

# SUTTON GRAMMAR SCHOOL



## ATTENDANCE POLICY

<b>Staff member with responsibility:</b>	Kate Ross, Deputy Head
<b>Reviewed by:</b>	The Trust Board
<b>Policy agreed date:</b>	July 2023
<b>Next review date:</b>	July 2026

## 1. POLICY AIMS AND PRINCIPLES

- This policy is based on Government Guidance for maintained schools, academies, independent schools, and local authorities: 'Working together to improve school attendance' (2022)<sup>1</sup>
- Sutton Grammar School is committed to ensuring that all students have high levels of attendance and punctuality
- Full and regular attendance at school is crucial for a student to achieve their full educational potential; it ensures continuity of learning which supports progress and academic outcomes; continuity of friendships; supports emotional wellbeing; and establishes good habits for later in life
- All students at the school are expected to aim for 100% attendance and punctuality
- The school recognises that there can be exceptional circumstances when a leave of absence may be required; however these are rare and should not cause a student's attendance to drop towards 95%
- Attendance of 90% and below is a cause for concern and is classed as persistent absence by the Department for Education
- Attendance of 90% means that the equivalent of one day every fortnight is being missed due to absence
- Attendance of 80% means that a full year's education would be lost between Years 7 and 11
- Attendance of 50% or less (where a student is absent more than they are present) is classed as severe absence by the Department for Education
- It is expected that all students aim for at least 97% attendance each year
  - 97%-100% is defined as expected
  - 94%-96% is defined as satisfactory
  - Below 90% is defined as a cause for concern
- It is the legal responsibility of every parent to ensure that their child attends school regularly. This means their child must attend on time every day that the school is open
- The designated senior leader responsible for attendance is the Deputy Head: [pastoral@suttongrammar.sutton.sch.uk](mailto:pastoral@suttongrammar.sutton.sch.uk)

## 2. SCHOOL PROCEDURES

### **Process of recording attendance:**

- Registration is completed in each lesson using SIMS Lesson Monitor
- The legally required morning and afternoon register is taken in registration periods at 8.30am and 1.42pm respectively
- Sixth Form students with 'exeat' privileges will register at 1.42pm before leaving school at the end of the afternoon registration period
- For morning registration, the register will be opened and taken at 8.30am. The register for morning registration will close at 9am

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

- If a student arrives at school after 8.30am, the student must sign in at the school office. They will be marked as late (L) in the register
- If a student arrives after the registers close they will be recorded as an unauthorised absence (U)
- For afternoon registration, the register will be taken at 1.42pm. It will be opened at 1.42pm and close at 1.58pm
- If a student arrives at afternoon registration after 1.42pm they will be marked as late (L) in the register
- If a student arrives after the registers close they will be marked as unauthorised absence (U)
- Those students who leave site before the end of the day must sign out at the school office

### **Recording student absence**

- Is a student has an unexpected absence (e.g. illness):
  - Parents must notify the school by **9am on each day of absence** by emailing: [absences@suttongrammar.sutton.sch.uk](mailto:absences@suttongrammar.sutton.sch.uk) or calling: 020 8642 3821 (pressing 3 for student absence)
  - If no contact is received by parents, the School's Attendance Officer will contact parents of students with an unexplained absence by email on the first day of absence
  - If no response is received by the next school day and the student is still absent, the School's Attendance Officer will phone home
  - If the absence continues, after 3 days the Head of Year will contact parents
- The Attendance Officer codes all absences in accordance with the Department for Education national codes
- **Only in exceptional circumstances will an expected leave of absence be granted by the Headmaster<sup>2</sup>. Each request will be considered individually, taking into account the specific facts, circumstances and relevant context behind the request. If a leave of absence is granted, it is for the Headmaster to determine the length of time the student can be away from school.**
- To request an expected leave of absence (e.g. for doctor's appointments, music examinations, an interview) requests should be made via email to [absences@suttongrammar.sutton.sch.uk](mailto:absences@suttongrammar.sutton.sch.uk)
- Appointments during the school day should be avoided
- If there are very exceptional circumstances where parents must request a longer leave of absence, they must do so by completing Absence Request Form (Appendix 2). These forms can be obtained from the website or the main school office. Completed absence forms should be either returned to the main office or emailed to: [absences@suttongrammar.sutton.sch.uk](mailto:absences@suttongrammar.sutton.sch.uk). Where possible such requests should be made at least **two weeks in advance**.

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<sup>2</sup> The Education (Pupil Registration) (England) Regulations 2006, amended in September 2013, make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances

- The Headmaster will then write to parents to inform them of his decision with regards the request for leave of absence
- As the Headmaster can only grant leaves of absence in exceptional circumstances, it is unlikely that a leave of absence will be granted for the purposes of a family holiday, trip or extended period of leave.
- If the student is absent during this period, it will be recorded as unauthorised absence and the following action will be taken:
  - You will receive a letter from the Headmaster
  - You will be asked to attend an attendance meeting in school
  - The matter may be referred to the London Borough of Sutton's School Attendance Service for consideration for a fixed Penalty Notice (see Appendix A)
- For any absence the school reserves the right to request evidence for unexpected or expected absence. This could include, for example, medical evidence, an appointment card or letter or details of travel arrangements
- If permission is granted for an absence during term time, it is the responsibility of the students to obtain work before going and/or to copy up notes/classwork on return
- If the absence is caused by prolonged illness, the Head of Year will liaise with parents to ensure that work is provided
- If a child becomes ill during the school day, they must ask for permission to go to the main office and, if necessary, the parents/carers will be contacted for the child to go home. Children must never contact parents/carers directly to make arrangements to go home.

### **3. Punctuality**

- The school recognises that there might be occasions where students may arrive late to school and that this cannot be helped because of external issues. However, these are rare events.
- If a student arrives late to school 3 times across a term a 30 minutes Pastoral Detention will be issued
- Students will be informed of their detention by an email home to parents/carers
- If a student arrives late to school 6 times across a term a 45 minutes Pastoral Detention will be issued and support strategies will be put in place (e.g. a punctuality report); certain privileges (e.g. leaving school at lunchtime) will also be revoked
- If a student is late to school 9 times across a term a 90 minute School Detention will be issued and a formal meeting will be arranged between the student, Head of Year and Deputy Head; and a support plan put in place to address this
- If a student's punctuality continues to be a cause for concern, and all support plans have been considered, not successful or not engaged with, the school will work with the local education authority and, if necessary, consider a fixed penalty notice

### **4. Monitoring attendance and punctuality:**

School attendance and punctuality data is monitored:

- Daily and weekly by form tutors

- Half-termly by Heads of Year and the Deputy Head
  - Termly and yearly by the Deputy Head and Trust
- The Deputy Head will meet with Heads of Year and the Head of Sixth Form to discuss attendance and punctuality regarding their respective year groups; reviewing both individual student data as well as year group data
  - Attendance data will be benchmarked against local, regional and national levels to identify areas of focus for improvement (at whole school, year group and cohort level)
  - The Deputy Head will use the data to review and monitor school attendance strategies
  - Attendance data is reported to the Trust and submitted to the Department for Education on a termly basis

#### **5. Supporting Attendance and Punctuality**

- Good attendance is recognised and celebrated by Heads of Year through communication home
- When attendance data highlights concerns with an individual student's attendance levels, then intervention and support is put in place by the Pastoral Team; initially the form tutor, and then the Heads of Year and the Deputy Head if attendance levels continue to fall
- The school will work at all stages with the student and parents to help develop effective intervention strategies
- If absence continues the school will work with external organisations and with the school's Allocated Attendance Officer to explore further strategies
- If the support has not been effective, or not been engaged with, the school will work with the Local Authority to put formal support on place in the form of a parenting contract or education supervision order and/or fixed penalty notice will be given
- If a student's attendance continues to be a serious cause for concern and if all other voluntary and formal support or legal intervention has failed; or where support has been deemed inappropriate in the circumstances of the individual case, the Headmaster will discuss with the Local Authority prosecution to protect the student's right to an education
- The school's approach to attendance can be found in Appendix D
- If a student's attendance drops below 90% in the Sixth Form this may result in sanctions. These could include a discussion as to whether the student should be entered for their formal examinations at the end of their programme of study; the school requesting the student pays for their own exam entries and/or the student's position in the Sixth Form may be reviewed. This will done on a case by case basis

#### **6. Parental Engagement**

- Parents should contact their child's form tutor or Head of Year if they have any concerns that their child is reluctant to come to school; has started to refuse to come to school; or shows anxiety around schooling. It is important that the school is aware so that help and support can be put in place as early as possible
- Parents should encourage excellent levels of attendance and punctuality by: ensuring that medical or dental appointments are taken outside of school time where possible; not taking

any trips or holiday in term time; ensuring that your child is on time for school every day; not allowing time off for very minor illnesses or complaints

## **7. Statutory Intervention**

- Once the school has utilised all support measures fully and they have not been successful; or if support measures are not being engaged with, the school, working in conjunction with the London Borough of Sutton, may issue a Penalty Notice to parents/carers
- Local Authorities have the power to serve **each parent** with a penalty notice where a child has five days or more of unauthorised absence in accordance with the provision of the Education Act (1996) and the Education Inspection Act (2006)
- The amount payable on issue of a Penalty notice is £120, payable within 28 days of receipt of the notice. This amount is reduced to £60 per parent, per child if paid within the first 21 days
- Further information about Penalty Notices can be found in Appendix A and on the London Borough of Sutton Website<sup>3</sup>

## **8. Students with Medical or Special Educational Needs**

- Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs or disabilities
- When working together to improve attendance with these students, the school will be mindful of these barriers and put additional support in place where necessary to help them access full-time education
- The school will adopt a personalised approach in each case, liaising with both the student and parents/carers to ensure the most effective support is put in place
- Such support may include: a HCP; a phased return to school; access to pastoral support; making referrals where appropriate
- Where students are unable to attend school because of health needs, the school will ensure that the student can access appropriate education; and will liaise with parents/carers and medical staff where appropriate to respond to any changing health needs
- All support is monitored and reviewed by the SENDCo and the Deputy Head
- For all students with medical needs, the school follows DfE guidance: 'Supporting students with medical conditions at school'

## **9. LINKS TO OTHER POLICIES**

This policy links to our Safeguarding Policy; and Supporting Students with Medical Needs Policy.

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<sup>3</sup> [https://www.sutton.gov.uk/documents/20124/214425/PN\\_Code\\_of\\_Conduct\\_SEPT\\_18.pdf/476d3b79-ffb7-9408-18ed-18ac2bf32fed?t=1634817713923](https://www.sutton.gov.uk/documents/20124/214425/PN_Code_of_Conduct_SEPT_18.pdf/476d3b79-ffb7-9408-18ed-18ac2bf32fed?t=1634817713923)

# CODE OF CONDUCT

## Penalty Notices



**For Parents of Pupils Absent from School**  
Education Act 1996 and Education and Inspection Act 2006

### 1. INTRODUCTION

- 1.1 The purpose of this Local Code of Conduct is to ensure that statutory powers are applied consistently and fairly across the Local Authority area and that suitable arrangements are in place for the administration of the issuing of Penalty Notices.
- 1.2 The Government requires Local Authorities to issue a Code of Conduct to all schools.
- 1.3 This Code of Conduct has been written in light of 'Guidance on Education-Related Parenting Contracts, Parenting Orders and Penalty Notices' - Revised Edition 2007, and Education (Pupil Registration) (England) Regulations 2006 (Amended 2013).
- 1.4 The London Borough of Sutton Code has been agreed following consultation with:
- Sutton Local Authority – School Attendance Service;
  - Representatives from Governing Bodies and Headteachers of Sutton Schools;
  - The Sutton division of the Metropolitan Police Service;
  - South London Legal Partnership (SLLP) Legal Services.
- This is in accordance with the Education (Penalty Notices) Regulations 2004 and Anti-Social Behaviour Act 2003 Section 23 Subsection (1).
- 1.5 Anyone issuing a Penalty Notice to a parent<sup>1</sup> of a child of statutory school age on roll at a Sutton school, must do so within the terms of this Code.
- 1.6 The key consideration in deciding whether to issue a Penalty Notice will be whether it can be effective in helping to improve the pupil's

<sup>1</sup> All those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. 'Parent' means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to 'parent' in the singular.  
As with prosecutions under Section 444 Education Act 1996 a Penalty Notice may be issued to each parent liable for the offence.



attendance. The School Attendance Service will also consider whether the Local Authority is likely to be willing and able to prosecute, should the parent fail to pay the penalty.

## 2. LEGISLATION

2.1 The Anti-Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue Penalty Notices as an alternative to prosecution under Section 444, and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

### 2.2 What is a Penalty Notice?

Penalty Notices are fines that can be issued by a Local Authority or a school to parents for their child's unauthorised absence from school.

### 2.3 When is a Penalty Notice appropriate?

- Parents of a registered pupil whose child fails to attend school regularly, without reasonable justification, are committing an offence under Section 444 of the Education Act 1996. A Penalty Notice for irregular attendance can be issued where the parent is capable of, but unwilling to secure an improvement in their child's school attendance.
- Where a parent fails, without a reasonable excuse, to ensure that their excluded child is not present in a public place during school hours in the first five days of any exclusion, then she or he is committing an offence under Section 103 of the Education and Inspections Act 2006.

2.4 The education-related provisions of the Anti-Social Behaviour Act 2003 apply to all parents who fall within the definition set out in Section 576 of the Education 1996. This defines 'parent' as:

- (i) all natural parents, whether they are married or not;
- (ii) any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- (iii) any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

### 2.5 Specific Conditions

**Children Looked After:** The London Borough of Sutton does not include Children Looked After in the Penalty Notice process. Where there are concerns over attendance with a child within the London Borough of Sutton or other Local Authority care, a review



should be held to determine that appropriate provision is in place and whether changes need to be made to better engage the young person with their education.

**Special Educational Needs (SEN):** For pupils with an Education Health & Care Plan, an early review should be held before considering a Penalty Notice or other legal action. This is to determine that appropriate provision is in place and whether changes need to be made to better engage the young person with their education.

### 3. RATIONALE

- 3.1 Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In law an offence occurs if a parent fails to secure a child's attendance at school at which they are a registered pupil and that absence is not authorised by the school. Parents are supported at school and Local Authority level to overcome barriers to regular attendance.

### 4. AUTHORISATION TO ISSUE PENALTY NOTICES

- 4.1 Primary responsibility for issuing Penalty Notices rests with the Local Authority through the School Attendance Service.
- 4.2 In Sutton it has been agreed that the Police will not issue Penalty Notices to parents of truants, and neither will schools. If Headteachers feel it appropriate that a Penalty Notice is served, they therefore must consult with and refer to the School Attendance Service.
- 4.3 This will avoid a Penalty Notice being issued when the Attendance Service may already be instigating legal proceedings for unauthorised absence from school.
- 4.4 It has been agreed that the School Attendance Service, on behalf of Sutton Local Authority, will therefore issue Penalty Notices. The Service will administer the scheme from any funds obtained as a result of issuing Penalty Notices.
- 4.5 The Local Authority is required to set out the maximum number of Penalty Notices which may be issued to each parent in any 12-month period. For these purposes the Local Authority has set the maximum at **two** Penalty Notices for each parent for each individual child (with no restriction on the number of Warnings issued), although more than one Penalty Notice can be issued in a 12-month period in circumstances relating to multiple leave of absence (i.e., unauthorised holidays during term time).

Should the issue of a Penalty Notice fail to improve attendance, consideration will be given to a prosecution.

**NB** It is not a defence for the parent to say that she/he was unaware of the absences or the pupil being out unsupervised during an exclusion from school. Parents are expected to know where their children are on a daily basis and there is no duty, in law, on the school or the Local Authority to advise them of their child's absence.

## **5. CIRCUMSTANCES IN WHICH A PENALTY NOTICE MAY BE ISSUED**

5.1 Penalty Notices apply to pupils of statutory school age, which finishes on the last Friday in June of Year 11.

Within Sutton it has been agreed to use Penalty Notices in the following circumstances:

### **5.2 Penalty Notices for Unauthorised Absence from School**

London Borough of Sutton uses Penalty Notices to safeguard the education of children, and to influence the improvement of identified cases of poor attendance patterns at school.

The School Attendance Service will consider the issue of Penalty Notices to parents. This will be where:

- there has been a Referral to School Attendance Service from the school as part of the school's processes to address poor attendance patterns;
- evidence of intervention has been supplied by the pupil's school and / or the Local Authority;
- the Local Authority is satisfied that an offence has been committed under Section 444 Education Act 1996;
- where overall absence, within the previous six months, has fallen to 85% or below (15% or more absence);
- at least 50% of that absence remaining unauthorised;
- or, where there have been at least 10 sessions of unauthorised absence within the previous six weeks.

### **5.3 Required Documentation for Each Child If a Penalty Notice is in relation to Unauthorised Absence:**

- A fully completed Penalty Notice Referral form.
- A Registration Certificate – to include previous 12 months.
- A Certificate of Attendance.
- A copy of the school's Warning letter to the parents, warning that a referral may be made to the Local Authority to issue a Penalty Notice.

### **5.4 Excluded pupils identified in a public place during specified days of exclusion:**

When a pupil is excluded from school, either for a fixed period exclusion or a permanent exclusion, the parent is responsible for



ensuring that their child is not found in a public place during normal school hours on the specified days of the exclusion. Truancy Patrols take place regularly in Sutton, carried out by Attendance Officers in partnership with the Police.

If an excluded pupil is stopped in a public place by the Truancy Patrol during the specified days of their exclusion, the School Attendance Officer on patrol can refer for a Penalty Notice to be issued under Section 103 of the Education and Inspections Act 2006.

Pupils on roll at a school outside Sutton will be referred to the attendance service in the Local Authority where they are on roll.

- 5.5 **Holidays in term time without permission**  
The Education (Pupil Registration) (England) Regulations 2006, amended in September 2013, removes references to family holiday and extended leave as well as the previous statutory threshold of ten school days. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. It is at the Headteacher's discretion to authorise such leave of absence.
- 5.6 It is for each school, with their Governing Body, to decide whether they wish to issue Penalty Notices for unauthorised leave of absence in term time. Where Penalty Notices will be issued, schools must ensure that all relevant literature is provided to parents, such as the school Prospectus, Attendance and Behaviour Policies, Home School Agreements, Newsletters; and website information includes the warning that parents may be issued with a Penalty Notice if leave of absence is taken without permission.
- 5.7 If a Headteacher does not authorise a request for leave of absence, s/he will send a letter to the parent confirming this decision, which includes a warning that a Penalty Notice may be issued.
- 5.8 If leave of absence is then taken without authorisation, school may choose to complete a Penalty Notice Referral. Penalty Notice Referrals must be agreed and signed by the Headteacher. Referral forms should be sent to the Penalty Notice Officer at the School Attendance Service, for receipt within 2 weeks of the holiday being completed. All Referrals will be considered for Penalty Notice issue.
- 5.9 Penalty Notices for any unauthorised leave of absence in term-time can be requested by the Headteacher. The Headteacher should act in accordance with the school's Policy and must take

Into account all considerations recommended in the National Guidance<sup>2</sup>. The School Attendance Service Court Officer / Penalty Notice Officer may decline to issue a Notice where such considerations have not been made.

The Local Authority will consider the following case disposals :

- Penalty Notice
- Warning
- Formal Caution
- Court Proceedings
- NFA

## **6. ISSUING OF PENALTY NOTICES**

6.1 The issue of a Penalty Notice for unauthorised absence must be preceded by a formal letter to the parent. This letter will:

- Raise concerns regarding the level of unauthorised absence, and giving advice regarding contact with the school / School Attendance Officer.
- Remind the parent of their responsibility for ensuring their child maintains full and regular attendance at school, in accordance with Section 444 of The Education Act 1996, and that failure to do so could result in legal action being taken.
- Advise the parent of the powers of the Local Authority to issue Penalty Notices.
- State the specific absences which will give rise to the formal warning.
- Notify the parent that continued unauthorised absence may lead to the issue of a Penalty Notice or other legal action.

6.2 It for Headteachers to determine if the request is Exceptional. Legislation requires that each request is judged on a case by case basis.

6.3 Before a Penalty Notice is issued it must be evident that the matter is capable of proof in the Magistrates' Court so that in the event of non-payment of the charge, the parent / carer can be prosecuted.

## **7. NUMBER OF PENALTY NOTICES TO BE ISSUED FOR TRUANCY OR UNAUTHORISED ABSENCE**

7.1 Sutton will issue no more than **two** penalty notices per pupil with high levels of unauthorised absences in a 12-month period.

If the law continues to be broken around school attendance, the School Attendance Service legal intervention process will be considered.

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<sup>2</sup> 'Guidance on Education-Related Parenting Contracts, Parenting Orders and Penalty Notices' DFES 2007, p39



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## **8. PAYMENT OF PENALTY NOTICES**

- 8.1 The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. (Service by post is deemed to have been effected, on the second working day after posting the Notice by first class post, unless the contrary is proved.)
- 8.2 All penalties are paid to the Local Authority to cover the administration costs of issuing and enforcing penalties and the prosecution of recipients who do not pay their penalty.
- 8.3 The arrangements for the paying of penalties will be detailed on the Penalty Notices.
- 8.4 If the penalty is not paid in full by the end of the 28-day period the School Attendance Service will consider prosecution for the offence to which the Notice applies. The prosecution is not for non-payment of the Notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444.
- 8.5 There is no statutory right of appeal against the issuing of a Penalty Notice.
- 8.6 A Penalty Notice need not be served before any prosecution can take place.

## **9. WITHDRAWAL OF PENALTY NOTICES**

- 9.1 A Penalty Notice can only be withdrawn in the following circumstances:
- where it ought not to have been issued, i.e. where it has been issued outside the terms of the local Code of Conduct or where no offence has been committed;
  - where it has been issued to the wrong person;
  - where it contains factual errors;
  - where new evidence or information has come to light after the initial application, that warrants the withdrawal of the Penalty Notice.

**APPENDIX B: Absence Request Form**

**Sutton Grammar School Absence Request Form**

<b>Student name:</b>	<b>1.</b>	<b>Form:</b>
	<b>2.</b>	<b>Form:</b>
	<b>3.</b>	<b>Form:</b>

**Requested dates of absence from school**

**From .....**                      **To .....**

**Number of days absent .....**

**Reasons for requesting absence during term time and why this is an exceptional circumstance:**

**Signature of parent.....**                      **Date .....**

**Completed absence forms should be either returned to the main office or emailed to:**  
**[absences@suttongrammar.sutton.sch.uk](mailto:absences@suttongrammar.sutton.sch.uk)**



## APPENDIX C: School responses to punctuality concerns

Students are expected to arrive to school on time every day. Morning registration will take place at 8.30-8.37am and afternoon registration at 1.42-1.58pm. A warning bell will go at 8.28am and 1.40pm to alert students to the need to go to registration.

<p><b>Stage 1</b></p>	<p>If a student is late to school, the school office will remind the student of the importance of arriving to school on time</p> <p>The second time a student arrives late to school without a valid reason the parents/FT/HOY will receive an email informing them of this. The email will be sent by the Pastoral and Student Support Officer.</p> <p>The form tutor speak to the student about the importance of punctuality</p>
<p><b>Stage 2</b></p>	<p>If a student is late to school on 3 separate occasions in one term a 30 minute Pastoral Detention will be issued</p> <p>Students will be informed of their detention by an email home to parents/carers</p>
<p><b>Stage 3</b></p>	<p>If a student is late to school on 6 separate occasions in one term a 45 minute Pastoral Detention will be issued</p> <p>Students will be informed of their detention by an email home to parents/carers</p> <p>HOY will make a phone call home to discuss punctuality concerns with parents/carers</p> <p>Support strategies will be put in place (e.g. a punctuality report); certain privileges (e.g. leaving school at lunchtime) may also be revoked</p>
<p><b>Stage 4</b></p>	<p>If a student is late to school on 9 separate occasions in one term a 90 minute School Detention will be issued</p> <p>Students will be informed of their detention by an email home to parents/carers</p> <p>A formal meeting will be arranged between the student, Head of Year and Deputy Head; and a support plan put in place to address this</p> <p>Parents/carers will be informed of the support plan and their role in this</p>

If there is no improvement in punctuality, the school will contact the local authority's School Attendance Support Team.

## APPENDIX D: School approach to attendance

Attendance percentage	Staff responsible	Responses
<b>100%-95%</b>	Form tutor Head of Year	<p>Form tutors tracks and monitors attendance weekly; discusses any concerns with individual students and HOYs</p> <p>Routines and expectations are set out clearly through assemblies, The Hoot, the Home-School Agreement; and reinforced</p> <p>Excellent attendance is celebrated by the Pastoral Team through form extraction, assemblies and letters home</p>
<b>95%-90%</b>	Head of Year	<p>Heads of Year review and monitor attendance data to identify students who have fallen to 95- 90% attendance</p> <p>Heads of Year to ask form tutors to discuss attendance concerns with students 93-95% attendance and identify reasons and if any additional support is needed.</p> <p>Head of Year to call parents of those students 92-90% attendance to discuss reasons for absence/barriers to attendance and intervention strategies and support that can be offered (e.g. pastoral support; PSSO; ELSA; EWP; Ed Psych: mentor; report card)</p> <p>Consideration of SEND/EHCP</p> <p>Actions and interventions agreed by Head of Year and parents.</p> <p>1:1 meetings between student and Head of Year to review action plan and progress.</p> <p>Heads of Year to discuss whole cohort and individual student data with Head of Sixth Form/Deputy Head; and discuss intervention strategies</p> <p>Improvements in attendance celebrated</p>
<b>Below 90% (persistent and severe concerns)</b>	Head of Year Head of Sixth Form Deputy Head	<p>An in-school meeting between the student and parent/carer and the Head of Year and Deputy Head or Head of Sixth Form to discuss the support already in place and set attendance targets.</p> <p>Intervention strategies and work with pastoral team external agencies to continue/be extended (e.g. CAMHS; Ed Psych; ELSA; PSSO)</p> <p>Ongoing and regular monitoring and reviewing of progress and attendance levels by Head of Year; ongoing communication home</p> <p>Request for medical evidence for future absences</p> <p>If targets not met within the agreed timeframe, discussions with the school's</p>

		Allocated Attendance Officer to explore further strategies. Explanation of possibility of legal consequences and the issuing of a PN.
<b>Below 80%</b>	Deputy Head	If attendance continues to fall below 80%, Deputy Head and EWO to meet with student and parent/carers. Consideration of issue of a PN.
<b>Below 50%</b>	Deputy Head	<p>Formal support put in place e.g. parenting contracts; through an Education Supervision Order</p> <p>Penalty Notice issued where support measures have not been successful; or if support measures are not being engaged with; or if support measures are not appropriate</p> <p>Statutory support through Children’s Services</p> <p>Prosecution of parents as a last resort where all other voluntary and formal support or legal intervention has failed</p>