



Leodis  
Academies  
Trust

# **ATTENDANCE POLICY**

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2.0	September 2024	Leodis Academies Trust Attendance Network	<ul style="list-style-type: none"> <li>• Rebranding and formatting.</li> <li>• Additions made in alignment with the DfE Working Together to Improve School Attendance Guide (August 2024) and KCSIE 2024.</li> </ul>
2.1	Nov 2024	Leodis Academies Trust	Updates made to the name of the Local Governing Board/ Local Advisory Board to reflect the changes to the roles and responsibilities outlined in the Academy Trust Governance Guide 2024.
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			6.5.10 - Updated paragraph references in DfE guidance Appendix 4 – Minor change to the wording re family funeral
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## CONTENTS

SECTION	SECTION TITLE	PAGE NO.
1	<a href="#"><u>POLICY INTRODUCTION</u></a>	4
2	<a href="#"><u>AIMS</u></a>	4
3	<a href="#"><u>STATUTORY INFORMATION</u></a>	4
4	<a href="#"><u>LINKS TO ACADEMY/ TRUST POLICIES</u></a>	4
5	<a href="#"><u>ROLES AND RESPONSIBILITIES</u></a>	5
6	<a href="#"><u>SPECIFIC ATTENDANCE INFORMATION</u></a>	9
7	<a href="#"><u>MONITORING ATTENDANCE</u></a>	14
8	<a href="#"><u>ATTENDANCE SUPPORT</u></a>	15
APPENDIX 1	<a href="#"><u>ATTENDANCE SUMMARY INFORMATION</u></a>	19
APPENDIX 2	<a href="#"><u>GLOSSARY OF TERMS</u></a>	20
APPENDIX 3	<a href="#"><u>ATTENDANCE STAGES FLOW CHART</u></a>	21
APPENDIX 4	<a href="#"><u>PUPIL LEAVE OF ABSENCE REQUEST FORM</u></a>	22
APPENDIX 5	<a href="#"><u>FAQ'S</u></a>	26

## **1 POLICY INTRODUCTION**

1.1 At Leodis Academies Trust we are committed to ensuring safeguarding is of utmost importance and this is one of the reasons we are committed to improving our practices and procedures for attendance. Poor attendance severely disadvantages a pupil from achieving well so it is of paramount importance that pupils attend school regularly.

1.2 We demand the highest level of attendance from all our students so they may develop their full potential during their time at school. It is our aim to safeguard students and maintain a culture of excellent attendance and punctuality. Missing out on education has a significant effect on students' life opportunities. Everyone associated with the Trust and its Academies – students, parents, all teaching and support staff, external agencies and the Trustees and Governors must do all in their power to ensure that excellent attendance and punctuality remain an integral part of our work.

1.3 This policy applies to all Academies within Leodis Academies Trust.

## **2 AIMS**

2.1 To provide clear guidance about how Leodis Academies Trust and its Academies promote and attains high levels of pupils' attendance and punctuality to enable fulfilment of their potential.

2.2 To ensure that all stakeholders understand the Trust and its Academies' expectations and the legal processes in relation to attendance.

## **3 INFORMATION**

3.1 Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of compulsory school age receive efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered.

3.2 Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

3.3 A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.

3.4 This policy has also been reviewed in alignment with the DfE Working Together to Improve School Attendance Guidance (August 2024) and Keeping Children Safe in Education (KCSIE 2025).

3.5 The Trust has taken into account individual needs when implementing this policy, including having regard to the Trust's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

## **4 LINKS TO ACADEMY/TRUST POLICIES**

4.1 A number of other Academy/Trust policies make reference to pupil attendance expectations, and these include the following policies

- Safeguarding and Child Protection.

- Safe Working Practice Guidance.
- Positive Behaviour and Discipline.
- Exclusions.
- Low Level Concerns.
- Online Safety and Acceptable Use.
- Data Protection.
- Supporting Children with Medical Conditions

4.2 This list of policies is not exhaustive and does not replace the general requirements of all Trust and Academy policies and procedures.

## 5 ROLES AND RESPONSIBILITIES

### 5.1 The Local Authority (Leeds City Council)

5.1.1 Leeds City Council has the ultimate legal responsibility for ensuring school attendance across Leeds. Leeds City Council are responsible for issuing all penalty notices, court orders and education supervision orders in relation to school attendance.

### 5.2 The Trust Board (Leodis Academies Trust)

5.2.1 The Trust Board has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the CEO Principal, the Local Committees (LCs)/Local Committee Advisory (LCA) and the Principal of each Trust Academy. The Trust Board receives regular updates from each of the Trust Academies in relation to attendance monitoring.

### 5.3 The CEO Principal

The CEO Principal will:

- 5.3.1 Ensure that this Attendance policy is kept up to date in line with the statutory Frameworks:
- 5.3.2 Set and reviews the Trust level targets for attendance and punctuality as part of the SDP.
- 5.3.3 Support Academies with attendance strategies and planning.

### 5.4 The Local Committee (LC)/Local Committee (Advisory) (LCA)

The LC/LCA will:

- 5.4.1 Ensure that strategies are in place to promote and implement this Attendance Policy throughout the academy and are known by parents/carers.
- 5.4.2 Review the effectiveness of the implementation of the policy via the Principal's report.

### 5.5 The Principal

The Principal will:

- 5.5.1 Ensure the Academy promotes and celebrates good attendance and punctuality.
- 5.5.2 Ensure strategies are in place to promote and implement the Attendance Policy throughout the school.

- 5.5.3 Monitor the Academy offer to ensure the delivery of a curriculum which is engaging and personalised to the needs of the pupils.
- 5.5.4 Monitor data on attendance and punctuality via reports from the senior leader responsible for attendance.
- 5.5.5 Determine, in collaboration with the Senior Attendance Champion, whether to authorise any proposed absences requested on the school's official request form, or absences for which no request was made/approved. It is the responsibility of the principal to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance.
- 5.5.6 Comply with the requirement set out in the local authority's code of conduct when requesting issuance of penalty notices.
- 5.5.7 Comply with the Department for Education Statutory Guidance on Children Missing Education (CME) by informing the local authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school.
- 5.5.8 Provide the CEO Principal, LC and Trust Board with regular updates on attendance and punctuality, including data about pupils who are persistent absentees and review practice in relation to attendance and punctuality.
- 5.5.9 Ensure arrangements are in place for pupils leaving the Academy during the school day (See section 6.3).

## 5.6 **The Senior Leader Responsible for Attendance (Senior Attendance Champion)**

The Senior Attendance Champion for Attendance will:

- 5.6.1 Lead initiatives to promote the profile of attendance throughout the Academy and support the whole school attendance culture to promote benefits of good attendance.
- 5.6.2 Ensure the daily attendance processes for following up absences are robust and followed.
- 5.6.3 With the support of the attendance team, interrogate and analyse data on attendance and punctuality on a weekly, half-termly, and termly basis and prepare reports, as required, for the pastoral team, senior leadership team, Principal, LC/LCA, LSS and Trust.
- 5.6.4 Pro-actively use data to identify pupils at risk of persistent absence.
- 5.6.5 Work with families to remove the barriers to attendance.
- 5.6.6 Oversee the arrangements for attendance review meetings and quality assure the action plans devised.
- 5.6.7 Liaise with internal and external agencies to support attendance as required.
- 5.6.8 Share information and work collaboratively with the Local Authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance.
- 5.6.9 Be a member of the Trust Attendance Network.

## 5.7 The Attendance Team

The Attendance Team oversee that the procedures outlined in this policy are in place and being followed so that we are safeguarding pupils and they come to school regularly. The members of the team are published on our websites.

The Attendance team will:

- 5.7.1 Monitor registration on a daily basis and ensure any missing marks are quickly resolved to ensure pupils are safe.
- 5.7.2 Be the first point of contact for parents/carers and relevant school staff regarding pupil absence and appointments.
- 5.7.3 Collate and monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents/carers of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- 5.7.4 Regularly inform parents about their child's attendance and absence levels in line with Academy protocols.
- 5.7.5 Ensure data on attendance and punctuality is displayed in prominent places visible to pupils.
- 5.7.6 Where appropriate, visit the home and/or make a referral to the local authority's education welfare service.
- 5.7.7 Take appropriate action in relation to pupils for whom attendance and punctuality is a cause for concern. (See Appendix 2).
- 5.7.8 Manage the arrangements for pupils who need to attend appointments during school time.
- 5.7.9 Work with the Senior Attendance Champion for attendance to maintain an up-to-date attendance risk register and punctuality risk register of high-risk pupils in designated year groups.
- 5.7.10 Lead attendance review meetings and develop an action plan involving the child, parent/carer and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level, including those at risk of persistent absence.
- 5.7.11 Co-ordinate the support plan for pupils returning to the Academy after a prolonged absence.
- 5.7.12 Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice.
- 5.7.13 Co-ordinate the collation of all the documentary evidence required by the local authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

## 5.8 Staff responsible for registering morning and afternoon sessions will:

- 5.8.1 Provide regular advice, encouragement, challenge and support to the class as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Attendance Team.

- 5.8.2 Ensure that the statutory attendance register (using the electronic MIS system) is taken at the first session of the school day and once during the second session. In secondary settings, for the purposes of safeguarding, registers should be taken at the beginning of each lesson.
- 5.8.3 Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Attendance Team.
- 5.8.4 Be alert and deal with any signs of disaffection which could result in poor attendance and punctuality and impact on learning and ensure this is recorded in line with Academy processes.
- 5.8.5 Identify absence trends or concerns and raise with the relevant member of the Attendance Team.

## 5.9 **All Staff**

- 5.9.1 All staff across the Trust will work with young people and their families to ensure each pupil / pupil attends the Academy regularly and punctually, to minimise absence of all kinds. This will be done through:
  - 5.9.2 Raising awareness of the effects of absence and lateness.
  - 5.9.3 Ensuring effective systems to monitor absence and to address any underlying barriers that pupils / pupils face.
  - 5.9.4 Establishing effective systems for incentives and rewards that acknowledges the efforts of young people to improve their attendance and timekeeping.
  - 5.9.5 Securing appropriate levels of challenge where a lack of priority is given by young people and parents/ carers, leading to poor levels of attendance and punctuality.

## 5.10 **Parents**

Parents are expected to:

- 5.10.1 Ensure their child attends every day the school is open except when a statutory reason applies. It is an offence for a child to be absent from school without a valid reason (See Section 6) and so unnecessary absences should be avoided.
- 5.10.2 Notify the school as soon as possible when their child has to be unexpectedly absent.
- 5.10.3 Only request Leave of Absence in exceptional circumstances and do so in advance. Requests should be made by completing the 'Leave of Absence During Term Time Request Form (see Appendix 3), where possible, at least one month in advance.
- 5.10.4 Ensure that all appointments, including medical appointments, are arranged after the end of the school day, where possible.
- 5.10.5 Be aware that the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation during term time to be an exceptional circumstance.
- 5.10.6 Be aware that only the Academy can determine if an absence from school is 'authorised'.

- 5.10.7 Be aware that for unauthorised absences, the Trust Board reserves the right to apply to the local authority to issue a penalty notice (fine) or remove a child from the roll of the school. (See Appendix 2)
- 5.10.8 Use the correct procedure, inform the Academy every day that their child is unable to attend, including the reason for absence and the expected date of return.
- 5.10.9 Ensure their child arrives at school on time, dressed in full uniform and ready and equipped to learn.
- 5.10.10 Promote the importance of good attendance and punctuality with children, young people and their families.
- 5.10.11 Keep the Academy informed of any circumstances which may affect their child's attendance
- 5.10.12 Proactively engage with the support offered to prevent the need for more formal support.
- 5.10.13 Ensure their child attends all intervention programmes agreed by the Academy.
- 5.10.14 Inform the Academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.

## 5.11 **Pupils**

Pupils will:

- 5.11.1 Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- 5.11.2 Come to school well prepared and with the right attitude; to enjoy and achieve.
- 5.11.3 Be proud to achieve excellent attendance and punctuality.
- 5.11.4 Be punctual to all lessons.
- 5.11.5 Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- 5.11.6 Ensure all notes/appointment cards are passed to the relevant member of staff.
- 5.11.7 Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.
- 5.11.8 Follow the correct procedure if they arrive to the Academy late.

## 6 **SPECIFIC ATTENDANCE INFORMATION**

### 6.1 **Registration**

The school will ensure that an attendance register is taken at the published time of the first session of the school day (See Appendix 1) and once during the second session (usually after the lunch period). On each occasion they must electronically record whether every pupil is:

- Present.
- Attending an approved educational activity.
- Absent.

- Unable to attend due to exceptional circumstances.

6.1.1 If a pupil arrives after the published start of the school day the following will be applied:

- If a pupil arrives after the published start of the school day, but within 30 minutes of the published start of the school day, they will be marked as Late.
- If a pupil arrives after 30 minutes of the published start of the school day they will be marked at U. For attendance tracking purposes this code will be included in unauthorised absence sessions.

6.1.2 For Secondary Academies - In addition, staff must check that the pupil's timetabled to be in their lessons are present for each session.

6.1.3 Registers will be marked using the Department for Education Attendance and Absence Codes.

6.1.4 Where appropriate, an agreed internal code maybe be used to indicate a pupil is being educated on site but not in their usual lesson e.g., isolation. A comment should accompany the mark to indicate the location of the pupil. The internal code should only be used for lessons not sessions.

6.1.5 If the electronic means of taking the register is not available, the Attendance team will ensure paper registers are issued, completed, collated and entered on the electronic system in a timely manner once available.

## 6.2 First Day Absences

6.2.1 On the first day of absence and each day of absence, parents/carers should telephone the school office before the published start time of the school day to inform them of the reason for the pupil's absence and the likely duration of the absence. The school may also have agreed electronic communication protocols in place such as the use of Arbor messaging.

6.2.2 Where no information has been received by the established start time of the school day on the first day of absence, the Academy will make contact with the priority contacts of the absent pupil to enquire regarding the absence and will contact everyone on pupil contact list in priority order to establish contact. This may be by text and/ or phone call. The Academy reserves the right to conduct a home visit to check on the absence of a pupil. This may be conducted by members of Academy staff and/or an agency appointed by the Academy.

6.2.3 Parents/carers should contact the Academy every day until the pupil returns to the Academy or alternatively indicate the length of the absence, and the reasons why the pupil will be unable to attend e.g., recovering from an operation. In these circumstances a 'check in' date must be agreed when the absence will be reviewed.

6.2.4 Failure to provide sufficient evidence of the absence reason when requested, may result in the absence being marked as unauthorised. In these circumstances further interventions, including legal routes, may be considered. (See Appendix 2)

6.2.5 It is the responsibility of the Principal, not the parent/carer, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance.

## 6.3 Appointments

- 6.3.1 All appointments, where possible, must be arranged after the end of the school day
- 6.3.2 Parents/carers should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments. The Academy reserves the right to ask for proof of appointment.
- 6.3.3 Time away from school as a result of an appointment must be kept to a minimum. Children should not be absent for the whole day/whole morning/whole afternoon where this can be avoided.
- 6.3.4 A member of the attendance team will manage appointments, keeping the Senior Attendance Champion informed of authorised appointments, and the administrative systems up-to-date.

#### **6.4 Pupils leaving the Academy during the school day**

- 6.4.1 Pupils are not permitted to leave the Academy unescorted during school hours for any reason. This includes when pupils are suspended or are unwell. Pupils should only be collected from school by an appropriate known adult, ideally a parent or carer. The only exceptions to this rule would be:
  - Where a pupil is on an agreed, regularly reviewed, reduced timetable.
  - Where permission is given by parents in writing to attend a scheduled appointment.
  - Where for Secondary age pupils, over the telephone parental consent has been given, allowing for a child to walk home alone during school hours.
- 6.4.2 Where a pupil cannot be collected from the Academy by an appropriate known adult or parent/carer, or cannot be contacted, the Academy must make arrangements for the pupil to remain in the Academy until the end of the school day. Should the pupil be taken home during school hours, the pupils must be taken home in line with the Academy Child Protection and Safeguarding Policy. The care of the child must be handed over to an appropriate known adult, ideally a parent/carer, in the family home.
- 6.4.3 If a pupil is displaying dangerous behaviours, the Academy may contact the Police. Any decisions made in this regard should always be communicated with parents/carers.

#### **6.5 Leave of Absence requests including Term time leave and holidays**

- 6.5.1 The School Attendance (Pupil Registration) (Education) Regulations 2024 states that all schools are expected to restrict leave of absences to the specific circumstances set out in regulation 11
- 6.5.2 The following are the statutory reasons that a Principal can approve Leave of Absence:
  - Taking part in a regulated performance or employment (in line with a licence issued by a Local Authority or Justice of the Peace or a body of persons approval (BOPA)).
  - Attending an interview for entry into another educational institution or future employment where requested in advance by a parent the pupil normally lives with.
  - Study Leave for public examinations, as agreed in advance with a parent the pupil normally lives with. This does not include any internal examinations such as mocks as study leave should not be granted in such cases.

- A temporary, time limited, part-time timetable where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil is expected to attend school as part of that timetable.

6.5.3 Exceptional circumstance. The Principal can consider an application for exception circumstances on a case by case basis and when for in advance, taking into account specific facts and circumstances and relevant background context behind the request.

6.5.4 The request for leave of absence must be made at least one month in advance by completing the 'Leave of Absence During Term Time Request Form' (see Appendix 3). The form is available from the Academy reception. Each case will be considered on merit, taking into account the individual facts and the exceptional circumstances.

6.5.5 The Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation during term time to be an exceptional circumstance.

6.5.6 For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the Principal may consider if the reasons given for requesting leave are **rare, significant, unavoidable and short**.

6.5.7 The following factors will also be taken into consideration when considering requests for leave of absence during term time:

- Whether the event for which leave of absence is requested can reasonably take place during school holidays.
- Levels of attendance and unauthorised absence over the last 12 months.
- Any leave of absence taken previously.
- Whether the leave is during the examination period, controlled assessment period or will result in not meeting assessment deadlines.
- Age and year group of the pupil.

6.5.8 Where a leave of absence is granted, the Principal will decide the number of school days a child can be away from school, and the agreed date of return to school. A formal letter will be issued by the Principal agreeing to the Leave of Absence.

6.5.9 Where a leave of absence is **not** granted, a formal letter will be issued by the Principal declining the leave of absence.

6.5.10 When considering whether to issue a penalty notice, we will have regard to:

- The National Framework for penalty notices as set out in paragraphs 176 – 202 of the DfE Attendance Guidance
- The local authority's code of conduct for issuing penalty notices.

The Principal will review the number of unauthorised leave of absences and the reasons for these absences. The Principal may request the local authority to issue each adult with parental responsibility with a penalty notice for each child for absence from school.

- 6.5.11 Where the child fails to return to school by the agreed date following approval of leave of absence, then the Principal will pass on the details to the local authority in line with the duty around reporting children missing education.
- 6.5.12 In certain circumstances, the school, after notifying the local authority, may decide to remove the child from the roll of the school.

## 6.6 **Persistent absence**

- 6.6.1 According to the Department for Education guidelines, a pupil will be considered as a persistent absentee if their attendance is 90% or lower (i.e., 10% or more sessions are missed).
- 6.6.2 Any pupil who is at the persistent absence threshold or at risk of moving towards that threshold is placed on the Attendance Risk Register and given priority for intervention.
- 6.6.3 For any pupil below the persistent absence threshold or at risk of persistent absence and with a number of broken weeks, medical evidence will be required if the absence is to be authorised.

## 6.7 **Children Missing Education**

- 6.7.1 Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and at Leodis Academies Trust and its Academies promoting the welfare of our children encompasses attendance, managing behaviour, access to the curriculum, health and safety and anti-bullying.
- 6.7.2 Failing to attend school on a regular basis will be considered as a safeguarding matter and will be dealt with following procedures in our Child Protection & Safeguarding Policy
- 6.7.3 A child going missing from education is a potential indicator of abuse or neglect. When a child's absence is unexplained the Academy will contact the parents on the first day of absence. If the absence remains unexplained the school will try to establish the child's safety and whereabouts. The Academy will make reasonable enquiries such as ringing all emergency contacts and checking with neighbours and friends in at the Academy. The Academy will make a CME referral as soon as possible when they have had no contact from a family, but no later than when the child has been missing from school for **20 days** in the following circumstances:
  - 6.7.4 A child has left the country regardless of if a new address and/or new school information has been provided.
  - 6.7.5 There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts are unknown.
  - 6.7.6 Where a child is reported or believed to have moved to a different Local Authority area but is not confirmed to be on a school roll in the new area.
  - 6.7.7 Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

## 6.8 **Gypsy, Roma, and Traveller (GRT) pupils**

- 6.8.1 The Trust recognises that Gypsy, Roma and Traveller families may have a valid reason to keep their children from school. This reason is where parent(s) are engaged in a trade or business that requires them to travel from place to place and therefore prevents their children from attending school.
- 6.8.2 To help ensure continuity of education, where parents(s) are travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) are travelling and be dual registered at that school and their main school.
- 6.8.3 The law does not automatically reduce the number of days that children from Gypsy, Roma and Traveller families are expected to attend school; the Trust will seek to secure GRT pupils' attendance at 380 sessions each school year. Each child must attend school as regularly as that trade or business permits and children over six years old must attend at least 200 sessions in the preceding 12-month period.
- 6.8.4 The Academy reserves the right to request sufficient evidence of this, otherwise it will be treated in line with this policy with regard to authorised and unauthorised absence.
- 6.8.5 The Senior Attendance Champion will monitor this.

## **7 MONITORING ATTENDANCE**

### **Daily monitoring**

- 7.1.1 The Attendance Team will:
  - Ensure that any pupil who arrives after the register has been taken signs in at the reception office.
  - Ensure the attendance register is updated with details of pupils who arrive late.
  - Ensure details of pupils and the reasons for the late arrival are communicated to the identified attendance team in school.
  - Ensure electronic attendance registers are taken by the published time.
- 7.1.2 Should the electronic attendance register system not be available, ensure paper registers if required and ensure the electronic register is updated as soon as possible.
- 7.1.3 Ensure accurate details are noted of parents/carers contacting the Academy about their child's absence – including the reason for the absence and the likely length of absence.
- 7.1.4 Contact parents/carers by telephone who fail to notify the Academy of their child's absence by the published start time of the school day, on the first day of absence, ensuring that any follow up action required as a result of the contact with the parent/carer is flagged up to the attendance officer/head of year and Senior Attendance Champion.
- 7.1.5 Contact by phone or send a text to all parents/carers of pupils arriving late to the Academy, informing them of their child's failure to arrive on time.
- 7.1.6 Ensure no pupil is allowed to leave the Academy for an appointment without the presence of a parent/carer and appropriate authorisation.
- 7.1.7 Send a daily update to the Senior Attendance Champion providing the percentage level of attendance and punctuality each day and the cumulative attendance for the term.

- 7.1.8 Make follow-up phone calls to parents/carers of absent pupils who have been identified as at-risk, to challenge absences and encourage early return to the Academy.
- 7.1.9 Authorise appointments in line with this policy.
- 7.1.10 Escalate any absences causing concern to the Senior Attendance Champion.

## 7.2 **Regular monitoring**

### **The Attendance team will:**

- 7.2.1 Produce regular attendance and punctuality data by class and by pupil – decided on a case by case basis.
- 7.2.2 Ensure authorised and unauthorised absence reports are produced and monitored.
- 7.2.3 Ensure parents/carers are contacted in line with this policy.
- 7.2.4 Produce termly attendance and punctuality data for analysis.
- 7.2.5 Display termly data on attendance and punctuality in a prominent place visible to pupils.
- 7.2.6 Ensure good attendance is reported to contribute as part of the academy's reward procedures.
- 7.2.7 Provide reports to the Senior Attendance Champion.

### **The Senior Attendance Champion will:**

- 7.2.8 Agree appropriate intervention strategies for each pupil.
- 7.2.9 Agree list of pupils requiring attendance meetings.
- 7.2.10 Provide the Principal, CEO Principal and LC/LCA with data on attendance and punctuality, including data about pupils who are persistent absentees and leave of absence requests and their outcomes.
- 7.2.11 Put targets and strategies in place to improve attendance for those identified pupils/ groups.

## 8 **ATTENDANCE SUPPORT (SEE SUMMARY FLOWCHART APPENDIX 3)**

### **8.1 Contact on first day of absence:**

Contact must be made with home on the first day of absence. In line with section 6.2 of this policy, the Academy will endeavour to make contact with a parent either by phone call, or text to establish the reason for an absence.

### **8.2 Home Visit**

The Academy may conduct a home visit to make contact with parent and pupils. This may be conducted by any member of Academy, or by an agency appointed by them.

### 8.3 **Letter Home**

Parents can receive a number of different types of letter from the Academy detailing their child's attendance and what support is available to them. The Academy deals with each child's absence on a case-by-case basis.

In most cases, parents will receive a notification of lateness to the Academy or an Early Prevention Attendance Monitoring Letter - highlighting recent attendance patterns and offering support if required. **This can include both authorised and unauthorised absences.**

### 8.4 **Supporting pupils absent from school due to mental or physical health, or their special educational needs and/or disabilities**

- 8.4.1 The Academy recognises the key role it plays in working alongside families to ensure that such circumstances do not act as a barrier to regular attendance.
- 8.4.2 As part of the attendance strategies as identified in this policy, the Academy will ensure reference to specific policies such as Supporting Children with Medical Conditions and SEND policy and any relevant intervention or healthcare management plans to inform our approach. This will include:
  - understanding the individual needs of the pupil and family.
  - Working in partnership with the pupil and family to put in-school support in place and working with the local authority and other agencies where external support is needed (and available).
  - Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

### 8.5 **Early Prevention Attendance Monitoring Letters**

- 8.5.1 The Academy may send an Early Prevention Monitoring Letter to inform parents about their child's attendance and that it is being monitored.
- 8.5.2 The Academy may send letters informing parents of patterns of lateness and actions that will be taken.
- 8.5.3 Stage 1 Informal Attendance Review Meetings
- 8.5.4 Where attendance or punctuality continues to be a concern, then an attendance review meeting with the pupil and parents may be called.
- 8.5.5 The purpose of this meeting is to ensure that parents are aware their child's attendance is below expectation and is having a negative impact on their education. These absences may have been authorised and unauthorised. Further absences for this group of pupils may not be authorised.

### 8.6 **Stage 2 Attendance Review (Fast Track 1)**

- 8.6.1 The Academy may instigate formal attendance monitoring where they have concerns over a child's attendance. In line with Leeds City Council Attendance Processes, this is called Fast Track 1.

- 8.6.2 A formal Fast Track meeting may be held to agree what support is being offered to encourage an improvement in school attendance during the period (20 school days) and to outline what actions could be taken at the end of the Stage 2 monitoring period.
- 8.6.3 Parents will be notified of the next steps in relation to the child's attendance at the end of the monitoring period.
- 8.6.4 If attendance has improved this will be a referral to the "continue to monitor" analysis by the Senior Attendance Champion
- 8.6.5 If attendance has not improved, the Academy may issue a formal Notice to Improve, move to Stage 3 (8.7) or other legal interventions available to them

## 8.7 **Stage 3 Attendance Panel (Fast Track 2)**

- 8.7.1 In line with Leeds City Council Attendance Processes, this is called Fast Track 2.
- 8.7.2 A Stage 3 Attendance Panel meeting will take place to agree any further support and further outline what actions could be taken at the end of Stage 3 monitoring period (20 school days).
- 8.7.3 Parents will be notified of the next steps in relation to the child's attendance at the end of the monitoring period.
- 8.7.4 If attendance has improved this will be a referral to the "continue to monitor" analysis by the Senior Attendance Champion
- 8.7.5 If attendance has not improved, the Academy may issue a formal Notice to Improve, move to Stage 4 (Fixed Penalty Notice) and/or Stage 5 - Education Supervision Order and/or Stage 6 Attendance Prosecution

## 8.8 **Legal Intervention**

- 8.8.1 In line with revised requirements DFE's 'Working Together to improve school attendance' (August 2024) formal legal intervention may be issued by the Local Authority.
- 8.8.2 Statutory Intervention may be used for a variety of reasons including:
- 8.8.3 The new national framework is as follows

**First Offence:** the first time a Fixed Penalty Notice is issued, it carries a fine of £160 per parent, per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days

**Second Offence (within a rolling 3 year period):** the second time a Fixed Penalty Notice is issued, it carries a fine of £160 per parent, per child if paid within 28 days. There is no reduction for paying early.

**Third Offence and any further offences (within a rolling 3 year period):** the third time an offence is committed, a Fixed Penalty Notice will not be issued. Instead, the case will be presented straight to the Magistrates' Court. Fines can be up to £2500 per parent, per child. Cases found guilty in the Magistrates' Court are recorded as a criminal offence in line with The School Attendance (Pupil Registration) (England) Regulations 2024.

## 8.9 **Stage 5 - Education Supervision Order**

8.9.1 An Education Supervision Order can be used in order to work with families and schools, often with the support of external agencies, to secure a return to regular attendance. An application to secure an Education Supervision Order is heard by the Family Proceedings Court where Magistrates have the power to grant the order.

## 8.10 **Stage 6 – Parental Prosecution**

8.10.1 If a child fails to attend school regularly at which they are registered, then the parents/carers may be guilty of an offence and may be prosecuted by the Local Authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also issue a parenting order and/or sentence parents/carers for imprisonment for up to 3 months.

8.10.2 Parenting orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance, and compulsion to do so would help change parental behaviour.

## 8.11 **Re-integration of pupils following long term absence**

8.11.1 The Academy recognises the key role it can play in ensuring successful reintegration of pupils returning after a prolonged period of absence.

8.11.2 The Academy will work in partnership with parents/carers and external agencies (if appropriate), to assist a smooth reintegration back into school, ensuring a flexible approach to meeting the pupil's needs.

8.11.3 All relevant staff will be informed of the child's circumstances, and a member of staff will be nominated to oversee the pupil's return.

8.11.4 The pupil's peers will also be included to ensure they support the child's reintegration.

## 8.12 **Removal from the roll of the school**

8.12.1 Schools must only remove compulsory school aged children from the roll of the school under certain circumstances defined in Education (Pupil Registration) (England) Regulations 2006.

8.12.2 Schools must complete the Trust's deletion from roll checklist and await approval from the Principal before removing a child from the roll of the school.

8.12.3 For removal from roll for elective home education (EHE), schools must follow the EHE guidance and liaise with the Local Authority before removing a child from the roll of a school.

8.12.4 Schools are advised to discuss with the CEO Principal any cases where children are missing from school and their whereabouts are not known. This should be done prior to submitting a referral to the local authority's CME team.

## Appendix 1:

### ATTENDANCE SUMMARY INFORMATION

The following information is available to view on each of the academy websites:

#### ATTENDANCE STATEMENT

Each Academy details its own attendance statement and a link to the Trust Attendance Policy.

#### ATTENDANCE TEAM CONTACT INFORMATION:

Name, role and contact details for:

- Senior Attendance Champion contact.
- Administration Team Contact.
- Governor responsible for attendance.
- Leodis Family Support Worker.
- LSS Cluster Co-ordinator.

#### TIMINGS OF THE SCHOOL DAY

	TIMES
Site open to pupils	
Doors open	
Published Start of the School Day	
Late marks issued between published start of the school day time and the Close of Session1 Registers. (L code) (This can be up to 30 minutes after the published start of the school day).	
Pupils marked as unauthorised (U code) for arrival after Close of Session 1 Registers any time after 30 minutes after published start of the school day).	
Close of Session 2 Registers	

## Appendix 2: GLOSSARY OF TERMS

**'Session'** is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon), divided by a break, for which attendance must be recorded.

**'Authorised absence'** means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.

**'Unauthorised absence'** is where the school is not able to grant permission for absence in line with Attendance legislation or is not satisfied with the reasons given for an absence.

## Appendix 3 ATTENDANCE STAGES FLOW CHART

At all stages, school will offer support to improve attendance and help to remove any barriers to non-attendance.

### STAGE 1

Child's attendance falls below the school target of 96%. Stage 1 letter issued to parents to notify them of initial concerns and that we may not authorise further absence without evidence (judged on a case-by-case basis). School support offered and barriers to attendance identified. An informal meeting may take place.

Attendance monitored by the Attendance Team.

Consider if an immediate FPN is appropriate for the following reasons:

- a) 10 session of unauthorised holiday. Refer to DfE guidance in relation to regular holiday definition and number of holiday related absences.
- b) 10 consecutive sessions of absence with no reason for absence, therefore unauthorised.
- c) If previous intervention with the family has not been successful and the child has had 10 unauthorised sessions in a 10 week period.

Complete an LA referral form or email the information to the LA.

### STAGE 2

If an FPN is not raised in line with the above, and the child has 10 sessions of unauthorised absence in a 10 week period either a Fast Track initiative commences (send Fast Track letter 1) or case work begins (judged on a case by case basis). LSS or other external agencies may become involved with the family. Attendance is monitored for 20 school days.



### STAGE 3

Further unauthorised absences occur, or parents do not engage in support offered through school. Parents invited to a School Attendance Panel meeting led by Attendance Team (send Fast Track letter 2). Actions agreed at the SAP and a period of formal monitoring continues for a further 20 school days. Notice to Improve issued. An Attendance Contract maybe agreed.



### STAGE 4

End of Fast Track. If no further unauthorised absences occur, send the 'continue to monitor' letter. If further unauthorised absences occur during the monitoring period, and these total 10 sessions in a 10 week period, refer to Local Authority for a Fixed Penalty Notice (if attendance is above 70%, otherwise begin case work). Send letter to parents notifying them that a FPN has been applied for. Refer to Leeds Social Work Services where there are safeguarding concerns and when the pupil is severely absent (below 50%).



### STAGE 5

Further unauthorised absences occur after the Fixed Penalty Notice has been issued. Refer for a legally binding Education Supervision Order to be put in place by Leeds Education Authority (send letter to parents to notify them of this). Refer to Leeds Social Work Services where there are safeguarding concerns and when the pupil is severely absent (below 50%).



### STAGE 6

Further unauthorised absences occur. Attendance Prosecution through the Magistrates Court.

## Appendix 4:



### PUPIL LEAVE OF ABSENCE REQUEST FORM – DUE TO EXCEPTIONAL CIRCUMSTANCES

#### Information for Parents/Guardians

Leodis Academies Trust expects that all pupils will attend school every day the school is open, unless they are too ill to do so. Penalty notices for unauthorised absences are detailed in Appendix 2, please note that the *Working Together to Improve School Attendance* statutory guidance for maintained school's academies and independent local authorities was published, 29<sup>th</sup> February 2024 and applies from 19<sup>th</sup> August 2024. Full details of the guidance can be found on the Department for Education website.

- Having 10 days' absence in an academic year means that the maximum attendance your child can achieve is 94.7%; this is below the attendance target of 96% and below the national average,
- If your child is absent for a further 10 days (a total of 20 days' absence), their overall annual attendance would drop to just 89.5%.
- A pupil with 90% or below is identified as a 'Persistent Absentee' by the Department of Education,
- There is clear evidence of a link between poor attendance at school and low levels of achievement. Research shows, of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSEs at grades 9 – 1, including English and maths. But 73% of pupils who attend 95% of school achieve this.
- A two-week holiday during term time every year of your child's life equals almost 2 full terms of education missed over their whole school career.

The Government advises that only exceptional circumstances warrant authorised leave of absence from school, and family holidays are not "exceptional circumstances", normally. Therefore, requests of leave during term time will not be authorised, unless an application has been made in advance, and the Principal of the Academy your child attends considers that there are exceptional circumstances in relation to the request.

Each request will be considered individually, and the reason and the duration of the request will be considered. A single day of absence will be granted for a funeral of a close family member. A single day of absence may be granted for a significant close family event, or for an educational event e.g. participation in a major sporting or musical event or performance. Absence due to a family crisis or compassionate reasons may also be considered exceptional reasons. Please note, requests for 'days out' or weekends away, regardless of their educational value, will not be authorised.

**It is an offence, under Section 444 of the Education Act 1996, to take your child/ren out of school during term time without authorisation.** Therefore, unauthorised leave may result in the issue of a penalty notice. If the Principal does not authorise the absence, referrals may be made to Children's Services in relation to attendance.

Payment of a Penalty Notice will be issued to **both** parents, if they are in the same household. Please see details of penalty notices for unauthorised leave per parent/child overleaf. Please note that more than two offences in a three-year period will result in legal action. Non-payment of a Penalty Notice within the total period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996. Fixed penalty notices are issued by Leeds City Council.

## **Penalty notices for unauthorised holidays/ absence:**

### **PENALTY NOTICES WILL BE ISSUED FOR**

**Term time leave:** Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days

**10 sessions of unauthorised absence in a 10 week period:** A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10 week\* period.

\*School Week's

### **PER PARENT/PER CHILD**

Penalty Notice Fines will continue to be issued per parent per child.

**For example:** 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

### **FIRST OFFENCE**

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days\*\*.

### **SECOND OFFENCE** (within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 if paid within 28 days (no reduced fee for paying early).

(\*\*Unpaid Penalty Notice's after 28 days may result in a parental prosecution)

### **THIRD OFFENCE** (within 3 years of the First Offence)

On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

## PUPIL LEAVE OF ABSENCE REQUEST FORM: DUE TO EXCEPTIONAL CIRCUMSTANCES

### SECTION 1: Pupil Details (to be completed by Parents/Guardians)

Name of child	Date of birth	Academy	Year group	Class

Siblings Name(s) and School(s) attended:

Name of Child	Date of birth	Academy	Year group	Class

### Primary Carer's Details:

Name:
Relationship to pupil:
Address:
Email address:
Do they live with the pupil? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Secondary's Carer's Details:

Name:
Relationship to pupil:
Address:
Email address:
Do they live with the pupil? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Absence Details (to be completed by Parents/Guardians)

Details of the exceptional circumstances as the reason for absence during term time:

Absence start date:			
Absence end date:			
Date of first date back in school:			
Would they miss any National tests, or examinations?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have they already had leave of absence or unauthorised absence in the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dates and number of school days:

### Parent/Guardian Signature (to be completed by Parents/ Guardians)

Print name: ..... Signed: ..... Date: .....

As a parent/guardian, I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure regular attendance of my children, and failure to do so could result in legal proceedings being taken by the Local Education Authority. I have fully read and understood this form including the covering letter and refer to Working Together to Improve School Attendance statutory guidance, and I understand if my request is unauthorised, I am most likely to be fined in accordance with the Education Act 1996.

#### SECTION 4: Pupil Details (to be completed by the School Office)

Name of child:			
Year group:		Date form Received:	
UPN number:		Leave of unauthorised absence in the last 3 years:	
Number of previous days authorised			
Number of previous days unauthorised		1 <sup>st</sup> Offence	<input type="checkbox"/>
Current percentage attendance		2 <sup>nd</sup> Offence	<input type="checkbox"/>
Last year's percentage attendance		3 <sup>rd</sup> Offence	<input type="checkbox"/>
Absence during tests or exams?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
School Office comments (if any):			

#### SECTION 5: Authorisation (to be completed by the Principal)

Absence approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates approved:		
Absence code:		
Is LSS involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Principal comments (if not approved, state why not):		

Principal's Signature ..... Date .....

#### **Administrative tasks (to be completed by school office):**

Initial .....

Date confirming decision sent to parent: Post  Book bag  Email

.....

Comment added to Arbor:

.....

Penalty notice application sent on: ..... Primary parent  Secondary parent

.....

## Appendix 5

### FREQUENTLY ASKED QUESTIONS

#### 1. What happens if your child arrives after the published start of the school day

- i. If your child arrives up to 30 minutes of the start of the school day, the Academy will mark your child as late (L code)
- ii. If your child arrives 30 minutes after the published start of the school day, the Academy will mark the child as late with a U code (see Section Glossary for a glossary of terms)

#### 2. What does each percentage of absence mean?

- i. The tables below equate percentage attendance to time missed from school.
- ii. Table 1: Attendance over one whole school year for each pupil:

Descriptor	Threshold Attendance	Actual Attendance	Whole days Absent	Learning Hours lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
	98%	186	4	20
	97%	184 days	6	30
SCHOOL TARGET	96%	182.5 days	7.5	37.5
	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
	90%	171 days	19	95
Persistent absence	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
	86%	163 days	27	135
	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

- iii. Table 2: Attendance over 5 years for each pupil:

Attendance	Missed Weeks
85-90%	19 weeks = $\frac{1}{2}$ year absence from school
80%	38 weeks = 1 full year absence from school

### **3. What happens if your child does not attend school?**

- i. You may receive a phone call, text message, letter or be asked to attend an informal attendance review meeting in the first instance. See section 8 of this policy.
- ii. In some cases you may receive a home visit
- iii. In some cases you may receive a Fixed Penalty Notice

### **4. What further support may be offered if your child is not attending school?**

- i. You may be asked to attend an attendance review meeting, see section 8 of this policy.

### **5. Why is regular school attendance so important for my child?**

- i. Regular attendance at school means that your child can make the most of their education and improve their chances in adult life.
- ii. School can also help your child's social skills such as making and developing friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.
- iii. The link between attendance and attainment in school is clear. The more a pupil is in school the more they increase their opportunity to fulfil their potential.

### **6. Why is Punctuality important?**

- i. Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. The government advises that schools can keep the register open for up to 30 minutes though the school can set a shorter time
- ii. If a pupil is late but the register is still open they are marked as late. If the register has already closed when a pupil arrives late and without a satisfactory explanation, it may be classed as an unauthorized absence.
- iii. This may lead to legal action for not ensuring regular and punctual school attendance
- iv. Punctuality is important because if, for example, a child arrives 15 minutes late at school each day, they lose almost two weeks of education a year.

### **7. Why can't we have holidays during term time?**

- i. The law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a Principal grant permission for leave.
- ii. Parents who choose to take their child out of school without written permission from the school may be issued with a fixed penalty fine.

### **8. How can I help my child attend school regularly?**

- i. Talk to your child about school.
- ii. Take a positive interest in your child's work, including homework.

- iii. Make use of school planner to those academies that use them.
- iv. Keep in touch with school staff.
- v. Contact school on the first day of absence if your child is unable to attend for whatever reason.
- vi. Attend parents' evenings and other school events.

## **9. What should I do if I'm worried about my child's school attendance?**

- i. The first thing to do is to contact the school to discuss your concerns.

## **10. What are my responsibilities regarding my child's school attendance?**

- i. As a parent/carer it is your responsibility to ensure that any child of compulsory school age attends school both regularly and on time. The local authority has a duty to make sure that all parents/carers fulfil this responsibility.

## **11. What if my child's school attendance does not improve?**

- i. If you continue to fail in your responsibility to ensure your child attends school, you may:

- Be invited to an informal attendance review meeting
- Be invited to a Stage 2 Attendance Review where you will be given 20 school days to improve your child's attendance
- Be invited to a Stage 3 Attendance Panel where you will be given a further 20 days to improve your child's attendance.
- Be issued with a Fixed Penalty Notice
- Be prosecuted in the Magistrates' Court, which could result in you receiving a Community Order, a fine of up to £2500 per parent/carer or a custodial sentence.
- See your child issued with an Education Supervision Order, which would mean your child attending court and certain measures being put in place regarding attendance at school.

## **12. How will regular school attendance help my child?**

- i. School gives your child a wide range of opportunities and experiences in the form of academic lessons, educational trips and school clubs allowing them to develop their interests and achieve their full potential. Regular school attendance means that your child can make the most of their education.