



# Ernehale

## Flying High Academies

### Attendance Policy

***“Striving for Excellence. Making Every Day Count.”***

***We aim to provide a secure and caring environment where every individual can thrive, aiming high and becoming lifelong learners.***

**Approved by:** Ernehale Governing body **Date:** November 2025

**Last reviewed on:** September 2025

**Next review due by:** September 2026



## Introduction

At Ernehale Flying High Academies we believe in promoting excellent attendance and punctuality for all of our pupils, in order for them to make the most of the opportunities that school has to offer. We believe that regular attendance is vitally important in promoting successful learning, as well as developing good habits required for adult life. It has been proven that attainment can be closely linked to attendance and in order to achieve their full potential children should aim for the highest attendance possible. This aim is fully supported through appropriate recording and rewarding procedures being in place and a child's very good attendance is both celebrated and rewarded.

## Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Ensure all stakeholders have a clear understanding of the schools tiered approach
- Set high expectations for the attendance and punctuality of all pupils
- Promote excellent attendance and the benefits of excellent attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Build strong relationships with families to make sure pupils have the support in place to attend school. This includes supporting families where a child is at risk of persistent absence and put targeted support in place for families where attendance is causing concern.

## Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#).

The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

## Roles and Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance.
  - That absence is almost always a symptom of wider issues.
  - The school's legal requirements for keeping registers.
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy

### The headteacher

The headteacher is responsible for:

The implementation of this policy at the school.

- Overall monitoring of school attendance and reporting it to governors
- Monitoring Trends in authorised and unauthorised absence and punctuality
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.

- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Head Teacher to be able to do so.
- Making referrals to the Education Welfare Office (EWO) service
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

### **Attendance Leadership Team**

Our Attendance Leadership Team is responsible for monitoring and managing attendance at Ernehale Flying High Academies. This team meets regularly to discuss and coordinate any necessary support. It comprises the Headteacher, the Designated Safeguarding Lead (DSL) Mrs. Carmel Atkinson (0115 956 8008), the Deputy Headteacher and Deputy DSL Mrs. Rosie Clapham, and our Family Support Worker and Deputy DSL Mrs. Emma Williams (0115 956 8008). Mrs. Emma Williams is also our named Attendance Champion, serving as the primary contact for children, parents, and staff regarding attendance-related matters on a day-to-day basis.

### **Family Support Worker**

- Supporting families where attendance concerns have been identified, offering guidance and assistance to overcome barriers to attendance.
- Liaising with parents/carers to identify underlying issues affecting attendance and working collaboratively to address them.
- Facilitating access to external support services if necessary, such as healthcare or social services, to assist families in improving attendance.
- Working closely with the Class Teacher and Senior Leadership Team to monitor the progress of attendance-related interventions.
- Attending meetings with parents/carers and school staff to discuss ongoing attendance concerns.
- Providing regular updates on family circumstances and engagement to inform future actions.

### **Class Teacher**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information to the school office

### **Office staff**

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence Ensuring the Absence/Late signing in is completed.
- Contacting parents of absent children where no contact has been made. Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher.
- Sending out standard letters/ emails regarding attendance.
- Sending Dojo message to parents if attendance has reached 96% and include family support worker.

### **Parents**

Parent/s career are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Emma Williams (Family Support Worker).

## Arrival and Registration

The school gates and doors open at 8.40am and pupils are expected to be in school by **8.50am**. This gives plenty of time for all pupils to come into school and be ready to learn. The school day ends at **3:20pm**.

### Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

The registration codes are set out in the DfE [School Attendance Guidance](#) (see Appendix 1).

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

It is essential that children arriving and leaving school with a parent/carer outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of an emergency or a fire drill. Absence is coded in the register plus a reason given, and any evidence such as doctors' appointments are documented in scholar pack.

**From 19<sup>th</sup> August 2024 (the 24/25 academic year), schools must share daily pupil attendance data with the Department for Education.**

### Attendance Procedures

- There is a soft start for all classes between 8:40am and 8:50am.
- At 8:50am, the registers will be taken.
- Children must be seated and beginning their morning starters by 8:50am.
- All class registers must be completed by 9am.
- Registers will be closed at 9.15
- Pupils will be marked as late if they arrive after the class register is completed and marked as unauthorised after 9:30am
- Registers will be taken again in the afternoon at:
  - 12.45pm (Foundation Stage)
  - 1pm (Years 3 and 4)
  - 1.15pm (Years 1, 2, 5, 6)

A full day counts as 2 attendances.

## **Pupil Absence Procedures**

### **Day 1 Procedure**

We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:55am if their child is going to be absent through one of the following methods:

- Phoning school office and leaving a message on 0115 956 8008
- Emailing the school office on [office@ernehalefha.co.uk](mailto:office@ernehalefha.co.uk)

Once the register is closed at 9.15am, the office staff will identify any children who we have no reason for their absence and a first text message will be sent to parents/carers to remind them they need to contact the school office.

**For pupils who walk to school, a phone call will be made immediately to parents/carers.**

If there has been no contact, the school office will text/ring the parent/carer on the morning of the first day of absence. The parent/carer will be prompted to contact the school. If no contact is made during the morning, school will continue to contact the parent/carer using all contact details supplied to the school. **(See 'Day 1 Absence Procedure' flow chart on page 7 of this policy for further guidance).**

If there is no response from the parent on the **first** day of absence the school office will call the parent to establish the child's whereabouts. If the child's whereabouts have still not been established, the school office will contact a member of the Senior Leadership Team and safeguarding team and a decision will be made about visiting the child's home by the family support worker and another member of staff.

If there is still no information about the whereabouts of the child, the police will be contacted to carry out a welfare check due to concerns of the safety and wellbeing of the child. If the family have any involvement with social care then contact will be made with the social worker.

If there continues to be no contact from the parent's, referrals will be made to outside agencies such as the Early Help Unit, Education Welfare Officer, Local Authority and on day 10 - Children's Missing in Education Officer.

## Day 1 Absence Procedure

Parents/carers must inform the school by 8:55am if their child is going to be absent.

Absence is coded in the register plus reason given / evidence documented in scholar pack  
8:50-9:00am = Registration  
9:00-9:30am = late

If no contact has been received from parents/carers by 9:30am, a home visit to be completed followed by contacting the police.

Parents contact the school office with the reason for absence.

For pupils who are registered to walk alone, if not arrived at school a phone call will be made to the parent/carer by 9:15am.

1) If no contact is made by the time registers close at 9.00am, a first text message will be sent to parents/carers to remind them they need to contact the school office.

**FOR PUPILS REGISTERED TO WALK**

2) If no contact is made as a result of the first text message, school office will make a phone call to the parent/carer of the pupil leaving a message prompting parent/carer to contact school.

3) If contact cannot be made to the parent/carer, school will continue to call all available contacts of the pupil.

4) If no contact has been made by parent/carer the office will inform all DSL's and SLT – concerns to be considered and risk assessed. Home visit to be completed by FSW and a member of staff, a home visit letter will be left at the house requesting contact by end of the school day. If a child has a social worker, they will be informed by the FSW that the child has not attended school, and parents/carer could not be contacted.

5) If there is no response from the parent/carer on the 2<sup>nd</sup> day of absence and school cannot establish the whereabouts of the child, school office to inform DSL and SLT for a decision to be made about a 2nd home visit for wellbeing check. Home visit to be completed by FSW and another member of staff.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact by end of the school day. If child has a social worker they will be informed that the child has not attended school for 2 days and have not been seen when a home visit was carried out.

7) If contact is not made by parents/carer by the end of the 2<sup>nd</sup> day, police will be contacted to carry out a welfare check. Children and families direct to be contacted for professional advice.

If there continues to be no contact from parents/carer school will repeat steps 2 – 7 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME – Children Missing in Education and inform the Education Welfare Officer.

## Known absence procedures

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5<sup>th</sup> day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

## Medical absence procedure

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

### Known Absence Procedure 5+ Days of Absence

If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern. Must contact Family and Children's direct or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

If a child is absent for more than 5 days, then a home visit must be undertaken to check on the wellbeing of the child and whether there is anything school needs to be aware of.

## Attendance Monitoring

At Ernehale Flying High Academies we are relentless in our pursuit of excellence for pupils. A vital part of our role in ensuring we make every daycount for the pupils of our school is the robust approach taken to breaking down barriers that may lead to poor attendance of our pupils.

Our attendance team regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed. The attendance of all pupil premium pupils is monitored weekly. We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem by taking the following action to ensure that persistent absence is kept as low as possible:

### For all pupils who are below national expectation and at risk of becoming persistently absent:

- Monthly monitoring of pupils who have fallen below 96% by our attendance to ensure that support is offered as early as possible in order to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitored in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the action that will be taken if their child's attendance falls below 90%.

## For all pupils who have become persistently absent:

- Weekly monitoring by our attendance team of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer by our Family Support Worker (Mrs Williams) to inform parents/carers of their child's attendance and offer support in order to improve the pupil's attendance.
- Weekly check-ins with the Family Support Worker continue to review progress and impact of support given. Where this there is no improvement, the following action is taken:

If there is no improvement in your child's attendance, we will send you a first attendance letter to inform you that, as your child continues to be persistently absent from school, and as there has been no further improvement in your child's attendance, further time off school will be unauthorised without medical evidence.

1. *If your child continues to be persistently absent, and if there is no further improvement in your child's attendance, we will send you a second attendance letter to invite you to a meeting to discuss your child's continued persistent absence and identify how the school may be able to support with this. The letter will remind you that no further time off school will be authorised without medical evidence.*
2. *If your child continues to be classed as persistently absent from school and there is no clear improvement, a penalty notice warning letter will be sent to inform you that your child's attendance will be monitored over the next 10 weeks. If there are 10 sessions (5 school days) of unauthorised absence within this period, a request will be made to the LA for further action.*
3. *10 sessions (5 school days) of unauthorised absence within a 10-week time frame will result in a Fixed Penalty Notice being applied for from Nottinghamshire County Council.*
4. *The attendance lead and family support worker will make regular contact via phone and text to continue to offer help/support and to keep communications open.*

Pupils have shown a significant improvement in their attendance are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.

<b>Above 97%</b>	Above 97%. Less than 6 days absence in a year: Pupils with this attendance should achieve the best they can, leading to the best possible start in their education. Attendance is excellent.
<b>95%</b>	95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared to make good progress.
<b>90%</b>	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
<b>85%</b>	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

## Attendance Procedure

### Attendance Falls below 90%

1) A wellbeing call will be made to the parent/carer by the FSW or a member of SLT. The aim of the call is:

- To make them aware of their child's low attendance
- Find out if any support is required in improving their child's attendance.
- Inform them that their child's attendance will continue to be monitored to ensure that it improves.

2) If there is no improvement in the pupil's attendance, this will trigger a letter (*Letter 1*) to parents to:

- Inform them that their child's attendance has not improved and that it will be monitored.
- Inform them that any further illnesses will not be authorised without a medical note (*this will be on a case-by-case basis*).
- Inform them that 10 sessions of unauthorised absence within a rolling 10-week period will result in a fixed penalty notice.
- Inform them of any other further action that may be taken if there is no improvement in attendance such as enforcement action from the LA.

3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 2*) will be sent informing them:

- Of a given time and date to attend a meeting with Mrs Atkinson and Family Support Worker to discuss the pupil's attendance.
- That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit.
- Inform them that 10 sessions of unauthorised absence within a rolling 10-week period will result in a fixed penalty notice.

4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:

A fixed penalty notice warning letter (*Letter 3*) will be sent informing them:

- Of their child's current attendance.
- That their child's attendance is being monitored and if there are 10 sessions of unauthorised absence within a rolling 10-week period, a fixed penalty notice from the Local Authority will be requested.

If the pupil has 10 sessions of unauthorised absence within a rolling 10-week period, a fixed penalty notice letter (*Letter 4*) will be sent informing parents/carers:

- Of their child's current attendance.
- That a referral to the Local Authority to issue a fixed penalty notice has been made.

5) SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

## GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.	Request from the family their new address and details of new School/Academy. If obtained please share with: <a href="mailto:admissions.ed@nottscc.gov.uk">admissions.ed@nottscc.gov.uk</a>	School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: <a href="mailto:admissions.ed@nottscc.gov.uk">admissions.ed@nottscc.gov.uk</a> <a href="http://www.lanuganeshop.org/">http://www.lanuganeshop.org/</a> (translation support)	If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)). If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.
Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.	Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.	If school does not receive the above a referral should be made to: <b>Children Missing Officer (CMO)</b>	If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.
Whereabouts confirmed to be known but not attending education or engaging with School/Academy.	If without a new school within 10 days, a referral should be made to: <b>Children Missing Officer (CMO)</b> providing the families new address, contact details and a summary of efforts made by school to engage the family.	<b>Looked After Children (LAC)</b>	Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. <i>For children admitted through first admissions round please refer to your summer term guidance.</i>
Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.	Child is of statutory school age but not applied or on roll of a School/Academy	If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. <b>DO NOT</b> remove from roll.	A child should be placed on roll at the point of acceptance by parent or arriving on the first day.
Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF evidencing the actions you have taken.	Direct referral to: <b>Children Missing Education (CMO)</b> Providing child's name / DOB / address and details of parent / carers.	<b>Independent / Residential Schools</b>	<b>If allocated children do not arrive PLEASE FOLLOW UP. DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</b>
Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF <b>Child stays on roll.</b>	Referral is made to: <b>Children Missing Officer (CMO)</b> No later than day 10 when there is no explanation for absence and above checks have been completed. Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have. <b>DO NOT</b> remove from your roll until CMO has completed initial checks and confirmed that they can be removed.	<b>Gypsy/Roma/Traveller</b>	<b>Own admission authorities</b> must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via <a href="mailto:admissions.ed@nottscc.gov.uk">admissions.ed@nottscc.gov.uk</a> within five days of adding a pupil's name to the admission register.
Parent/Carers indicate they wish to Home Educate (EHE)	<b>Child permanently excluded</b>	If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return. If they do not return within 4 weeks of the expected return date please follow attendance procedures.	<b>Family indicate they are returning home for family, cultural or health reasons</b>
Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.	LA to be notified on the day of exclusion via e-mail.	<b>Truancy</b> – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.	School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date. If the family do not return on this date attendance procedures should be followed.
School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.	The LA will respond and continue to work with you through the process.		<b>Health Related Education</b>
Remove the learner from your roll. <b>DO NOT</b> remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.	<b>DO NOT</b> remove from your roll until advised.		If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:  Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)
<b>Child not in full receipt of education (25hrs)</b>			
Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.			
<b>SAFEGUARDING</b> - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the <b>MASH</b> is for level 4 safeguarding concerns with children believed to be <b>at risk of or actual harm</b> . The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.			
<b>Useful links:</b> <a href="http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance">http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance</a> (Nottinghamshire Schools Portal) <a href="http://www.nottinghamshire.gov.uk/carechildren-social-care/nottinghamshire-childrens-trust/pathway-to-provision">http://www.nottinghamshire.gov.uk/carechildren-social-care/nottinghamshire-childrens-trust/pathway-to-provision</a> (P2P) <a href="http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf">http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf</a> (Summer Born) <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf</a> (CME) <a href="http://www.nottinghamshire.gov.uk/carechildren-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form">http://www.nottinghamshire.gov.uk/carechildren-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form</a> (EHAF)			
<b>GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL</b>			
<b>PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:</b> <ul style="list-style-type: none"> <li>• the full name of the pupil,</li> <li>• the full name and address of any parent with whom the pupil normally resides,</li> <li>• at least one telephone number of the parent,</li> <li>• the pupil's future address and destination school, if applicable, and</li> <li>• <b>the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).</b> This will need to be clearly recorded when updating your systems as you will need to inform the LA.</li> </ul>			
All other deletions breach statutory guidance			

## **Authorised and Unauthorised Absence**

### **Authorised Absence**

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare, significant, unavoidable and short

Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.

Only the school can make an absence authorised

The school may choose not to authorise in some of these circumstances where a child's education may be adversely affected by ongoing absenteeism.

### **Unauthorised Absence**

Absence from school is likely to be recorded as an unauthorised absence when:

- There is no parental explanation
- The school is not satisfied with explanation for an absence
- You have received a letter stating that no further time off ill will be authorised without medical evidence.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the Head Teacher. Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks' notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

### **Persistent lateness**

Learning begins as soon as pupils arrive at school; therefore, arriving at school in time for the start of the school day is vitally important. We have a drop off window between 8:40 and 8:50 in the morning. By 8:50am, we expect all pupils to be in class ready to begin the school day.

Please also note, unauthorised absences will now include being late after the close of the register at 9am and will be included in counting towards unauthorised absences from school, which may result in fines or prosecution.

### **Holidays During School Term Time**

In Nottinghamshire, you could be fined if your child has either:

5 days (10 sessions) of unauthorised absence over a rolling 10-week period

- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
- If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Where a pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days, schools should follow Nottinghamshire County Council's Attendance Flow chart.

## **Strategies for Promoting Attendance**

### **To support good attendance the school will:**

- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families.
- Provide regular attendance reports to the governing board and the Senior Leadership Team (including the Special Educational Needs Co-Ordinator, Designated Safeguarding Leads and Pupil Premium lead).
- Develop an attendance support plan that outlines targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils, it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

### **Targeted support may include:**

- Interventions such as boosters, after school clubs (academic and non-academic) and/or lunchtime clubs
- Pastoral support from our Family Support Worker and/or SENDCo (if your child has an identified special educational need)
- Parent workshops
- ELSA support
- Support for pupils and families around strategies to support at home
- Signposting to external agencies.

Should parents/carers have any concerns or require support they should contact our Family Support Worker via the school office (email: [office@ernehalefha.co.uk](mailto:office@ernehalefha.co.uk) /telephone number: 0115 9568008).

If a pupil's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

## Legal Action

Whilst our primary response to low attendance is to offer support to parents/carers whose child has low attendance, under the new national framework, all schools will be required to consider legal action when a child has missed 10 or more sessions (5 days) for unauthorised reasons. ***(Please note, as outlined above, in most cases, we will not authorise absence for illness when a pupil's attendance is below 90% without medical evidence being provided).***

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 5 days (10 sessions) in total over a 10-week rolling period, then the school will request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

### Fixed Penalty Notices (Fines) for missing school

**First Offence** - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

**Second Offence (within 3 years)** - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

**Third Offence and Any Further Offences (within 3 years)** - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via 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. **Please note, the school does not receive any money from the fines.**

## Monitoring and review

It is the responsibility of the Governors to monitor overall attendance of the school. The governing body also has the responsibility for this attendance policy.

This policy will be reviewed by the School's Governing Body every two years, or earlier if considered necessary.

## Appendix 1

### Attendance codes

The following codes are taken from the DfE's guidance on school attendance:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
K	Educational activity	Pupil is attending off site activity approved by the local authority
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Absence for a regulated performance
C2	Authorised leave of absence	Pupil is on a part-time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

Code	Definition	Scenario
Q	Access	Unable to attend the school because of a lack of access arrangements
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1 Y2 Y3 Y4 Y5 Y6 Y7	Unexpected absence	<ul style="list-style-type: none"> <li>• Absence due to transport normally provided not being available</li> <li>• Widespread disruption to travel</li> <li>• Part of the school is closed</li> <li>• Unexpected whole school closure</li> <li>• Pupils in the criminal justice system</li> <li>• Absence due to public health guidance</li> <li>• Any other unavoidable cause</li> </ul>
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## CHANGES TO PENALTY NOTICE FINES FOR SCHOOLS.

**After 19th August 2024, the following changes will apply to Penalty Notice Fines issued under the new National Framework.**

**Per Parent, Per Child:** There will now be penalty notices issued to parents for each child absent. E.G. If three siblings were absent for term time leave, each parent would receive a fine for each absence.

**5 consecutive days of term time leave:** When Term Time Leave exceeds 5 or more consecutive days, penalty notices will be issued. Inset Training Days are school days and can be included in the 5 or more consecutive days, where there was intent to be absent for Term Time Leave.

**10 sessions of unauthorised absence in a 10-week period:** When 10 unauthorised absences are recorded in ten weeks, fines will be considered.

**First Offence:** The first time a penalty notice is issued for term time Leave or Irregular Attendance Penalty Notices will be issued:

- £160 per parent, per child paid within 28 days.

**Second Offence (within 3 years):** After a second penalty notice for Irregular Attendance or Term Time Leave has been issued, the amount will be:

- £160 per parent, per child paid within 28 days

**Third Offence and Any Further Offences (within 3 years):** An offence for Term Time Leave or Irregular Attendance will not result in a penalty notice, but instead will be dealt with by the Magistrates' Court. A magistrate can impose fines up to £2500 per parent, per child.

*When parents are found guilty of failing to safeguard their child's education in Magistrates' Court, the conviction will appear on their future DBS certificates.*