

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Attendance Policy for Managing the Attendance and absence of Learners



Company Reg N°: 4521396



This document is informed by:

- The Education Act 1996, 2002 & 2011,
- School Attendance (Guidance) November 2016,
- Working Together to Safeguard Children Guidance,
- The Education (Learner Registration) (England) Regulations 2006,
- The Education (Learner Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016,
- The Education (School Day and School Year) (England) Regulations 1999,
- The Education and Inspections Act 2006,
- The Education (Penalty Notices) (England) (Amendment) Regulations 2012 & 2013,
- Children Act 1989 & 2004,
- Children Missing Education Statutory Guidance September 2016,
- Keeping Children Safe in Education Statutory Guidance,
- Regional Local Authority Penalty Notice Protocols & early Help Pathways,
- BAF Behaviour and Safeguarding Policies.

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1) Introduction/rationale:

- a) Build-a-Future (BAF) recognises the importance of school attendance in enabling learners to achieve their maximum educational potential, helping them to participate in the life of the academy they are enrolled at and their local community. This means learners will have optimum life chances enabling them to achieve a high level of attainment and enter adulthood successfully - high attainment depends on good attendance.
- b) All staff (teaching & support) at BAF have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all our learners are eager to learn, feel valued and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- c) All absence affects the pattern of a learner's schooling and regular absence will seriously affect their learning. All absence disrupts teaching routines so may also affect the learning of others in the same class. Ensuring a learner's regular attendance at school is a parents/ carers legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

2) BAF Academies:

- i) Are committed to working in partnership with families and other agencies to achieve the best outcomes for learners via the early help pathways available in each county.
- ii) Provide a welcoming and caring environment where all members of the academy community feel secure and valued.
- iii) Have an effective system of communication with learners and parents/carers to support good attendance and punctuality and to provide appropriate information and advice.
- iv) Will use an appropriate system of rewards and incentives to recognise the effort learners make in achieving good attendance and punctuality.
- v) Follow Department of Education (DfE) Guidance and Best Practice in the use of Penalty Notices as a deterrent to absence during term time. Each Academy's Local Authority (LA) has the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence by said academy.
- vi) Expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence, which would then be authorised.

3) Definition of a 'Parent/Carer':

The term 'Parent/Carer' is used to address those with responsibilities for children. For the purposes of education and attendance matters and identifying those with legal responsibilities for learner care and attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

- the natural parents of a child, whether they are married or not.
- anyone who although not a natural parent, has parental responsibility for a child.
- any person who has care of a child or young person i.e. lives with and looks after the child.

4) The Law relating to attendance and safeguarding:

- a) Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

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(a1) to age, ability and aptitude.

(a2) to any special educational needs he/ she may have.

- b) Absence from school is a safeguarding concern. A learner may be at risk of harm if they do not attend school regularly. Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and learners under the age of 18 - The child's welfare is always paramount.
- c) Safeguarding the interests of each learner is everyone's responsibility and within the context of BAF academies, promoting the welfare and life opportunities for learners encompasses attendance, behaviour management, health and safety, access to the curriculum and respectful relationships/anti-bullying. Failure to attend school on a regular basis will be considered as a safeguarding matter.
 - a) All BAF academies have access to trust level attendance welfare advice and are able to escalate their concerns to their BAF Attendance Welfare Leader for further support and/or legal action as below.
 - b) All BAF academies adhere to their respective LA Code of Conduct and Section 23 of the Anti-Social Behaviour Act 2003 in the use of Penalty Notices for unauthorised and persistent absence. Penalty Notices are an alternative to prosecution under Section 444(1) of the Education Act 1996 enabling parents to discharge potential liability for the offence of non-attendance at school by paying a penalty within an allotted time frame. Failure to pay the penalty on time will result in the LA either prosecuting for the original offence under Section 444(1) of the Education Act 1996 or withdrawing the notice (if it is proven that it contains material errors or was issued in incorrectly). For current payment levels and timescales please refer to Annex A of this policy.
 - c) All BAF academies have a duty to work together with parents/carers and other agencies (see paragraph 5c) to prevent a prosecution being necessary, however if the level of attendance continues to be unsatisfactory academies will be required to collate evidence of non-attendance and report the information to the LA. The LA will then fulfil their statutory duty of prosecution under Section 444(1) of the Education Act 1996.
- d) Legal action will be used where:
 - i) Level of unauthorised absence leads to an unauthorised absence rate of 10% or more, overall, or within a period of 8 school weeks. This is usually more than one instance but a single unauthorised absence event of at least 5 consecutive days (10 consecutive sessions) can be used in some LAs; up to 2 penalty notices may be issued in any academic year.
 - ii) Persistent late arrival at school after the register has closed (coded as U) contributes to a level of unauthorised absence at 10% or above;
 - iii) Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification contributes to a cumulative unauthorised absence rate of 10% or more (overall or within a specific period).
 - iv) Learners identified in a public place whilst externally excluded from school (during the first five days of the exclusion period) without reasonable justification.

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5) Guidance relating to attendance:

a) Extract from School Attendance Guidance (Section 1)

The government expects:

- Schools and local authorities to: Promote good attendance and reduce absence, including persistent absence; ensure every Learner has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All Learners to be punctual to their lessons.

b) BAF has a member of the Senior Leadership Team responsible for promoting good attendance.

c) BAF Academies have Attendance Welfare Procedures which incorporate integrated working process with respective Local Authorities and other agencies using an early help pathway respective to their LA; this process assists in the assessment of need, using an Early Help Assessment (EHA (previously known as CAF)) in order for appropriate support to be given or referrals to be made. BAF will assist parents and learners in the removal of any barriers preventing regular attendance by offering support in respect of safeguarding, attendance, behaviour and welfare within the early help pathway.

d) All BAF academies will track learner attendance to identify, action and highlight concerns to support the above preventative interventions pathway. Initial concerns will be discussed with parents/carers by telephone, letter and/or email; this will be followed up by discussions with learners and meetings with parents/carers if concern continue.

e) BAF will support the re-integration of learners sensitively after an absence and involve all appropriate staff, giving access to a reintegration timetable, counselling and/or mentoring services as appropriate.

f) If a learner is on a bespoke timetable due to alternative provision being provided or a reduced reintegration plan being in place, their official registration session times may be different than stated in Paragraph 6 below. All reduced timetables will be agreed, be staged to support the learner to increase steadily but timely and be working towards a specific end date.

6) Registration & Punctuality

a) All BAF academies will keep registers in accordance with government regulations. The legal registration will be taken twice during the day; morning session and afternoon session – please see the website attendance information for detailed registration times.

b) Learners may enter the BAF site after 8.45am. Morning registration takes place during tutor time which means there is a legal requirement for learners to attend tutor sessions, unless alternative arrangements are made locally.

c) Any learner arriving within 30 minutes of the register opening in the morning (start of tutor time) or 15 minutes after the register opens in the afternoon, will be deemed as 'late' and therefore will be coded as 'L' on the register; a sanction such as detention, will be used to repay the missed time.

d) Any learner arriving after the register closes without a verified reason will be marked as 'unauthorised late' and coded as 'U'. A 'U code' constitutes an unauthorised absence due to missing the legal registration period; legal action may be taken for continued U code absences.

e) Parents/ carers are required to notify BAF of their child's absence every morning of absence, giving the reason. If no call is received, it must be assumed that the learner is on their way to school and if they do not arrive, the absence will be followed up accordingly to pursue the reason for the absence. After any period of absence Parent/carers are requested to confirm the reason for the absence in the form of a written note. If contact is not achieved between day 1 and 5 of absence, or if general absence level is a concern, a 'Safe and Well Home Visit' will be made.

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- 7) Understanding absence, types of absence and persistent absence:
- Every half-day = one session. One whole day = two sessions. Absence from school has to be classified by the school (not by parents/carers) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing and supported by evidence wherever possible at parents/carers cost.
 - An Authorised absence may be for illness, medical/dental appointments (which unavoidably fall within the school day), emergencies or other unavoidable cause. However, BAF reserves the right to decide whether an absence should be authorised or not. Although reasons given for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable or if there are ongoing attendance concerns. This may be where absences for illness or other circumstances become too frequent giving BAF reason to fulfil their duty to challenge and subsequently support. This could be by referring the learner and/or family directly to other agencies that can help improve the situation or via the early help pathway.
 - An Unauthorised absence is where the school does not consider it reasonable to be absent due to the reason given or overall level of concern and/or for which no "leave during term time" has been authorised. This includes but is not limited to: parents/carers keeping their children off school unnecessarily, truancy before or during the school day, unexplained absences, late arrival at school after registration has closed, shopping, looking after other children, birthdays, day trips, visiting family or holidays in term time that are not authorised due to not being exceptional/unavoidable circumstance. Unauthorised absence can lead to BAF submitting evidence to their LA for financial penalties/sanctions and/or legal proceedings to be used.
 - Persistent Absence (PA) is where a learner misses 10% or more of their education within an agreed period of time (e.g. overall or for a 6 or 8 week period) for whatever reason (authorised or unauthorised). Absence at this level may cause considerable damage to the learner's educational prospects and we need full parental support and co-operation to tackle this. Any case that is at risk of moving towards the PA level is given priority and these learners are tracked and monitored carefully through BAF's pastoral system (see paragraph 5d); this can also be combined with academic mentoring, as absence affects attainment.
 - Medical Evidence will be required for BAF to authorise absences if attendance concerns have reached a 'meeting' level or if a learner's attendance is within the legal arena i.e. an official written warning has been given. The cost of providing evidence will be the responsibility of the parent/carer however, support to request the evidence in the interests of working together to safeguard children can be given by BAF if required.
- 8) Requests for absence during school term
- BAF actively discourage absence during term time. It is considered that each learner should attend all sessions regularly and punctually in order to avoid disruption and maximise their educational achievement.
 - Parents/carers are required to complete a Term Time Absence Request Form, at least four weeks' in advance of the date of travel. Parents must detail the exceptional circumstance/unavoidable cause of the request and provide sufficient evidence to verify the reasons, either with the request or when subsequently requested.
 - In accordance with The Education (Learner Registration) (England) Regulations 2006 & subsequent Amendments, BAF Academies are unable to authorise any period of absence unless it is for exceptional

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circumstances/unavoidable cause, in addition to four weeks' notice having been given, as per the following extract from the above-mentioned regulations:

Leave of Absence

7. (1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor BAF, (i.e. Principal/Headteacher)

(1A) Subject to paragraph (2) (which relates to employment abroad), leave of absence shall not be granted unless-

(a) an application has been made in advance to the proprietor (Principal/Headteacher by a parent with whom the Learner normally resides.

(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

- d) The Principal (or other designated/authorised senior leader) of BAF will determine whether the request for leave meets "exceptional circumstances" or "unavoidable cause" criteria. However, guidance suggests that Principals should not consider birthdays, cheap holidays, shopping trips, visiting or being visited by family and friends as exceptional circumstances. Parents/Carers may be required to attend a meeting to discuss the request in more detail with the Principal (or other designated/authorised person).
- e) Where leave of absence is authorised, parents/carers will be notified in writing and there will be additional restrictions set e.g. adhering to the dates requested. If additional restrictions are not adhered to the leave will be reverted to unauthorised and deal with as below.
- f) Where leave of absence is unauthorised it will be dealt with in line with the LA's Code of Conduct and Anti-Social Behaviour Act.
- g) Where an absence is suspected of being for the purposes of leave and an application has not been made, it is the parents/carers responsibility to disprove the suspicion by providing evidence that the absence was for an alternative unavoidable reason.

9) Deletions from Register

- a) Under Section 8 - (1) (h), (i), (ii), (iii) of the Education (Learner Registration) (England) Regulations 2006 should your child fail to return to school by the time that registration ends on the 20th day of absence the school is permitted to delete your child's name from their register.
- b) This is possible if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 school days and
 - (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
 - (ii) the proprietor does not have reasonable grounds to believe that the Learner(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;

It is hoped that by following this policy BAF Academies will work in partnership with parents/carers, learners and other agencies to promote maximum attendance as a priority in order to secure successful outcomes for learners.

Attendance Policy Supporting Documents in relation to individual academies

Annexes are subject to change without official ratification of the whole policy as they will need to be altered locally to link with each Local Authority as appropriate:

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Annex A	Procedures Relating to Absence during Term Time – Planned or Unplanned.
Annex B	Term Time Absence Request Form.
Annex C	Letters to Parents/Carers re Term Time Absence (TTA): TTA A– requested period of absence - Authorised TTA B – requested period of absence - Unauthorised TTA C – absence not requested and/or absence is suspected/confirmed as TTA – Unauthorised.
Annex D	Request to LA (x3 LAs) to issue Penalty Notice & BAF Pre-Request Checklist.
Annex E	BAF Attendance Welfare Procedures Overview.
Annex F	Letters to Parents/Carers re Attendance Concerns & Penalty Notice Warning.
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Annex A – Procedures Relating to Absence during Term Time – Planned or Unplanned.

Planned Absence

Term Time Absence Request forms are available from the website, or office.

The Principal (or designated/authorised person) cannot grant leave of absence for a Learner unless the absence has been received in advance (minimum of four weeks prior to travel) and it is considered to be of exceptional circumstances/unavoidable cause for the leave to be granted.

Additional evidence may be requested in order to consider authorising the leave request at the cost to the parent/carer. A meeting may be arranged to discuss the request further.

Once the request has been considered, parents/carers will be notified of the decision in writing. The reason supporting the decision will also be detailed within the letter.

Penalty Notice fines are set by the Government. They are currently £60 per learner, per parent, if paid within 21 days of receipt of the notice; this rises to £120 per learner, per parent, if paid after 21 days but within 28 days of receipt of the notice.

If the penalty is not paid in full by the end of the 28 day period the Local Authority must either prosecute the persons to which the Penalty Notice was issued for the offence to which the notice applies or withdraw the notice.

Only the Local Authority may withdraw a penalty notice whereby:
It ought not to have been issued i.e. no offence has been committed
It has been issued to the wrong person; or
It contains material errors.

If the requested absence is unauthorised as it is not deemed exceptional circumstances or unavoidable cause, it will be recorded as such on the learners' attendance record (coded G).

If the requested period of absence is authorised, as it is deemed exceptional circumstances or unavoidable cause, it will be recorded as such on the learners' attendance record (coded H). However, failure to travel on the given dates, i.e. additional absences before and/or after the dates given, will result in the entire period reverting to unauthorised (coded G).

In the event of the above, parents/carers will be requested to provide evidence such as delayed travel arrangements or supporting medical documentation at their own costs. If this request is not met, the Local Authority may issue a Penalty Notice (as above).

Upon the Learner's return to BAF following a period of unauthorised absence (whether requested or not) the academy may request the Local Authority to issue a penalty notice(s). An exception to this will be if a learner's attendance is already of concern and therefore the period of absence may be incorporated into a wider prosecution period via the academy attendance procedures or there has been a Penalty Notice Warning issued and the attendance is being monitored for a 30-day period first.

Following the receipt of all required documentation the Local Authority will issue the requested Penalty Notice(s).

The Local Authority will liaise directly with BAF at each stage of following a penalty notice being issued.

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Unplanned Absence

Most absence will be addressed via the BAF Attendance Welfare Procedures which includes daily absence tracking and regular monitoring which may lead to legal action via Section 444(1) of the Education Act 1996 or by way of a Penalty Notice Warning and potentially a subsequent fine.

Where absence is addressed by the using the Local Authority Penalty Notices Code of Conduct and Section 23 of the Anti-Social Behaviour Act 2003, a written Penalty Notice Warning will be given, normally following a meeting or attempted meeting with parents/carers. The warning given notifies that a 100% improvement over 30 schools days (15 days for the Summer Term of Year 11) must be made to avoid a Penalty Notice being requested.

Please ensure you discuss all absence from school with BAF, planned or unplanned, so that support or preventative measures can be put into place. We want legal action to be a last resort.

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Annex B – Term Time Absence Request Form

TERM TIME ABSENCE REQUEST FORM FOR EXCEPTIONAL CIRCUMSTANCES OR UNAVOIDABLE CAUSE

PRIOR TO APPLYING FOR TERM TIME ABSENCE PLEASE READ THIS IMPORTANT INFORMATION

The full BAF Attendance Policy is located on the website.

- The expectation is that all learners will have 100% attendance at school, unless there are exceptional or unavoidable reasons for absence, which would then be authorised.
- School attendance is vital for educational progress and all BAF Academies strongly discourage term time absence. There is no entitlement to have leave of absence during term time.
- Parents'/Carers' have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at school or otherwise (e.g. elective home education) (Section 7 Education Act 1996).
- A Parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parents of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).
- Department of Education (DfE) Guidance states good attendance should be promoted and absence should be challenged and addressed early to ensure every Learner has access to full-time education to which they are entitled.
- Penalty Notices are used as a deterrent to absence during term time. The Local Authority (LA) has the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence by BAF.
- A Penalty Notice is a fine of up to £120 per parent, per learner and failure to pay will result in prosecution before Magistrates Court where a prosecution under Section 444(1) Education Act 1996 will be heard; if convicted you may be fined up to £1,000.
- Principal/Headteacher are unable to authorise absence unless the request is considered exceptional circumstance or unavoidable cause in line with The Education (Learner Registration) (England) Regulations 2006 & subsequent amendments.
- All requests will be considered on an individual basis and must be received at least 4 weeks in advance of travel. Details of other school age siblings and where they attend school should be provided – one form per learner.

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- If a request is refused the absence will be recorded as unauthorised and a Penalty Notice Warning will be put into place which subsequently may result in a Penalty Notice being issued.
- If a Penalty Notice Warning is in place, attendance must be 100% over a period of 30 school days to avoid a Penalty Notice being issued by the Local Authority.
- If the period of absence requested is authorised, the requested dates must be adhered to. Failure to travel and return on the requested dates, causing additional absences to be recorded as unauthorised, will lead to the ENTIRE period of absence being unauthorised; this may lead to a legal sanction if evidence cannot be provided at your own cost to verify the cause for additional absences.
- If a learner of compulsory school age fails to attend regularly at the school/academy they are registered at, it is the parent/ carer who will be guilty of an offence (Section 444(1) Education Act 1996).
- If absence is not requested in advance and it is suspected that absence from school is due to unauthorised reasons e.g. holiday, a Penalty Notice Warning will be issued and evidence to prove the absence was for legitimate authorised reasons will be requested. Your child may also be registered as 'Child Missing Education' with the LA and their place at the academy may be withdrawn.

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IMPORTANT WARNING – PLEASE READ PRIOR TO SIGNING

- You may be requested to attend a meeting with the Principal to discuss this request further.
- Once a decision has been made you will be notified in writing.
- If the absence is authorised specified dates must be adhered to. Failure to travel and return on the requested dates, causing additional absences to be recorded as unauthorised, will lead to the ENTIRE period of absence being unauthorised; this may lead to a legal sanction if evidence cannot be provided at your own cost to verify the cause for additional absences.
- If the absence is refused, the absence will be recorded as unauthorised and a Penalty Notice Warning will be put into place which subsequently may result in a fine being issued.

By signing below, you are confirming you have read and understand the information and warnings contained on this form. All parents/ carers and adults living with the child must print and sign.

Print Name..... Sign Name.....
Dated.....

Print Name..... Sign Name.....
Dated.....

BAF USE ONLY:

Current Attendance:	%	Last years attendance if request is Autumn Term	%
Number of School Days Requested:		Received 4 weeks prior to travel	Yes No
Exceptional Circumstances or Unavoidable Cause?			Yes No
If yes, give details:			
Decision:	Date:	Authorised (Letter TTA A)	Unauthorised (Letter TTA B)
Signed by the Principal or Designated Lead:			
Leave taken?	Yes No	PNW Issued?	Yes No If yes date issued?
Reason for Absence noted on Learner Attendance Record?			Yes No
A HOLIDAY MAY BE CHEAP DURING TERM TIME, BUT A CHILDS EDUCATION IS PRICELESS! JANUARY 2018			

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Annex C TTA A– requested period of absence - Authorised
 TTA B – requested period of absence - Unauthorised
 TTA C – absence not requested and/or absence is suspected/confirmed as TTA – Unauthorised

Absence Requested Letter A – AUTHORISED

Letter must be sent to all parents/ carers living at address of where the learner lives (even if not natural parent).

If absence has been requested by an absent parent – letter must also be sent to parent with whom child lives.

DATE

Dear

Ref: <<Learner>> Date of Birth:

Thank you for requesting in advance that <<Learner>> has leave of absence from school from <<Date>> to <<Date>> which you have explained as being due to<<reason>>.

This absence has been authorised however, please take note that in line with our attendance policy, if the above dates requested are not adhered to, the entire period of the requested leave will be recorded as unauthorised, along with any additional absences; unless evidence, medical or other, is provided to support the absence at your own cost.

I am sure you will appreciate it is important that the above does not occur, as this would not only be detrimental to <<Learner>>'s education, but it may cause a Penalty Notice to be issued by the Local Authority or legal action to commence under Section 444(1) of the Education Act 1996; a situation which we wish to avoid wherever possible.

I thank you for your co-operation in advance.

Yours sincerely,

Principal

Encl. Attendance Certificate

cc. Attendance Welfare Leader

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Absence Request Letter B – Request Refused - UNAUTHORISED

Letter must be sent to all parents/carers living at address of where child lives (even if not natural parent). If absence has been requested by absent parent – letter must also be sent to parent with whom child lives.

DATE Where wording has * please delete as appropriate

Dear

Ref: <<Learner>> Date of Birth:

I am writing in response to your request for <<Learner>>'s leave of absence from <<Date>> to <<Date>>.

The Education (Learner Registration) (England) (Amendment) Regulations 2013 states that Principals may not grant any leave of absence during term time unless:

- An application has been made in advance to the Principal by a parents/carer with whom the Learner(s) normally live(s) with.
- The proprietor (Principal) or person authorised by the Principal considers that leave of absence should be granted due to the exceptional/unavoidable circumstances relating to that application.

Unfortunately, I am unable to authorise the absence as I am not satisfied the exceptional/unavoidable circumstances criteria has been met. The reason for this is:

- * It is detailed in our attendance policy that leave will not be granted for the reason(s) given.
- * I feel the absence could be taken during a school holiday period within the year.
- * Additionally, the request was not received within 4 weeks of the date of your intended travel as required.
- * In addition, although this is not a reason why the absence has been unauthorised, I feel I should also draw your attention to <<Learner's>> current attendance level of 00% which is a cause for concern.
- * Also, the period of time that you have requested falls within a significant time in the school year and it could therefore be detrimental to <<Learner's>> education if they are absent from school.

<Child's Name> is expected to attend school during the above dates and any absence will be considered unauthorised absence unless medical evidence is provided at your own cost. Failure to ensure your child has regular attendance is an offence under Section 444 of The Education Act 1996.

- * <<name>> has been noted as having xx unauthorised sessions of absence from school in the period from xx to xx (see attached attendance certificate) which will increase to XX unauthorised absences if this leave is taken.
- * <<name>> will have xx unauthorised sessions of absence if this leave is taken.
- * This letter is a formal warning letter notifying you that a Penalty Notice will be requested from the Local Authority if this leave is taken.

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* This letter is a formal warning letter notifying you that if this leave is taken and on return, there are further unauthorised absences within the following 30 school days (15 days if for Y11 summer term), the school will consider requesting that a Penalty Notice be issued by the Local Authority.

If a Penalty Notice is subsequently issued, it will require the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court where a prosecution under Section 444(1) Education Act 1996 will be heard, where if convicted you may be fined up to £1,000.

Yours sincerely,

Principal

Encl. Attendance Certificate

CC. BAF Attendance Welfare Leader

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Absence Requested/Not Requested - Letter C – Suspected Holiday – further info required from parent/ carer

Letter must be sent to all parents/ carers living at address of where child lives (even if not natural parent).

If absence has been requested by absent parent – letter must also be sent to parent with whom child lives.

DATE

Dear

Ref: <<Learner>> Date of Birth:

I am writing regarding <<Learner>>'s absence from school from <<Date>> to <Date>>.

Delete/Alter following wording as appropriate marked with *

*Thank you for explaining that this absence was due to a holiday however, I must advise you that you have not followed the correct procedure for requesting term time absence. Therefore, the absence is deemed unauthorised.

*From information received (ADD IN SOURCE OF INFO IF APPROPRIATE i.e. home visit and no response made to note left, advised by child or other people, phone rang international tone indicating out of country), we believe that this absence is not due to exceptional/unavoidable circumstances. If this is the case, you have not followed the correct procedure for requesting term time absence.

* BAF discourages all learner absence during term time which is confirmed in our attendance policy which adheres to government legislation.

We would like to give you the opportunity to confirm the reason for the absence. Should the reason be for medical grounds, please note that medical evidence supporting the entire period of absence is required at your own cost. If the academy does not hear from you by <<Date>> you are warned that <<Learner's>> absence will remain recorded as unauthorised.

This letter is a formal warning letter notifying you that if this absence remains unauthorised and there are further unauthorised absences within the next 30 school days (15 days if for Y11 summer term), the school will consider requesting that a Penalty Notice be issued by the Local Authority.

If a Penalty Notice is subsequently issued, it will require the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court where a prosecution under Section 444(1) Education Act 1996 will be heard, where if convicted you may be fined up to £1,000.

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Yours sincerely,

Principal

Encl. Attendance Certificate

cc. BAF Attendance Welfare Leader



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Annex D Penalty Notice Checklist & Reasons that a PN could be refused
PCC Academy Request for Penalty Notice to be issued by LA
CCC Request for PN
LCC Request for Fixed PN

Penalty Notice Request Check List

Before completing form

- Check period for which Penalty Notice is being requested has been recorded as unauthorised.
- Check that there are no missing marks or coding irregularities on certificate of registration.
- Does coding on the register accurately reflect dates for which the Penalty Notice is being requested?

Documentation required to accompany request for Penalty Notice

- Copies of all letters issued, notes of meetings held etc

If Leave of Absence Request Form is completed by parent/carer:

- Completed Penalty Notice Request Form, one per child involved in the request.
- Up to date attendance certificate showing learner's return to school following period of absence. Ensure all historical absences are coded correctly e.g. No 'N' codes.
- Copy of parent/carers request for leave of absence, signed by all relevant parent/carers and any additional letters pertaining to that request.
- Evidence and/or letter that shows the school have informed all parents/carers in writing that absence will be unauthorised and that this could lead to a Penalty Notice/ Penalty Notices being issued – includes anyone living with learner who may not be natural parent – copy of signed letter from Principal
- In above letter(s) reasons for not authorising the absence should be clearly stated to parent/carer. Principals should only authorise absences that are deemed exceptional circumstances and that are received in advance (4 weeks)

If Leave of Absence Request Form has not been completed by parent/carer:

- Completed Penalty Notice Request Form.
- Up to date attendance certificate showing learner's return to school following period of absence. Ensure all historical absences are coded correctly e.g. No 'N' codes.
- Evidence as to why the academy believes the absence was for the purpose of a leave of absence without exceptional circumstances or unavoidable cause.
- Copy of signed letter to parent from the Headteacher stating absence will be coded as unauthorised as believed to be for purposes of a leave of absence and that this could/will lead to a Penalty Notice being issued.

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[Completing Penalty Notice Request Form](#)

- ALL Parents' full name and surname. Current address details. NB. If there are two parents in household (even if not natural parent), details of both parents should be completed as a Penalty Notice will be issued individually to both parent/carers. If an absent parent has made application that parent AND ALL other parents/carers must be included.
- First language if not English – the Penalty Notice will be issued in that language.
- Tick reason for request.
- Pass to Attendance Welfare Leader/EWO for checking of evidence.
- Pass to Principal to sign.
- Copy and send to Local Authority

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Reasons A Penalty Notice Request Can Be Refused

If a PN Request is refused – the academy is charged an admin fee

Please protect our funds by make sure charges are not necessary by ensuring none of the below is missing from your request:

- The period for which the Penalty Notice has been requested does not have the appropriate code.
- There is no explicit reason for refusing the request (exceptional and unavoidable is not enough)
- No letter to parent/carer with reason for refusing request explicitly stating reason for refusal
- No parent request has been submitted
- One individual per request (multiple children on one request cannot be accepted)
- Request is not on the current Penalty Notice Request Form
- Request is for multiple parents and supporting letters are not addressed to both
- Address on request is incompatible to your correspondence
- The parents/carers full names are not complete
- The request(s) are out of timescales to process
- Address does not match LA database

When did parents move and do you have proof?

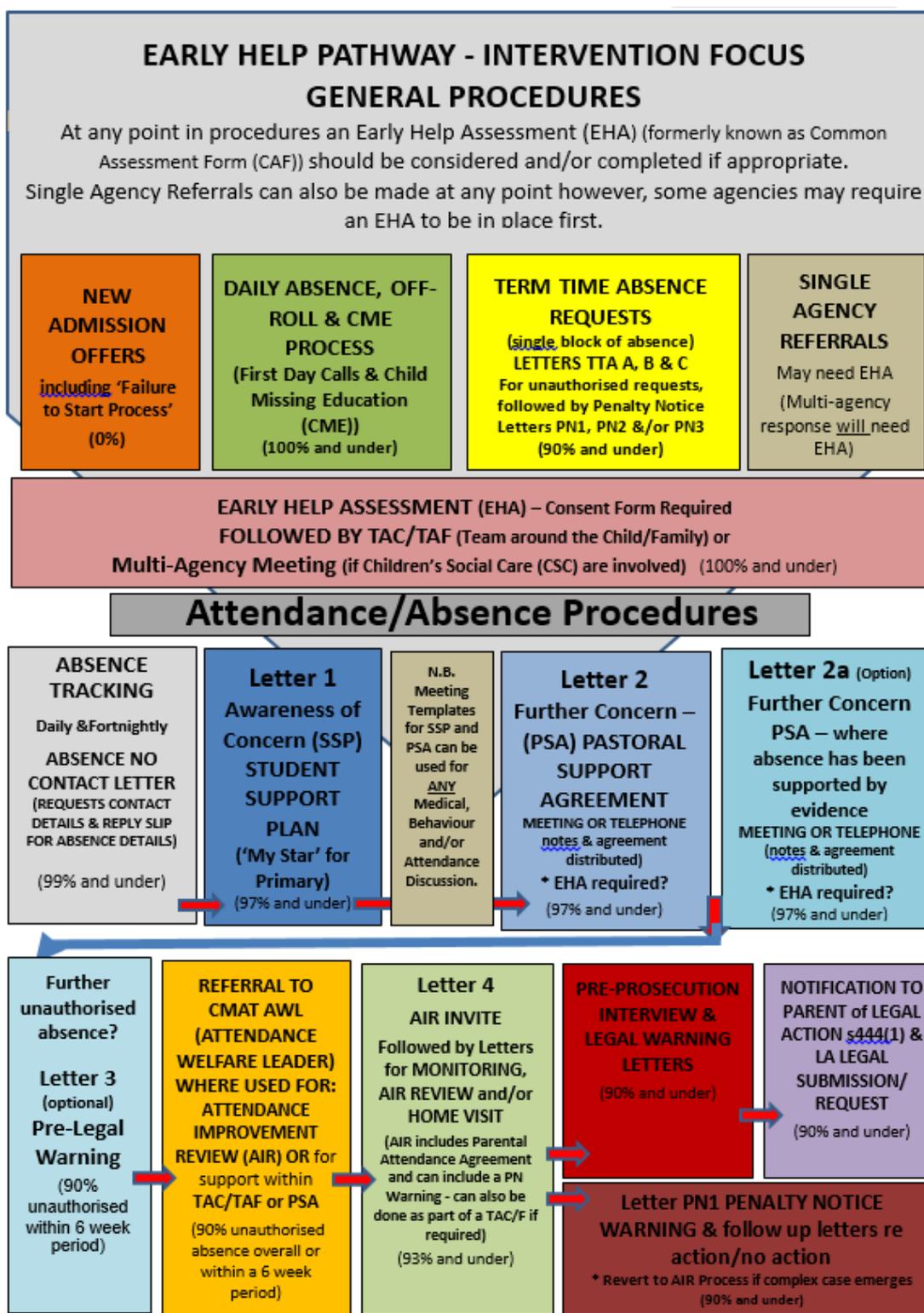
- Other:

Please Note: All Documentation provided by the school may be used as evidence. It may form the basis of legal action should payment of the Penalty Notice(s) not be received. This should include a chronological evidence trail of actions taken e.g. letters issued, minutes of meetings held etc and must be included with the request.

ENSURE ALL EVIDENCE SUPPLIED IS APPROPRIATE AND PROFESSIONAL i.e. double check emails for inappropriate comments before sending!



Annex E BAF Attendance Welfare Procedures



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Annex F Letter Templates to Parents re Attendance Concerns

ABSENCE NO CONTACT REPLY SLIP LETTER

DATE

Dear

Attendance and Contact Details for <<Name and DOB>>

We would be grateful if you could complete the slip below, giving the reason for <<Learner>> absence on <<Date>> as we did not receive any contact from you, and we were unable to make contact with you to establish a reason for the absence.

We would also like to take this opportunity to confirm and update current contact details to ensure records are correct in the case of an emergency.

Unfortunately, when we are unable to establish reasons for absences, they are automatically recorded as unauthorised. This means consideration cannot be given to whether an absence should be authorised. It is therefore important that you notify us of all absences to allow accurate recording. However, I must make you aware that although all reasons will be recorded, it is the academy's decision as to whether a reason is deemed authorised or not. This will depend on the reason given and historical/current attendance concerns.

As I am sure you are aware, it is important that <<Learner>> maintains regular attendance as absences may affect their academic progress and have an effect on maintaining friendships. Thank you for your continued support.

Yours sincerely,

SSA/ST

Telephone Number: <<0>>

Attendance Reply Slip To: <<House>>

Tutor Group:

Learner Name: Date(s) of absence:

Reason for absence:

Please confirm your current contact numbers:

Home tel. no:

Mobile:.....

Name:.....

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Mobile 2:..... Name:.....

Parent/Carer Signature:

BAF Decision – Absence to be: Authorised Unauthorised

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L1

DATE

Dear

Re: Name and DOB

Attendance - Awareness of Concern - Learner Support Plan

We are aware that <<Learner>>'s absences have been due to <<holiday, sickness, exclusion, circumstances>> BAF has a duty to ensure you are aware of the impact that these absences have had. By doing this, we hope to assist you in improving the situation in the future and/or limiting future absences.

I am therefore writing to make you aware that <<Learner|>>'s attendance level is currently %, and therefore is falling into a "concern" category. <<We have also noticed that there appears to be a pattern of XXXX absences>>. Please see attached attendance certificate.

We are keen to support Learners to establish regular attendance patterns, especially following sporadic or blocks of absence. Regular attendance is essential for Learners to learn and achieve, helping them to keep up with work and maintain good friendships. Although there can be genuine reasons for a learners' absence, irregular attendance makes it harder to understand subsequent work.

I must remind you that it is a parent/ carers legal responsibility under Section 444 of the Education Act 1996, to ensure that their child attends the school at which he/she is registered, regularly and punctually. Please contact us if you are aware of anything that may be impacting on <<Learner's>> attendance and/or happiness at school so we are able to offer support to resolve and improve the situation.

Due to the level of concern, further absences may not be routinely authorised without additional evidence being provided. Where absences are due to medical reasons, please support the absence with the medical appointment card/details, a copy of prescribed medicine packaging and/or relevant doctor's note. This supports the academy to evidence to the Local Authority why further action is not required hence preventing legal sanctions.

Secondary - We will be discussing the attendance concerns with <<Learner>> so that they can access support if required. This will be done by completing a Learner Support Plan with them, a copy of which will be given to them following the discussion. We may also ask <<Learner>> if they wish to complete a 'Youth Star' to help them understand how they feel about life in general and how they feel about school. This is a positive piece of work that can help to identify what support they feel they require.

I will of course contact you again if there are further concerns.

Yours sincerely

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Principal/ Designated Lead

Encl. Attendance Certificate

Copies to: Learner File

L2

DATE

Dear

Re: Name and DOB

Attendance - Further Concern – Pastoral Support Agreement Meeting

Regular attendance is essential if Learners are to learn and achieve. Although reasons for previous absences have been duly noted, I must inform you that <<Learner's>> attendance is still causing concern. Please see attached attendance certificate.

I would like to meet with you to discuss how we can prevent further absences to avoid legal action being required and support <<Learner>> by removing barriers that prevent regular attendance. A Pastoral Support Agreement will be agreed at the meeting to support you and <<Learner>> with any difficulties or barriers that may be preventing them from attending school.

<<Date>> at <<Time>> am/pm at <<Name of Academy>> Academy.

It is important that you and <<Learner>> attend this meeting to give us the opportunity to work together on improving the situation. However, if you are unable to attend, please contact me by telephone to re-arrange and/or have a verbal discussion. You will receive a copy of the discussion points and any agreements made. Failure to engage with this process and if further unauthorised absences occur, the academy will consider issuing a Penalty Notice Warning, which may result in:

- A Penalty Notice being issued requiring you to pay an instant penalty up to £120 per child, per parent. Failure to pay will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please be aware that <<Learner>>'s attendance will continue to be monitored. I must remind you that as stated in my previous letter dated <<date of L1>> absences will not be routinely authorised if unsupported by evidence. BAF's decision to authorise absences will depend on recent patterns of absence, the specific circumstances of each absence and/or the provision of evidence to support the absence at your own cost. If you have any evidence that can support previous absences, it would be helpful to bring this with you or

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forward to the school, so that a decision on whether any of the previous absences can be authorised retrospectively.

It is your legal responsibility as Parent/ Carer, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. All schools/academies are duty bound to follow up on absences and investigate attendance levels as those learners who fall to 90% and below (overall or within a specific period) must be considered for legal action.

We therefore urge you to meet with us to resolve these concerns so that we can offer support in the first instance.

Yours sincerely

Principal

Enc. Attendance Certificate

Copies to: Learner File

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L2a

DATE

Dear

Re: Name and DOB

Attendance - Further Concern – Pastoral Support Agreement to Support Health Needs

Regular attendance is essential if Learners are to learn and achieve. Although reasons for previous absences have been duly noted and as you have provided medical evidence, absences have been authorised, I must inform you that <<Learner's>> attendance is still causing concern. Please see attached attendance certificate.

I would like to meet with you to discuss how we can prevent further absences occurring and discuss what support we can put into place to limit further absences and support <<Learner's>> health needs so they can access their education as much as is possible. A Parental Attendance Agreement will be agreed at the meeting to support you and <<Learner>> with any difficulties or barriers that may be preventing them from attending school.

<<Date>> at <<Time>> am/pm at <<BAF

It is important that you and <<Learner>> attend this meeting to give us the opportunity to work together on improving the situation. However, if you are unable to attend, please contact me by telephone to re-arrange and/or have a verbal discussion. You will receive a copy of the discussion points and any agreements made. Due to the level of concern, failure to engage with this process, the academy will need to consider unauthorising future absences which may lead to legal action being considered or a Penalty Notice Warning being put into place and this is something we wish to avoid wherever possible.

Please be aware that <<Learner>>'s attendance will continue to be monitored. I must advise you that further absences may not be authorised without additional evidence being provided. Where absences are due to medical reasons, please continue to support the absence with the medical appointment card/details, a copy of prescribed medicine packaging and/or relevant doctor's note. This supports the academy to evidence to the Local Authority why further action is not required hence preventing legal sanctions.

We therefore urge you to meet with us to resolve these concerns so that we can offer support in the first instance.

Yours sincerely

Principal

Enc. Attendance Certificate

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Copies to: Learner File

L3

Date

Dear

RE: Attendance Pre-Legal Warning in Respect of NAME – Dob:

Further to recent discussions I am writing to you due to the ongoing concerns in respect of NAME's attendance at school.

NAME's attendance is currently at **%. Due to there being no medical evidence provided to support all absences **% of the absences are unauthorised.

In order for the academy to authorise absences, medical evidence will need to be provided by you for all absences, at your own cost. If you have any evidence that can support previous absences, please ensure the academy have a copy so that we can ensure NAME's absences are correctly recorded.

Further unauthorised absences will result in further action being taken by BAF's Attendance Welfare Leader and subsequently the Local Authority, this may be:

1. A Penalty Notice, resulting in you being required to pay an instant penalty up to £120 per child, per parent. Failure to pay will result in prosecution before Magistrates Court.
2. Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
3. Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please do not hesitate to contact me if you wish to discuss this matter further so that a meeting can be arranged. I hope by making you fully aware of the situation NAME's attendance will now significantly improve to avoid further action being required.

Yours sincerely

Principal

Enclosure: Attendance Certificate

Copies to: Learner File

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L4

Ensure All parents/carers involved with the child/ children are invited – FULL NAMES REQUIRED

DATE

Dear

Re: Name and DOB

Attendance Improvement Review Meeting

Further to previous communication, I am writing to advise you that <<Learner>>'s school attendance remains of concern and we have now escalated the matter to BAF's Leadership to review how the situation should proceed and determine whether additional support or legal sanction is required.

I invite you to attend an Attendance Improvement Review Meeting on <<Date>> at <<Time>> am/pm at <<Name>> BAF to discuss how the situation can be urgently improved.

BAF's Attendance Welfare Leader will be chairing this meeting. The purpose of this meeting will be to review all previous actions and interventions and agree a way forward to support you and <<Learner>> with any difficulties or barriers that continue to prevent regular attendance.

It is important that you and <<Learner>> attend this meeting in order to work with Mrs Templeman and the academy to resolve the attendance concerns to avoid legal action being instigated. Failure to attend this meeting and/or further unauthorised absences may result in further action being taken by the Local Authority, this may be:

- A Penalty Notice, resulting in you being required to pay an instant penalty up to £120 per child, per parent. Failure to pay will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please note, medical evidence remains necessary for any future absences to be authorised. If you have any evidence that can support previous absences, it would be helpful to bring this with you, so that we can discuss whether any of these absences can be authorised retrospectively.

If this appointment is not convenient please contact me so that the meeting can be re-arranged.

Yours sincerely

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Name
Principal

Enc. Attendance Certificate

Copies to: Learner File, BAF Attendance Welfare Leader

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PN1 – Penalty Notice Warning

Ensure All parents/carers involved with the child/ children are invited – FULL NAMES REQUIRED

DATE

Dear

RE:

Unauthorised School Absence – Penalty Notice Warning

Penalty Notices were introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

These Notices add to the Local Authority's existing legal powers to enforce attendance. Cases of persistent and/or unauthorised absence remain subject to action under the wider powers of the 1996 Education Act, which include prosecution and a criminal record if convicted.

This means that for Learners with unauthorised absence from school (i.e. any absence where the school has not given permission) each parent/carer may be subject to the issue of a Penalty Notice. A Penalty Notice is a prompt fine of £120 per parent, per child if paid within 28 days, reducing to £60 per parent, per child if paid within 21 days.

Receipt of this letter means that your child has been noted as having ___ sessions of unauthorised absence from school in the period from _____ to _____ which is equivalent to ___% attendance.

This letter is a formal warning letter notifying you that should there be any further unauthorised absences within the next 30 school days (15 days if for Y11 summer term), the academy will consider requesting that a Penalty Notice be issued by the Local Authority.

It is your legal responsibility to ensure the regular attendance of your child at this school.

Advice or support regarding your child's attendance can be obtained from the school.

Yours sincerely

Principal

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Encl. Attendance Certificate

Copies to: BAF Attendance Welfare Leader
 Learner File



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Annex G Meeting Templates

Learner Support Plan

Purpose: To record a discussion with learner in respect of welfare, attendance, behaviour and/or academic concerns.

Date:	Name of Learner:	Year & Group:
Specific Items to Discuss:		Current Attendance %:
Discussion Points		
Medical Issues: Reasons for absence What can support? How can absence be limited? GP/School Nurse? Diagnosed condition? Support required?		
Friendships & Peers Issues? Bullying? Interventions? Developmental Issues? Self-esteem work required?		
Academic Progress & Behaviour Issues: Homework? Attainment? Subject issues? Sanctions? Exclusions? Support? Risk of Harm?		

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Report card? Time out card? Choices & Consequences work required?	
Lateness & Transport Issues: Applied for transport?	
Other: What's going well? What has improved? What other things are learner worried about?	
Current or Historical Professionals or Agencies working with Learner/Family	
Can BAF alone supply any support required? Y / N	
If not, who will/can supply this support?	
If referral to external agency/health or multi-agency required - Does learner agree to completing an EHA? Y / N	
This plan is to support an improvement in the welfare, academic, behaviour and/or attendance issues as discussed. If the situation fails to improve, further discussion involving parents/carers will be required. Parent/carer will be made aware that this discussion has taken place	
Key Actions/Agreements Detail who actions will be carried out by and when: Attend School Regularly and on time to avoid legal consequences.	
Learner(s)	
BAF Staff	

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Youth Star – Generic discussion tool

Youth Star™

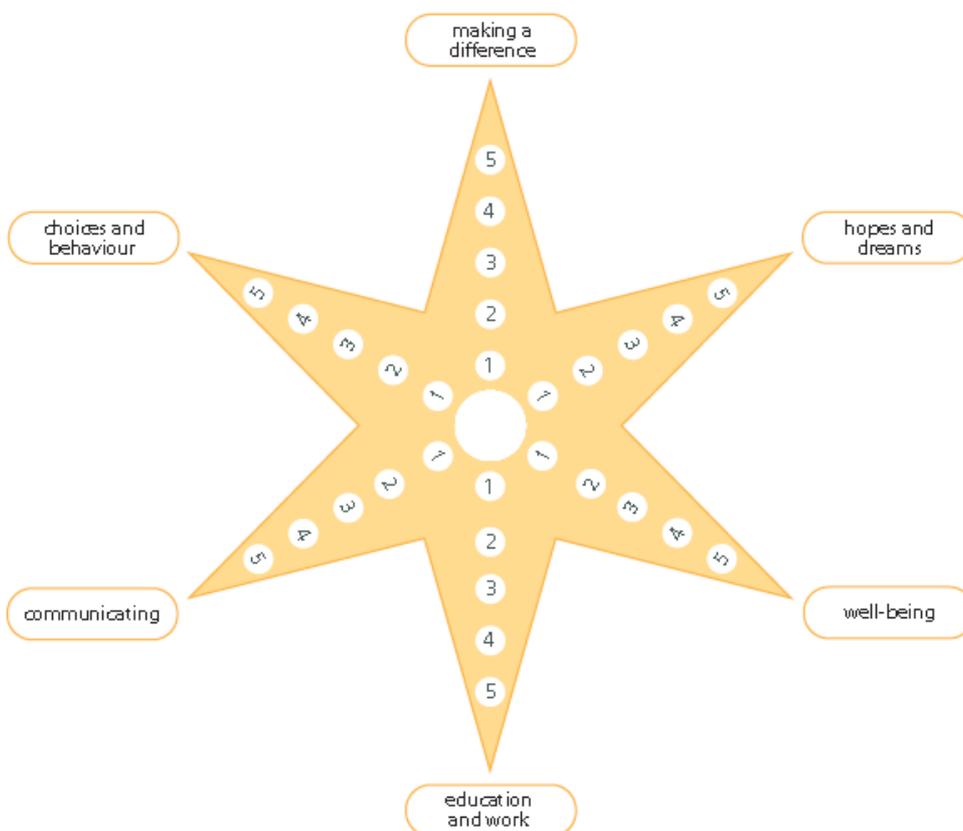
The Outcomes Star for youth work

Young person

First Review Retrospective

Date of completion

Completed by Worker and young person
 Worker alone
 Young person



Young person: I was involved in completing this Star Chart

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Star Notes

1 Making a difference

2 Hopes and dreams

3 Well-being

4 Education and work

5 Communicating

6 Choices and behaviour

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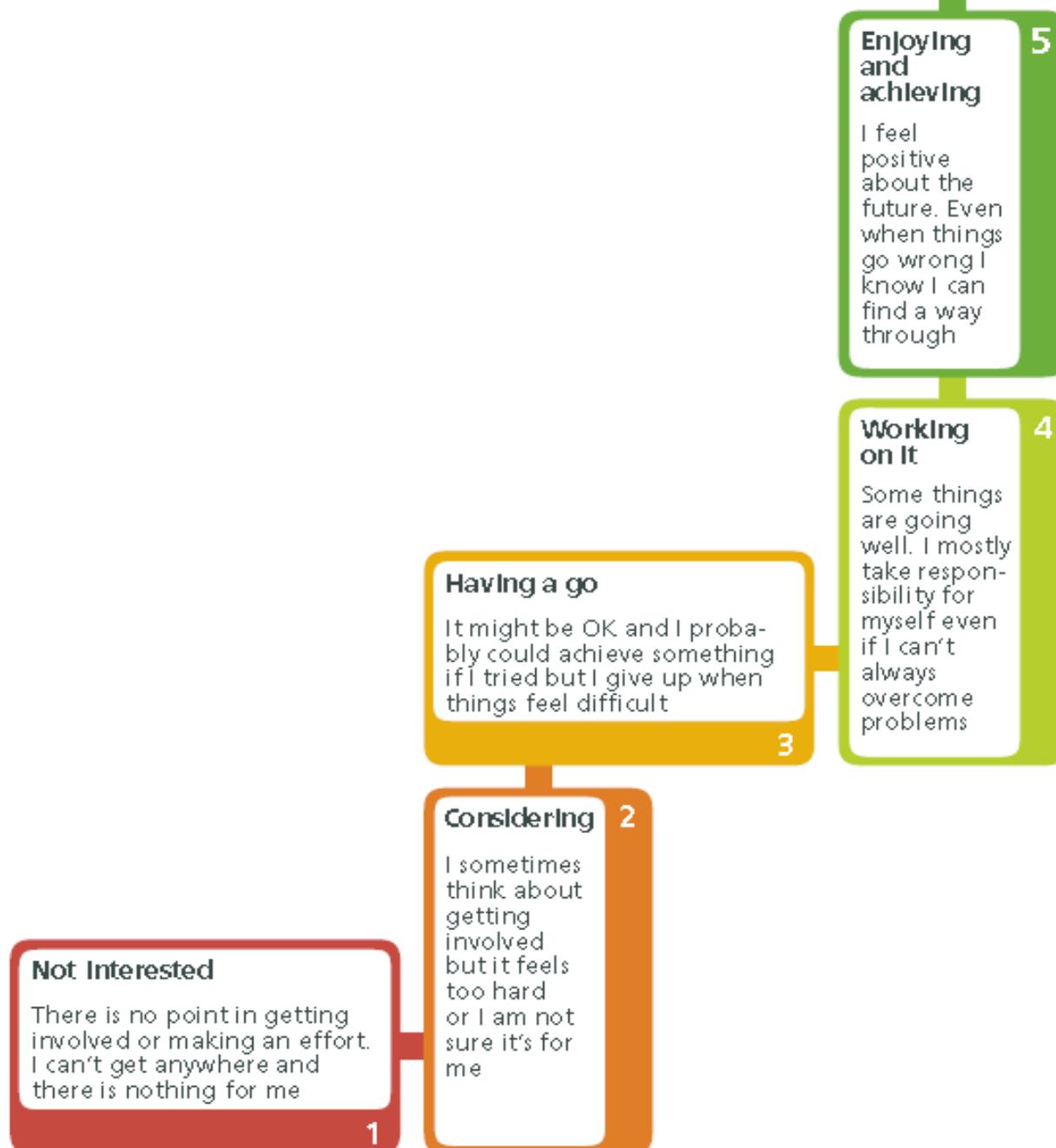
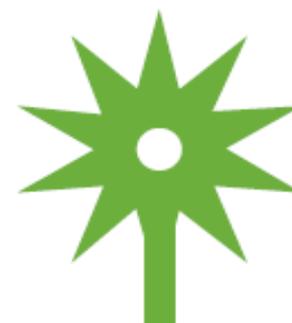


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Where are you on the Journey of Change?



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Action Plan

Priority area and score	Next goal	SMART actions	By who?	By when? (date)

Signatures:

Young person

Date

DD/MM/YY

Staff

Date

DD/MM/YY

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Teen Star (alternative to the more generic Youth Star if substance misuse, family issues, safety are concerns)

Teen Star™

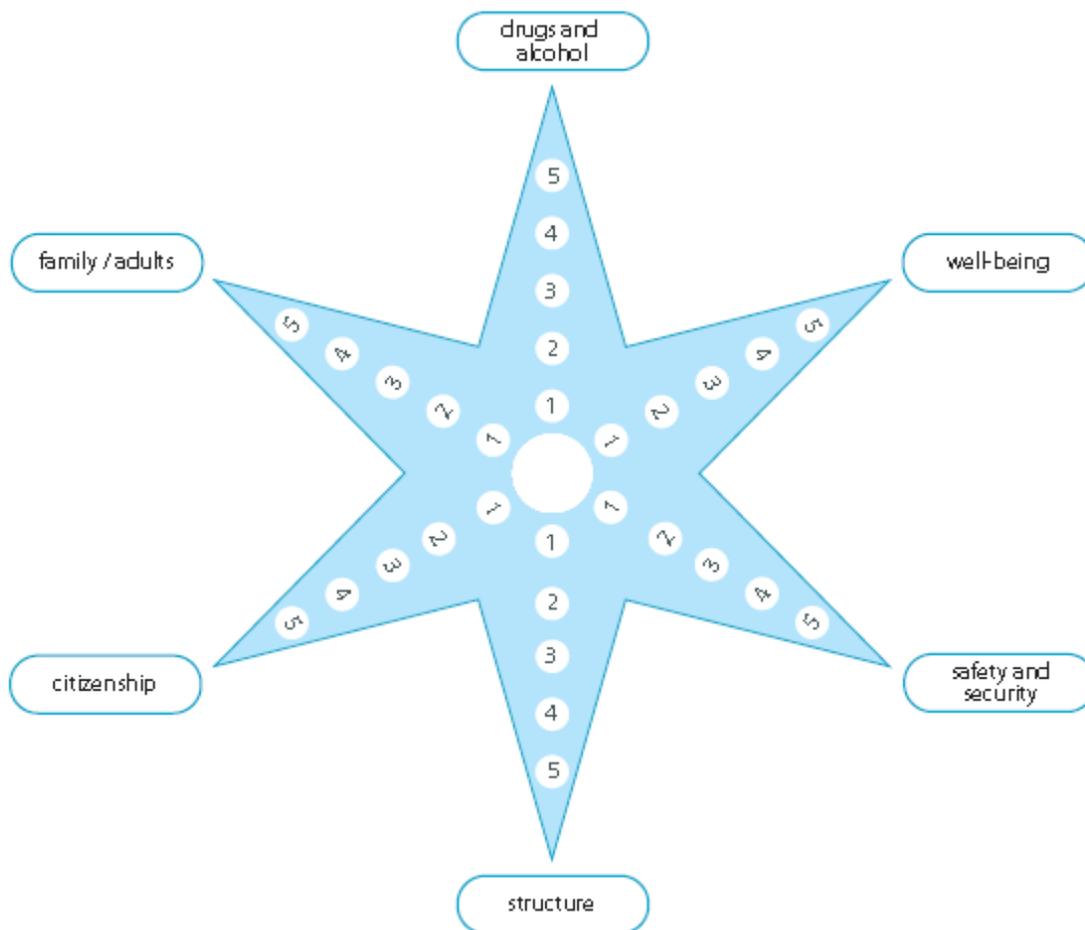
The Outcomes Star for teenagers

Client

Assessment Review Retrospective

Date of completion

Completed by
Worker and client
Worker alone
Client



Client: I was involved in completing this Star Chart

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Star Notes

Drugs and alcohol

Well-being

Safety and security

Structure and education

Behaviour and citizenship

Family and other key adults

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Where are you - on the Journey of Change?



Safe and well
"Things are fine and when I need support I know where to find it"
5

Alright
"I'm doing alright but sometimes there are problems"
4

Making changes
"I'm making changes but it's hard - things happen"
3

Want change
"Things are bad and I want them to change"
2

Not safe
"I don't want to think about this"
1

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Attendance Policy for Managing the Attendance and absence of Learners



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Company Reg N°: 4521396



Action Plan

Priority area and score	Next goal	SMART actions	By who?	By when? (date)

Signatures:

Service user

Date DD/M/M/YY

Staff

Date

Other agency / advocate

Date DD/M/M/YY

Staff

Date

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Pastoral Support Agreement

Purpose: To record a discussion with parents and learners in respect of welfare, attendance, behaviour and/or academic concerns.

An Attendance Support Agreement is completed and signed as part of this meeting to support an improvement.

This discussion may instigate an EHA if deemed necessary. Information recorded from this discussion will be referred to in subsequent meetings and/or assessments.

Date:	Name of Learner:	House, Year & Tutor Group:
Method of Discussion:	Telephone Call with Adult	Face to Face Meeting with Adult & Learner
Discussion with:	Relationship to Learner:	
Specific Items to Discuss:	Current Attendance %:	
Discussion Points		
Medical Issues: GP/School Nurse? Diagnosed condition? Support required? How can absence be limited?		
Friendships & Peer Group Issues: Bullying? Interventions? Developmental Issues? Self Esteem work required?		
Academic Progress & Behaviour Issues: Homework? Attainment? Subject issues? Sanctions? Exclusions? Support? Risk of Harm? Time out Card?		

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Behaviour work completed?	
Lateness & Transport Issues: Applied for transport?	
Other: What is going well? What has improved? What other things are a worry?	
EHA ASSESSMENT	
Other professionals or agencies working with the Family	<p>Current:</p> <p>Historic:</p>
<p>Can the Academy alone supply any support required? Y / N</p> <p>If not, who will/can supply this support?</p> <p>Does Parent/Carer agree to complete an EHA? Y / N</p> <p>Discuss and sign data protection agreement to enable EHA to be completed – attached Y / N?</p> <p>Name of Staff Member completing the EHA</p>	

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PATORAL SUPPORT AGREEMENT

Held on: at Build-a-Future.

Those signing this Action Plan agree to follow the actions listed below to improve the attendance and other issues in respect of: NAME OF LEARNER(S):

Should the attendance element of this agreement fail to improve, and further unauthorised absences occur the matter will be escalated to the BAF Welfare Leader to consider extra support and/or legal action by issuing a Penalty Notice Warning or legal prosecution under s444(1) or (1a) of the Education Act 1996.

Learner(s) and Parent(s) agree to: (add/delete as required)

Attend school regularly and on time.

Discuss concerns or issues that affect education or attendance with a member of staff if required.

Contact the school to explain ALL absences. The Academy reserves the right to unauthorise absences.

Provide medical evidence wherever possible if absence is due to illness to prevent escalation to legal action.

Sign report card daily and advise if the report is not produced for signature.

Apply for transport assistance and update the Academy on outcome of application.

Ensure that changes in contact details are given in case of emergency.

Ensure that appropriate uniform is provided and worn.

BAF agrees to: (add/ delete as required)

Issue a report card – * Attendance & Punctuality Card / Attendance Mentoring Card.

*Delete as appropriate

Contact parent(s)/carer(s) if further concerns arise and/or if parent fails to notify school of absence.

Authorise absences due to illness if medical evidence is provided.

EHA to be completed by:

Refer to School Nurse and/or Primary Mental Health Worker for:

Refer to Counselling Service for:

Refer to Youth Services (EHA required)

Refer for Parenting Support or Family Support (EHA required)

Consider or BOSS (LCC):

Parent/carer signature:

Date:

Learner signature

Date:

BAF Staff member:

Date:

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Family Star™

The Outcomes Star for parents

Parent

Date of completion

First Review Retrospective

Completed by Professional and parent

Professional

Parent

Number of children

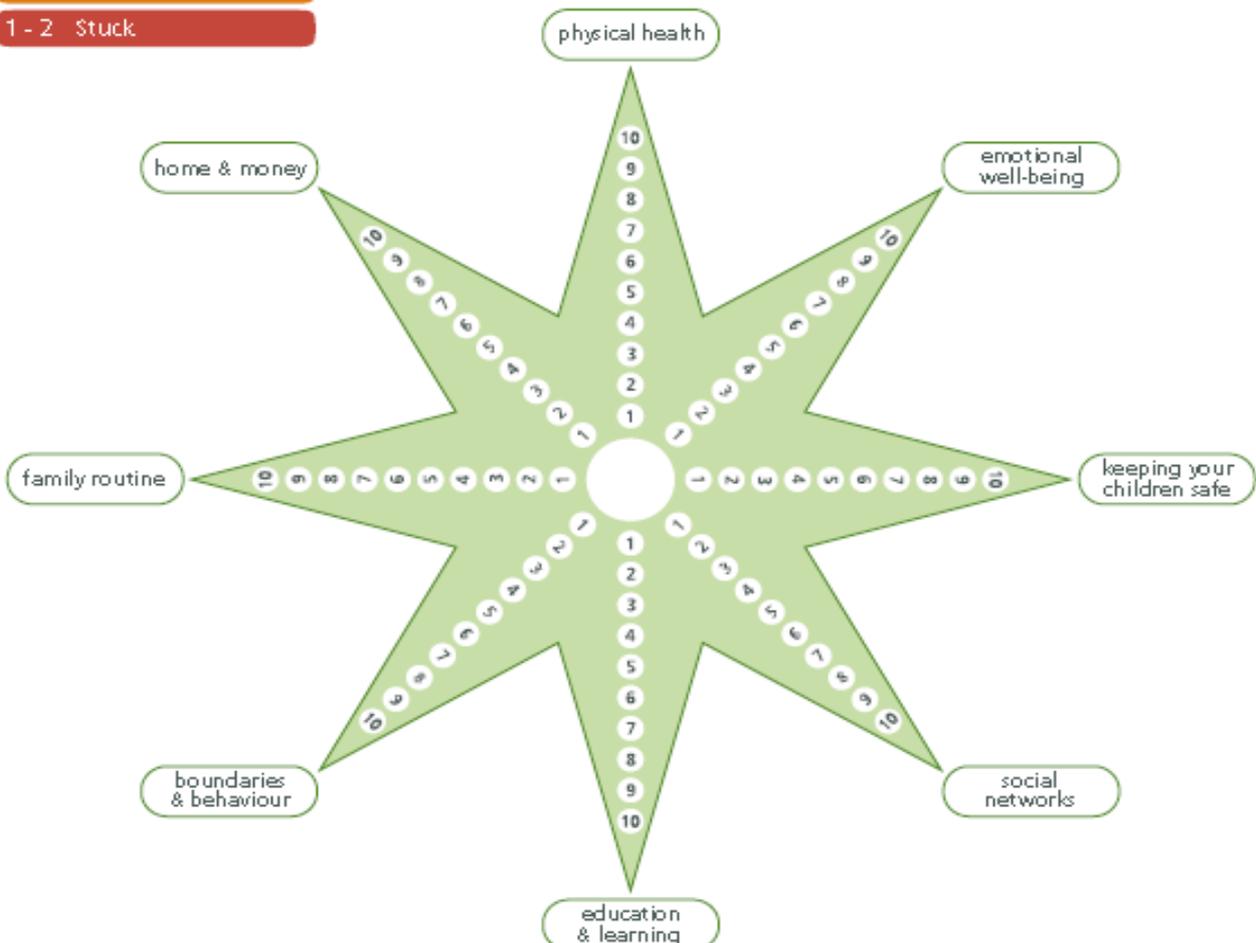
9 - 10 Effective parenting

7 - 8 Finding what works

5 - 6 Trying

3 - 4 Accepting help

1 - 2 Stuck



Parent: I was involved in completing this Star Chart

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Star Notes

1 Physical health

2 Emotional well-being

3 Keeping your children safe

4 Social networks

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Star Notes

5 Education and learning

6 Boundaries and behaviour

7 Family routine

8 Home and money

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Action Plan

Priority area and score	Next goal	SMART actions	By who?	By when? (date)

Signatures:

Parent

DD/MM/YY

Date

Staff

Date

DD/MM/YY

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Attendance Improvement Review Meeting

Staff Name (Chair): Sharon Templeman			Date of Meeting:			
Name of Pupil(s)	DOB	Current Yr Grp	House & Academy	Attend %	Present Y/N	
Address of Pupil(s)			Language	Interpreter Name		
Postcode:						
Parent(s)/Carer(s) <small>(including other adults living at pupil(s) address)</small>	Relationship to Pupil	Address <small>(if different from Pupil's address)</small>	Tel. No.		Present Y/N	Copy of Meeting Notes Given Y/N
			Home	Mobile		
Additional Staff/Agencies	Title		School/Agency	Present Y/N	Copy of Meeting Notes Given Y/N	

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POINTS DISCUSSED: Purpose of meeting was explained i.e. ongoing concerns following previous support, meetings and letters from school. Wish to avoid legal action hence meeting arranged today to discuss and prevent. This is an opportunity to discuss concerns/issues affecting attendance to remove any learning barriers and support an immediate improvement. It is important we all work together to show an improvement.

.....Unauthorised Absences fromto.....(equivalent % for period%)

Are Parent/Carers aware of absences from school?

Summary of support, intervention and actions done to date: (SSP, EHA, Counselling, Mentoring, FSW, Outcome Star etc)

.....

Does pupil(s) have a diagnosed medical condition that a hospital consultant could confirm impacts on school attendance? Consultant's name: GP Appointment advised Yes/No
School Nurse Referral Agreed Yes/No

.....

Are there behaviour concerns at home and/or at school?

.....

Are there concerns re relationships, social development or friendships?

.....

Is pupil on SEND register? If Yes, description of needs/difficulties

.....

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Are there concerns re pupil's academic progress?

.....

.....

.....

.....

.....

Is pupil(s) a Young Carer?

.....

.....

Have any absences been due to Religious Observance?

.....

.....

Have any absences been due to transportation to school?

.....

.....

TRANSPORT ENQUIRIES	YES	NO
a) Does the Local Authority fund pupil(s) transport?	END	Go to b)
b) Have you ever applied for transport assistance? (If yes when?)	Go to c)	Go to d)
c) Why was it rejected? If rejected prior to a house move continue to d) if not, transport assistance may not be available.		
d) Do you live less than 3 miles (safest walking route) from the academy?	Go to f)	Go to e)
e) Was this academy offered as an alternative to a 1st preference school choice?	Apply for transport	END
f) Do you live less than 2 miles? If Yes, no transport entitlement is available.	END	Go to g)
g) Do you receive higher child tax, Job Seekers or income Support?	Apply for transport	END

What are pupil's feelings about future – aspirations and plans?

.....

.....

What does pupil feel needs to happen/change?

.....

.....

What does Parent/Carer(s) feel needs to happen/change?

.....

.....

What do others present at the meeting feel needs to happen/change?

.....

.....