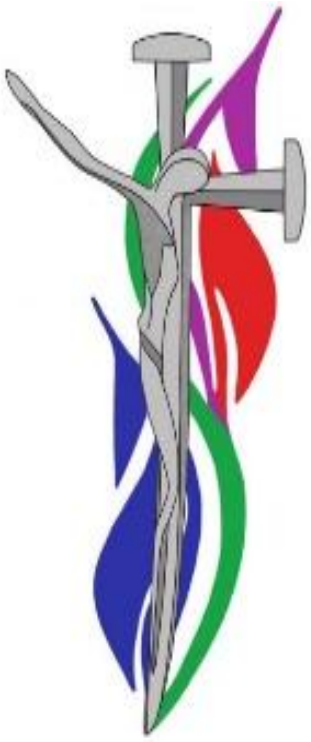


Achieving together in faith

Holy Cross Catholic Multi-Academy Company

School Attendance Policy (Christ the King Catholic Primary School) 2025 - 2028

Responsible for Policy	Marina Kelly
CLW Committee Approval Date	September 2026
Posted on Website	November 2026
Sent out to Schools	October 2026
Date of Policy Review	September 2028

This Policy is based on guidance produced by Coventry City Council for schools and academies.

This guidance has been written in accordance with the Department for Education's (DfE) Working Together to Improve School Attendance guidance (2024).

Document Control:
Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	05/2021	J Parry	HC Central Team	Creation of document from template
		14/12/2022	J. Parry	HC Central Team	MAC Board Approval
		23/03/2023	J Parry	HC Central Team	Policy reviewed
2.0	Draft	17.10.2023	J Parry	HC Central Team	Policy revised based on LA model policy to comply with latest guidance.
2.0	Approved	25/10/2023		MAC Board	Policy Approved
2.1	Draft	09/07/2024	C Connoll	HC Central Team	Policy revised based on CCC LA model policy to comply with latest guidance. Updates to sections 5.2, 6.1, 9.1, 10 and 12 Added appendix 6 National Framework Letter to Parents Update June 2024
3.0	Amended	05/11/24	MK	CEO	Template policy revised in line with Government Guidance August 2024. Headteachers to personalise template policy for their schools. New template letters added to Appendices.
4.0	Amended	19.09.2025	MK	CEO	Inserted updated guidance regarding Combined Unauthorised Absence. New Template attached in appendix
	Amended	09.09.26	SC	Inclusion Lead	Inserted updated guidance to reflect Working Together to Improve School Attendance, June 2026

Whole School Attendance Policy

Christ the King Catholic Primary School

Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by Holy Cross Catholic Multi Academy Board on at least an annual basis.

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1. Introduction

Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.

Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.

Holy Cross Catholic Multi Academy Company (MAC) recognises that attending school regularly can be a protective factor for children and young people and that there is a strong relationship between good school attendance and achieving positive outcomes. The MAC has adopted this policy in order to promote positive pupil attendance

All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:

- faithfulness and integrity;
- dignity and compassion;
- humility and gentleness;
- truth and justice;
- forgiveness and mercy;
- purity and holiness;
- tolerance and peace;
- service and sacrifice (Christ at the Centre' 2008 Fr Marcus Stock STL MA).

Holy Cross Catholic MAC acknowledges its obligation to promote a positive learning and working environment.

Holy Cross Catholic MAC is also aware of its duties under racial, disability and gender equality laws including the training of employees in their responsibilities.

Holy Cross Catholic MAC will ensure that prompt and appropriate action is taken to deal with any complaints which come under the scope of this Attendance Policy. Holy Cross Catholic MAC expects all those dealing with complaints to make objective decisions, without fear or favour.

This policy will be applied in accordance with statutory regulations for the governance of Holy Cross schools which may apply at any time in accordance with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.

This policy is for use by Holy Cross Catholic MAC and some academies' governance terminology differs within Archdiocesan Multi Academy Companies. This policy uses the term Director to represent Trustees of the Company. The term Local Governing Body is used throughout.

2. Aims

At Holy Cross Catholic Multi Academy Company (MAC) we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

3. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

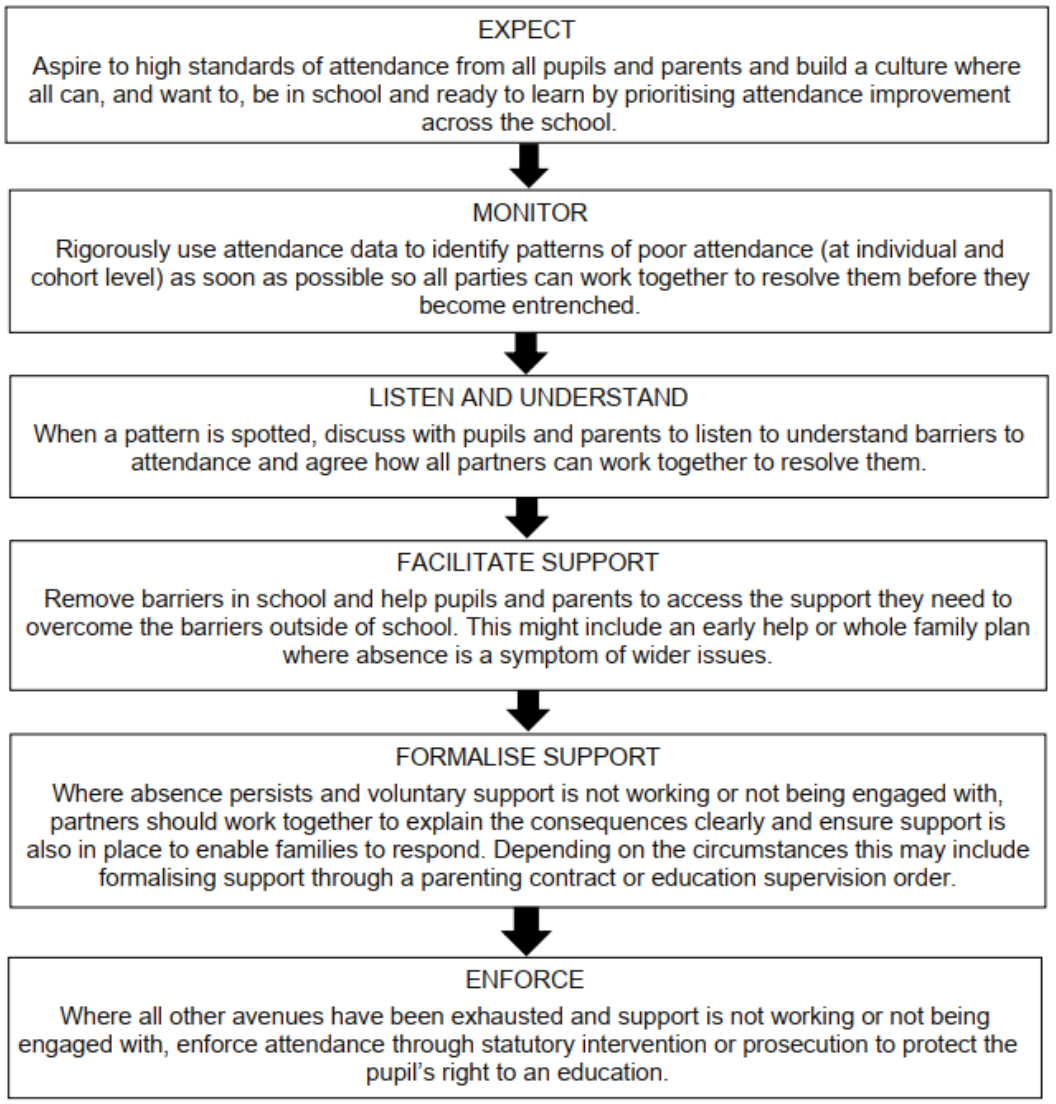
A “Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person.

4. Attendance Objectives

Holy Cross Catholic MAC’s School Attendance Policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below:



5. Roles and Responsibilities (see also Appendix 4)

At Holy Cross Catholic MAC we believe that school attendance matters to everyone. School attendance is a shared responsibility by Directors, governors, all school staff, parents, pupils, and the wider school community.

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Role	Name	Contact details
Senior Attendance Lead	**Sue Horrocks**	**School number: 02475335790** **CTK-Parentlink@hccmac.co.uk**
Attendance Champion	**Tina Hagyard**	**School number: 02475335790** **CTK-Parentlink@hccmac.co.uk**

Attendance Officer	**Kate Louth**	**Local Authority Attendance Officer** **Children Absent from Education Team** **02476972286** **Kate.Louth@coventry.gov.uk**
Named Governor/Trustee for Attendance	**Matt Cole Safeguarding**	**matthew.cole@hccmac.co.uk**

5.1 The MAC Board

Directors of the MAC are committed to:

- Setting high expectations of all leaders, staff, pupils, and parents.
- Ensuring attendance is prioritised in wider improvement strategies, such as raising attainment, behaviour, special educational needs and disabilities, wellbeing, and safeguarding. This may include having a link governor or trustee that focusses on attendance.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.
- Ensuring high aspirations are maintained for all pupils, but that processes and support are adapted to the individual needs of particular pupils. This includes those with long term illnesses, special educational needs and disabilities, pupils with a social worker, young carers and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Regularly evaluating the effectiveness of their school(s)' processes and improvement efforts to ensure they are meeting the needs of pupils as experiences and barriers to attendance evolve.
- In addition, the MAC Board will identify and monitor attendance patterns across their schools to identify common issues and barriers and share effective practice between schools.

5.2 The Local Governing Body

The Local Governing Body of Christ the King recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.

- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
    - Monitor and review attendance of the cohort and consider how school polices, including behaviour policies, are sensitive to their needs and support good attendance.

Christ the King Catholic Primary School will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal Early Help is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold the formal Early Help/family support, including conducting an Early Help assessment and acting as lead practitioner where all partners agree that the school is the best place to lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.

- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognizing that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Pupil Premium Plus for previously looked after pupils.
- Work with families and pupils to identify pupils who are Young Carers.
- Understand that caring responsibilities can affect attendance and work with pupils, parents and the relevant agencies to identify support and remove barriers to regular attendance.

5.3 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

5.4 Senior Attendance Champion

The Senio Attendance Champion will:

- Lead the school's attendance strategy and ensure attendance remains a whole-school priority.

- Promote a culture of high expectations where all pupils are expected and supported to attend school regularly and punctually.
- Monitor attendance data on a weekly basis to identify emerging concerns, vulnerable pupils and attendance trends.
- Analyse attendance patterns by year group, class, vulnerable groups and individual pupils, including pupils with SEND, pupils with a social worker, disadvantaged pupils and young carers.
- Ensure effective first-day response systems and robust daily absence procedures are implemented consistently.
- Lead attendance meetings and oversee targeted interventions for pupils whose attendance is causing concern.
- Meet regularly with pupils and families to understand barriers to attendance and agree support plans.
- Work with the SENCo and other staff to ensure reasonable adjustments and appropriate support are in place for pupils experiencing medical, mental health or SEND-related attendance difficulties.
- Work closely with pastoral teams, safeguarding staff, SEND staff, Early Help services and other external agencies to remove barriers to attendance.
- Represent the school at Targeting Support Meetings with the Local Authority and coordinate actions arising from these meetings.
- Ensure attendance support is reviewed regularly and adjusted where interventions are not having the intended impact.
- Ensure parents and carers understand their legal responsibilities regarding school attendance and are aware of available support.
- Lead the school's graduated response to attendance concerns, ensuring support is provided early and that legal intervention is considered only when appropriate and after support has been explored.
- Report attendance information, trends and impact of attendance strategies to governors and senior leaders on a regular basis.
- Monitor the effectiveness of attendance procedures and lead annual reviews of the Attendance Policy.
- Ensure all staff understand their role in improving attendance and receive appropriate training and guidance.

5.5 Parents

Christ the King Catholic Primary School requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand the child's barriers to attendance.

- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary Early Help plan to prevent the need for legal intervention..
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5.5 Pupils

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher/tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

6. Recording Absence and Attendance (See Appendix 1 – updated 5.11.2024)

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

6.1 Leave of absence

The headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

The headteacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

*The headteacher will consider a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the pupil normally lives with. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school.

The school will not operate blanket policies which automatically approve or refuse requests solely because they fall into a particular category. Each application will be considered on its individual merits and within the context of the pupil's attendance history and circumstances.

Generally, the DfE does not consider a need or desire for a holiday or leave of absence for the purposes of leisure or recreation to be an exceptional circumstance.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

Christ the King Catholic Primary School recognises that regular attendance is essential for pupils to achieve their full potential. In accordance with statutory guidance and school policy, the following procedures apply to requests for leave of absence during term time:

1. Submitting a Request

- Parents/carers must complete and submit a **Leave of Absence Request Form** to the school **at least four weeks in advance** of the proposed absence.
- The form is available from the school office or can be downloaded from the school website.
- Completed forms should be returned to the school office for consideration by the Headteacher.

2. Emergency Situations

- In the event of an **emergency** where four weeks' notice is not possible, parents/carers must **contact the school office immediately**.
- The matter will be referred to the Headteacher, who will determine whether the absence can be authorised based on the circumstances.

3. Authorisation Criteria

- Leave of absence will **only be authorised in exceptional circumstances**.
- Holidays during term time are **not considered exceptional** and will not be authorised.

4. Unauthorised Absence

- If a leave of absence is taken without prior authorisation, the absence will be recorded as **unauthorised**.

5. Monitoring and Compliance

- The school monitors attendance regularly and works in partnership with parents/carers to promote high levels of attendance.

- Persistent unauthorised absences may lead to further action in line with the school's Attendance Policy and Local Authority procedures.

An advice note for parents and carers and an application form to request leave of absence can be found in Appendix 2 and 3.

A penalty notice request may be submitted to the Local Authority by the headteacher should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible child missing from education procedure being instigated.

An advice note for parents and carers and an application form to request leave of absence can be found in Appendix 2 and 3.

A penalty notice request may be submitted to the Local Authority by the headteacher should: -

- The parent fail~~s~~ to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible child missing from education procedure being instigated.

6.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, the parent/ carer must provide proof of the

appointment to a member of the admin team. Evidence can be emailed to parentlink. Failure to do will result in the child's absence recorded as unauthorised. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

The school will not routinely request medical evidence for every illness absence and will not operate blanket requirements for such evidence. Medical evidence may be requested only where there is genuine and reasonable doubt about the authenticity of the illness, where absences are frequent or prolonged, or where evidence is required to better understand a pupil's health needs and identify appropriate support or reasonable adjustments. Schools will consider a range of evidence and will not be prescriptive about the format required.

6.3 Pupil Absence for the purposes of Religious Observance

Holy Cross Catholic MAC acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

6.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to:

- a pupil's/family member's birthday,
- closure of a sibling's school for INSET (or other) purposes,
- family holiday,
- refusal to attend school on health grounds but where the pupil is considered well enough to attend' holidays taken without the authorisation of the school.

7. Our Procedures

7.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session.

On each occasion the register is taken the appropriate national attendance and absence code MUST be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed on the admission register at the time.

At Christ the King Catholic Primary School, accurate and timely registration is essential to safeguarding and promoting the welfare of all pupils. The school will not operate different registration times for different groups of pupils. Registers will remain open for no longer than 30 minutes after the start of the session in line with statutory guidance. The school will comply with statutory requirements to share attendance, admission, deletion and sickness return information with the Local Authority in accordance with current regulations and statutory guidance.

The following procedures are in place to ensure consistency and compliance with statutory requirements:

1. Registration Times

- Morning Registration:
  - Begins at 8:50am and closes at 9:30am.
  - Pupils arriving after 8:50am but before 9:30am will be marked as late (Code L).
  - Pupils arriving after 9:30am will be marked as unauthorised absence for the session (Code U) unless a valid reason is provided.
- Afternoon Registration:
  - Conducted at the start of the afternoon session, between 1:00pm and 1:15pm
  - Registers are closed 30 minutes after the start of the session.

2. Method of Registering

- Registers are taken electronically using the school's Management Information System (Arbor).
- Class teachers are responsible for completing the register promptly and accurately at the start of each session.
- Any issues with the electronic system must be reported immediately to the school office, and a paper register will be used as a backup.

3. Monitoring and Follow-Up

- The CTK attendance team monitors registers daily to identify any unexplained absences.
- First-day calling procedures are in place: if a child is absent and no reason has been provided by 9:30am, the school will contact parents/carers to ascertain the reason for absence.
- Persistent lateness or patterns of absence are followed up by the school attendance team or Senior Leadership Team and may result in further intervention or referral to external agencies.

4**. Leave of Absence Requests**

- Parents/carers must complete a Leave of Absence Request Form and submit it to the school at least four weeks in advance of the proposed absence.
- In emergency situations where four weeks' notice is not possible, parents must contact the school office immediately. The request will be referred to the Headteacher for consideration.
- Leave will only be authorised in exceptional circumstances. Holidays during term time will not be authorised.
- Failure to submit a request in advance, or taking unauthorised leave, may result in the absence being recorded as unauthorised and a Fixed Penalty Notice being issued by the Local Authority.

7.2 Late Arrival at School

At Christ the King Catholic Primary School all pupils are expected to arrive on time for every day of the school year. The school day begins at 8:45am at Westhill Road site and 8:50am at Scots lane site. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8:50am. All pupils arriving on site after 8:45am are required to report to the main office with their parents, who will be expected to sign their child into school using the Inventory system and provide a reason for their absence. If their arrival is before 9:30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:30am All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

7.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:30am and where no reason for absence is known.

- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

7.4 Rewards and Interventions

At the end of the term:

- Children with 100% attendance for that term will receive a certificate in assembly
- At the end of the year: children with 100% attendance will receive a certificate in assembly
- Parents will also receive a letter of praise if their child's attendance is 95% or above each term.
- Children who are receiving support for improved attendance will meet with the school's learning mentor each week. A personal target will be set. They will then continue to have weekly/ fortnightly check ins and praise will be issued for improvement.

Weekly attendance is shared in the school newsletter – class attendance of 95% or above received a well done badge in the newsletter.

Attendance letters are shared with parents at the end of each term. Children who have achieved 95% or above will receive a thank you letter for supporting their child's attendance.
Children who have achieved 80% - 94.9% will receive a monitoring letter informing the parents that their child's attendance is below the expected percentage and that it will be monitored during the next term.

Both attendance letters show the child's overall attendance and also the breakdown between authorised and unauthorised attendance.

After monitoring attendance in school throughout the school year, senior leaders will implement the following:

Stage 1: Prevention
Criteria: Attendance is between 91% and 100%

Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e. GP

Stage 2: Early Intervention
Criteria: Attendance is between 81% and 90%

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

Stage 3: Targeted Support
Criteria: Attendance is below 80%

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

Attendance data will be analysed weekly, half-termly and termly to identify emerging concerns, attendance trends and changes in individual, year group and cohort attendance. The school will benchmark attendance data against local, regional and national data where available and use this analysis to shape attendance improvement priorities. Particular attention will be given to vulnerable groups including pupils with SEND, pupils known to social care, disadvantaged pupils and young carers.

8. Tailored Support

At Christ the King Catholic Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils, for example, those with long term illnesses, special educational needs and disabilities, pupils with a social worker, young carers and pupils from cohorts with historically lower attendance such as those eligible for free school meals, are more likely to require additional support to attain good attendance. The school will work with pupils, parents and relevant agencies to identify support and remove barriers

to implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

At Christ the King Catholic Primary School, we are committed to identifying and addressing attendance concerns at the earliest possible stage. We recognise that early intervention is key to preventing persistent absence and ensuring all pupils have the opportunity to thrive academically, socially, and emotionally.

1. Monitoring and Identification

- Attendance is monitored daily by the CTK Attendance Team and reviewed weekly by the Senior Leadership Team.
- Patterns of absence, frequent lateness, or declining attendance are flagged for further investigation.
- Pupils with attendance below **95%** are identified for early support and monitoring.

2. Early Support Strategies

When concerns are identified, the school will:

- Contact parents/carers to discuss concerns and explore any underlying issues.
- Offer support through the school's Learning Mentor.
- Provide access to in-school interventions, such as:
  - Emotional Literacy Support
  - Social skills groups
  - Counselling or wellbeing check-ins
- Implement academic catch-up plans where absence has impacted learning.
- Offer flexible support such as phased returns or adjusted timetables, where appropriate.

3. Partnership with Families

- Parents/carers are invited to attend meetings to co-develop an **Attendance Support Plan**.
- The school works collaboratively with families to identify barriers to attendance and agree on achievable targets.
- Where appropriate, referrals may be made to external agencies, including **Early Help**, **SEND services**, or **health professionals**.

4. Escalation and Review

- If attendance does not improve despite early support, the case may be escalated to the Local Authority Attendance and Children Missing Education Team.
- Regular reviews are held to assess the impact of interventions and adjust support accordingly.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

Remote education will only be used as a short-term measure and as part of a wider reintegration plan where attendance at school is not currently possible. Remote education will not be viewed as an alternative to regular school attendance except in exceptional circumstances.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

9. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

9.1 Penalty Notices

Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices.

The threshold is 10 sessions (equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

Combined Absence Applications:

If a parent takes **multiple short absences** (less than 5 consecutive days) within a **10-week period**, this may be viewed by the DfE as an attempt to avoid a Penalty Notice. As a result:

- A **Penalty Notice** may be issued if **two or more short absences** occur within a 10-week period.
- A **20-day Notice to Improve** may be issued for cases involving **irregular unauthorised absence**.

10. Staged Reintegration/Reduced timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a part time timetable to manage a pupil's behaviour. A part time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable.

We will never put a reduced timetable in place without written consent from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Attendance and Children Missing Education Team of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

11. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

12. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

Relevant legislation

- The Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- The Equality Act 2010
- Children and Families Act 2014

Relevant government guidance

- Working Together to Improve School Attendance (July 2026 edition)
- Children missing education
- Keeping children safe in education and Working together to safeguard children (current version)
- Working Together to Safeguard Children

- Special educational needs and disability code of practice: 0 to 25 years
- Elective home education
- Alternative provision: statutory guidance for local authorities
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement
- Supporting pupils with medical conditions at school
- Arranging education for children who cannot attend school because of health needs
- Promoting and supporting mental health and wellbeing in schools and colleges
- Preventing and tackling bullying
- Providing remote education
- Summary Table of responsibilities for school attendance
- Mental Health Issues Affecting Pupil's Attendance: Guidance for Schools

13. Appendices

The following pages contain information relevant to this policy:

Appendix 1 Attendance Codes
Appendix 2 Exceptional Leave of Absence
Appendix 3 Exceptional Leave of Absence – Application Form
Appendix 4 Roles and Responsibilities
Appendix 5 School Attendance Matters
Appendix 6 National Framework Letter to Parents (Update June 2024)
Appendix 7 Penalty Notices - Advice to Parents and Carers (August 2024)
Appendix 8 Attendance Concern Letter
Appendix 9 Attendance below 90% Letter
Appendix 10 Improvement Plan Meeting Letter
Appendix 11 Attendance Contract Notification Letter
Appendix 12 Attendance Contract

Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	LA Alternative Provision	Attending education provision arranged by the local authority
L	Late arrival	Pupil arrives late before register has closed
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
Q	Unable to attend school due to lack of access arrangements	• Pupil is absent because the local authority has a legal duty to arrange home-to-school travel and has not done so OR • Pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Appendix 1: Attendance Codes

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence – exceptional circumstances:	
C1	Leave of absence - regulated performance or employment abroad	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – part time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Suspended or permanently excluded	Pupil has been excluded but no alternative provision has been made
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

Code	Definition	Scenario
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
U	Arrival after registration	Pupil arrived at school after the register closed
Unauthorised absence		
Code	**Definition**	**Scenario**
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances:	
Y1	Transport not available	Unable to attend due to transport normally provided not being available
Y2	Travel disruption	Unable to attend due to widespread disruption to travel
Y3	Partial school closure	Unable to attend due to part of the school premises being closed
Y4	School site closed	Unable to attend due to the whole school site being unexpectedly closed
Y5	Criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Public health or legal guidance	Unable to attend in accordance with public health guidance or law
Y7	Unavoidable cause	Unable to attend because of any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Exceptional Leave of Absence Advice for Parents

The school is very reluctant for a child to miss any part of his/her education.

1. There are a number of sources regarding attendance, including our school newsletters, the school website CTK School Website
2. and the DfE (Department for Education) www.education.gov.uk. Term dates are published well in advance on the school website.

3. The reference in law to Headteacher's being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** Under Government regulations, leave of absence can only be granted by the Headteacher in the case of exceptional circumstances and is for a maximum of **10 days.** The leave must be authorised **before** any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence.

   The decision to authorise absence rests with the school and once the decision is made, it is final.

4. When considering exceptional circumstances, the Headteacher will take into account:
   - Attendance - A child with any less than 97% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.
   - Proximity to exam dates – No child in year 2 or 6 will be granted leave in the same term as the testing period.

5. If permission is granted, children must ensure they are up to date with their schoolwork before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return to school.

6. If a child becomes ill whilst abroad, please note that before returning to school they **must** be seen by their GP in the UK and be certified fit to return.

7. If permission is granted photocopies of airline or travel tickets will be required by the school office **before** travelling.

Should you decide to take your child out of school without the Headteacher's permission, the absence will be recorded as unauthorised and a Penalty Notice by the Children and Families First Team under S23 (1) of the Anti-Social Behaviour Act 2003 and Sections 444A and 444B of the Education Act 1996 will be issued and may result in a fine of up to £160. If a child does not return to school, they may be taken off the school roll.

Please note: Local Authority Guidance states that if two Penalty Notices have already been issued for periods of unauthorised leave, a Penalty Notice will NOT be issued on the third occasion and you will be taken straight to Court under the higher level aggravated offence. This means that you may be subject to a much more severe penalty i.e. a maximum fine of up to £2,500 or 3 months in custody or, a community order which may involve you doing a number of hours of unpaid work.

Appendix 3: Exceptional Leave Application – Application Form

Christ the King Catholic Primary School

Application form for Exceptional Pupil Leave
(to be emailed where possible)

Please read the information above before completing this form

The school will only authorise this absence if this form is completed and returned to the school at least **4 weeks before** you leave. In the event of an emergency situation at very short notice, please contact the school office who will refer to the Headteacher as necessary.

CHILD'S DETAILS	
Name	Class
Address	Telephone Number
PROPOSED DESTINATION	
DATES	
First day of absence	
Last day of absence	
Date return to school	
REASON FOR REQUEST	
ANY OTHER SUPPORTING INFORMATION OR MITIGATING CIRCUMSTANCES	
EVIDENCE MUST BE PRODUCED FOR MEDICAL AND PASSPORT APPOINTMENTS	

IMPORTANT: If your child is ill whilst away from school or he/she returns to the UK feeling unwell, it is essential that your child is examined by your local G.P. A medical note confirming that the child is not suffering from any infections or contagious illnesses and is fit to attend school **must** be received by the school before the child returns to school.

I agree to the conditions outlined in this document.
I understand that it is my responsibly to ensure my son/daughter makes up any missed work in his/her own time upon return to school.
I have read the school's extended authorised absence policy.

SIGNED ……(**Person with Parental Responsibility)**

PRINT NAME …… **DATE** ……

Summary Table of Responsibilities for School Attendance (DfE August 2024)

Revised document below

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. Have a dedicated Senior Attendance Champion with overall responsibility for	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

	championing and improving attendance.		

Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:

Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so. Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance. If the issue persists, facilitate a voluntary Early Help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary Early Help plan to prevent the need for legal intervention.	Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continued support as for pupils at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including parenting contracts and education supervision orders. Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners. Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

Severely absent pupils

Appendix 4: Summary Responsibilities

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary Early Help plan to prevent the need for legal intervention.	Continued support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continued support as for persistently absent pupils and: All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision. Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. Consider additional support from wider services and external partners, making timely referrals. Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families. Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Know who the pupils who have, or who have had, a social worker are. Understand how the welfare, safeguarding, and child protection issues that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort. Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes. Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Ensure that all Children's Social Care practitioners understand the importance of good attendance for pupil's educational progress, for their welfare and their wider development – and understand their role in improving it. Through the work of Virtual School Heads, they should: • Undertake systemic monitoring and data sharing of the attendance of children with a social worker in their area: developing and implementing targeted cohort level interventions to improve attendance. • Provide advice, challenge and training to schools on how to promote and secure good attendance for children with a social worker. • Develop whole system approaches, with social care, to support the attendance of children in need.

Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans. Proactively engage with the support offered.	Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance. Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.	Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils. Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.	Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care. (LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will: • Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school - wherever they live or are educated. • Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance. • Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance.

Appendix 4: Summary Responsibilities

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
			• Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.

Monitoring

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
Schools regularly update parents on their child's attendance. (If parents feel the school and/or local authority have not delivered what they are expected to they should discuss the case with the school and/or local authority's attendance support team.)	The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures. The governing board or academy trust will hold the headteacher or executive leadership to account for their delegated responsibilities and for compliance with regulatory and statutory requirements. They will review progress and provide challenge when required. The board will help school leaders focus improvement efforts on the individual pupils or cohorts who need it most and ensure that school staff receive adequate training on attendance. Ofsted will expect schools to do all they reasonably can to achieve the highest possible attendance as part of the behaviour and attitudes judgement. This includes, where attendance is not consistently at or above what could reasonably be expected, that schools have a strong understanding of the causes of absence (particularly for	DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction. Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection, and the local authority's approach to improving attendance for children with a social worker through inspecting local authority children's services. Ultimately, in cases where a local authority has not met expectations or statutory duties the Local Government and Social Care Ombudsman or the Secretary of State can consider a complaint.

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
	persistent and severe absence) and a clear strategy in place that takes account of those causes to improve attendance for all pupils. Ultimately, in cases where a school has not met expectations or statutory duties the Secretary of State can consider a complaint.		

School Attendance Matters

In Coventry it is our belief that good school attendance provides our pupils with the best chance of a bright and successful future. We do however realise that for some pupils there are barriers to attending school.

Why school attendance matters

Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time.

Research shows that pupils who attend school regularly achieve at higher levels than those who do not attend regularly, and they also have wider life chances. Attending school on a regular basis also helps to develop:

- Friendships
- Social skills
- Life skills
- Career pathways

Missed days in school can have a significant impact on all the above.

Yearly attendance	Yearly days missed	Yearly learning hours missed	Learning hours missed during school life (YR-Y11)
100%	0	0	0
97%	6	30	360
95%	10	50	600
90%	20	100	1200
80%	40	200	2400
50%	100	500	6000

Overall Absence

In Coventry the overall absence rate for the academic year 2022/23 was 7.7%. This was 0.1% higher than the national average and 0.3% higher than the previous year in Coventry.

Those classed as disadvantaged (in receipt of Pupil Premium) have lower attendance than those classed as non-disadvantaged. For the academic year 2022/23 disadvantaged pupils in Coventry had an overall absence of 10.5%. This is 4.4% higher than the national average and 0.5% higher than the previous year.

For pupils with SEN Support or an EHCP the overall absence rate for 2022/2023 academic year was 10.6%. This is an increase of 0.3% from the previous year.

Persistent Absence

Persistent absence (those pupils who miss 10% or more of school) was 23.7% in Coventry for the academic year 2022/23. This is an increase of 0.2% from the previous academic year and is 2.4% higher than the national average for 2022/2023.

For the academic year 2022/2023 disadvantaged pupils in Coventry have a persistent absence rate of 10.5%. This has increase by 0.5% from the previous year.

For pupils with SEN Support of an EHCP the persistent absence rate for the academic year 2022/2023 was 32.5%. This has decreased by 0.3% from the previous year.

If the persistent absence cohort were to be removed from absence calculations the overall absence for Coventry would be 4.0%.

What are we doing in Coventry

The barriers to accessing education are far reaching and complex and do not solely begin and end with the school. Often these barriers extend further than school and are specific to individual pupils and their families.

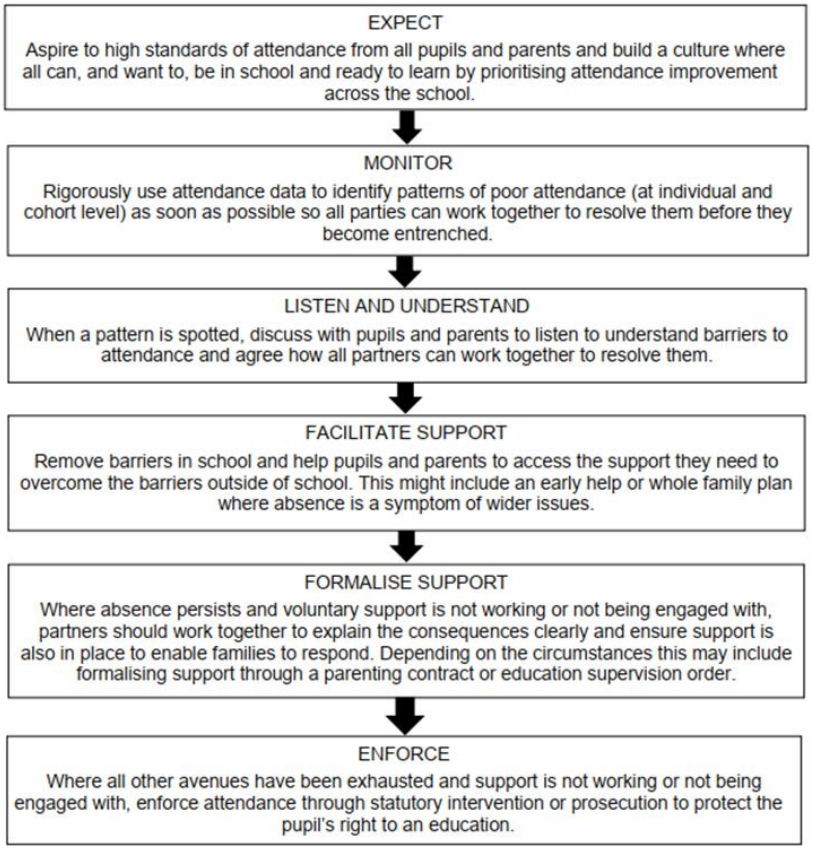
With our One Coventry approach we will work alongside and in partnership with schools and services across Coventry to ensure all pupils are supported to be able to attend school and will work to remove the barriers to school attendance.

Good attendance is not something to be viewed in isolation and it is the role of all involved to work with and support pupils and their families as a collective.

Our key stakeholders in Coventry are

- Pupils and their families
- School Attendance Team
- Schools
- SEND
- Early Help
- Virtual School
- Social Care
- Health

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



How are we delivering attendance support in Coventry

Coventry's Staged Intervention model works to support schools, pupils and families to secure the right help at the right time.

Schools will provide a named school attendance officer who will act as the main point of contact for the named Local Authority School Attendance Officers (LAAO) and named Early Help Coordinators (EHAC).

Schools should seek support from Social Care if the child is known to be under a Child Protection plan or Child in Need plan. School attendance should inform part of the plan and social workers would be expected to be involved in any concerns raised around school attendance where they are already involved.

Stage 1: Prevention
Criteria: Attendance is between 91% and 100%
Lead practitioner: School

Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e., GP

Schools should follow their school attendance policy when a pupil is recorded as absent i.e.

- First day absence contact.

- Letter sent if absence falls below schools' attendance target
- If attendance does not improve request a meeting with parent/carer

Schools can contact their LAAO via phone or email for advice and guidance around attendance issues.

Stage 2: Early Intervention
Criteria: Attendance is between 81% and 90%
Lead practitioner: 1st school – 2nd EHAC if criteria is met

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

LAAO will attend termly meetings with the school and the EHAC to discuss pupils of concern and signpost the school to other services. *(See **Appendix i.** for details of the Targeted Support Meetings).* **If the pupil is looked after the Virtual School and Social Worker should be invited to attend the Targeted Support Meeting if the pupil is due to be discussed.**

Schools should consider.

- Letters home
- Meeting with parent/carer in school
- Home visits
- Pastoral support
- Mentoring/counselling
- Reduced timetable
- SEMH&L
- SEND
- Extended School Non-Attendance Advisory Panel (ESNAAP)
- Social Care/Supporting Families teams (Children's Service)

Please note this list is note exhaustive.

Schools should also complete an Early Help Assessment to better understand the needs of the child and their family so that an Early Help plan can be developed to meet the needs with a clear focus on the outcomes and changes needed to address attendance concerns.

As part of the plan the school should consider the following in conjunction with the list above:

- Identifying appropriate agencies to form the Team Around the Family (TAF) who can offer specialist support.
- Registering the family with their local Family Hub and promoting the services on offer including the digital offer.

Schools must initiate an Early Help Assessment and, if required, access support from an EHAC, who will be able to support to undertake the Early Help assessment and deliver the Early Help plan. The support may include joint home visits, attendance at Team Around the Family meetings, making necessary referrals, signposting and

navigating to available services and advice and guidance relating to Right Help Right Time (RHRT) thresholds.

If during the completion of the Early Help Assessment, it is identified that the child and their family meet the Right Help Right Time level 3 i.e. multiple issues requiring a multiagency plan, the family may benefit form an intensive family support offer. The school can get advice from their EHAC regarding this and if a decision is made that the school is best placed to act as Lead Practitioner, the professional from school should request their EHAC to support them to complete a Request for Help for the family and for them to be allocated a Supporting Families Worker who will deliver the family support. School will be required to participate in the Early Help Assessment and Early Help plan as a key member of the TAF.

In most situations, the Children's Service Supporting Families team will be best placed to take the role of the Lead Professional and deliver a whole family plan, when the family's needs are complex and require a multiagency plan (i.e 3 or more SF criteria). However, there will be some occasions where schools are the best placed agency to be the lead professional. The decision for this will be made following the Early Help Assessment.

If a family does not meet 3 of the Supporting Families criteria, an Early Help request can be made and a more suitable agency to lead may be identified. The school should also support the family to register with their local Family Hub where they will be able to access a range of services and activities such as groups and activities and these can be included in the TAF as part of an Early Help plan that is led by a school.

At this point schools may also request a monitoring letter be sent out via the LA. Should the pupil's attendance not improve then a Fixed Penalty Notice can be issued following the monitoring period. *(See **Appendix ii** for details on Fixed Penalty Notices)*

A Penalty Notice can only be issued by a head teacher, or someone authorised by them (a deputy or assistant head), a local authority officer or the police.

Stage 3: Targeted Support
Criteria: Attendance is below 80%
Lead practitioner: LAAO

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

When all attempts to engage with the pupil and family at stages 1 and 2 have failed school can discuss legal intervention with their LAAO. Schools will be asked to complete either the Stage 2 PN Attendance Intervention Request Form and/or the Stage 3 Prosecution Attendance Contract Referral Form with attached evidence that everything has been done to support the pupil in improving their attendance at school. If the LAAO is satisfied that the criteria have been met for legal intervention, they will support the school to complete one of the following.

- Attendance Contract
- Attendance Prosecution

- School Attendance Order (only used where a pupil is not on a school roll)
- Section 444(1) or 444(1A)

*(See **Appendix iii** for details on Legal Framework and Court Preparation)*

APPENDIX 5.i. – Targeted Support Meetings

Pre-meeting

Information to be provided to LAAO 1 week before meeting via the proforma which schools will be provided with.

- Overall current attendance
- Severely absent figures (less than 50%)
- Persistence absence figures (less than 90%)
- Pupils who have had zero percent attendance September
- Pupils who have not attended at all in the last 3 weeks for unauthorised reasons
- other than CME (unless detailed in the zero percent)
- Pupils the school would like to discuss during the meeting

LAAO will analyse the information provided and seek clarification from school prior to meeting if required.
LAAO will check Attendance Intervention forms to ensure all avenues have been exhausted prior to advising on legal intervention.

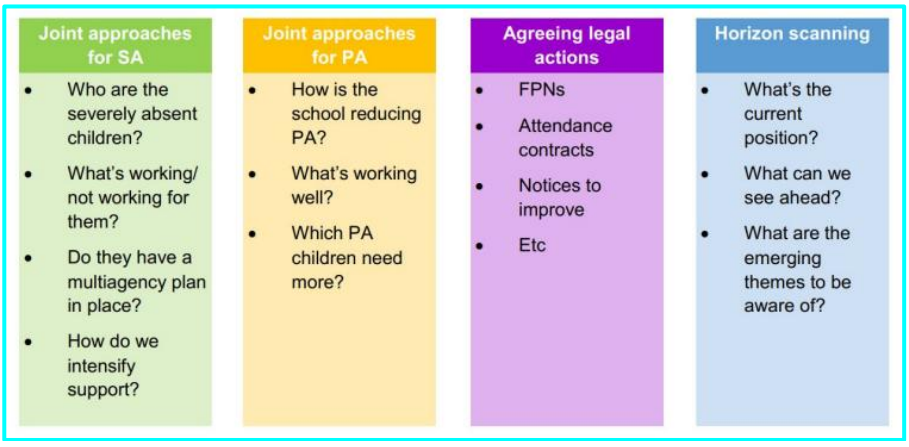
Meeting

The length of meetings may vary for different schools depending on the levels of need and number of pupils or pupil cohorts to be discussed.

Attendees

- School Attendance Champion
- School Attendance Lead (if not the Attendance Champion)
- LAAO
- Head of house/year head – where required
- Pastoral lead – where required
- Social Worker – where required
- Virtual School – where required

- LAAO to chair meeting
- Each professional in attendance will be responsible for recording their own actions from the meeting.
- LAAO will record any advice given on specific students within their own database.



Follow up – legal intervention

If legal interventions have been discussed and agreed the LAAO agrees a time frame of support with schools around these interventions.

APPENDIX 5.ii. – Fixed Penalty Notices (FPN)

To underpin the principle of support first and to improve the consistency of approach for pupils and parents across the country, Coventry City Council will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate. However, Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (such as leave of absence in term time) or when support has not been engaged with.

Leave of Absence (LOA)

Unauthorised absence for holiday goes direct to **Stage 3** under Attendance Prosecution 444(1A).

Evidence required is detailed below and would not require the interventions as detailed above.

- Schools' complete on-line application form for 5 consecutive days unauthorised absence.
- Schools **MUST** provide
    - full name and address of parents to be issued an FPN**. It is a school decision as to whom should be issued with a FPN** (consideration of circumstances around the LOA should be taken into account).
    - copy of Parent Leave of Absence Application Form (if requested in advance)
    - copy of school letter informing parent that LOA has been declined*.
    - School letter informing parent that the LOA will evoke a FPN.
        - *School letter should make it clear that a Penalty Notice will be requested for unauthorised absence to the LA and that exceptional circumstances has been considered.*
    - Registration Certificate (on child returning to school) displaying the G code (unauthorised absence).
- If the criteria are not met, the LA will **not issue** a PN.
    - Please note that contact with the school will not be made for further information if not provided at the initial referral stage.
- Enquiries regarding PN's are to be made through Attendance@coventry.gov.uk.

*Schools need to ensure their letters are updated stating Attendance and Children Missing Education Team not Children and Family First Service, Education Entitlement Service, Targeted and Specialist Services or any other descriptor for the LA department.

Irregular Attendance (IA)

Penalty Notices can be requested by schools when there have been 10 sessions (5 or more days) of unauthorised absence in a 10-week period.

Stage 2 – Attendance 81% - 90%

- School may apply for a monitoring period as a first indicator that school attendance is becoming a cause for concern.
- Parent(s) will receive a formal warning of the possibility of an PN being issued and a maximum of 20 school days to affect an improvement.
- An attendance target will be issued with the formal warning.

Stage 3 – Attendance 80% and below

- Schools must evidence that attendance has not improved following the monitoring period and has now dropped below 80%.
- Schools must complete an 'Attendance Intervention' form evidencing that an Early Help Assessment has been offered/taken and other interventions have taken place before any legal action or a 1A prosecution can begin.

APPENDIX 5.iii. – Legal framework and court preparation

Leave of Absence.

After the unauthorised absence of a pupil, schools can request the Council to issue a penalty notice (PN) to each parent. If this is paid, nothing further happens.
W the PN has not been paid, schools will receive an email from the LAAO advising the PN has not been paid.

If schools wish to move to prosecution, they will need to take the following steps.

1. Use the template wording attached to the email to contact the parent by email, text or letter to find out any additional information and tell them they could now be taken to court by the Council. This will substantiate the school's decision that there are no "exceptional circumstances" in this case.

2. After the 7 days given in the communication to the parent, schools will then need to decide whether they want to proceed with a prosecution and if so:

    a. Complete and sign the section 9 statement so that the Council can issue court proceedings.
    b. Sign the attached attendance certificate.
    c. Send the LA all of the exhibits referred to in the statement including a copy of the school's latest email, text or letter to the parent and any response. The LA will attach these to the statement.

The school's statement will be sent to court as evidence. The LA will send school a copy of the complete statement with the exhibits and a copy to Legal Services. If the parent pleads not guilty, the school will be called to give evidence at trial.

If the LA do not hear from school within **14 days** of receiving the non-payment notification email, the LA will assume the school does not wish the Council to go ahead with a prosecution against the parent.

Irregular Attendance Stage 3

(Section 4441(A) Prosecution – Aggravated Offence

Use of the Attendance Contract.

When evidence indicates that all avenues of support have been offered to effect a change to school attendance, the LAAO will formalise the Contract using evidence that school have provided to them, via the Stage 3 Attendance Contract Referral Form.

- The Attendance Contract will be formulated by the LAAO, detailing the offers of support school have made and the interventions implemented, to effect a change to the school attendance pattern.
- The LAAO will send a Formal Warning Notice (standard template) inviting the parent/s into school for the Attendance Contract Meeting.
- The LAAO will chair the meeting and ensure that all relevant agencies working with the family are present (either in person or by Microsoft teams).
- The Attendance Contract is a voluntary agreement between school and parent/s with the LAAO acting at the Supervising Officer in the case.
- The LAAO will outline to the parent/s the offers of support made to date and give a further opportunity for parent/s to engage in the offers of support. This may require a further action plan if barriers (not known previously), are identified at this meeting.
- The LAAO will outline the Offence (Section 4441A) and the possibility of prosecution in the Magistrates Court, if school attendance fails to improve during the set 6-week period. The LAAO will set a date for an Attendance Contract Review (end of the Contract period).
- ~~If parent/s fail to attend the meeting and no contact has been received asking for a re-scheduled meeting, the Attendance Contract meeting will proceed.~~
- ~~The Attendance Contract will then be hand delivered by school, to the family home(s), in a final attempt to engage the parent/s in the process. A covering letter will be supplied by the LAAO (ahead of this planned meeting), for use if the home visit is unsuccessful. This letter will inform the parent/s of the Attendance Contract that has been implemented.~~
- Where parents are unable or unwilling to attend an attendance contract meeting, reasonable further attempts will be made to engage them and arrange an alternative meeting. All attempts to engage parents will be recorded. An attendance contract cannot be agreed in the absence of a parent. Where engagement is not achieved, the school and local authority will consider alternative support or legal interventions as appropriate.
- The Attendance Contract will run for the 6-week period identified at the meeting. School and parent/s are expected to continue to work together during this period to address school attendance issues and carry out actions as identified at the meeting.

- When the Attendance Contract has run for the 6-week period, the LAAO will review the case with the school and the parent/s.
- If improvement or signs of improvement have taken place, there will be no further legal action at this stage.
- If there has been no improvement and unauthorised absences are still prevalent, the LAAO will inform the parent/s of the next steps of Prosecution.
- An Advisory Letter will be prepared by the Senior Officer from the School Attendance Team, inviting the parents to attend an Interview Under Caution (PACE). This will be hand delivered to the parent/s by the school.
- The PACE Interview will be held at the Council House in a formal setting.
- A Section 9 Witness Statement will be completed by the school.
- The LAAO will act as the Supervising Officer and advise on amendments/adjustments to be made to the S9 Statement. The LAAO will prepare the Certificate of Attendance using the evidence period, for Headteacher to verify and sign.
- The LAAO will complete all other required components of the court file before submitting to the Legal Team for Prosecution.

National Framework Letter to Parents Update June 2024

Insert school name, address and logo]

Dear Parent/Carer

Re: National Framework for Penalty Notices for school absence

I am taking this opportunity to write to inform you of some important changes the Government are introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices is being introduced. The regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

The local authority is in the process of consulting with schools and partner agencies to develop a revised local code of conduct. The document will be published on Coventry City Council's website from 19th August 2024.

The Council and school believe good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.

Yours sincerely

Penalty Notices - Advice to Parents and Carers (August 2024)

What is the Anti-Social Behaviour Act 2003?

Section 23 of the Act gives powers to the Local Authority and other designated bodies to issue penalty notices where a parent / carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

What is a Penalty Notice?

A Penalty Notice is a fine which may be issued as an alternative to prosecution. If it is paid it does not require a court appearance and does not result in a criminal record.

Why has it been introduced?

It is well recognised that regular attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school can impact attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable to anti-social behaviour and crime. In the longer term, missing school can also seriously affect a child's life opportunities.

A penalty notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a pupil's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction for failure to ensure regular school attendance during the period in question.

Under the new national framework (19th August 2024), all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

When are they used?

The Local Authority considers that regular attendance at school is of such importance that Penalty Notices may and usually will be issued where unauthorised absence occurs. A penalty notice can be issued if a child is absent from school for any of the following reasons:

Leave of Absence
Penalty Notices can be requested by schools for leave of absence in term time for 10 sessions (5 or more days). This can be consecutive absence, or non- consecutive. In line with the National Framework, the Local Authority retains the discretion to issue a Penalty Notice before the threshold is met.

Unauthorised Absence
Penalty Notices can be requested by schools when there have been 10 sessions (5 or more days) of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve will be sent by the Local Authority on behalf of the school, this will detail the minimum support expected to have been implemented to improve school attendance.

The Notice to Improve will also detail the expected improvements that must be made over a 20-day period to prevent the Penalty Notice being issued.

Under the new legislation, parents / carers commit an offence if a child fails to attend regularly, and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances, such cases will result in prosecution under Section 444(1) of the Education Act 1996.

How are they issued and what are the costs?
From August 2024, Penalty Notices will be issued by post to your home address. The Penalty Notice is:

- £80 if paid within 21 days (per parent, per child)
- £160 if paid in full after the 21 days but within 28 days. (per parent, per child)

This rate is in line with inflation and is the first increase since 2012.

- In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate
- £160 within 28 days (per parent, per child)

Fines per parent will be capped to two fines within any three-year period.
Once this limit has been reached, other action like a Parenting Order or Prosecution will be considered.

Combined Absence Applications
If a parent takes multiple short absences (less than 5 consecutive days) within a 10-week period, this may be viewed by the DfE as an attempt to avoid a Penalty Notice.
As a result:

- A Penalty Notice may be issued if two or more short absences occur within a 10-week period.
- A 20-day Notice to Improve may be issued for cases involving irregular unauthorised absence.

How do I pay?
Details of payment arrangements will be included on the Penalty Notice. Payment can be made by cash (in person at our Customer Service Centre, Broadgate), by telephone (using a debit/credit card) or via the internet. The whole amount must be paid by the due date.
Note: payment in part or by instalment is not an option with Penalty Notices

What happens if I do not pay?
If not fully paid within 28 days and there is no reason to withdraw the notice, the Local Authority will consider prosecution in the Magistrate's Court for failing to ensure regular school attendance. A fine of up to £2,500 or a community penalty could be imposed together with a Parenting Order.

Is there an appeal process?
There is no statutory right of appeal once a Notice has been issued. The Local Authority is acting on behalf of schools and will not withdraw Penalty Notices, unless there has

been a breach of the Code of Conduct. Advice and guidance is available for parents from school staff and the Attendance & Children Missing Education Team.

Can I be prosecuted if I pay the Penalty Notice, but my child is still missing school?
Not for the period included in the Penalty Notice (payment discharges your liability in this respect). However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice. If this is an issue, it is vital that you work closely with your child's school and support agencies.

Can I get help if my child is not attending regularly?
Yes, your child's school can provide advice and signpost you to external support services who can also give you advice and support if you need help to improve your child's school attendance, although you should be aware that this is ultimately the legal responsibility of the parent / carer. It is still very important that you speak with your child's school at the earliest opportunity if you have any worries at all about ensuring the regular and punctual attendance of your child at school. You can also contact the Local Authority on Tel: 024 7697 5434 (Option 1)

I haven't had notification from the school to inform me that the leave of absence/holiday has not been authorised. What should I do?
In the first instance you should contact the Attendance Officer at the school your child attends as the school will have requested that a Penalty Notice be issued. Where can I find more information? For more information about the issuing of Penalty Notices you can contact the Local Authority's Attendance & Children Missing Education Team at:

Attendance & Children Missing Education Team.
Coventry City Council
PO Box 7097
Council House
Coventry
CV6 9SL
Tel: 024 7697 5434 (Option 1)
Email: attendance@coventry.gov.uk
Website: https://www.coventry.gov.uk/attendanceCME

Important Legal Document

If English is not your first language or you do not fully understand this document, you need to ask someone to explain the contents to you.

ਜੇਕਰ ਅੰਗ੍ਰੇਜ਼ੀ ਤੁਹਾਡੀ ਪਹਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਹੈਜਾਂਤੁਸੀਂਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੂਰੀ ਤਰ੍ਹਾਂਨਹੀਂ ਸਮਝਦੇਹੋ, ਤਾਂ ਤੁਹਾਨੂੰ ਕਸੇਵਅਕਤੀ ਨੂੰ ਸਮੱਗਰੀ ਦੀ ਵਿਆਖਆ ਕਰਨ ਲਈ ਕਹਣ ਦੀ ਲੋੜ ਹੈ।

Se l'inglese non è la tua prima lingua o non comprendi appieno questo documento, devi chiedere a qualcuno di spiegarti i contenuti

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Appendix 7: Penalty Notices - Advice to Parents and Carers (August 2024)

Jeśli angielski nie jest Twoim pierwszym językiem lub nie rozumiesz w pełni tego dokumentu, musisz poprosić kogoś o wyjaśnienie treści Dacă engleza nu este limba ta primară sau nu înțelegi pe deplin acest document, trebuie să ceri pe cineva să-ți explice conținutul

Attendance Percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days

Letter A
Attendance Concern - Attendance below school target

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

Dear [Insert parent(s)/carer(s) name]

Re: School attendance concern for [Insert child's full name, date of birth, year group] at [insert school name].

I am writing to you in relation to your [insert child's name] school attendance which has fallen to [insert attendance percentage, number of days and sessions]. As a result, we are becoming concerned that [insert child's name] is missing a significant part of learning. I have enclosed a copy of [insert child's name] attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on children's academic progress, friendships, social skills and life skills. The well-being and progress of our pupils is our priority.

If there are any particular circumstances that the school may not be aware of which is having an influence on [insert child's name] attending school regularly or if you are concerned about your child's attendance. Support can be offered through an Early Help Assessment (EHA). Please do not hesitate to contact me.

I will continue to monitor [insert child's name] attendance and I look forward to seeing an improvement. If the absence is due to a medical reason, please ensure that we have been informed so appropriate support can be put in place.

Yours sincerely

[insert name of the Headteacher]

Letter B
Invite to informal meeting Attendance dropped below 90%

[Insert school name, address and logo]

[Insert parent name and address] [Insert date]

Dear [Insert parent(s)/carer(s) name]

Re: Significant school attendance concern for [Insert child's full name, date of birth, year group] **at** [insert school name].

I am writing to you in relation to significant concerns about [insert child's name] school attendance which is currently at [insert attendance percentage, number of days and sessions]. We wrote you on [insert date] regarding our concerns and since then have not seen an improvement in [insert child's name] school attendance.

Poor attendance is often a sign that additional support is needed, and we would like to ensure that this is put in place to support [insert child's name] improved attendance.

I would like to invite you to meet with me on [insert date] at [insert time] to discuss this matter and identify any support that may be required. This meeting may result in an Attendance Support Action Plan being agreed, which will aim to outline any support needed and actions needing to be taken by the school, you as parent(s) and [insert child's name].

Failure to attend this meeting could result in a Fixed Penalty Notice being issued.

Should we continue to see poor attendance following this meeting a School Attendance Improvement Plan meeting will be arranged.

You are strongly encouraged to attend this meeting so we can work together to ensure [insert child's name]'s attendance improves, and such action is not necessary.

Yours sincerely

[insert name of the Headteacher]

Letter C
Invite to School Attendance Improvement Plan Meeting

[Insert school name, address and logo]

[Insert parent name and address]

Invitation to a School Attendance Improvement Plan Meeting

Dear [Insert parent(s)/carer(s) name]

Re: [Insert child's full name, date of birth, year group] at [insert school name].

There have been continuing difficulties concerning the attendance of your child [insert child's name] at [insert school name].

To assist you, the school have tried to engage with you to offer additional support such as Early Help to improve attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a formal School Attendance Improvement Plan Meeting has been arranged at [insert school name]. **on** [insert appointment date] at [insert appointment time].

Use this paragraph for secondary schools only. Delete for primary school child unless you feel on an individual bases that the primary school child would benefit from attending the meeting.

[insert child's name] should be in school and can join us for the meeting. If [insert child's name] is not in school please bring «[insert child's name] with you.

It is very important that you attend. Your co-operation is essential.

This meeting is an opportunity for you to discuss any matters of concern. If you now require assistance and support via an Early Help assessment, you must attend the meeting after which an assessment may be arranged.

Failure to attend this meeting and further unauthorised absence could result in you being prosecuted in court or a penalty notice being issued.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

[insert name of person sending the letter on behalf of the school]

Letter D
Attendance Contract Notification

[Insert school name, address and logo]

[Insert parent name and address]

Dear [Insert parent(s)/carer(s) name]

Re: Notification of Attendance Contract for [Insert child's full name, date of birth, year group] **at** [insert school name].

Your child, [insert child's name] has been identified as having poor attendance at [insert school name].

To assist you, the school and Local Authority Attendance Officer have tried to engage with you to formalise the support that has been offered and initiate an Attendance Contract to improve your child's attendance.

~~You were invited to a meeting with the Local Authority Attendance Officer on [insert date] at [insert meeting location] which you failed to attend. As a result, the Attendance Contract was discussed and initiated in your absence. A copy of this contract is enclosed for you.~~

Should you not engage with the school or the Local Authority around the Attendance Contract a request for prosecution will be submitted.

Yours sincerely,

[insert name of person sending the letter on behalf of the school]

Attendance Contract

Meeting details

Date	
Time	
Location	

Child details

Name					
DOB		**Age**		**Year group**	
School					
Pupil's attendance		**Unauthorised absence**			

Attendee details

Attendance Officer	(Your name) (title) - Chair
Attendees	
Name	Role
Apologies received	
Name	Role

Parent/Carer details

Name and Title			
Status		**DOB**	
Address			
Home phone no.		**Mobile phone no.**	
Occupation		**1st language**	
Relationship to child			
Name and Title			
Status		**DOB**	
Address			
Home phone no.		**Mobile phone no.**	
Occupation		**1st language**	
Relationship to child			

Interpreter required	Y		N		Language	

Siblings

Name					
DOB		Age		Year group	
School					
Name					
DOB		Age		Year group	
School					
Name					
DOB		Age		Year group	
School					

Background to Attendance Contract from school records and/or discussion

School information
Further comments

Local Authority School Attendance Data

Previous attendance					
Year		Year		Year	
% attendance		% attendance		% attendance	
Date of referral form Stage 3 (date) for an Attendance Contract.					
… ..... hand delivered the Formal Warning Notice to the family home (date)					
… ..... Attendance Contract meeting.					

Local Authority Attendance Officer Summary
(Standard Statement) Prosecution should always be viewed as a last resort when all supportive avenues have been explored and exhausted. Continue with summarising here. Standard Statement Therefore, other legal interventions such as the Issuing of a Fixed Penalty Notice (FPN) would not be viable in effecting a change to the pattern of school attendance. Standard Statement The Parenting Contract is a further opportunity for parents to engage and focus on improving school attendance for their child/ren. It is also an opportunity to put a further School Based Plan into place, should any further barriers be identified at this meeting.

Has the legal situation been explained?	Y		N	

Other issues identified.

Please provide details, OR, state not applicable (N/A), or not discussed (N/D)	
Early Help Assessment	
Special Educational Needs	
Bullying	
Transport	
Substance misuse	
Employment, education, or training	
Parental health	
Child's health	
Housing	
Finance	
Parent courses	
Other (please state)	
Meeting Notes and Additional Support Identified	

Attendance Contract Agreement

Pupil's name	

ACTION AGREED AND BY WHOM :

Parent: Name of parent/s

1. Parents to ensure that..... attends school on a regular full-time basis, on time and in accordance with the agreed timetable provision.

2. Parents to contact school to explain all absences and to provide medical evidence in the event of regular and/or prolonged absence due to illness (Failure to do so will result in these absences being unauthorised).

3. Parents to contact school if there are any issues preventing …….. from attending.

4. Parents to ensure they answer calls/reply to voicemails, emails etc. from school regarding school attendance or any other school related issue.

School (Name of school staff)

1. School to contact parents daily if..... does not arrive in school, to discuss reason for absence.

2. School to contact parents as required to discuss any other school-based concerns/issues.

3. School to complete a home visit where possible to challenge parents if …..……..is absent from school (parents are to call school and inform them of the reason for any absences).

4. School to complete a daily attendance chart with …….so attendance is acknowledged and encouraged.

DATA PROTECTION – PRIVACY NOTICE

Anything discussed will be recorded and put on the pupil file for the purpose of the pupil's education and will be shared with, as necessary, other professional agencies with whom the Attendance and Children Missing Education Team work with in their normal, day to day work practice, including the school. For more information on how this data is used please visit: https://www.coventry.gov.uk/freedom-information-environmental-information-regulations/coventry-city-council-privacy-notice

Attendees made aware of privacy notice	Y		N	

This Attendance Contract is a voluntary agreement between the school, parents/carers, pupil and formalised by the Local Authority Attendance Officer.

This contract will run for a 6-week period whereby improved school attendance is required. This contract will be reviewed at the end of this period with school, Local Authority and with parent/s or carers.

Appendix 12. Attendance Contract

If there is no change to the pattern of attendance, this contract formalises the support that has been offered/is being offered. This evidence may lead to parents/carers being prosecuted under 1996 Education Act, Section 444(1A).

Signed			
Parent/Carer		Date	
Signed			
Parent/Carer		Date	
Signed			
Young person		Date	
Signed			
School Representative		Date	
Signed			
School Representative		Date	
Signed			
LA Attendance Officer		Date	

Copy of agreement provided to parent on .....or, state 'Yes' if a copy is to be hand delivered……