance in line with national average. Illness usually appears as a block of time off school. We review attendance patterns each week and look for unbroken and broken weeks as a key indicator. We would not usually expect that students would have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and we will offer support to families where there are more frequent broken weeks, in line with our attendance procedures. The impact broken weeks can have on a child's education is illustrated below:

If your child misses...	That equals at least...	Which is the same as around....	And over 13 years of education that's...	Or at least...
1 day a fortnight	78 lessons per year	4 whole school weeks per year	Nearly 1.5 whole years	1014 lessons
1 day a week	156 lessons per year	8 whole school weeks per year	Over 2.5 whole years	2028 lessons
2 days a week	312 lessons per year	16 whole school weeks per year	Over 5 whole years	4056 lessons
3 days a week	468 lessons per year	23 whole school weeks per year	Nearly 8 whole years	6084 lessons

## 8. Understanding Absence

By law, schools must register students for two sessions each day (morning and afternoon registration). Every half-day of absence must be classified by the school as either authorised or unauthorised. This is why information about the nature of any absence is always required from parents.

'Authorised absence' means that the school has either given approval in advance for a pupil to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by a school:

### Illness

- In most cases, absences for illness which are reported by parents/carers in line with the school's absence reporting procedures will be authorised.
- If the school has a genuine and reasonable concern about the authenticity of the illness, the school will request medical information and/or evidence to support the absence - such as a prescription, appointment card, or other appropriate form of information/evidence.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- Where a pupil has a high level and/or frequency of absence, the school may require suitable information and/or evidence in order to authorise any future absence where illness has been given as the reason. If this is the case, the school will make the parent/carer/s aware of this expectation in advance.
- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have **not** been reported to the school by the parent/carer on the first and any subsequent days of absence may not be authorised.

### Pupils taken ill during the school day

If a pupil needs to be sent home from school due to illness, this will be agreed by an appropriately authorised member of school staff. In such circumstances, the pupil must be collected by a parent/carer or adult authorised to collect the child by the parent/carer and identified to the school. No pupil who is ill will be allowed to leave the school without being collected by a known adult. Even if a family home is relatively close to the school, we do not allow sick children to walk home unaccompanied.

## Medical/Dental Appointments

- Parents/carers must, wherever possible, arrange for medical and dental appointments to take place outside of school hours. Where appointments during the school day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is. The school recognises that pupils with a health condition may have a higher number of medical appointments than other pupils and it is therefore possible that at least some of these appointments may be during the school day.
- If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parent/carer confirmation.
- The school reserves the right to request evidence of appointments from parents/carers. Suitable evidence may include appointment letters or cards, copies of emails from a verifiable address (e.g. NHS) confirming the date and time of the appointment.

## 9. Exceptional Circumstances Leave of Absence

By law, Headteachers are not allowed to authorise absence during term time unless the circumstances are exceptional.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500.

Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

All requests from parents for term time leave of absence must be made in writing to the Headteacher using the school's form (available on the website or from Reception). Wherever possible, a request

must be made at least 3 weeks (15 school days) prior to the requested leave of absence. Parents will receive written notification to confirm whether their request has been authorised.

Each application from parents for an 'exceptional circumstance' leave of absence during term time will be considered on its own merit - see Appendix 6 Exceptional Circumstances Request Form

## **10. Persistent Absence**

In line with DfE Guidance, a pupil is considered as 'persistently absent' when they miss 10% or more of their schooling across the school year **for any reason**. Absence at this level is highly likely to significantly harm a child's educational progress.

Children who are persistently or severely absent are supported by school attendance teams, the school's Education Welfare Officer and the TPAT Attendance and Inclusion Lead in line with our attendance procedures.

## **11. Home/School Partnership**

TPAT Schools work in close partnership with parents and families to achieve high attendance for every pupil.

### **Parents must:**

- Contact the School on the first day of a child's absence – by 8.30am at the latest;
- Ensure their child arrives at school on time – the school day starts at 8.45am. Late arrival after registers close may be classed as an absence –see Appendix 4 (Late to School Protocol)
- Arrival after the register closes at 9.15am without satisfactory explanation will result in an unauthorised absence being recorded on the register.

### **The School will:**

- Contact parents on the first day of absence if a reason for absence has not been given. Wherever possible the school will phone the parent to discuss their child's absence;
- Meet with parents to discuss and agree support to improve attendance in line with our attendance procedures.
- Escalate concerns about attendance to the school's EWO and the TPAT Attendance and Inclusion Lead when appropriate and in line with our attendance procedures to ensure children receive support to attendance school regularly.
- Where necessary to ensure regular attendance, the EWO may apply for sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court. In all cases we believe it is in the child's best interests to attend school regularly and our decision making is always led by our commitment to protecting the entitlement of children to full time education.
- Follow up promptly any concerns parents pass on to us that may be affecting a child's attendance;
- Provide support and involve the school's attendance team and other support agencies to help students re-integrate into school after illness or other individual circumstances;
- Regularly remind students of the importance of high attendance and punctuality for example, through assemblies and tutor time;
- Acknowledge and celebrate improving attendance.

## **12. Telephone numbers:**

There are times when the School needs to contact parents about educational matters, including attendance, punctuality and absence. The school may also need to contact parents in the event



of an emergency. TPAT schools therefore need to have correct parental contact phone numbers at all times. Parents must ensure the school always has an up to date contact number. **Parents have a duty to notify the school as soon as possible of any changes to their contact details.**

### **13. Supporting High Attendance and Reporting**

To promote the importance of high attendance and punctuality, the School will recognise improvement in attendance.

Attendances, punctuality and absence are reported to parents in all written reports and attendance records are available to parents on request.

### **14. Roles and responsibilities**

The roles of the form tutor and Pastoral Team are explained in **Appendix 2**. Administrative support is provided by the Attendance Administrator. **All** members of staff have a responsibility to promote high attendance.

Below are the more specific roles and responsibilities which certain roles have. These are not exhaustive.

#### **SLT Lead – Mr P Carpenter**

Strategic lead for attendance

- Point of reference for HoY, tutors and all staff regarding attendance
- Chair of fortnightly whole school attendance meeting
- Referrals to external agencies
- Attendance at Education Planning Meetings
- Attendance at Court as necessary
- Home visits as required

#### **Attendance Manager – Mrs A Weir**

- Produce and monitor attendance data
- Circulate attendance data and actions as appropriate
- Send attendance letters as tier thresholds are met
- Consider use of penalty notices
- Pupil Support Plan meetings
- Education Planning Meetings
- Attend fortnightly Year Team Attendance Meetings
- Attend whole school attendance meetings
- Referrals to external agencies
- EWO referrals
- Home visits as required

#### **Attendance Officers – Mrs J Teal & Mrs S Neal**

- Early intervention
- Encourage attendance and identify barriers
  - Answering absence phone calls from 8.15am
  - Follow-up daily phone calls ('N' codes, queries and where more information required)
- Register checking each lesson and tutor sessions
- Text alerts for missing students (lessons and tutor sessions)

- Monitoring and actioning of 'Safety Plan' students
- Monitor lates to school and appropriate actions
- Consider if medical evidence should be required
- Follow-up Tier 1 letter and tutor phone calls
- Home visits as required
- Student voice (attendance)

### **Healthcare Champions**

- Managing and supporting students to remain in school
- Gaining parental support for students who can stay in school
- Administering medication to students with parental consent

### **Education Welfare Officer – Ms G Waldron (TPAT)**

- Work with referred cases
- Education Planning Meetings
- Preparation of court papers
- Home visits

### **Head of Year**

- Point of reference for tutors
- Promotion of attendance during assembly and YT meetings
- Parental meetings/phone calls regarding attendance
- PSP meetings with students and/or parents/carers – set four weekly targets
- Fortnightly attendance meetings with Attendance Manager, SLT Lead and PSA
- Home visits as required

### **Tutor**

- Completion of registers within 10 minutes
- Flagging of safety plan students who are missing
- Promotion of attendance during tutor time
- Review attendance data (fortnightly and for previous year) provided by Attendance Manager
- Daily attendance monitoring of all students in tutor group via registers (including lates, missing assembly, absence patterns, etc)
- Supportive conversations with students to identify issues/support, etc and follow-up actions
- Phone calls to parents regarding attendance
- Home visits as required

### **Pastoral Support Assistant**

- Referral point for actions/support/intervention
- Refer attendance issues/information to Attendance Team
- Fortnightly meetings with Attendance Manager, SLT Lead and HoY
- Home visits as required

### **Headteacher**

- Challenge and support the work of the attendance team
- Effectively resource the attendance team
- Raise the profile of attendance with students, staff, parents/carers and the wider community

### **Teacher**

- Completion of registers within 10 minutes

- Flagging of safety plan students who are missing
- Welcome student to every lesson
- Highlighting attendance to lesson patterns
- Discussing attendance to lesson data at Parent Information Evenings

### **Reception Team**

- Initial point of contact for parents/carers seeking to take their child home
- Positive reinforcement of the rationale for children staying in school

### **Learning Champions**

- Attendance phone calls to caseload
- Support with actioning PSP
- Meet with parents
- Home visits as required

## **15. The School's Education Welfare Officer**

The School's Education Welfare Officer (SEWO) works alongside the school's Attendance Team. The School works closely with the SEWO to support students whose attendance is a cause for concern. The SEWO may visit homes, meet with students and parents in school (or at their home) and is a vital component in our efforts to secure high attendance.

The SEWO works in partnership with the TPAT Attendance and Inclusion Lead and may initiate legal proceedings against parents who have not fulfilled their responsibility for ensuring regular attendance. Before a case goes to court, Parenting Contracts may be drawn up, setting targets for improving attendance. The primary aim of all school action is to ensure every child attends school on a regular basis and is therefore able to achieve their full potential.

## **16. Students with Special Educational Needs (SEND)**

Our School supports the attendance of students with SEND and understands that their specific needs present additional school challenges. Good attendance for all students including and especially those with SEND is crucial in ensuring academic and social progress. Further information relating to the support available to students with SEND is available from the school's SENDCO.

## **17. Young Carers**

Students identified as Young Carers are offered additional support to ensure they can achieve high attendance. We recognise that attending regularly can be particularly challenging for Young Carers. Further information about the support available for our Young Carers is available from our Pastoral Team.

## **Appendices**

- Appendix 1 – Registration Procedures
- Appendix 2 – Tiered Approach to Supporting Attendance
- Appendix 3 – Punctuality Procedure
- Appendix 4 – Post 16 Attendance Procedure
- Appendix 5– Attendance letters (TPAT Model Letters)
- Appendix 6 – Exceptional Circumstances Leave Request Form and Model Letter

## Appendix 1: Registration Procedures

### Staff Guide to Registers and Associated Procedures:

This section complements our Attendance Policy and should be read in conjunction with it. It deals with the practicalities of completing registers and associated attendance procedures. The register is a legal document which may be used as evidence in court. The decision on whether or not to authorise a particular absence rests with the Headteacher. The class teacher or tutor will record attendance of a child at morning registration and at the start of each lesson. In some circumstances, the Headteacher will authorise another member of staff to take the register with the same level of delegated authority as the teacher or tutor.

#### Marking the register

Form Tutors are responsible for providing accurate and timely registers for each tutor session. Where the morning or afternoon registration is completed during a lesson, then the teacher is similarly responsible for providing an accurate and timely register.

A register is taken during each lesson of the school day to ensure the school has accurate information about where children are. Every register must be taken accurately and in a timely way at the start of each lesson as an essential part of the school's culture of safeguarding. The responsibility for taking a lesson register may be held by the tutor, teacher (including supply or temporary teachers), cover supervisor, or other school staff as appropriate.

Where a child is not present in a lesson for an authorised reason e.g. music lesson, meeting with member of Senior Leadership Team or Pastoral Team, then the member of staff must ensure that the child's whereabouts is known and that the student is marked as present on the register.

#### Reading the registers

The registration information is read every morning after Registration. It is imperative that the data entered is accurate and that there is a mark for **EVERY** student. Every student **must** fall into one of the three categories of present, absent or late. Staff must enter either 'present', 'absent' or 'late' (+ how many minutes late). **Staff have a responsibility to safeguard the children in our care and it is vital that the information held is accurate.**

The school operates a policy of '1<sup>st</sup> day response' regarding absence across the school. The Attendance Administrator will contact the parents of any child who is absent without an explanation.

#### Communication with/from parents

Same-day contact has been shown to be the single most effective strategy in improving rates of attendance. It is also vital to safeguard children. Parents must contact the school as early as possible on the **first** day of absence to notify the school of their child's absence and the reason for absence.

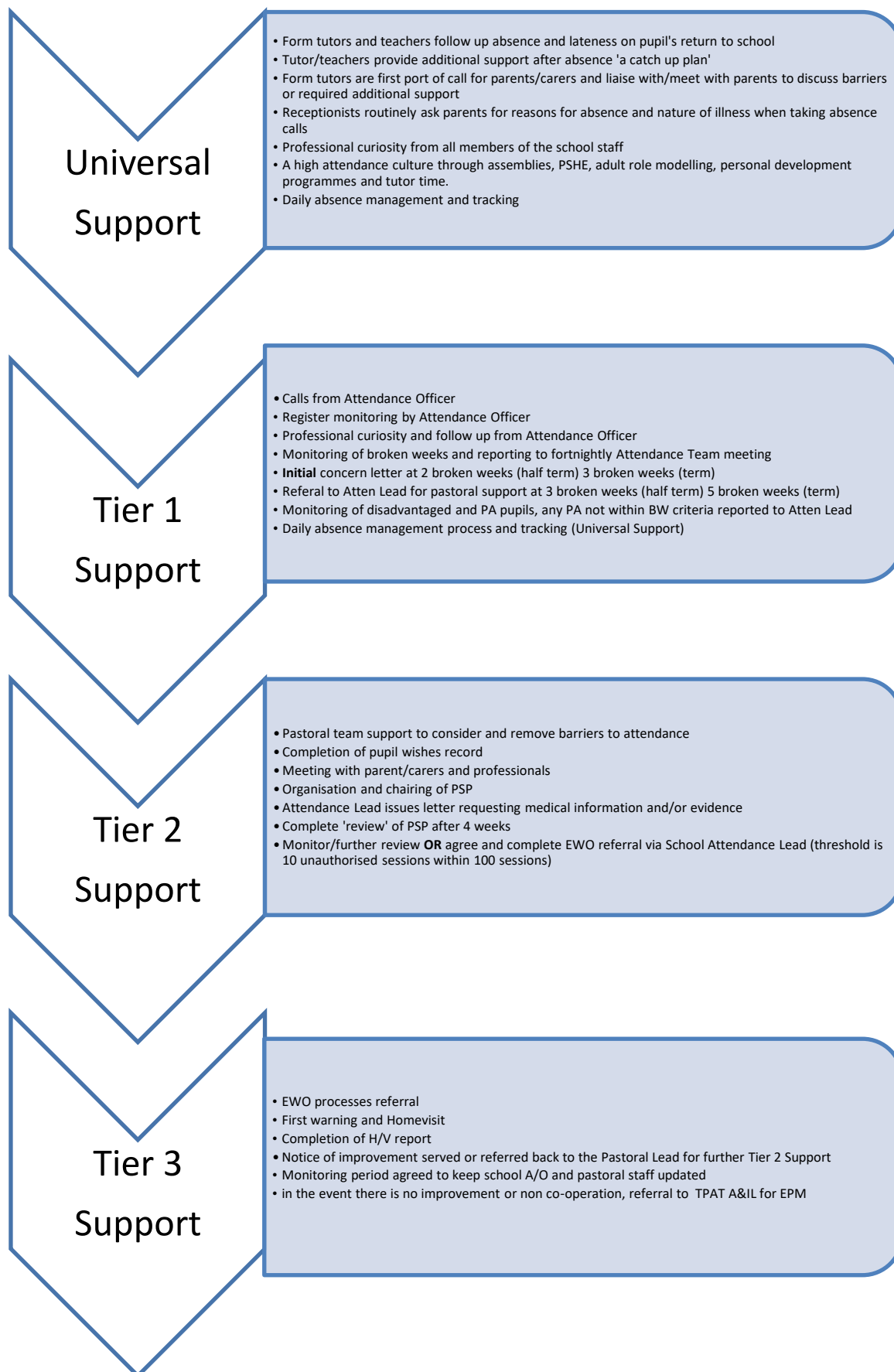
Communication by phone or in person is required on each day of a period of absence. If absence notes are received they should be initialled and dated by the form tutor. **All notes must be sent to the Attendance Administrator on the same day they are received.**

#### Punctuality

- Registration starts at 8:45am and at 11:50pm. Thereafter a student's absence will be recorded as late (L).
- A student should be marked as **late** when the teacher has completed the register and a student arrives after the register has been "sent". A late mark should be added for any student who arrives to tutor time after 8.55am and after 12 noon. The number of minutes late should be recorded.
- Parents may be prosecuted for persistently failing to get their child to school on time. The school will take a robust response to students who are regularly arriving late.



## Appendix 2: Tiered Approach to Supporting High Attendance



## Appendix 3: Punctuality Procedure

### **Aim:**

- To achieve high levels of punctuality for all students, through partnership with parents and students.

### **Rationale:**

- Excellent punctuality is central to learning. For students to achieve their potential it is essential that high levels of punctuality are maintained. All students are expected to be on time every day and to every lesson.

Our school acknowledges its legal duties under the Equality Act 2010, with respect to safeguarding and in respect to students with Special Educational Needs and Disabilities.

### **Punctuality – Helston Community College**

Poor punctuality is not acceptable. If a student misses the start of a lesson they may miss work and vital information to support progress. Late arriving students disrupt lessons and the learning of others. The school day starts at 8.45am and we expect every student to be in registration at that time. If students are late, their parents will be informed through the Class Charts app and the students will receive a detention during lunch that day. Parent meetings will be held for students who are regularly late to school. If a student is late to class with no good reason, they will be issued with a behaviour point. Persistent lateness to class will result in a detention and contact home.

If a student arrives after the register closes at 9.15am and the explanation provided is not satisfactory they will receive a mark that shows them to be on site, but this may **not** count as a present mark and it may mean they have an unauthorised absence. Ten or more unauthorised sessions (5 school days) in 100 sessions (50 school days/10 school weeks) could result in a first warning of Penalty Notice and referral to the school or LA Educational Welfare Officer (EWO).

If a student is persistently late parents/carers will be asked to meet with a member of school staff and/or Education Welfare Officer to resolve the problem. We encourage Parents/Carers to approach us at any time if there are problems getting a child to school on time.

All students are expected to be on time every day and to every lesson. Lateness is only excused in exceptional circumstances. Where lateness is caused by unforeseen family circumstances, parents must phone the school to provide a reason, or provide a written explanation. Persistent lateness will not be authorised.

Students arriving after a registration period has closed must sign in at either South Site Reception or The Attendance Office.

#### **Appendix 4: Post 16 Attendance Procedure (Helston Community College)**

High levels of attendance are expected in Post 16 and all students should aim to achieve at least 95%. There is a direct correlation between high levels of attendance and strong academic performance. Attendance registers are taken in every timetabled lesson, study period, morning and afternoon tutor time.

In the event of absence due to illness, parents/carers are expected to inform Post 16 by 9:00am by email or telephone on the day. Should a student be required to attend a pre-arranged appointment, they must inform Post 16 in advance. During free periods, break and lunchtime, Post 16 students are permitted to leave the site.

Each day parents/carers are notified via text message or phone call if a student misses a lesson. If a student's attendance drops below 90% a letter is sent to parents/carers making them aware. If the attendance rate of a student continues to drop support strategies are put in place. If the attendance does not improve the student will be at risk of being removed from courses.

POLICE



## Appendix 5a: Tier 1 Letter

Private and Confidential

Mr & Mrs

House

Street

Town

Postcode

Date

Dear Parental Salutation

Pupil name:	Attendance percentage :
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During routine absence monitoring this term, it has been noted that your child has already had two separate instances of absence related to illness and/or arrival after the close of register.

The negative impact of attendance below 95% on achievement is clear and is illustrated by the graph below, taken from school GCSE exam figures. Please note the steep decline in achievements when attendance drops below 95%. This is why we want all students to achieve a minimum attendance of 96%.

Attendance in Year 11 of 95%+	Attendance in Year 11 of between 90% and 95%	Attendance in Year 11 of less than 90%
Percentage of students achieving five grades at 9-4 (inc. English and Maths) <b>82%</b>	Percentage of students achieving five grades at 9-4 (inc. English and Maths) <b>59%</b>	Percentage of students achieving five grades at 9-4 (inc. English and Maths) <b>38%</b>
Percentage of students achieving five grades at 9-5 (inc. English and Maths) <b>78%</b>	Percentage of students achieving five grades at 9-5 (inc. English and Maths) <b>30%</b>	Percentage of students achieving five grades at 9-5 (inc. English and Maths) <b>3%</b>
Average GCSE grade achieved <b>6</b>	Average GCSE grade achieved <b>4</b>	Average GCSE grade achieved <b>3</b>

Your child's attendance for the academic year so far falls into a **risk area** which could lead to underachievement if attendance does not improve. The 'odd day off' may seem harmless but it creates gaps in learning which are difficult for students to catch up on, it disrupts friendships and social groups and is a bad habit for future employment. The table below shows the impact of time missed over the course of a child's education.

If your child misses...	That equals...	Which is...	And over 13 years of education that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

The school has a statutory duty to support every child's attendance and achievement. We very much value your support and have researched how parents can help improve attendance.

- If your child is 'off colour' in the morning without clear symptoms of illness, please encourage them to attend school. Frequently they will feel better when they 'get going' and if they do not, our trained staff will contact you to arrange for them to return home.
- Be clear with your child that they must attend school whenever possible and make sure they understand the link between high attendance, educational achievement and future success.
- Book routine medical and other appointments outside of school time.
- Do not allow your child to take occasional 'days off' and only allow them to stay at home if they are so unwell that they cannot reasonably attend school.

To help your child to achieve the minimum attendance of 96% we will:

- Monitor and review your child's attendance and provide extra support if required
- Arrange for your child's Form Tutor to meet with your child within the next few weeks to talk about their progress and attendance and check if they need additional support.

We very much appreciate your support in ensuring your child's attendance improves and please be assured that we remain available to assist with any barriers or issues that you feel may be impacting on your child's ability to attend school regularly. If you would like to discuss your child's attendance, or if you would like further advice, please contact me on -----. However, please be aware that if we do not hear from you and your child accrues further absence, a referral to the Pastoral team will be made who will contact you direct to undertake further enquiry,

Yours sincerely

Attendance **Manager/Co-ordinator/Officer**

## Appendix 5b: Tier 2 Letter

Private and Confidential

Mr & Mrs Parent  
123 Road Name  
Cornwall  
Postcode

Date

Dear Parental salutation

**Re: Child's Name**

I am writing to you as your child's school attendance continues to be of concern.

As you are no doubt aware, attendance at school has a huge impact on your child's academic achievement; if this pattern of attendance were to continue, it could have a significant impact and your child could fail to achieve their potential.

I appreciate that **NAME** has been experiencing difficulty attending school. However, in line with our Trust policy's tiered response and due to the number of weeks your child has had broken by absence, we now require medical evidence and/or information to be supplied to the school in order for us to authorise any further absence. This evidence should relate to specific days that your child is absent or any condition that is identified or suspected as impacting on your child's ability to attend school regularly.

**All further absence will remain unauthorised on schools register unless medical evidence and/or information is provided to school.** For ad hoc absence you can provide a compliment slip or appointment card from the doctor's surgery. Prescription slips or packaging for any prescribed medicines for your child could also be provided. However, where absence is more frequent and related to a health issue, we require clear and concise information from the health practitioners involved, so that we can ensure we provide access to education in line with your child's identified health need.

**Please note that the school does not pay for medical letters. It is the responsibility of the parents and health practitioners managing the child's condition to provide any medical evidence or information.**

If you are unable to provide information relating to your child's absence from school, further absence may not be authorised. Please be aware that parents may face prosecution should their children have absences that are not supported by health-related information or evidence, and as such are not authorised by the school.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty

Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

I will continue to monitor **NAME's** attendance and if their attendance fails to improve, it may be necessary for the Trusts Education Welfare Officer to instigate statutory action against you.

We remain committed to supporting you and your child to access their education and learning. If you would like further advice with regard to any issues surrounding your child's absences from school, please do not hesitate to contact either the pastoral team or me, for further information.

Yours sincerely

**Assistant Headteacher**

**Appendix 5c: Tier 3 Letter**

Private and Confidential

Mr & Mrs Parent  
123 Road Name  
ST IVES  
Cornwall  
Postcode

Date

Dear Parental salutation

**Re: Child's Name**

You will be aware that your child's attendance at school has been cause for concern this term/year. We note that add number weeks have already been broken by absence as a result of illness, unexplained absence or arrival after the close of register.

We are committed to supporting you and your child to ensure that they have access to education and learning in line with any identified health needs. Therefore, we would like to invite you to attend a pupil support plan meeting on add date at add school so that we may better understand and assist with any barriers or issues preventing your child from attending school regularly.

We look forward to meeting with you.

Yours sincerely

Pastoral Lead/Co-ordinator/Officer

## Appendix 5d: Tier 3 Review Letter

Private and Confidential

Mr & Mrs Parent  
123 Road Name  
Cornwall  
Postcode

Date

Dear Parental salutation

**Re: Child's Name**

As we are now approaching the end of the agreed review period, this is a gentle reminder that we have our Pupil Support Plan review meeting scheduled for add date and time at add school.

For your convenience I have enclosed the report from the initial meeting. It is my aim that we will review all actions previously agreed. Please do take the time to revisit the report and agreed actions so that we can ensure we are best placed to amend or adapt support for child's name, where necessary.

We look forward to meeting with you.

Yours Sincerely

Pastoral Lead/Co-ordinator/Officer

## Appendix 6a: Exceptional Circumstance Leave Request Form

### **NOTICE TO PARENTS /CARERS**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

#### **Term Time Absence for Service Children**

There is additional guidance for term time absence for service children published by the Ministry of Defence:

[Term time absence for Service children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This sets out exceptional circumstances which includes:

- Preparing or returning from operational tours
- When shift patterns only allow leave to be taken during term time
- Injury/bereavement

If you feel that your exceptional circumstances leave request is covered by this guidance, please include a letter from your Unit Commanding Officer or Welfare staff confirming this.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Attendance Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at **(SCHOOL NAME)**.



*Helston Community College*  
**APPLICATION BY PARENT/CARER**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Name of Parent/Carer completing this form:** \_\_\_\_\_

**First day of absence:** \_\_\_\_\_ **Date of return to school:** \_\_\_\_\_

If leaving your home address before the first day of absence, please provide the date on which you will leave \_\_\_\_\_

**Total number of days missed:** \_\_\_\_\_ days

**Reason for absence:**

*I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. I also understand that if my child is further absent from school without authorisation within any 3-year period, I will be committing a further offence under the Education Act 1996. Which may result in a further request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. I understand that fines are per parent and will be capped to two fines within any three-year period. Once this limit has been reached, I understand that other action such as a parenting order or prosecution will be considered.*

***I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Signed ..... Dated .....

*(Please ensure you give at least 10 school days' notice of the proposed absence)*

---

***Below to be completed by the school:***

FAO – Headteacher

% Current	% Last Year	Comments

Student Name: ..... Tutor: ..... Year: .....

**AUTHORISED:**

Request has been authorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**UNAUTHORISED:**

Request has been unauthorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Total days authorised	
Total days unauthorised	

Signed ..... Headteacher

Date \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request on pupil return	Signed:	Date:

## Appendix 6b: Exceptional Circumstances Leave Refusal

Private and Confidential

Mr & Mrs **Name**

**House**

**Street**

**Town**

**Postcode**

Date

Dear **Parental Salutation**

I am writing regarding your request to take **(Student Name)** out of school on **Date** until **Date**.

The law states that a planned absence from school should only be authorised for pupils in 'exceptional circumstances'. Here at **[enter school name]**, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, before reaching a decision.

Unfortunately, we regret that on this occasion we are unable to authorise your request for absence. If **(Student Name)** does not attend school on the dates concerned, the absence will be recorded as unauthorised. In cases where parents subsequently report their child as ill during this period, we reserve the right to record the absence as unauthorised.

I urge you to reconsider your decision, and bring to your attention the following warning;

**If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.**

**If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.**

**Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to**

**£2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.**

**Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.**

**Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.**

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

I would like to offer you the opportunity to contact {enter staff contact or team} at {enter school name} if you would like advice or support in helping your child attend more regularly. {Enter school name} is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved. If you would like to discuss this matter further, please contact the school at your earliest convenience.

Yours sincerely

Headteacher