NORTH STAR
COMMUNITY TRUST

Heron Hall
ACADEMY

Attendance policy

Years 7 – 11

July 2026

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1. Introduction and aims

We believe that promoting good attendance is everyone's business and the responsibility of the whole school community. We emphasise the importance of regular and punctual attendance to parents, carers, and pupils. We provide a comprehensive educational experience for all pupils and believe that good attendance is essential for them to fully benefit from their education.

Our expectations are for all pupils to have an attendance rate of 97%.

We aim to ensure that every pupil has access to the full-time education they are entitled to, and each school acts promptly to address patterns of absence. Our goal is to improve the overall percentage of pupil attendance and punctuation by providing early intervention, support plans, advice, and guidance to parents, carers and pupils to overcome any potential barriers causing an impact to attendance.

Attendance is graded using a traffic light system. This is a visual way for our school staff, parent/carers and pupils to understand attendance.

- **RED** 90% attendance and below
- **AMBER** Attendance between 91% and 96%
- **GREEN** Attendance is 97% and above

Below gives an indication of how percentages equate to actual days. 17 days absence in a year result in a drop of one grade at GCSE over time.

Attendance percentage	Days missed over a school year
100%	0 Days missed
95%	10 days missed (2 weeks of school)
90%	20 days missed (4 weeks of school)
85%	30 days missed (6 weeks of school) (approximately half a term)
80%	40 days missed (8 weeks of school)

2. Legislation and guidance

This policy is based upon the 'working together to improve school attendance' and 'school attendance parental responsibility measures' from the Department for Education (DfE).

We will always consider our obligations under the Equality Act 2010 or the UN Convention on the Rights of the Child.

As per the Education Act 1996: -

- Section 576
  Any person who has care of a child (whether or not they are the parent) or who has parental responsibility is deemed to be a 'parent' and is therefore responsible for ensuring regular school attendance of that child.

- Section 444(1)
  A parent is guilty of an offence if their child of compulsory school age fails to attend regularly at the school where they are registered as a pupil.

- Section 444 (1)(a)
  A parent is also guilty of an offence they know their child is not attending the school where they are registered as a pupil.

- Section 444A and Section 444B
  Makes provision for the issuance of penalty notices where there is reason to believe a person has committed an offence under section 444(1)

- Sections 434(1)(3)(4)&(6)
  There are expectations schools must follow regarding the registration of pupils

As per the Anti-social Behaviour Act 2003: -

- Section 23
  Outlines the use of penalty notices for parents in cases of pupil truancy

As per The Education (Pupil Registration) (England) Regulations 2006 (and the subsequent amendments in 2010; 2011; 2013, 2016) and 2024): -

- All absences are considered *unauthorised* until a satisfactory reason for that absence has been given.

- Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered.

3. Punctuality

MORNING

Pupils should be in class and ready to start their day before the official start of the academy day.

Gates open at:	8.00 am	
Line up from:	8.40 am	Pupils arriving after this time must sign in at the office, will be recorded as **Late (L)** and issued with a 'late to school' detention to be completed during the school day. Continued lateness may result in an after-school detention
Registration time:	8.45 am	
Register closes at:	9.15 am	Any pupil arriving after 9.15am will be coded as **Unauthorised Late (U)**. This is classed as an absence and will affect the pupil's attendance rate.

AFTERNOON

Registration time:	2.05 pm	
Register closes at:	2.15 pm	

END OF SCHOOL DAY

School closes:	3:25 pm	Monday, Tuesday, Wednesday and Friday
School closes:	2.25 pm	Thursday

Pupils who arrive late should report to the main office and a designated member of staff will record the pupil's details and time of arrival. Pupils arriving after the time of registration will be coded as Late (L).

Persistent lateness is carefully monitored at the academy. Parents or carers will be informed via letter, telephone call, or email if a pupil consistently arrives after the official start of the academy day. If there is no improvement in punctuality, parents or carers will be invited to attend a meeting with the attendance officer or a member of the Senior Leadership Team (SLT) to discuss support strategies and how to work together to develop an action plan to improve lateness.

If a pupil arrives after the register has closed and no valid reason (such as an evidenced GP or dental appointment) is provided, their absence will be coded as Unauthorised Late (U). This is classified as an unauthorised absence and will affect the pupil's weekly and overall attendance rate.

Pupils who are late to school will receive a 'late to school' detention, which they are expected to complete during the school day. Parents will be informed of this sanction through the school's Management Information System.

If a pupil is late twice or more in a week (i.e., five consecutive school days), or fails to attend a 'late to school' detention, their sanction will be escalated to an after-school detention.

Any arrivals after the registers have closed will be escalated to the Education Welfare Officer.

Minutes lost each day	Days lost per school year
5 minutes	3 days
10 minutes	6.5 days (over 1 week of school)
15 minutes	10 days (2 weeks of school)
20 minutes	13 days (over 2.5 weeks of school)
30 minutes	19 days (just under 4 weeks of school)

Being late 10 mins every day for one year is equal to 33 hours - approximately 6 days of absence.

4. Roles and responsibilities

We recognise that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Where staff have concerns about a child, these are reported immediately to a member of the Designated Safeguarding Team for their school in line with our Safeguarding, Child Protection and associated procedures policy available on policies page of the school website.

We also recognise that some pupils may face additional barriers to regular attendance, including those with special educational needs and/or disabilities, pupils who are disadvantaged, looked-after children, and those experiencing social, emotional, or mental health needs. For these pupils, leaders will identify barriers to attendance and provide appropriate support to ensure access to education and that individual needs are met. Attendance and progress will be closely monitored through agreed support, review, and monitoring plans.

Teaching staff

Teaching staff are ultimately responsible for an accurate record of attendance being taken. On occasion, support staff / teaching assistants may be required to complete the register on behalf of teachers

- attendance must be recorded at 8.40 am and at 1.20 pm

- the register must be taken at the start of each lesson using the appropriate codes and no later than 10 minutes after the beginning of each lesson

- school office / attendance officer must be notified of pupils' late arrival or absence via email

- if handed to teaching staff, any completed absence request forms must be returned to the school office.

- to promote and encourage full attendance and punctuality

- to promote class incentives to reward good attendance and punctuality

- to provide annual reports with pupil's attendance

- every effort should be made to chase absence notes in support of the office staff who also have a duty to monitor unauthorised absences

- form tutors will contact home vial email and / or telephone should a pupil's attendance or punctuality become a concern

- persistent lateness or any pattern of absence creating a concern to teaching staff should be reported to the Year Lead / Senior Champion Lead, Head of Year and refer to the Education Welfare Officer if necessary

Attendance officer / business support staff

- to promote and communicate good attendance to pupils, parents and carers by emailing newsletters and information to parents/carers

- to listen to phone messages and check emails for any absences reported

- to check all vulnerable and independent walkers have arrived at school and report to safeguarding team or other internal or external professional if necessary

- complete first day calling to establish reasons for absence, amend registers accordingly and log notes on the system to explain absence code.

- to conduct home visits, when necessary, with a member of office staff, SLT member or EWO

- monitor registers daily and ensure the correct coding is entered in the register

- to ensure a manual register is available to all teaching staff and cover teachers for emergencies or when the electronic system fails

- monitor attendance and punctuality daily / weekly / termly / half termly and yearly.

- complete the required *early intervention* before Education Welfare Officer starts casework

- to identify any decrease and / or poor patterns in attendance

- to inform parent / carers offering early intervention and support for when a pupil's attendance falls below the expected rate of 97%

- address poor attendance by informing parent / carers via telephone and letter

- to work closely with families and pupils by offering support strategies on ways of improving attendance through the monitoring and review plans (usually 4 weeks and then reviewed)
- to inform Welfare officer if there are long term medical needs / issues and request a medical health plan

- inform parents / carers via telephone call / letter or meeting should further absences occur and offer further support and intervention on how to improve attendance.

- to report to Year Lead, Senior Champion and Education Welfare Officer for further intervention if no improvement has been made.

- inform parent / carers if there has been an improvement via telephone call, letter or improvement postcard or certificate

- check absence notifications and amend any unauthorised absence codes as appropriate if a message has been received in the office

- if no message has been received the office will contact the parents / carers requesting that they provide a reason for absence (this is usually by text message).
  A *No Reason Absence* letter may be sent home if the office receives no response from parents / carers

- to refer a pupil to the Education Welfare Officer when their attendance or punctuality has continuously declined due to ongoing unauthorised absences, lack of engagement, or any other reasons deemed invalid by the school, despite support and intervention.

  We will follow the Trust's existing Safeguarding, Child Protection and associated procedures available on policies page of the school website in relation to Children Missing in Education.

Education Welfare Officer (EWO)

The role of the EWO is to support schools, pupils and families to achieve high levels of attendance and punctuality.

A referral from the school is made to the EWO when a pupils attendance becomes a cause of concern and further intervention, and support is required. Attendance is referred to the EWO if attendance is 90% or below (10% of school missed)

When and how the EWO becomes involved

The EWO will initially review the referral made through the school and assesses the reasons for absences, intervention and support that has not worked and decides if the case requires more intervention or if the Local Authority will need to intervene for further sanctions for example fixed penalty or prosecution.

Valid reasons for an EWO referral

- attendance falls below 90% or there have been 8 or more unauthorised sessions (3 days) over 10 consecutive weeks.
- 8 unauthorised lates (8 days) with no valid reason to support lateness
- disengagement with the school
- failure to attend meetings
- consistent persistent absences with no valid reason to support absences
- if pupil is taken out of school for a holiday/ History of holidays during term time

Other responsibilities of the EWO: -

- work with school staff who have day-to-day responsibility for attendance, including Year Leads, the Senior Champion Attendance Lead, and the Headteacher. If other professionals are involved, whether internal or external, the Education Welfare Officer will directly communicate with the relevant professionals requesting information of support offered. (This will include professionals such as social workers, youth offending team, SEND service)
- send a letter to the parent/carer or person with day-to-day responsibility for the pupil that a referral has been made to the EWO, outlining the concerns. The letter will specify that a four-week monitoring period has begun and will include a review date for a meeting. Following the review, based on the pupil's attendance during the initial monitoring period, an additional two or four-week monitoring period may be offered to allow further opportunity for improvement.
- considering the individual circumstances, the parent / carer may be invited to a meeting before establishing a monitoring period.
- depending on the case, the parent / carer may be invited to a meeting to discuss absence concerns or difficulties impacting the pupil’s attendance. The pupil may be invited to join this meeting. This meeting aims to collaborate with the parent / carer, pupil, school, and external agencies to develop a support plan to address the issues affecting the pupil’s attendance or punctuality. Support includes referrals to the relevant services/ professionals for further intervention.
- the EWO may meet with pupils during the day to discuss any concerns they may have regarding their attendance.

- conduct unannounced home visits with a member of staff
- action plans and / or attendance contracts may be put in place to improve attendance
- prepare documentation required for a referral to the Local Authority's Education Welfare Service if a pupil's attendance remains a cause of concern.
- arrange a court assessment hearing held at the Local Authority or at the Academy
- produce attendance and punctuality data for the academy's Senior Leadership Team / CEO / Governors / Trustees

Parents / carers are expected to attend meetings arranged by the EWO. Failure to attend may result in further action from the Local Authority

Parents / guardian / adult responsible for pupil of statutory school age

Children of compulsory school age (between 5 and 16 years of age) must receive full time education until the last Friday in June in the year they turn 16
www.gov.uk/know-when-you-can-leave-school

Section 575 of the Education Act 1996 definition of a parent includes: -

- all natural parents whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or young person.

Section 444(1) and Section 444(1)(a) of the Education Act 1996 state that a parent is guilty of an offence if the child of compulsory school age fails to attend regularly at the school where they are registered as a pupil or if they know the child is not attending school and fails to cause them to do so.

- It is the legal duty of every parent / guardian to ensure that their child attends the academy regularly and on time.
- Where their child may be absent or late, parents / carers must contact the academy and provide a reason, preferably before the start of the school day.
- Absences must be reported every day their child is absent by contacting the school office, emailing or leaving a voice message. Parent / carers are expected to report absences to the school before 9.00 am
- Where absence is for medical reasons, parents / carers must provide the appropriate information.

- Where pupil attendance is causing concern parents / carers must attend meetings arranged by the school staff or Education Welfare Officer and work together to support their child's attendance

- An '*Absence Request Form*' (found at **APPENDIX 2**) must be completed for any requests for absence that will occur during term time

5. Promoting good attendance

- The school has a dedicated Attendance officer who will monitor attendance and have weekly meetings with the Year Lead / Deputy Head teacher or Senior Attendance Champion Lead to identify and discuss interventions for students with attendance concerns

- Attendance data will be regularly collected and analysed weekly, in order to help identify patterns and trends to set targets and support students

- The attendance officer, together with Form Tutors / Heads of Year / Pastoral Leaders / Senior Attendance Champion will monitor and review these targets on a regular basis.

- Appropriate school staff in conjunction with the associated Pastoral Lead, will, when appropriate, liaise with outside agencies, such as SEND Services, Health professionals or community based organisations, to provide families with additional support, where appropriate.

Form tutors

- Promote the importance of outstanding attendance consistently in form time

- Share student's weekly attendance percentage with them

- Undertake attendance conversations with students who have low attendance, or have shown a drop in attendance

- Monitor any developing attendance situations and discuss the issues with the Pastoral Team / Attendance Officer / Deputy Head of Year

- Make contact with home to discuss any concerns regarding attendance or punctuality

Attendance rewards

- Students will be provided with termly prizes and positive attendance points alongside the STRIVE classroom reward system. There will also be recognition for those students who have made significant improvements from one term to the next.

- Students with 100% (or significantly improved) attendance and who are 100% on time to school and all lessons will be recognised and rewarded for their achievements (such as entry into a weekly attendance raffle, certificates or notifications / postcards home).

- Additional rewards may be offered to pupils with high or improving attendance

6. Persistent absence

Persistent absentees are pupils whose attendance falls below 90%, resulting in them missing 10% of school.

Severe absentees are pupils who have missed 50% or more of school.

If a pupil falls into one of these categories, parents or carers will be notified in writing by the school or, if referred, by the Education welfare Officer

Our school strives for a minimum of 97% attendance.

Appropriate staff members continually monitor attendance and where there is persistent absence or a pattern of non-attendance: -

- the officer responsible for attendance will inform parents / carers in writing via a letter of concern and the pupil's attendance will then be monitored by the Education Welfare Officer and academy staff

- if there is no improvement, a second letter of concern will be sent to parents / carers and the pupil's attendance will then be monitored for a period of 4 weeks and reviewed.

- if attendance does not improve then the academy will invite parents / carers to a School Based Meeting with the attendance officer which may involve a member of the Senior Leadership Team

- Parent / carers will receive written notification of the recommendations and outcomes of the meeting, including the agreed support and interventions, as well as the monitoring and review period

- an action plan for improved attendance will be established. If attendance does not improve the case will be escalated to the Trust's Education Welfare Officer.

- academies may also implement targeted attendance improvement strategies for parents who fail to ensure that their children attend school regularly

- **Where attendance is 91% or less** and where no acceptable reason has been given, the Attendance Officer will formally write to parents / carers to address this. Action plans and / or *Attendance contracts* may be put in place. Should attendance continue to decline, a referral will be made to the Education Welfare Officer.

- If there is still no improvement after support has been provided, a request will be made to the Local Authority's Education Welfare service for a pre-court meeting (which can also be known as a Court assessment Meeting)

7. Reducing persistent absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Attendance data will be used to identify students who are likely to fall into the 'Persistent Absentee' category. The Attendance Officer will discuss strategies with Heads of Year and inclusion team to support students

Where a child and their family require additional support to ensure attendance improves the following steps will be taken.

- The school will continue to look for school-based solutions to support improved attendance. Including support from the Trust's Outreach Team, where required.
- Offer targeted agency support from the Early Help Team or other community based organisations, if appropriate.
- Make a MASH referral for more intensive support, where there are safeguarding concerns.

8. Reporting absences and lateness

If a child is unable to attend school through illness or any other reason or to discuss their child's attendance, parents should contact:

School office telephone: **020 8443 9631**

School attendance officer: **020 8443 9631 (ext. 350)**

School attendance email: heron.attendance@northstartrust.org.uk

If parents feel there are circumstances impacting on their child's attendance that the school may not be aware of, please contact:

Heron Hall ACADEMY	**Deputy Head teacher / Senior Champion Lead** Elaine Anglin **Attendance Officer** Rozerin Polat
NORTH STAR COMMUNITY TRUST	**Education Welfare Officer** Mel Madahar

9. Categorising absence as authorised or unauthorised

Please note, an academy day is split into two sessions, morning and afternoon. When a pupil is absent for one day, two sessions are missed.

All absences are considered *Unauthorised* until a satisfactory reason for that absence has been given.

Only the Head teacher of the academy the pupil attends can authorise an absence.

An authorised absence may be granted under the following circumstances: -

- exclusion
- absences during term time which have been both requested by parents using the absence request form (found at **APPENDIX 2**) and agreed by the Head teacher in writing.
- on a day exclusively set apart for religious observance by the religious body to which the parent belongs
- medical / dental appointments with proof of appointment provided to the office at least 24 hours prior to the appointment. All medical / dental appointments should be arranged, where possible, outside of school hours.
- illness:

  This does not include minor sickness (such as headaches, coughs and colds); *and*

  a) the academy should be informed by the pupil's parent / carer on the morning of the first day of absence and regularly throughout the period of illness (this does not automatically condone absence, only the Head teacher of the academy can do that).

  b) if medical advice was sought, the parent / carer must provide the academy with a medical note and supporting evidence (e.g. prescription, appointment card, medical certificate) on the pupil's return.
- prevention from attending by exceptional circumstances

The following will be considered as being 'present'

- education visit or trip
- educated off site
- approved sporting activity.
- alternative provision arranged by the local authority

- attending alternative provision, including unregistered alternative provision, when directed by the school

- pupils who take time out to visit prospective schools / academies, colleges or Sixth Forms will be marked with an authorised absence code if evidence is provided. However, parents / carers must consider the level of disruption that repeated visits may cause to their own and other pupils learning.

- interview

- work experience

Long term illness

Pupils with long term illness or other health conditions will be supported in continuing their education. To ensure that the pupil has the best possible support, we require on going communication and collaboration between parent/carers, school staff and other relevant professionals.

Regular updates will enable to school and Local Authority to ensure the correct provision and support it put in place for the pupil. Parents are required to provide medical reports with the diagnosis and length of time their child will be absent.

If a pupil is unable to attend school for 15 days or more due to their illness, the Local Authority will be informed to ensure suitable provisions are in place to support the pupil's education whilst either in hospital receiving treatment or during. If you are unsure, please contact the attendance officer or EWO for further advice.

Returning to school

We require parent / carers to provide medical reports, ideally before the pupil returns to school stating they are fit to return and if reasonable adjustments are required to support the pupils return.

Absence due to filming / adverts

If a pupil is involved in activities such as filming during school time, parent / carer are required to complete an application to the Local authority who are responsible for the administration of licences. The Local Authority will contact the school and request information such as the pupil's attendance certificate and academic grades.

The decision to grant or decline the licence rests solely with the Local Authority. The Headteacher does not have the authority to make this decision. The Local Authority may decline the licence if they have sufficient reason.

Should a pupil attend the activity without the permission from the Local Authority, the absence will be unauthorised. Please see guidance for more information:
/www.gov.uk/government/publications/child-performance-and-activities-licensing-legislation

Home education requests

Parents wishing to educate their child at home must notify the Headteacher in writing, either by letter or email, stating their intention to educate their child, the reasons for their decision, and the date on which home education will commence.

Upon receipt of the notification, an appropriate member of staff will contact the parent/carer to discuss the decision.

Following this discussion, and once the Local Authority has been notified, the pupil will be removed from the school roll in accordance with statutory guidance.

10. Where there is no valid reason to support absence

Where a pupil is absent and no reason has been provided: -

- the academy office will contact the parents / carers requesting that they provide a reason for absence (this is usually by text message but may be by phone call). This process is often knows as 'First day calling'.

- if a parent / carer fails to respond or update the academy, they may be sent a *No Reason Absence* letter.

- any absences for which no reason or evidence (where requested) is provided will be recorded as *unauthorised* (and unauthorised absences may trigger a referral to the Educational Welfare Officer)

11. Children missing in education

The Department for Education (DfE) defines children missing education (CME) as "*a child of compulsory school age who is not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who has been out of any educational provision for a substantial period of time (usually four weeks or more).*"
www.gov.uk/government/publications/children-missing-education

Schools have the responsibility and a duty of care to notify the Local Authority's Education Welfare Service (EWS) of any pupils that are potentially CME (Children Missing Education).

Where pupils have been absent from school for 10 days (or 5 days if the pupils are subject to a Child Protection Plan or are Children in Care) and the absence has not been authorised by the school, the office staff use a range of strategies within that time to ascertain the reason for absence such as: -

- telephone calls to all contact and emergency numbers on record.

- asking class teacher / other staff / other parents.

- home visits to be conducted between the 3rd and 5th day of no communication (and on the 1st day for those on a child protection plan)

- informing the relevant professionals if necessary (e.g. safeguarding team, SENDCos, Education Welfare Officer, social worker, youth offending officer)

In the event of no contact with the family being established by the above action and the whereabouts of the pupil remains unclear, the school requests additional support from the Trust's Education Welfare Officer who provides support to the schools by;

- continuing to make attempts to contact the family and emergency contacts
- contact the local authority to request a council tax / benefits check

- conduct further visits to the home address

- check with local schools for siblings

- writing to the family at their last known address

- write to forwarding address and contact the receiving borough's CME Officer / Education Welfare Service

In the event of no contact with the family being established by the above and the whereabouts of the pupil remains unclear, the Trust's Education Welfare Officer will provide a completed CME (Child Missing Education) referral form, checklist and evidence of correspondence to the local authority's CME officer following 20 school days' absence. During this time, the school will continue their processes in their daily checks and continue to contact parents / carers via telephone calls, emails, texts and letters

If the Trust's Education Welfare Officer is able to establish the child's new address, a referral will be completed and sent to the CME officer / Education Welfare of the receiving borough.

All schools are required to notify the local authority when a pupil's name is to be added or deleted from the admission register.

Where a pupil is to be removed under any of the grounds prescribed in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (and subsequent amendments) this should be done as soon as a ground for removal is met and no later than the time at which the pupil's name is removed from the register.

12. Parental requests for absence during term time

Any requests for absence during term time must be made in advance by completing an '*Absence Request Form'* before any arrangements are confirmed or money committed (available from the school office and can be found at **APPENDIX 2**)

The Head teacher of the academy may grant leave if they consider expectational circumstances apply. Each case will be considered along with the pupil's current and history attendance record. Evidence for the absence may be requested from the parent / carer concerned before a decision can be made.

Should there be an urgent or unavoidable circumstances which cannot be resolved or delayed, parents will be required to request in writing to the Headteacher and provide evidence.

If the exceptional circumstances are agreed, the Headteacher will determine the length of time absence is authorised. If the Head teacher does not agree a term time absence, it will be recorded as *Unauthorised*.

If the leave of absence is granted, parents should contact the school to discuss measures to minimise the impact of absence.

The final decision is made by the Headteacher and parents / carers will receive written notification of the outcome.

13. Referrals to local authority Education Welfare Service

The Local Authority's Education Welfare Service (EWS) has a legal responsibility to monitor school attendance and enforce the law when an offence has been made.

Issuing fines / penalty notice

From September 2024, the following applies to parent / carers

- the fine for school absences across the country will be £160 if paid within 28 days, or reduced to £80 if paid within 21 days.

- fixed penalty notices can be issued to each parent or parents with day-to-day responsibility for the pupil's attendance.

- if a child has missed 10 or more sessions (equivalent to 5 days) for an unauthorised reason this includes unauthorised lates

- repeat fines
  If a parent receives a second fine for the same child within any three-year period, it will be charged at the higher rate of £160. Fines per parent are capped at two fines within any three-year period.

- prosecution
  If a parent is prosecuted and attends court due to their child's non-attendance, they could face a fine of up to £2,500.

Penalty notice notification letter

This notification letter is issued by the Local Authority annually and will be sent to parent / carers by the school.

This notification is to inform parent/carers that if your child is absent from school without approval, unless expectational circumstances, you may be liable to a fixed penalty.

Should parent/carers fail to request or seek approval for any leave of absence and or fail to provide evidence (if requested) to support the absence, a penalty notice maybe issued without further notice.

Schools will no longer issue penalty warning letters to parent/carers however will send reminders throughout the year to remind parents that no holidays or unauthorised absences

Prosecution of parents

A referral for further action will be made to Education Welfare Services (Local Authority) for further action when all support and intervention have been exhausted and no improvement has been made. A referral can also made for further action if parents fail to engage with the school and EWO.

The Education Welfare Services will require parents / carers to attend a pre-court meeting to consider whether court action is required. Parents / carers are given the opportunity to discuss concerns and agree a plan to improve attendance and if satisfied, no court action will be taken, and a review will take place after a monitoring period.

If attendance does not improve and all other means of support have failed, the Local Authority Education Welfare Service will prosecute, and a court date will be sent to parents / carers.

The Academy will be asked to provide the following evidence to the court: -

- a Registration Certificate signed by the Head teacher (The magistrates will accept this as a record of attendance from the school register)
- evidence of support and intervention from the school, EWO and other professionals, including external agencies
- current pupils' attendance certificate
- a record of all communications and attempts at communication with parents / carers
- a record of all meetings with parents / carers and copies of any *Attendance contracts*

Prosecution may result in a fine of up to £2,500 for each parent, a jail sentence of up to three months or a community sentence.

The Education Welfare Service will explain to parents / carers their rights to challenge any non-attendance recorded in the register.

Information with regard to the legal action used to enforce attendance can be found both at the school attendance and absence section of the Gov.uk website and at the absence and attendance section of the Local Authority website.

Early intervention and Stage 1 – 5 escalation process overview

Stage 1 Early intervention	Stage 2 Occasional Absence	Stage 3 Persistent absentee (PA)	Non improvement	Stage 4 EWO intervention	Stage 5 Further Action
Form tutor	**Attendance officer and Year team**	**Attendance officer and Senior champion lead**			
Attendance: 99% **(2 days missed)** Attendance officer will monitor attendance on a weekly basis. They make initial contact with parents/carers by telephone to: • Discuss attendance concerns. • Identify any barriers to attendance. • Offer support and guidance where appropriate Attendance is monitored for improvement over the following weeks.	**Attendance 90% - 95.99%** **(8–19 days missed)** Attendance Officer and Year Team review attendance patterns and reasons for absence. Parents/carers are contacted by telephone, letter, email, or meeting invitation. Support plans & reasonable adjustments are considered where appropriate. Any safeguarding concerns identified will be reported to the Designated Safeguarding Lead and escalated in line with the school's	**Attendance 80% - 89.99%** **(20–38 days missed)** Pupils with attendance below 90% are identified as Persistent Absentees. A formal attendance meeting is arranged with parents/carers & the pupil. Attendance concerns, barriers, & expectations are discussed. An Attendance Improvement Plan may be implemented with clear targets and review dates. Additional support from internal and external agencies may	Where attendance does not improve following intervention (Stage 1-3) the school will continue to monitor attendance closely & implement further support measures before escalating to Stage 4. Further meetings with parents/carers may be arranged to discuss concerns & agree additional actions to support improvement. These could involve one or more of the following: • SENCO • Safeguarding Team • Mental Health	**Persistent Absentee & Severe absentees- <50% - 79.99%** **(39-95 days missed)** Cases are referred to the Education Welfare Officer where attendance continues to be a concern despite previous interventions and support. Referrals are made when pupils are identified as having ongoing poor attendance or where there is insufficient improvement following school-led attendance interventions. Formal attendance meetings are held with parents/carers. Home visits may be undertaken where	Where attendance remains a significant concern despite intervention from the Form Tutor, Attendance Officer, Pastoral Team, Senior Attendance Champion, Education Welfare Officer, and any relevant internal or external agencies, the school may consider formal attendance enforcement measures. If there are further unauthorised absences and attendance support plan fails, the case is referred to the LA for further action. Interventions may include: • Penalty

	safeguarding procedures, where appropriate A 4-week monitoring period begins with a scheduled review date Failure to improve attendance during the monitoring period, or any further unauthorised absences, persistent lateness, or absences not supported by evidence when requested, may result in escalation to Stage 3.	be considered. Attendance is reviewed regularly & monitored by Attendance Officer & the Senior Attendance Champion. Attendance is monitored for 4 weeks to allow improvement. Failure to improve attendance may result in escalation to Stage 4.	& Wellbeing Services • Early Help Services • Children's Services • Health Professionals • School Nursing Services • Other specialist support agencies	appropriate. The Education Welfare Officer investigates barriers to attendance & coordinates support. Formal attendance contracts, parenting agreements, or statutory interventions may be implemented. Consideration may be given to legal action in line with Local Authority guidance where attendance does not improve. Attendance remains under close review until sustained improvement is achieved.	Notice • Notice to Improve • Court Assessment Hearing • Legal proceedings

Table calculated over 190 days per school year

Attendance is analysed weekly to identify patterns, trends, unauthorised absences, and lateness. Early intervention will be triggered if a pupil has two unauthorised absences or if concerning attendance patterns are identified across the half-term, term, or academic year. Intervention may also be initiated where there is a lack of parental engagement or communication.

	Half term (30 days)	Term (65 days)
99%	1 days missed	1 day missed
90% - 95.99%	2-3 days missed	3-6 days missed
80 - 89.99%	3-6 days missed	7- 13 days missed
50 - 79.99%	6-15 days missed	13-32 days missed

Absence request form

There is no automatic right for parents / carers to take their children out of school during term time.

The Department of Education will only allow a Head teacher to grant a leave of absence if there are **exceptional circumstances**. It is for the Head teacher to determine whether an absence can be authorised and the number of days a child can be away from school.

All absence requests must be completed on this form. Letters will **not** be accepted.

The form **plus supporting evidence** should be returned to the school a minimum of 14 days before the start of the absence.

Academy (please tick): -			
Enfield Heights ACADEMY ☐	Heron Hall ACADEMY ☐	Kingfisher Hall ACADEMY ☐	Woodpecker Hall ACADEMY ☐

Pupil's name:		Class:	

Home address and postcode

First date of absence:		Date of return to the academy:	

I / we request to take my / our child out of school during term time for the following reasons: -

I understand that if the request is unauthorised, then the Education Welfare Service may be notified and a Penalty Notice may be issued. I understand that a penalty is issued to each parent (or parents) with day-to-day responsibility for the pupil's attendance for each child taken out of school and that this is a fine of **£160** which is reduced to **£80** if paid within the first 21 days. I understand that non-payment will result in legal action.

Name of parent / carer making application:	

Signed:		Date:	

You will be notified in writing of the school's decision

FOR ACADEMY USE ONLY

Pupil's name:			
Pupil's class:			
Current attendance:	%	Current unauthorised:	%
Dates requested from:		To:	
Term time days in total:			
Term time sessions in total:			

DECISION

☐ AUTHORISED

The request has been authorised for the following dates:

☐ UNAUTHORISED

The request is unauthorised for the following dates:

☐ Parents informed of the decision in writing

☐ Information entered on database / pupil record

Signed: ..... (Head teacher) Date: .....