



Noel-Baker Academy
A L.E.A.D. Academy

Noel- Baker Academy Attendance Policy

LEADING STUDENTS
TO A BRIGHT FUTURE
— — — — —
SCIENTIA POTENTIA EST

Published: February 2020

Review: July 2021

1. Aims

Our Academy aims to meet its obligations with regards to attendance by:

- **Promoting good attendance and reducing absence, including persistent absence.**
- **Ensuring every pupil has access to full-time education to which they are entitled.**
- **Acting early to address patterns of absence.**

We will also support parents to perform their legal duty to ensure their children of compulsory Academy age attend regularly.

At Noel- Baker Academy, we know that good attendance is crucial to the future educational success of our students. Good attendance at Noel- Baker Academy is defined as 97% and above, students who fall below this level will not be able to fulfil their education potential. It is our mission to ensure that every student has access to a knowledge rich curriculum and the opportunity to engage positively with the school. It is important to us that all students are able to enjoy a feeling of belonging to their class and school community.

The Academy aims to achieve good attendance by operating an attendance policy with which staff, students and parents, the local community and the Educational Welfare Service work in partnership. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. The Academy will rigorously monitor attendance ensuring a quick and early intervention if attendance falls to an unacceptable level.

Attendance will be promoted and celebrated by staff and the school will liaise with parents and outside agencies to support this. This policy states the Academy's focus and with it, the roles and responsibilities of key stakeholders.

The aims of the policy are:

- to give a clear outline of our strategies to promote good attendance;
- to explain the roles and responsibilities of all stakeholders (Tutors, Pastoral Leaders, EWO's, students and parents);
- to explain the procedures for monitoring attendance;
- to clarify the mechanisms for dealing with poor attendance.

It is our intention to ensure that every student enjoys attending Noel- Baker Academy by providing a stimulating, challenging, secure learning and knowledge rich environment. All students are expected to attend every day to enhance their learning and progress. Continuity of learning can only take place through regular attendance to the Academy.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers in line with the Noel- Baker Academy 'traffic light' banding system relating to school attendance.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient

time-keeping for all students and this will be communicated through regular contact with parents/carers.

The Academy recognises and adheres to the Education Act 1996 for Attendance, Truancy, Excluded Students, Persistent Lateness and Unauthorised Holidays in Term Time. It also adheres to the Local Authority Code of Conduct and the latest DfE guidelines.

2. **Legislation and Guidance**

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern Academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

This policy complies with our funding agreement and articles of association.

3. Academy Procedures

3.1. School Day Timings:

Monday, Wednesday, Thursday, Friday			Tuesday		
	Yr 9, 10	Yr 7, 8, 11		Yr 9, 10	Yr 7, 8, 11
08:50 – 09:50	Lesson 1		08:50– 09:45	Lesson 1	
09:50 – 10:50	Lesson 2		09:45 – 10:40	Lesson 2	
10:50 – 11:10	Break		10:40 – 11:00	Break	
11:10 – 12:10	Lesson 3		10:00 – 11:50	Lesson 3	
12:10 – 13:10	Lesson 4		11:50 – 12:55	Lesson 4	
13:10 – 13:40	PSHE (lesson 5)	Lunch	12:55 – 13:25	PSHE (lesson 5)	Lunch
13:40 – 14:10	Lunch	PSHE (lesson 5)	13:25 – 13:55	Lunch	PSHE (lesson 5)
14:10 – 15:10	Lesson 6		13:55 – 14:45	Lesson 6	

3.2. AM and PM Registration:

Only authorised persons may complete registers and they must be taken at the same time twice a day.

Electronic registers are used in every class as part of the School’s Information Management System (Go4 Schools).

If for any reason the electronic register cannot be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

AM registers will remain open until 9:10am, any child arriving after 8.50am but before 9.10am will be marked as late. Any student arriving after this time without good reason will be classed as unauthorised.

PM registers will be taken during Lesson 4 each day.

At times of exceptional weather, the registers may, according to DfE guidelines remain open until 9:30am.

3.3. Lateness to School:

- Students are expected to arrive for school by 8.30am where daily routines of uniform and equipment will be checked before entering the school building.

- Students enter the building, at designated points, and make their way to their first lesson, lining up outside to meet and greet their class teacher at 8:45am.
- If a student arrives late to school between 8.45am and 9.10am, they must arrive at the Main School Reception where they will be issued with a pink 'late gate' card which they will need to hand to their class teacher upon arrival to lesson.
- As a result of being late to school, students will be issued with a 1-hour same day detention after school from 3.10pm to 4.10pm (2.45pm- 3.45pm Tuesday). This detention will take place in the school canteen.
- Failure to attend the 1-hour detention, will result in a repeat detention the following day.
- Failure to attend the 1-hour repeat detention, will result in a full day in internal exclusion.
- Students arriving after 9.10am must go to Reception where they will be directed to the Attendance Office on A Floor Yellow/ Green to sign in. They will then, where appropriate, be issued with a pink 'late gate' card. A detention will be issued for the same day if appropriate (as above).
- Lateness after 9:10am will be unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a student from arriving on time, then we will, of course, take this into consideration.

3.4. Lateness to Lessons:

- Any student arriving to lesson 3 minutes after the first student arrives will be classed as 'late'. The register will be marked with the 'L' code.
- If the student doesn't have an explanation of their lateness to lesson, the Teacher will record in the behaviour section on Go4Schools 'Late to lesson without reason'. The student will attend a 1- hour late detention that day.
- Failure to attend the 1-hour late detention, will result in a repeat detention the following day.
- Failure to attend the 1-hour repeat detention, will result in a full day in internal exclusion.

3.5. Authorised and Unauthorised Absence:

There are two types of school absence:

- **authorised** where the school approves the student's absence.
- **unauthorised** where the school will not approve the student's absence.

Only the school can authorise the student's absence. Whilst this is straightforward in most cases, there may be a time when the school will refuse to authorise a student's absence without medical support.

If a child is ill, the parent/carer is to call the school before 8.30am and notify the school of the child's absence, the reason and when the child is to be expected back in school (**Tel 01332 572026**). In order for the absence to be authorised we will require a letter or email from the parent/carer detailing the reason for the absence to be sent upon the child's return to school.

Our expectation is that:

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the Academy within 24 hours of an absence, this will be marked as unauthorised.
- If your child has been absent for 3 days or more with either illness or unauthorised absence over a 6-week rolling period, the Academy will require some form of medical evidence stating the health reasons for absence. This could be 3 consecutive days or separate days over the 6-week period. Evidence for such absences could be in the form of a note from a health professional, prescription labels and in some cases, evidence of medical appointments.
- Where your child has been absent due to attending a medical appointment, the school must receive the evidence in order for this to be approved. The evidence can be either a letter or an appointment card. **Please also note whole day absences for medical appointments will not be authorised. Parents/carers are expected to book routine dental, medical or opticians appointments outside school hours.**
- If the student is not in school by 9.30 a.m. and the school has not been contacted by the parent/carer, then a member of the Attendance team will contact the parent/carer by text message to find out why the student is not in school. Where the school is also unsure of the reason for illness, or needs clarification about this, then the parent/carer will also be contacted.
- If there has been no communication on the first day of absence, the EWO will follow up the absence by visiting the home at their earliest convenience.
- If a student is absent and no contact has been successful by the Academy or the EWO, the student may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy.
- If a student is missing for more than two weeks, then s/he will be referred as a 'child missing in education' to the Education Welfare Service.
- If a student does not return to the Academy for a further two weeks and there has been no contact from/with the parents, then his/her place may be removed from the school roll.
- Students' attendance is monitored and tracked against an 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor attenders/persistent absentees including prosecution.
- If students have been sick, they do not need to remain at home for the following 48 hours. Students can return earlier.

3.6. Medical Evidence:

- All medical evidence must be sent to the attendance office on A floor Green/ Yellow.
- If letters/notes come from parents/carers directly to the teacher, then these should be signed and dated by the teacher and sent to the Attendance office.
- If a teacher receives verbal communication, then it must be recorded on the electronic register for the appropriate days and the Attendance office will be informed. Evidence must be provided upon the students return to school in order for the absence to be authorised.
- All information about absences and logs of the Academy's attempts to contact home is recorded electronically on Go4Schools and in student absence records.

- Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school would like the parent to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent to contact the school every day and a more appropriate frequency of communication will be established with the parent. This bespoke arrangement will be put in place by the Tutor/Pastoral Team.

3.7. Noel- Baker Academy Strategy:

Noel- Baker Academy operates a 'traffic light' system in relation to school attendance. See appendices (Noel- Baker Academy strategy). At each stage there will be appropriate interventions:

- **'Green'** signals a good school attendance, where the student's attendance is above 97% (97% to 100%);
- **'Amber'** signals a student whose attendance is causing concern. This is where a student's attendance is between 92% and 96.99%;
- **'Red'** signals a student who has poor attendance and their attendance level is below 92%.

3.8. Holidays in Term Time:

- There will be no authorisation of absence for holiday during school time. The Government guidelines are very clear and only allow the Head teacher to grant leave of absence for exceptional circumstances. Parents do not have a right to take their child out of school for a holiday during term time.
- Notice of your intention to take your child out during term time should be made via the Academy's Leave of Absence Request form which can be found on the Noel- Baker Academy website. **If we do not receive formal notification, but are aware that you are on holiday, then the below remains the same.**
- The education (student registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A student may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the Head teacher by a parent with whom the child normally resides; and the Head teacher considers that leave of absence should be granted due to 'exceptional circumstances' relating to that application. Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty notices to parents of children with unauthorised absences from school. These are issued per parent, per child.
- Due to the timing of internal year examinations and the GCSE and vocational examination period falling in the months of May and June, the Academy cannot condone any absence during this period except in the most exceptional of circumstances. Students who are knowingly taken from the Academy to go on holiday during this period will be referred to Education Welfare for Penalty Notices to be issued.

Please refer the Government website for details of these notices and their present value www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance.

3.9. Truancy:

- If the student is known to have been in school, but has not attended all, or some of their lessons without reason, then they are classed as truant.
- If this is to occur, then the truant will be placed into internal exclusion and serve a 1 hour after school detention on the same day. Parents/carers will be notified of the incident.
- If the truancy persists a parental meeting will be conducted and further actions and/or strategies will be implemented to rectify the behaviour.
- If it is believed that the truant has left the school site then, the Academy will inform the parent/carer should the student not be found. In this situation we would advise the parent/carer to contact the child themselves.
- If the school is unable to contact the parent to inform them of their child's truancy, then messages will be left with the parent. As a school we will endeavour to try all available contact numbers on the school system to notify the parent of the truancy.
- If no contact can be made the school may be left no other option but to contact the police.
- In either case, the student's sanction will be similar to the previous example.
- Sometimes parents/carers believe that their child is at school, but the student has not actually entered the building. Should this happen then, the school would naturally believe the student to be absent and would contact the parent/carer for a reason for the absence. If we are unable to contact the parent then messages will be left to make sure that the parent is aware of the absence. At this point the truancy would come to light. In this situation we would advise the parent/carer to contact the child themselves, but if they do not get any response, then we would advise that they contact the police. For this reason it is important that parents keep the school informed of any changes of contact details.

3.10. Communication with Parents/Carers:

- Attendance to be communicated to parents/carers during Parents' Evenings.
- Parents/carers invited to Attendance Evenings.
- Parents/carers are regularly informed about attendance issues in the Head teacher's newsletters.
- Attendance newsletters are sent out every term reminding parents of the Academy's monitoring procedures for attendance.
- Letters are sent about absence and lateness, stressing the legal requirements for students to attend and the financial penalties that may be served for non-attendance.
- Parents/carers of students whose attendance is a cause for concern are sent letters to inform them of the Academy's intended actions in line with the 'traffic light' banding system. See appendices (letter 1 – 5).
- The Academy will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to the Academy.
- Social media, e.g. Twitter or Facebook, will be used to effectively communicate and update parents/carers on attendance within year groups. This will be communicated on a regular basis.

3.11. Religious Observance:

- Derby City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our Academies and it is important that we recognise the diversity of the population.
- In Derby City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart.

3.12 Taking a Pupil Off Roll:

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal / leaver form completed.

A pupil of compulsory school age shall have his/her name deleted from the admissions register when:

- The pupil is registered at our Academy in accordance with the requirements of an Academy attendance order and another Academy is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or Academy. (Academies can register travellers' children even if they are on the roll of another school/Academy. The Academy the child normally attends is the base Academy; the other registration is temporary).
- The Academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The pupil has ceased to attend our Academy and no longer lives within a reasonable distance of Academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the Academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both the Academy and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.
- The pupil is certified by a medical professional or relevant member of staff as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from our Academy for a period of not less than 20 school days and both the Academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before our Academy next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at our Academy until the leaving date- the last Friday in June. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)

- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil attends a special school and the Council gives consent for his/her name to be removed.

If we are told that a pupil is leaving to attend another school/Academy, staff at our Academy will establish the pupil's new address, the name and address of the new school/Academy and the date the pupil will start there. Confirmation will then be sought from the receiving school/Academy. Whenever a pupil leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter should be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Derby City Local Authority Missing Children's protocol.

4. Legal Action

4.1 Penalty Notices:

Under the Education Act 1996, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any student who fails to attend school regularly.
- at the request of the Head teacher in respect of any students who are regularly late after the close of the register.
- where absences have occurred due to unauthorised holidays being taken in during term time.

All the above is subject to the Academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the Academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

4.2. Traveller Pupils:

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the Academy but it is not known whether the pupil is attending educational provision.

4.3. Children Missing in Education:

Where a pupil has not returned to our Academy for ten days after an authorised absence or is absent from the Academy without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the Academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the Academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs;
www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

4.4. Children Who Cannot Attend Academy Because of Health Needs:

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory Academy age and who
- are permanently resident in the LA and
- who are not in Academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the Academy for 15 days for health reasons or as soon as it is clear that a health-related absence from the Academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as

possible. There may be circumstances in which suitable alternative education is already in place e.g. if the Academy has made arrangements for a pupil, or the child is receiving education at a hospital Academy.

4.5. Children in Public Care:

Mrs Sarah Leach (Assistant Head teacher) is the coordinator who liaises with the LA Children Looked after Team. The Virtual Academy will be contacted each day whether the pupil is attending or is absent. Attendance will also be reported as part of the PEP.

4.6. Elective Home Education:

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer, we will inform the LA and once approval has been received, the pupil may be taken off roll and a leaver's form will be completed.

4.7. Off Site Provision:

Either students are registered prior to attending off site provision or registration data is forwarded to the school daily. The above practices for absence will be applied to in line with the Academy's Attendance Policy.

5. Rewards

Celebrating success is a key aspect of school life at Noel- Baker Academy. Below is a list of ways in which students will be rewarded for attendance to school:

Tier One Reward- 1 point:

100% attendance for a week. Names to be displayed on TVs around the academy.

Tier Two Reward- 2 points:

100% attendance to be given to the form with the highest attendance each week. Each tutor to receive a recognition certificate to be displayed in the tutor room.

Given to the most improved tutor group weekly.

Tier Three rewards- 5 points

For all 100% attenders for each half term, the student will receive a postcard emailed home congratulating them on their attendance achievement. Every student with 100% attendance that half term will receive a cookie token to be used in the Academy canteen.

Tier Four rewards – 10 points

100% attendance for each term. Every student will receive a certificate and a letter sent home from the Senior Leadership Team.

Tier Five rewards – 25 points

100% attendance for the whole academic year. Students to receive a certificate, attendance star and a letter home from the Head teacher. The attendance star will be a tiered approach:

Bronze star awarded:	for 100% attendance for 1 year
Silver Star awarded:	for 100% attendance for 2 years
Gold star awarded:	for 100% attendance for 3 years
Platinum star awarded:	for 100% attendance for 4 years
Special gift awarded:	for 100% attendance for 5 years

All reward points will be added to Go4Schools and shared and celebrated through our media campaigns.

6. General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

7. Review

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every week and updated each half term to be included in the Head Teacher's Report to Governors.

8. Role and Responsibilities

All stakeholders play a vital role in ensuring students are attending school regularly and on time. Below are the roles and responsibilities of key stakeholders in ensuring students attend Noel- Baker Academy.

Stakeholder	Role and Responsibility
Tutors	<ul style="list-style-type: none"> ✓ To keep an accurate attendance register. ✓ To praise students for punctuality and good attendance. ✓ To play their part in the monitoring of students' absence and act as a point of contact for a parent who is concerned about their child's health/attendance. ✓ To contact home if attendance falls below 95%. ✓ To liaise with the Pastoral Leader and Attendance team as appropriate around reasons for student absence. ✓ To mentor and support students to achieve a good level of attendance. ✓ To update attendance notice board. ✓ To distribute and collect any medical evidence or absence letters.
Pastoral Leaders	<ul style="list-style-type: none"> ✓ To ensure that all student absences are correctly logged on the attendance registers (in conjunction with the tutor and class teachers). ✓ To maintain an overview of the attendance of students in their year group. ✓ To praise and celebrate students for punctuality and good attendance in assemblies. ✓ To be a point of contact (along with the tutor) and offer appropriate support around improving the attendance. ✓ To monitor attendance and arrange for the parent to be informed when their child has dropped below 97% attendance (this amounts to 6 days in an academic year). ✓ To liaise with targeted support and other agencies around the attendance of their year group.
Attendance Team	<ul style="list-style-type: none"> ✓ Regular and prompt recording of attendance. ✓ Early contact with parents when a student fails to attend school without providing a good reason. ✓ Students with attendance below 97%, whether absences are authorised or not, will be closely monitored. ✓ All students' attendance is monitored daily, and every week data from the electronic register is analysed. ✓ To implement the 'traffic light' banding system when monitoring attendance every week. ✓ Statistical evidence for the whole Academy and for individual classes is analysed every week and shared with staff. ✓ The Assistant Head teacher, Student Support Manager, EWO's and Pastoral Leaders will review students' attendance weekly.
Students	<ul style="list-style-type: none"> ✓ Attend school every day. ✓ Be punctual to all lessons and be appropriately prepared for the day. ✓ Inform their tutor of any problem or reason that is known in advance that may prevent them from coming to school.

	<ul style="list-style-type: none"> ✓ Follow the correct procedure of informing a member of staff if they need to leave the school grounds for any reason during the school day. Students must not leave the school site without permission.
Parents	<ul style="list-style-type: none"> ✓ Provide the Academy with up to date home and emergency contact details. ✓ Ensure their child attends school every day, as is their legal duty as parents/carers. ✓ Contact the Academy on the first and each subsequent day of absence, unless a definite date of return is known. Parents/carers should offer reasons for the absence but whether or not the absence is marked as authorised is a decision that can only be made by the Academy. ✓ Ensure their child arrives on time and well prepared for the school day. Session registers are kept open for half an hour. Students arriving after 9.15am or 1.55pm without a reasonable explanation will be marked with a 'U' code. This counts as an unauthorised absence which could lead to legal proceedings. ✓ Contact the Academy in confidence whenever any problems occur that may affect their child's attendance or performance in school.
The Governing Body	<ul style="list-style-type: none"> ✓ The Governing Board is responsible for monitoring attendance figures for the whole Academy on at least a termly basis. It also holds the Head teacher to account for the implementation of this policy.
The Head teacher	<ul style="list-style-type: none"> ✓ The Head teacher is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy level absence data and reporting it to governors. The Head teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

9. Monitoring Arrangements

This policy will be reviewed annually by the Head teacher / SLT. At every review, the policy will be shared with the governing board.

10. Links with Other Policies

This policy links to our Child Protection and Safeguarding Policy and Equality Policy.

Letter 1

«Parental_Salutation»
«HouseNumber» «Street»
«District»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg», D.O.B.«DOB»

We would like your support to improve levels of attendance and punctuality, therefore a 'Poor Attendance Prevention Initiative' is in operation at Noel- Baker Academy in order to address attendance concerns quickly and effectively.

Having recently completed a register check, I am concerned about «Forename»'s declining level of attendance and I enclose a copy of their registration certificate for your information.

As a result of these concerns, «Forename»'s attendance will be closely monitored for the next **20 school days**, during which time, school will only authorise absences if medical evidence is provided. If «Forename»'s attendance shows little or no improvement after the monitored period, you will be formally invited to attend an Attendance Meeting in school in order to discuss and address the situation.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

If there are any issues surrounding «Forename»'s attendance, we are happy to discuss these with you and formulate an action plan so we can address and resolve this promptly.

I hope we can work together to ensure «Forename» achieves their full potential at the Academy. Should you require any further help or information you can contact one of the Education Welfare Officers on 01332 572026.

Yours sincerely,

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 1a

Address

Date

Dear

Re:

Having written to you recently expressing my concern about NAME's attendance, I am delighted to report that the attendance report has been a success as we have seen a significant improvement over the last 20 days.

NAME's attendance now stands at 0% and based upon the progress recently made, NAME will no longer be on attendance report and we look forward to seeing HIM/ HER reach their full potential academically.

Your support is fully appreciated as without it, the attendance improvements would not have been possible.

If you have any issues or concerns then please do not hesitate to contact either the Attendance Team or NAME, Pastoral Lead.

Yours sincerely

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 2

«Parental_Salutation»
«HouseNumber» «Street»
«District»
«Town»
«Postcode»

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg», D.O.B.«DOB»

Further to my previous letter explaining that NAME would be placed on an attendance report and closely monitored for 20 days, I am still concerned that NAME has failed to achieve improvements in **HIS/ HER** attendance. I enclose a copy of NAME's registration certificate for your information.

As a result of these concerns and in order to discuss and address the situation, I would like to invite you to attend a School Attendance Panel to be held in school on **DATE/ TIME**.

Failure to provide an acceptable explanation for the absences during this meeting may result in a Penalty Notice Warning letter or an application to the Local Authority for consideration of your case to be pursued through the Magistrates Court for failing to ensure Angel's regular attendance.

If you fail to attend the meeting and do not call to rearrange, then the meeting will go ahead in your absence and a decision will be made on the next course of action.

Please note, you, as parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and failing to do this could result in prosecution where is found guilty in court you could be; fined up to £2,000, given a community Order or receive up to a 3 month prison sentence. The court may also issue you with a parenting order.

If the above appointment is not convenient, please do not hesitate to contact me on 01332 571026 to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

We look forward to meeting with you on DATE

Yours sincerely

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 2a

Date

Address

Dear

Re:

I am delighted to inform you that NAME has improved HIS/ HER attendance during the above monitoring period.

However, should NAME's attendance fall again to an unacceptable level, we will resume the process and you will be invited to attend a formal School Attendance Panel.

If NAME is absent for any reason, please ensure that the Academy is kept informed on a daily basis and medical evidence is provided. If there are any issues surrounding NAME's attendance, we are happy to discuss this with you and formulate a student attendance success plan to address and resolve them.

I hope we can work together to ensure NAME achieves their full potential at the Academy. Should you require any further help or information you can contact the Attendance Team on 01332 572026.

Yours sincerely

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 2b

Date

Address

Dear

Re:

You were invited to a meeting which was arranged on DATE/ TIME which you failed to attend. As explained in previous correspondence, the meeting did take place in your absence and the following actions were agreed;

- No barriers to improving NAME's attendance were identified.
- No medical evidence to support NAME's unauthorised absences have been received.
- If NAME's attendance does not reach 97% the next **4 school weeks (20 days)** commencing on the **INSERT DATE**, Noel- Baker Academy will consider applying to the Local Authority to issue a Penalty Notice or for your case to be pursued through the Magistrates Court for failing to ensure NAME's regular attendance. During this period your child must have no unauthorised absence from school. If they are ill during this time, you will be asked to provide medical evidence.

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under section 444(1) of the Education Act 1996.

The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the fine will be £60 if paid within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £120. If the payment is then not made you may be prosecuted by Derby City Council for the original offence. This may result in a fine up to £1,000.

If you wish to discuss this, please contact me on 01332 572026. I trust it will not be necessary to take this further and that we have your full support on this matter.

Yours sincerely

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 2c

Date

Dear

Re:

Thank you for attending our meeting today to discuss NAME's attendance. As discussed, NAME has a target of 97% attendance over the next **20 school days** (4 weeks).

Please find attached a copy of the Attendance Improvement Contract which we also discussed and signed at the meeting.

As NAME's poor absence remains a huge concern, we are no longer able to authorise any further days off unless medical proof is provided such as appointment cards, letters or a prescription label off prescribed medicine.

If NAME's attendance fails to improve over the agreed period, I have to remind you that, as a parent/ carer, you are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. Failing to do this could result in prosecution where, if found guilty in court you could be; fined up to £2,000, given a community Order or receive up to a 3 month prison sentence. The court may also issue you with a parenting order.

If you wish to discuss this letter, please contact the Attendance Team on 01332 572026.

Yours sincerely

Miss Heath/ Miss Mills
Education Welfare Officer
Noel- Baker Academy

Letter 3

Date

Name/Address

Dear

Re:

Impending Legal Action

I am concerned that despite being issued with a previous warnings NAME's attendance is only % Noel Baker Academy expects all students to have an attendance level of at least 97%. Full time school attendance is a legal requirement unless there is a significant reason preventing your child from attending school.

The Education Act, 1996 states:

"It shall be the duty of the parent of every child of compulsory school age to cause him/her to receive efficient **full time** education suitable to his/her age, ability and aptitude, and to any special educational need(s) he/she may have, either by regular attendance at school or otherwise."

"If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly thereat, the parent of the child shall be guilty of an offence against this section.

If the reasons given for your child's irregular school attendance are not satisfactory, then the Education Welfare Service may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1000**
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks imprisonment.**

Non-school attendance impacts on your child's educational and social progress. In some circumstances, children who fail to attend school also place themselves at risk. Maintaining regular contact with school to monitor their progress is essential.

Ultimately, with no improvement in attendance and no satisfactory justification, I am duty bound to refer your case to the Education Welfare Service.

Yours sincerely

Miss S Heath/Miss Z Mills
Education Welfare Officer