ForgeTrust

Attendance Policy

Policy Overview

Written by	Mrs J Knapp
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Approving Body	The Strategic Development Committee
Signed Chair of Trustees	S. Trentini

AIMS

To manage and improve attendance effectively, The Forge Trust aims to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Monitor attendance registers weekly in order identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Identify a key person within school that the family can contact.
- Foster a collaborative approach to involve parents/carers and encourage them to take part in any active planning and reviewing.
- Foster good links and communication between support services.

Striving to forge improvements in communities and become the highest performing MAT in the country.

INTRODUCTION

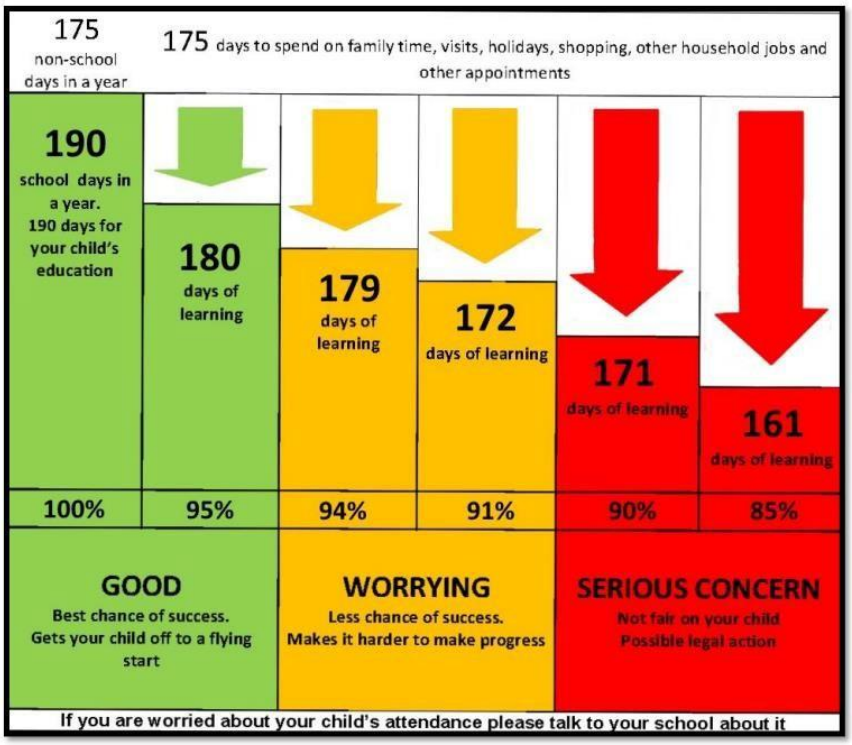
At The Forge Trust, we expect all of our children to attend the school every day that the school is in session, as long as they are fit and healthy enough to do so. We strongly believe that the development of positive attitudes towards the academy, alongside good relationships in the classroom, is key to ensure children come to school. We strive to make our school a happy and rewarding experience for all children. We encourage them to be proud of who they are and their achievements, to be safe in the school environment and outside, and to be kind to their fellow classmates and community. This policy is designed to put in place a number of procedures which will help our children to attend and achieve.

TRUST EXPECTATIONS

The FORGE Trust believes that regular attendance is vital when it comes to children reaching their full potential; therefore we encourage all our parents/carers to support us in giving their child/ren every opportunity to achieve their best. At the FORGE Trust we aim for all children to achieve above 96% attendance or above during the academic year.

School Attendance

Going to school regularly is important for every child's future. Children who miss school frequently miss fundamental building blocks for future learning. Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.



At The Forge Trust, we are committed to meeting our obligations with regards to school attendance by:

-Promoting good attendance and supporting parents to perform their legal duty to ensure their children of compulsory school age attend school regularly;
-Offering supportive strategies to reduce absence, including persistent absence.
-Acting early to address patterns of absence or lateness;
-Working in partnership with other agencies to ensure the good attendance of pupils.

LEGISLATION AND GUIDANCE

By law, all children become compulsory school age at the beginning of the first term following their fifth birthday. Once a child is of compulsory school age, suitable full-time education should be provided.

This policy complies with the statutory requirements of the school attendance guidance from the Department for Education

(Working together to Improve School Attendance) and refers to the DFE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

-Part 6 of The Education Act 1996;
-Part 3 of The Education Act 2002;
-Part 7 of The Education and Inspections Act 2006;
-The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011,2013, 2016 amendments);
-The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

ROLES AND RESPONSIBILITIES

The Trustee Body

Under the Education (Pupil Registration) Regulations 1995, the Trustee body is responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register indicates whether the absence is authorised or unauthorised.

The Trustee body will :-

- monitor attendance figures for the whole school on at least a termly basis.
- take an active role in attendance improvement,
- support their academies to prioritise attendance,
- work together with school leaders to develop a whole-school attendance culture.

Trustee meetings will be held to include:

- Thorough examination of recent and historic trends and patterns,
- Benchmarking against comparator schools/academies within the local authority, region and nationwide,
- Paying particular attention to pupil cohorts and to groups that face entrenched barriers to attendance (this should be specific to the academy's context but may include vulnerable groups such as pupils who have a social worker, are from a background or ethnicity where attendance has historically been low, have a long-term medical condition, have special educational needs or disabilities or are eligible for free school meals),
- Working with school leaders to set goals and outline areas for support and challenge.
- Respond to Leave of Absence requests for exceptional circumstances.

The Principal

The Principal is responsible for:

-The implementation of this policy;
-Monitoring school-level absence data and reporting it to Trustees;
-Supporting staff with monitoring the attendance of individual pupils;
-Issuing fixed-penalty notices, where necessary.

The Attendance team

The school attendance team:

-Monitors attendance data across the school and at an individual pupil level;
-Reports concerns about attendance to the Principal;
-Initiates the Attend Framework Procedures
-Works with external agencies to tackle persistent absence;
-Arranges calls and meetings with parents to discuss attendance issues;
-Advises the Principal about when to issue fixed-penalty notices.
-Ensure that children who transfer to new schools are tracked in line with the school's Child Protection Policy

The Attendance Officer is also responsible for initiating the First Day of Absence Protocol. The check registers for absences daily at 9.30am. They check whether pupils who have been marked absent or are in school and ensure that registers are

amended where appropriate. If contact has been made with school regarding a child's absence, the Attendance Officer will telephone home to establish the reason for absence. In the event that contact has not been made by 11.30am, the Attendance Officer will inform a DSL, who will conduct a home visit that day. If there is no answer, a letter will be posted and a text message sent, in line with our absence protocol. All actions will be recorded on the Comms Log on Arbor and CPOMs (Safeguarding System).

The Pastoral Lead
The Schools' Pastoral Lead:-

-Works with external agencies to tackle persistent absence;
-Arranges calls and meetings with parents to discuss attendance issues;
- Initiates alongside the Attendance Officer the Attend Framework Procedures
-Advises the Principal about when to issue fixed-penalty notices.
- Ensure that children who transfer to new schools are tracked in line with the school's Child Protection Policy

The Forge Trust Attendance Team

Staff Member	Roles and Responsibility
Principal/Attendance Lead	The strategic approach to attendance in school.
Attendance Officer	Contact about attendance on a day to- day basis
Pastoral Lead	For more detailed support on attendance
SENDCo	For support with attendance for SEND children

Class Teachers
Class teachers are responsible for recording attendance on a daily basis, sharing communication from parents or carers and submitting this information to the school office.

RECORDING ATTENDANCE

Attendance register

The school keeps an attendance register on Arbor for each class, in which pupils are marked present or absent at the beginning of each school session (am and pm).

For pupils who are marked absent, the relevant DfE code will be used to indicate the reason for absence (**See Appendix 1** for these codes).

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.15am to record late arrivals. The register for the second session will be taken at:
F1 12:25pm and will be kept open until 12:35pm
F2 12:25pm and will be kept open until 12:35pm
KS1 12:45pm and will be kept open until 12:55pm
KS2 1:15pm and will be kept open until 1:25pm

UNPLANNED ABSENCE

Parents/carers must notify the school on the first day of an unplanned absence by 9.30am or as soon as practically possible. Contact should be made by telephone, or in person, informing the school of the absence and/or nature of any illness. Parents are also asked to inform the school if there is a likely return date. If we do not receive a notification to explain an absence, the first day absence protocol will be followed.

Absence due to illness will be marked as authorised, unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical

evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Any absence that may be considered to be an unauthorised absence should only be recorded after a discussion with the Principal.

PLANNED ABSENCE

The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered - or where no explanation/evidence is forthcoming at all - the absence must be treated as unauthorised. Legislation passed in 2013 makes it clear that leave of absence, during term time, would not be granted, unless 'exceptional circumstances' prevail. These are determined by the Principal and are circumstances that are 'rare, significant, unavoidable and short.'

Absence will be authorised immediately or retrospectively if:

- the pupil was absent due to illness;
- the pupil had leave of absence granted by the Principal;
- the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
- the absence was due to a medical or dental appointment.

In addition, the school will consider authorising absence in the following cases:

- family bereavement/attending wedding;
- moving house;
- external music examination;
- special tuition/events.

The school will **not** authorise absence in the following cases:

- shopping during school hours;
- pupils looking after brothers and sisters;
- pupils minding the house during school hours;
- pupils avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not;
- holiday leave in term time.

Where there has been contact with the parent/carer but a child has been absent for 3 days, a home visit will be undertaken on the third day to check on the wellbeing of the child and to see whether there is anything the school needs to be aware of. In some circumstances, we may undertake a home visit sooner.

HOLIDAYS IN TERM TIME / WITHDRAWING CHILDREN FROM LEARNING

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Parents and carers requesting to withdraw their children from school for a holiday are asked to complete a holiday request form (available from the School Office). Due to governmental regulations relating to holidays taken during term time, schools no longer have the authority to grant authorised absence unless there are exceptional circumstances. Exceptional circumstances include:

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Where families may need time together to recover from trauma or crisis;
- Holidays for parents in the Armed Forces, where they are returning from long operational tours that prevent contact during scheduled holiday time;
- Absence for a bereavement of a close family member but for the funeral service only, not extended leave;
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational

provision.

In each case the Principal will consider the request. The Principal may refer the parental leave of absence request to the Trustee Board. The Trustee board will write to the family explaining that the exceptional absence days will be recorded unauthorized, but a fine will not be issued.

LATENESS AND PUNCTUALITY

We recognise that persistent lateness is:

- detrimental to the child's education
- administratively disruptive to poor preparation for future schooling and adult life.

Registration takes place at the beginning of the morning and afternoon sessions of school.
The class register opens at 8.45am at the start of school and closes at 8.50am. We ask all parents/carers to ensure that their child arrives for the start of the school day so that they can go into school with their class and start the day in a positive way. Coming in late can be distressing for children and also disrupts their learning and the learning of others.

- If pupils arrive after 8.50am and before 9.15am they receive a late mark (L) and need to be signed in late via the school office.
- Pupils arriving after 9.15am will sign in late at the office and receive a mark (U) which denotes 'Late after the register is closed' which counts as an unauthorised absence.

Lateness is monitored by class teachers and office staff alongside the Attendance team.

Parents whose children regularly arrive late, more than five times in a half term, will receive a warning letter from school.

If punctuality continues to cause a concern then parents/carers will be invited to attend an 'Attendance Action Planning' meeting, where supportive actions will be put in place to help.

MID-SESSION ARRIVALS/DEPARTURES

It is recognised that children may arrive or depart mid-session for a variety of reasons which maybe authorised:

- illness or accident in school resulting in a child going home;
- medical or dental appointments;
- unavoidable delays or reasons to leave early.

Pupils present for registration who leave early, or for part of a session, should be noted on the Mid-Session Arrivals/Departure system in the school office for purposes of emergency evacuation. The register itself is not altered.

Pupils not present for registration who return later from an appointment should be noted on the Mid-Session Arrivals/Departure Log in the school office for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence.

PERSISTENT ABSENCE

Persistent absence is defined as attendance below 90%. The whole attendance team meets every three weeks to ascertain progress through the attendance flowchart. **(Appendix 2).** Appropriate letters will be distributed as part of this process. (**Appendix 3**)

REWARDS AND INCENTIVES

To help pupils value attendance at school, a number of incentives are used:

- Weekly attendance figures are displayed on the whole school Class Dojo story and shared with all pupils in class;
- The class with the highest weekly attendance is celebrated in the Superstar assembly;
- The class with highest weekly attendance receives the Attendance Cup to keep for the week.

- During Superstar assembly, all classes whose attendance is over a certain percentage for that week earns a voucher which comes with a monetary value. This is saved up throughout the year for the class to spend at the end of the year. We have a chart on the wall in the hall for each class, which shows each class how their attendance savings are growing.
- Names of 100% attenders are put into a Prize Box and two prizes are awarded in each key stage – termly
- Attendance badges are awarded to pupils at the end of each academic term.
- Most improved attenders are celebrated each term.
- 'Amazing Attendance' is classed as children who have achieved 100% attendance, with the exception of unavoidable medical appointments that cannot be scheduled outside of school hours (e.g. hospital consultant).

SUPPORTING FAMILIES

Our Attendance Lead team supports pupils and families with attendance through the use of the Attend Framework. This includes:

- Meeting with families needing support with attendance dropping below 95%;
- Meeting with families needing support with persistent lateness;
- Creating Attendance Action Plans;
- Liaising with Early Help;
- Conducting home visits;
- Supporting vulnerable pupils with attendance.

SUPPORT BEFORE LEGAL INTERVENTION:

Schools are expected to:

- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the 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. (Appendix 4)

THE NOTTINGHAMSHIRE COUNTY COUNCIL TARGETED SUPPORT SERVICE

The Targeted Support Service will only take referrals for cases of persistent absence (85% or below) where:

- a significant proportion of the pupil's absence is unauthorised by the school.
- There is evidence that the parents/carers have been notified by the school about the concerns around their child's attendance and
- The schools can evidence that they have made reasonable efforts to meet with the parents to explore the underlying issues and identify and implement possible solutions.

The Local Authority through Targeted Support will prosecute cases of persistent absence where an individual case meets the criteria set out in the County Council Enforcement Policy and in the case of Penalty Notices, the Nottinghamshire Code of Conduct. Schools and services will try to engage with the parents to understand and address any underlying issues as an alternative to prosecution. Referral On receiving a referral related specifically to attendance, Targeted Support will:

- Allocate a Case Manager to the child/young person for whom the referral has been made.
- Issue or give serious consideration to issuing a Notice to Attend to the parents following an initial meeting with the family.
- Undertake an assessment of the young person to ascertain why their attendance is an issue.
- For young people at Level 3 in the Pathway to Provision the assessment will be the Family CAF.
- Share and explain a copy of the attendance register with the parent or carer
- Make it clear to the parent or carer both verbally and in writing that there is concern over the child's

attendance and that the seriousness of the concern may lead to prosecution

- Include the parents/carers in the assessment,
- Develop and implement an action plan to address the issues impacting on the pupils attendance,
- Work with the school to explore any strategies for addressing the attendance issue. These might include addressing issues of bullying, offering mentoring, making temporary adaptations to the pupil's timetable or considering transport issues. Proceeding to Prosecution: Prosecutions will be undertaken in line with the County Council's Enforcement Policy. Prosecutions will be undertaken by a Senior Case Manager (Education Welfare) within Targeted Support to allow the designated Case Manager to continue to work with the child/young person and their family.
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Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.(**Appendix 5- Penalty Notice Request)**

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.

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 pupil is found in a public place during school hours without a justifiable reason.

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

Children Missing from Education

Children missing from education (CME) fall into two broad categories:

'CME - WASP (without a school place)' - those whose whereabouts and circumstances are known to the local authority but who have, for whatever reason, been out of education for 4 school weeks or more

'CME - missing' - those who are 'lost' are children who have apparently disappeared, usually withtheir families, and the local authority knows neither where they are, nor anything of their circumstances

Both categories of young people are at risk of not achieving their educational potential and couldbe placing their safety and welfare at risk.

Children missing from education are not:

- Children who are on a school roll but are not in regular attendance - if a child is not attending their registered school or education provider, the school's attendance policy should be followed;
- Children being educated at home (EHE);
- Children whose parent or carer has applied for a school place and the application is beingdealt with by the admissions procedure;
- Children who are on an alternative provision package;
- Children who are on holiday during term time.

If you're concerned about a child not receiving a suitable education then please contact us:

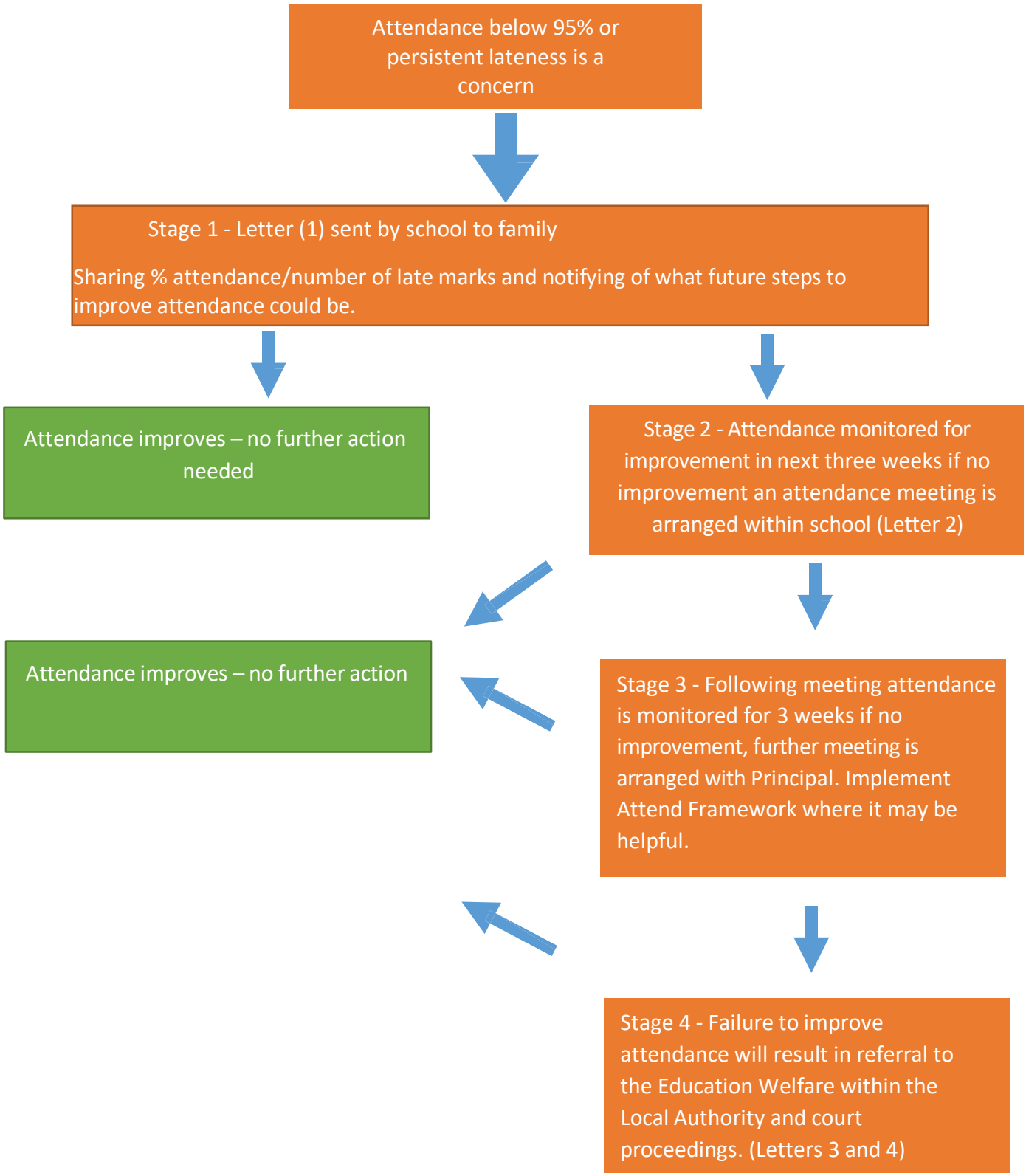
- Follow the link for information about school admissions-
- https://www.nottinghamshire.gov.uk/education/school-admissions/hub
- A child missing from education (CME), contact Glen Scruby 0115 804 1045
- Email glen.scruby@nottscc.gov.uk

APPENDIX 1- DFE ATTENDANCE CODES

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances

#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

APPENDIX 2- ATTENDANCE FLOW CHART



ATTENDANCE LETTERS -STAGE 1 CONCERNING ATTENDANCE

Dear Parent/Carer,

RE: Absences from school name of child (dob)

Your child, XXX, currently has an attendance rate of xx%, which is a cause of concern. I am writing to bring this to your attention so that we can work together to improve their attendance. Please find enclosed an attendance certificate for your information.

If you would like to discuss ways we can support your child, you are welcome to arrange a meeting or telephone discussion with one of the attendance team. Please contact the school if you would like to set this up.

We will now monitor XXX's attendance over the next three weeks. If there is no improvement during this period, we will move on to the next stage of our attendance procedures, which may include further intervention or formal action.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact the one of the attendance team in school.

Yours sincerely,

Principal

ATTENDANCE LETTER STAGE 2 NO IMPROVEMENT

Dear Parent/Carer,

RE: Further concerns regarding XXX's attendance

Your child, XXX, currently has an attendance rate of XX%, which is still a cause of concern. I am writing to bring this to your attention so that we can work together to improve their attendance. Please find enclosed an attendance certificate for your information.

Despite our previous efforts to support improvement, XXX has unfortunately had XXX additional days of absence since we last wrote to you on [date]. As a result, I must inform you that the school will no longer be able to authorise absences that are not supported by appropriate medical evidence.

Please ensure that your child attends school on time every day. If they are too ill to attend, please provide medical evidence such as an appointment card or prescription label. Any other reason for absence must be discussed with the school and authorisation will be granted at the school's discretion.

To further discuss how we can support XXX, I am proposing a school meeting/home visit/telephone conversation (delete as appropriate). One of the attendance team will contact you within the next two weeks to arrange this.

Should our joint efforts to improve attendance be unsuccessful, the school may consider making a referral for enforcement action.

If you would like to discuss any of the above, please do not hesitate to contact one o the attendance team in school.

Yours sincerely,

Principal

ATTENDANCE LETTER STAGE 3 PENALTY WARNING

Dear Parent/Carer,

Penalty Notice Warning

RE: Child's Name

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. The registers at the academy show that, at the end of the academic year 2024/2025, your child's attendance was XX%.
From today [01 September 2025] XXX's attendance will be monitored for the remainder of this academic year. If during this time they have 5 days or 10 sessions of absence over a 10-week period without sufficient medical evidence, we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent. This includes students arriving persistently late at school, if your child arrives late to school their mark will be recorded as a 'U' code, which gives an unauthorised mark for that session.
The penalty notice fines are issued to each parent, for each child, and are up to £160 for each child who is absent. When a fine remains unpaid, the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child. The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Please take immediate steps to ensure (NAME) gets to school on time every day and obtain medical evidence such as an appointment card, prescription label, medical letter etc. if he/she is too ill to attend. Any other reason for absence should be discussed with the school as we aim to work with you and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you would like to have a chat with the Attendance Lead (NAME) in school, please don't hesitate to contact school.

Yours sincerely,

Principal

ATTENDANCE LETTER STAGE 4 PENALTY NOTICE REQUEST

Dear Parent/Carer,

RE: PENALTY NOTICE REQUEST

Child X (dob XX/XX/XXXX)

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences in excess of 3 days over a 6 week period, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution.

2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Once issued, a Penalty Notice incurs a fine which is payable to the Local Authority. The Local Authority will be sending you a letter with more details in due course.

Yours sincerely,
Principal

Practical ideas for challenging and improving attendance checklist for schools

First day telephone calls/home visits questioning reason for absence and offering advice/supportive challenge	
Letters sent to all parents share attendance concern	
Have you spoken to the form tutor/head of year/pastoral manager?	
Has someone spoken to the Young person to establish the reason/hear their voice?(age /ability dependent)	
Have you met with the parents/carers and asked why the child isn't attending school? Do these reasons match with the reason the child provided?	
Have family circumstances been considered and have you considered with the family what support may help them at this time? Have any referrals to other agencies been offered?	
If regularly late, has the school start time been shared with parents. Have you provided them with an alarm clock/used a sticker chart etc. Would the child benefit from attending breakfast club to ensure they are on school site on time each day? Would being met at the school gate help?	
Checked to see if siblings are having the same absences. Have you contacted the school the siblings attend?	
Have you spoken to other staff members to ascertain any other reasons for absence? Look at the patterns on 'by-lesson attendance', and if patterns are evident speak to those teachers.	
Is the child a Young Carer, and is this having an impact on their attendance?	
Consider if there are any unmet learning needs	
Is English the second language for this family? Have letters and meetings been translated to allow fair access to school concerns for parents?	
If EHCP in place are the outcomes being supported, when was this last reviewed?	
Has the child's health been considered, have you received any medical evidence	
If external services are involved has a meeting taken place? E.g., TAF, CIN. If there is a lead professional from EHCM, YOS, CAMHS or CSC they should be consulted before an enforcement referral is made.	
Where absence is attributed to anxiety or young persons mental health have support mechanism been put in place e.g. ARNA, ATTEND, MHST	