



St Bartholomew's Attendance Policy

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Together, pursuing life in all its fullness

Version	Date	Author	Changes
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The electronic version is the definitive version of this document.

Policy Consultation and Review

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

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

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in September 2025. It is due for review in September 2026.

Signature

Headteacher

Date:

Signature

Chair of Governors

Date:

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1. Introduction/Aim

At St Bartholomew's, we believe that every child is unique and is given the opportunity to become the best version of themselves. Our Christian vision: Believe, Belong, Become (Romans 12:10-12) underpins everything we do. We strive for every child to feel part of a loving school family, to believe in themselves, and to flourish into the person God created them to be.

Coming to school every day is a big part of that journey. It's not just about learning in lessons, it's about making friends, building confidence, and learning how to get along with others. When children attend regularly, they feel more settled and happier as they are able to form and sustain strong friendships as well as having access to the curriculum in its entirety.

We understand that life isn't always straightforward, and families sometimes face challenges that can affect school attendance. Our Christian cultures help guide us through these moments. When things feel tough, we remind children of the importance of resilience with "Fall down seven times, stand up eight"—encouraging them to keep going, even when it's hard. We talk about "Oomph!" as that extra bit of energy and determination we all need to push through tricky days. And when someone's feeling low, we live out "If you see someone without a smile today, let them borrow yours"—teaching children the power of kindness and looking out for one another. These cultures shape how we support children and families, helping everyone feel part of a caring and hopeful school community.

We're here to work with you to make sure your child gets the most out of every school day. Together, we can help them Believe, Belong, and Become.

2. Legal Framework

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

The government expects all schools and local authorities to:

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

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

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

A “Parent” is defined as:

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

3. Attendance Objectives

Our school attendance policy:

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

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

4. Roles and Responsibilities

At St Bartholomew's, we believe that school attendance matters to everyone. School attendance is a shared responsibility by those involved in governance, all school staff, parents, pupils, and the wider school community.

Key staff with responsibility for the management of attendance are:

Role	Name	Contact details
Senior Attendance Lead	Hannah Carvell	Hannah.carvell@stbarts.covmat.org.uk
Attendance Officer	Andrea Young	Andrea.young@stbarts.covmat.org.uk
Named Academy Governance Committee Member for Attendance	Lindsay Nash	Lindsay.nash@covmat.org.uk
Named Trust attendance lead	Leah Baddeley	Leah.Baddeley@covmat.org

The Local Governing Board/Trustee Board of St Bartolomew's recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
- Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.

St Bartholomew's will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal early help is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early help/family support, including conducting an early help assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.

- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognizing that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Pupil Premium Plus for previously looked after pupils.

St Bartholomew's requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) by 8.30am each morning of absence by telephoning the school on 02476 458960 (option 1)
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and Local Authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.

Pupils/Students will:

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

5. Recording Absence and Attendance

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

5.1 Leave of Absence

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

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

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

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

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

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

If you wish to request a leave of absence, you must complete a form (available from the main office) and return it to the school at least 10 school days before the intended start date of absence. A written response to the request will be provided within 5 school days. Please note that if no request is submitted, the absence will be recorded as unauthorised.

It is important that the school knows where your child is during term time. If a child is absent without explanation, we will contact you by phone and may carry out a home visit to ensure the child is safe and well. If we are still unable to make contact or confirm your child's whereabouts, the police may be notified to carry out a welfare check.

A penalty notice request may be submitted to the Local Authority by the Head when:

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

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

5.2 Medical Appointments and Absence Due to Illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must inform the school in advance and provide a copy of the appointment letter as evidence. No pupil will be allowed to leave the school site without parental confirmation.

Advice is shared with parents at the beginning of each school year regarding common illnesses, recommend periods of absence, and acceptable reasons for absence. This information is documented and monitored by the school attendance officer, who tracks all reported absences accordingly.

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

5.3 Pupil Absence for the purposes of Religious Observance

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

5.4 Unauthorised Absence

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

- A pupil's/family member's birthday
- Closure of a sibling's school for INSET (or other) purposes,

- Refusal to attend school on health grounds but where the pupil is considered well enough to attend' holidays taken without the authorisation of the school.

6. Our Procedures

6.1 Register Keeping and Recording

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

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

6.2 Late Arrival at School

All St Bartholomew's pupils are expected to arrive on time for every day of the school year. The school day begins at 8.30am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8.40am. All pupils arriving after this time must go to the main office with their parent/carer. The parent/carer will be asked to sign their child in using the screen in the main entrance and provide a reason for the late arrival. This helps the school keep an accurate attendance record in case of an emergency.

The school register will officially close at 9.10am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

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

6.3 Expected Absence Procedure for Parents

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

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

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.10am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the school may also:

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

7. School Attendance Matters

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

Why school attendance matters

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

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

- Friendships
- Social skills
- Life skills
- Career pathways

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

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

What are we doing in Coventry

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

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

Our key stakeholders in Coventry are.

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

How are we delivering attendance support in Coventry

Stage 1: Prevention

Criteria: Attendance is between 91% and 100%

Lead practitioner: School

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

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

- First day absence contact.
- Letter sent if absence falls below schools' attendance target.
- If attendance does not improve request a meeting with parent/carers

Stage 2: Early Intervention

Criteria: Attendance is between 51% and 90%

Lead practitioner: 1st school – 2nd LA Supporting Families team if criteria is met

Pupils who have attendance between 51% and 90% may require support from other services outside of school through a multi-agency response and universal services at stage 1.

Schools should consider.

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

At this point schools may also request a Notice to Improve be sent out via the LA. Should the pupil's attendance not improve then a Penalty Notice can be issued following the monitoring period. *(See Appendix 2 for details on National Framework for Penalty Notices)*

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

Stage 3: Targeted Support

Criteria: Attendance is below 50%

Lead practitioner: LAAO

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

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

If the LAAO is satisfied that the criteria have been met for legal intervention, they will support the school to complete one of the following.

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

(See Appendix 3 for details on Legal Framework and Court Preparation)

APPENDIX 1 – Targeting Support Meetings

Pre-meeting

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

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

Meeting

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

Attendees

- School Attendance Champion
 - School Attendance Lead (if not the Attendance Champion)
 - LAAO
 - Head of house/year head – where required
 - Pastoral lead – where required
 - Social Worker – where required
 - Virtual School – where required
-
- LAAO to chair meeting
 - Each professional in attendance will be responsible for recording their own actions from the meeting.
 - LAAO will record any advice given on specific students within their own database.

Joint approaches for SA	Joint approaches for PA	Agreeing legal actions	Horizon scanning
• Who are the severely absent children? • What's working/ not working for them? • Do they have a multiagency plan in place? • How do we intensify support?	• How is the school reducing PA? • What's working well? • Which PA children need more?	• FPNs • Attendance contracts • Notices to improve • Etc	• What's the current position? • What can we see ahead? • What are the emerging themes to be aware of?

Follow up – legal intervention.

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

APPENDIX 2 – National Framework for Penalty Notices

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

Leave of Absence (LOA)

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

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

- Schools' complete on-line application form for 10 sessions (5 or more days). This can be consecutive or non-consecutive in line with the National Framework on pages 56-60 of [Working together to improve school attendance](#).
- Schools **MUST** provide
- full name and address of parents to be issued an PN. **It is a school decision as to whom should be issued with a PN** (consideration of circumstances around the LOA should be taken into account).
- copy of Parent Leave of Absence Application Form (if requested in advance)
- copy of school letter informing parent that LOA has been declined*.
- School letter informing parent that the LOA will evoke a PN.
- *School letter should make it clear that a Penalty Notice will be requested for unauthorised absence to the LA and that exceptional circumstances has been considered.*
- Registration Certificate (on child returning to school) displaying the G code (unauthorised absence).
- If the criteria are not met, the LA will **not issue** a PN.
- Please note that contact with the school will not be made for further information if not provided at the initial referral stage.
- Enquiries regarding PN's are to be made through Attendance@coventry.gov.uk.

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

Irregular Attendance (IA)

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

Stage 2 – Attendance 51% - 90%

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

Stage 3 – Attendance 50% and below

- Schools must evidence that attendance has not improved following the monitoring period and has now dropped below 50%.
- Schools must complete an 'Attendance Intervention' form evidencing that an Early Help Assessment has been offered/taken and other interventions have taken place before any legal action or a 1A prosecution can begin.

APPENDIX 3 – Legal framework and court preparation

Leave of Absence.

After the unauthorised absence of a pupil, schools can request the Council to issue a penalty notice (PN) to each parent. If this is paid, nothing further happens.

When the PN has not been paid, schools will receive an email from the LAAO advising the PN has not been paid.

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

1. Use the template wording attached to the email to contact the parent by email, text or letter to find out any additional information and tell them they could now be taken to court by the Council. This will substantiate the school's decision that there are no "exceptional circumstances" in this case.
2. After the 7 days given in the communication to the parent, schools will then need to decide whether they want to proceed with a prosecution and if so:
 - a. Complete and sign the section 9 statement so that the Council can issue court proceedings.
 - b. Sign the attached attendance certificate.
 - c. Send the LA all of the exhibits referred to in the statement including a copy of the school's latest email, text or letter to the parent and any response. The LA will attach these to the statement.

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

Irregular Attendance Stage 3

(Section 4441(A) Prosecution – Aggravated Offence)

Use of the Attendance Contract.

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

- The Attendance Contract will be formulated by the LAAO, detailing the offers of support school have made and the interventions implemented, to effect a change to the school attendance pattern.
- The LAAO will send a Formal Warning Notice (standard template) inviting the parent/s into school for the Attendance Contract Meeting.
- The LAAO will chair the meeting and ensure that all relevant agencies working with the family are present (either in person or by Microsoft teams).
- The Attendance Contract is a voluntary agreement between school and parent/s with the LAAO acting at the Supervising Officer in the case.
- The LAAO will outline to the parent/s the offers of support made to date and give a further opportunity for parent/s to engage in the offers of support. This may require a further action plan if barriers (not known previously), are identified at this meeting.

- The LAAO will outline the Offence (Section 4441A) and the possibility of prosecution in the Magistrates Court, if school attendance fails to improve during the set 6-week period. The LAAO will set a date for an Attendance Contract Review (end of the Contract period).
- If parent/s fail to attend the meeting and no contact has been received asking for a re-scheduled meeting, the Attendance Contract meeting will proceed.
- The Attendance Contract will then be hand delivered by school, to the family home(s), in a final attempt to engage the parent/s in the process. A covering letter will be supplied by the LAAO (ahead of this planned meeting), for use if the home visit is unsuccessful. This letter will inform the parent/s of the Attendance Contract that has been implemented.
- The Attendance Contract will run for the 6-week period identified at the meeting. School and parent/s are expected to continue to work together during this period to address school attendance issues and carry out actions as identified at the meeting.
- When the Attendance Contract has run for the 6-week period, the LAAO will review the case with the school and the parent/s.
- If improvement or signs of improvement have taken place, there will be no further legal action at this stage.
- If there has been no improvement and unauthorised absences are still prevalent, the LAAO will inform the parent/s of the next steps of Prosecution.
- An Advisory Letter will be prepared by the Senior Officer from the School Attendance Team, inviting the parents to attend an Interview Under Caution (PACE). This will be hand delivered to the parent/s by the school.
- The PACE Interview will be held at the Council House in a formal setting.
- A Section 9 Witness Statement will be completed by the school.
- The LAAO will act as the Supervising Officer and advise on amendments/adjustments to be made to the S9 Statement. The LAAO will prepare the Certificate of Attendance using the evidence period, for Headteacher to verify and sign.
- The LAAO will complete all other required components of the court file before submitting to the Legal Team for Prosecution.

We compare our attendance data to the national average and share this with our local academy governance committee members. Specific measures are taken to monitor attendance at St Bartholomew's. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Attendance is monitored daily and in Senior Leadership meetings. Data on attendance is collected and analysed weekly.

Key analysis is made of

- Patterns of absence.
- Patterns of lateness.
- Patterns of medical appointments.
- Correct and consistent use of absence codes.
- Trends in reasons for absence including, for example, use of the C code, leave of absence and exclusions.
- Trends in particular groups (SEN, PP, vulnerable, ethnic groups, gender, year groups, children with a social worker).
- The use of, and impact of, funding to support improving attendance of specific groups of pupils.

8. Tailored Support

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

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Early intervention and September Attendance Monitoring

In line with our commitment to inclusive support, we differentiate our early contact thresholds based on disadvantage status.

- For **non-disadvantaged** pupils, we initiate contact with families when attendance falls below 95%.
- For **disadvantaged** pupils, we recognise that additional support may be needed, and therefore we initiate contact when attendance drops below 96%.

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

At St Bartholomew's, we run attendance incentives throughout the year rewarding individual children and classes for regular and improved attendance.

9. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 19 or more days during the academic year. This is roughly equivalent to your child missing 1 day or more every 2 weeks or around 6 days each term.

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

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

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

8.1 Penalty Notices

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

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

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

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

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

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

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

Children Missing from Education (CME)

We have due regard to our statutory duty to safeguard pupils from CME. We follow the Local Authority's processes for reporting pupils missing from education.

See appendix 3 Grounds for deleting a pupil from the school's admissions register

10. Staged Reintegration/Part-time Timetables

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

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed

regularly in partnership with the child, parent and any other relevant professionals working with the family.

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

11. Related Policies

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

- Safeguarding and Child Protection Policy
- Medication Policy and Management Procedure
- Admissions Policy
- Behaviour Policy (includes anti-bullying)
- Suspension and Permanent Exclusions Policy
- SEND Policy

12. Statutory Framework

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

- [Working together to improve school attendance](#)
- [School attendance parental responsibility measures](#)
- [Children missing education](#)
- [Keeping children safe in education](#)
- [Working together to safeguard children](#)

13. Appendices

Appendix 1 - Poster Used in School



Appendix 2 – Form – Removing Pupils from Roll

Guidance for Removing Pupils from Roll – deletion of names from the admissions:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

The form itself is available from:

Information Hub/Form, Policies and Templates/Safeguarding

Appendix 3 - Grounds for Deleting a Pupil for the School Admission Register

Please use the link below for a full explanation of the regulations.

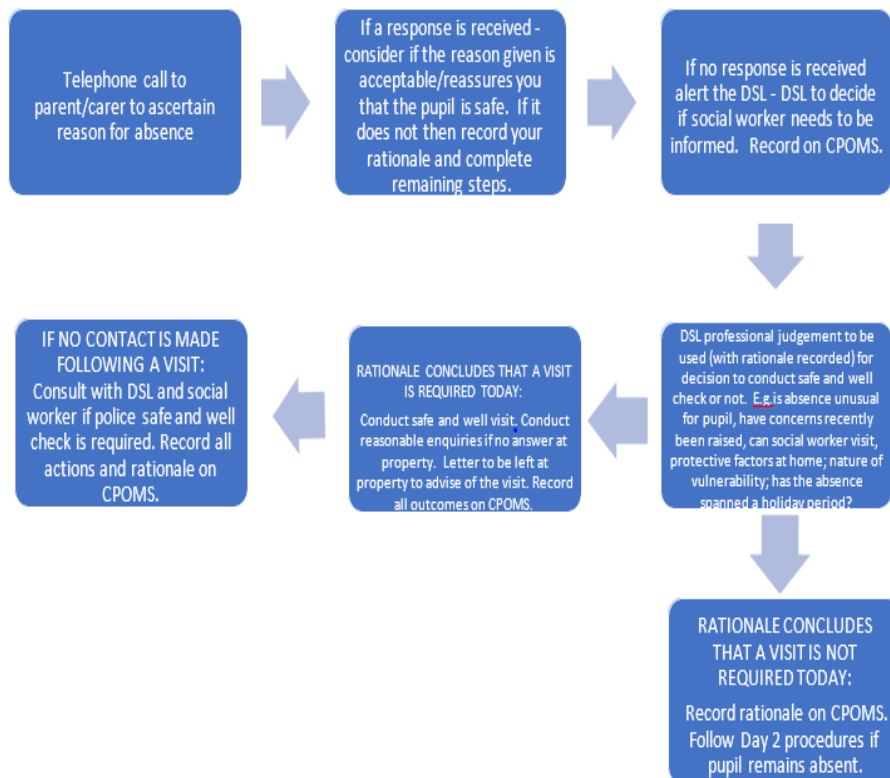
[Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/children-missing-education)

	<u>Grounds for deleting a pupil from school admission register</u>
A	The pupil has been registered at another school
B	The pupil has not continued at the school following completion of nursery education
C	The pupil is also registered at one or more other schools and the other schools have agreed deletion
D	The pupil has a school attendance order which has been changed to name another school
E	The pupil had a school attendance order which has been revoked
F	The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than in school
G	The pupil no longer normally lives a reasonable distance from the school
H	The pupil has not returned following a leave of absence
I	The pupil has been continually absent from school for 20 school days
J	The pupil is detained under a sentence of detention
K	The pupil has died
L	The pupil will be over compulsory school age and will not continue into sixth form
M	The pupil is a boarder at a school maintained by a Local Authority or academy and their boarding fees have not been paid
N	The pupil has ceased to be a pupil at an independent school or non-maintained special school
O	The pupil has been permanently excluded from the school

Appendix 4 – Safe and Well Home Visits Flowchart

Families with Assigned Social Workers

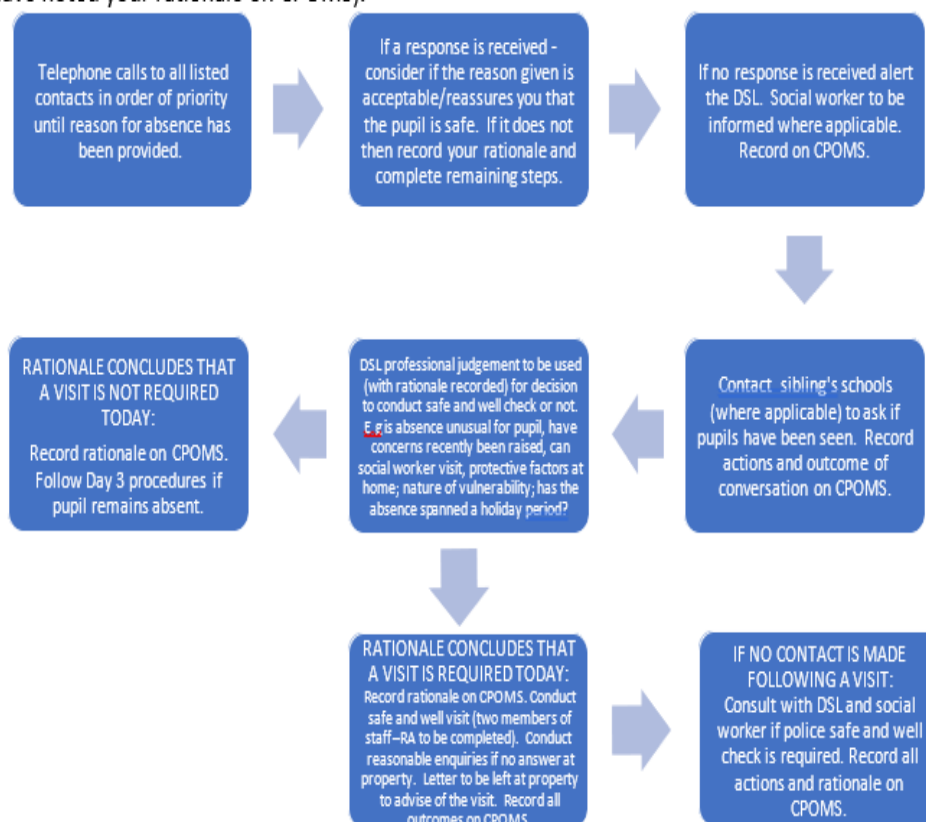
DAY 1: Pupil is absent and no reason has been provided. They are included on the regularly updated vulnerable list.



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding referrals to other appropriate agencies made where no contact is made with the pupil. DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

Appendix 5 – Families with Assigned Social Worker Flowchart

DAY 2: A safe and well check was not conducted on Day 1. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.
DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

Appendix 6 – Coventry City Council Website Link

We follow the attendance guidance and use the templates provided by Coventry City Council. These letters are reviewed regularly to ensure compliance with any updates or amendments issued by the council.

[Attendance – Coventry City Council](#)

Access to:

- 1) School attendance
- 2) Attendance legal intervention
- 3) Parents frequently asked questions
- 4) Templates downloads and links

Appendix 7 - Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the Local Authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure