Higham Lane School

Attendance Policy

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Statutory Policy	**Yes**

Signed: **Chair of Governors** Date: **September 2026**

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1. Aims

At Higham Lane School we believe that students who achieve a high level of attendance and punctuality will benefit the most from their secondary school years. Our aim is to protect learning and challenge absence, where appropriate, to ensure our students' social and emotional development, educational outcomes and academic success.

We expect all students to attend school every day where possible to support the whole school attendance target of 97%.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for all students to attend school regularly, punctually, and prepared for the day.
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school
- Promote the ethos that Attendance is everyone's business

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance

- Keeping Children Safe in Education
- Mental health issues affecting a student's attendance: guidance for schools

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting student's needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising Assistant Headteacher for Behaviour and Attendance be able to do so
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (Senior Attendance Champion) is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- Oversee Leave of Absence procedure.
- Ensure that relevant INSET is offered to new/existing staff with respect to attendance and punctuality matters.

The designated senior leader responsible for attendance is Adam Williams (Assistant Headteacher for Attendance and Behaviour) and can be contacted via 02476388123 or AWilliams@highamlaneschool.co.uk

3.4 The Senior Leadership Team

The Senior Leadership Team will promote good attendance and punctuality and will use opportunities in line management meetings and meeting with parents/carers to remind those concerned of the importance of this. Members of the Senior Leadership Team will receive information about attendance that will be used in meetings. They need to:

- Regularly meet with Progress Leaders/Head of Sixth Form and discuss attendance of the year group.
- Participate, when appropriate, in any Pre-Legal Meetings with the WAS designated member of staff.
- Use attendance data to make links with attendance and academic performance.
- Take part in celebrating attendance in reward assemblies.
- Ensure that reference to attendance is included in all school documentation e.g. newsletter to parents/carers, school prospectus, attendance information for parents/carers.

3.5 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Assistant Headteacher for Behaviour and Attendance (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer can be contacted via 02476388123 or attendance@highamlaneschool.co.uk

3.6 Class teachers/Form Tutors

Class teachers/form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting onto SIMS within 10 minutes of the start of the lesson. They

Form Tutor

The form tutor is seen as the key person in promoting regular punctual attendance. The tutor needs to:

- Provide a good example by always being punctual to registration, give a high profile to attendance and punctuality and praise students who arrive on time.
- Welcome all students with a 'meet and greet' and positive approach.
- Carry out registration on SIMS in a timely manner within 10 minutes from the start of the school day.
- Accurately record attendance using appropriate codes for students that are present (/), unauthorised absence (N) and late (L).

Form Tutors will receive attendance and punctuality data for their tutor group every week and they are expected to:

- Conduct and log conversations with students where their attendance has declined and/or students have unauthorised absence
- Conduct Stage 1 Form Tutor Attendance Intervention Meetings with students once their attendance drops below 97% and complete action plan
- Conduct half termly review of attendance with tutor group, students must record their attendance and complete a reflection task and action plan in their organisers

Form Tutors will be expected to understand the attendance and punctuality information for their tutor group and recognise where students have falling attendance or if there is a cause for concern. Tutors can then check the attendance certificate on SIMS to detect any patterns.

Class Teacher

The class teacher is key to promoting punctuality to lessons and that students are actively attending to their learning. They need to:

- Provide a good example by arriving on time to lessons welcoming students with a 'meet and greet' positive approach.
- Carry out a register of the class at the beginning of the lesson (within the first 10 minutes) so that punctuality is promoted and late students are recorded together with the number of minutes late.
- Provide relevant, appropriately challenging learning opportunities to engage students in learning thus promote attendance and punctuality.
- Provide relevant 'catch up work' for students to do if they have returned following an absence
- Be supportive of students when they have been absent in providing them with strategies to catch up any missed work.
- Follow the school policy regarding lateness to lessons.

3.7 School Support staff (including Reception/Admin/Data/Attendance Hub Staff)

School support staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Progress Leader, where appropriate, in order to provide them with more detailed support on attendance
- Support the Attendance Officer in recording reasons for absences received from parents/carers via telephone messages, Class Charts and via email attendance@highamlaneschool.co.uk
- Register late students and reasons
  - Support the Attendance Officer to ensure all registers for Registration are completed. Contact staff where this has not taken place before 9.00am and ensure the register is completed.

- Support the Attendance Officer in checking attendance of whole school and send text messages to parents/carers where absence of students is unexplained. Record text is sent against individual students on SIMS and phone parent/carers if no response from text message within a timely manner.

3.8 Parents/Carers

Only with the full support of parents/carers can high attendance be guaranteed: Parents or carers are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this duty.

Parents are expected to:

- Make sure their child attends everyday on time
- Contact the school to report their child's absence before 8:30am on the day of the absence via telephone messages, Class Charts and via email attendance@highamlaneschool.co.uk informing school of the reason for absence when they are expected to return. This must also be done on each subsequent day of absence.
- Provide the school with more than 1 emergency contact number for their child and ensure school are notified if contact details change
- Ensure that, where possible, appointments for their child are made outside of the school day and after 4:00pm to account for if their child has an after school detention.
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting their child's Progress Leader who can be contacted via contactus@highamlaneschool.co.uk

3.9 Students

Students are expected to:

- Attend school every day and every timetabled session
- Arrive to school and to all lessons on time
- Be prepared for school, this includes wearing the correct uniform and having the correct equipment

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register (SIMS), and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 15:15pm

Students are allowed on school site from 8:15am onwards where there is supervision in the Library. Outside spaces are not supervised and therefore students arriving before 8:30am must go directly to the Library and must enter only via the Brookdale Road entrance. Students should be on school site by 8:35am, ready for line up with their form tutor on the playground at 8:40am. The main school gate on Higham Lane will close at 8:40am and students arriving at 8.40am or after, need to report to Attendance Hub via Brookdale Drive entrance. In line with this Praise and Behaviour Policy, any late students, without a valid reason provided by their parents/carers, will be issued with a Late to School on Class Charts

and will serve a 45-minute detention on the same day from 3:15pm until 4:00pm.

The register for the first session will be taken at 8:45am and will be kept open until 9:10am The register for the second session will be taken at 13:15pm and will be kept open until 13:40pm. A register needs to be taken for every lesson within the first 10 minutes. If the student is not in the lesson whilst register is taken, the member of staff should record a 'Missing Student Alert' on Class charts to inform the 'On Call' staff and record them as unauthorised absence (N code) unless a code has already been inputted for the student (e.g. M for medical). If a student arrives late to lesson they need to be recorded as late on SIMS (L code) and the teacher should issue a S2-Lateness to lesson on Class Charts. Students will be required to attend a same day detention for 45 minutes from 3:15pm to 4:00pm.

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, providing details of the reason for their child's absence and expected day of return to school . This can be done via Class Charts or a phone call to school on 024 7638 8123 or 024 7675 7000. If their child has further days absence after the first day, parent/carer/carers must continue to notify school on each day of absence

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

The NHS have produced a helpful guide for parent/carers on which common illnesses require them to keep their child at home, a summary of the guidance is below:

- High temperature- If your child has a high temperature, keep them off school until it goes away.
- Feeling anxious or worried- It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.
- Coughs and colds- It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until it goes.
- Head lice and nits- There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.
- Sore throat- You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.
- Vomiting and diarrhoea- Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

For further details, the NHS guidance can be found at:

https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. However, we encourage parent/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and should return to school following the appointment if this is within the school day.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

We recognise that parents/carers play a vital role, and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents/carers, children and other agencies to resolve punctuality problems.

All members of our community need to arrive on time at school and at lessons to ensure that students:

- Gain the full benefit of their education
- Avoid negatively impacting their own and the learning of others
- Develop good habits which will be expected by employers and others later in life.

A student who arrives late:

- Before the register has closed will be marked as late, using the L code
- After the register has closed will be marked as absent, using the appropriate code U

Students who arrive to school between 8.40am and 9.30am without a valid reason such as a medical appointment will be given an L code (L means late for the morning session) and issued a Late to School- Same day 45-minute detention on Class Charts by Attendance Hub. Students who arrive after 9.30am, again without a valid reason, will be recorded as U and issued a Late to School- Same day 45-minute detention on Class Charts by Attendance Hub. This means that they arrived after the register has closed and therefore that session will be recorded as an unauthorised absence. Students who receive U marks can be referred to WAS as these absences are unauthorised and fines can be issued once a student has 10 sessions of unauthorised absence in a 10-week period.

Punctuality Procedure

- The school day starts at 8.40am when all students need to be lining up on the playground with their form tutor. Students arriving at 8.40am or after, need to report to Attendance Hub.
- Students who arrive at 8.40am or after and before 9.30am without a valid reason will be marked as late and receive a L mark on SIMS. Those that arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence). These students will also receive a Late to School- Same day 45-minute detention on Class Charts.
- Attendance Hub will record students that are late to school as a L on SIMS and a Late to School- Same day 45-minute detention on Class Charts.
- Students are expected to be on time to all lessons and a register is taken in all five lessons and AM registration.
- Staff will take the register as a priority, within the first 10 minutes of the lesson
- If the student is not in the lesson whilst register is taken, the member of staff should record a 'Missing Student Alert' on Class charts to inform the 'On Call' staff and record them as unauthorised absence (N code) unless a code has already been inputted for the student (e.g. M for medical).
- If a student arrives late to lesson they need to be recorded as late on SIMS (L code) and the teacher should issue a S2- Lateness to lesson on Class Charts. Students will be required to attend a same day detention for 45 minutes from 3:15pm to 4:00pm
- Students whose punctuality is a concern for both lessons and morning registration will be placed on Punctuality Report. Letters are sent to parents to inform them of the concern when students have had 3 Lates (Form Tutor), 5 Lates (Progress Leader) and 8+ Lates (Senior Leader Link) within a half term.

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text and email via MyEd app are sent to the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- If there has been no response from parent/carer within a timely manner from the text/email message, a phone call is made to the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- If the school cannot reach any of the student's emergency contacts, the school may contact police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will compete home visits with 5 days and consider involving an education welfare officer
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parent/carers to improve attendance

- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with we can issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below)

Potential Child Missing Education (CME)

Attendance Officer will monitor unauthorised absence carefully and inform Progress Leaders, Safeguarding Team and Attendance SLT Lead if a student has been absent for 3 days with no reason provided (N/O code) as this is potentially a CME. Telephone calls will be made to all contacts from the student's details to establish the student's whereabouts if necessary i.e. no response is received from parents/carers. If contact is not made with the parents/carers or other contacts, a home visit will take place to check on the student and provide a reason for the absence. WAS should also be contacted at this stage.

After 5 days of unexplained absence, where no valid reason is provided for absence, the absence is recorded as unauthorised. If there are still concerns about potential CME at this stage the local authority would be contacted regarding if a referral should be made. If the advice is to monitor, the referral will then be made at a later stage but no later than 10 days.

4.6 Reporting to parent/carers

Parents/carers are regularly reminded how to check their child's attendance via the MyEd App the school regularly informs parent/carers about their child's attendance and absence levels via termly Progress Reports.

The school also notifies parents when their child's attendance becomes a concern and below the School Attendance Target of 97% via Stages of Intervention letters home.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

Leave of Absence

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- We would ask a Leave of Absence Form to be completed and submitted to the school in advance (ideally at least 3 weeks' notice before the proposed absence). The Warwickshire County Council Leave of Absence Application Form can be found on the school website at: https://www.highamlaneschool.co.uk/school-information-attendance
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional

circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.

- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices is due to change with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence after this date will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence Offence within a 3-year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

- Third Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority (Warwickshire Attendance Services) the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

We have an effective whole school culture for high attendance that is underpinned by clear expectations for all students to attend school every day, where possible, to support the whole school attendance target of 97%. At Higham Lane School we provide an environment where students feel valued, welcomed and a sense of belonging. Our ethos demonstrates that students feel that their presence in school is important and that they will be missed when they are absent or late.

Whole School Approaches to promote good attendance:

- A varied curriculum will be offered to all students and learning tasks will be matched to students needs
- Children and parents/carers feel safe, welcome supported and a sense of belonging at Higham Lane School
- Maintain a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.
- Attendance data will be regularly collected and analysed in order to set targets, correlate attendance with achievements and progress in order to support students
- Parents will be reminded at all school events and via regular communication the importance of good attendance and the strong link to attainment
- Attendance is a consistent focus within our pastoral programme
- Regular communications regarding attendance are sent to parents/carers and on school website follow link: https://www.highamlaneschool.co.uk/discover-attendance
- Students and parents/carers are expected to record their weekly attendance in their student organiser weekly to ensure students and parents/carers are aware of their attendance
- Students complete a half termly review of attendance with tutor group, students must record their attendance and complete a reflection task and action plan in their organisers.

Rewarding and recognising good attendance:

We have a positive and inclusive culture of recognising and rewarding good attendance and celebrate this regularly with the following:

- Termly Amazon Voucher Raffle for students at or above School Attendance Target of 97%
- Termly Gold (100%), Silver (99-98%) Bronze (97%) and Improved Attendance Certificates at end of term Reward Assemblies
- Year group and Form group attendance is regularly communicated to students and Weekly Tutor Attendance Trophy presented in assemblies.
- Weekly House Points are issued for students with good attendance and punctuality
- Weekly positive messages home for good and improving attendance
- We recognise improving attendance with attendance improvement letters home and House Points are issued for students that have improved their attendance to above 97% during a monitoring period.

7. Supporting students who are absent or returning to school

The school offers a variety of support for students that are absent or returning to school, please refer to Appendix 2 Attendance Stages of Intervention Process, these include:

- Student meetings with Form tutor to discuss and remove barriers to good attendance
- Parent/carer meetings to build strong relationships and work jointly with families to improve attendance
- Attendance Targets, Action plans and Attendance Contracts can be utilised to support student and families to improve attendance
- Regular Home Visits to support students and families to improve attendance
- Support with transport to school/Flexible drop off and collection (where appropriate)
- Referrals to external agencies where applicable e.g. Early Help

When students have had a lengthy period of absence the school will:

- Provide relevant 'catch up work' for students to do if they have returned following an absence.
- Home visits will take place to support students and check on wellbeing during lengthy periods of absence
- Be supportive of students when they have been absent in providing them with strategies to catch up any missed work and gaps in subject knowledge.
- If appropriate, a student may be referred by their Progress Leader to attend the Reintegration Unit to support their return to school

Students absent due to complex barriers to attendance, mental or physical ill health or SEND the school will:

- The school will apply reasonable adjustment for students with needs to support their attendance to school, there may include flexible start and end of day, early leave and time out passes
- Offer targeted mentoring and breakfast clubs (this can be offered to any student but is mainly targeted at SEND and Disadvantaged students)
- Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.
- Students that have complex needs and barriers to attendance (e.g. 'Emotional Based School Avoidance' (EBSA) or anxiety around attending school) can be referred by Progress Leaders to the Reintegration Unit.

- SEND students will receive additional support when absent or returning to school via their Key Worker e.g. helping with catch up work, supportive phone calls home/home visits and regular check ins when in school.

The Reintegration Unit (RIU)

The Reintegration Unit (RIU) is a nurturing and welcoming environment which aims to provide a smaller and quieter learning space for students to continue to access education. Access to the Reintegration Unit is by Progress Leader referral and is a **six-week** intervention where students are supported on a journey, with a view to reintegrate back to access the full school setting and opportunities. This is a holistic approach that is achieved through a student focused support plan with targeted Social, Emotional and/or Mental Health support, alongside curriculum support. The support is flexible and reviewed regularly to ensure students are making progress and continue to experience a good sense of achievement.

We recognise that the best learning environment for our students to receive Quality First Teaching is in their classrooms with their specialist subject teachers and their peers, but we also recognise that a student needs to feel comfortable within their learning environment to access the education: Our focus is on building supportive and secure networks for our students to access, whilst also offering the support to develop the necessary skills and confidence to return to full school provision. Students will have access (as far as practically possible) to the same content of work of that which is set within their classrooms. Progress is reviewed and monitored by the allocated subject teacher for the student.

The Reintegration Unit works collaboratively with the student, parents/carers, school staff and external agencies in order to help each student reach their full potential. Input and support from all stake holders are vital to a successful re-integration process.

8. Attendance monitoring

The attendance of students will be monitored during the school day by all teachers as identified using SIMS and a 'Missing Student Alert' on Class Charts is initiated if any student has been marked as present during previous lessons but are absent to the current lesson.

Weekly attendance data is provided to all staff by the Attendance Officer via the Attendance Tracker which includes, student's weekly attendance (whether this has changed from previous week), half termly attendance figure, Year to Date (YTD) Attendance, and previous year's attendance.

This data is utilised by form tutors and progress leaders to identify any trends/concerns and initiate attendance conversations with students and discuss barriers to good attendance.

The attendance data generated by the Attendance Officer is monitored and analysed at regular intervals by Progress Leaders to ensure strategies are in place to promote and encourage good attendance and punctuality (Please refer to Appendix 2 Attendance Stages of Intervention Process for further information).

Students below 97% attendance can be placed on a Stage 1 Attendance Target and their attendance will be closely monitored for a minimum of four weeks, if no improvement, students will progress to Stage 2- Attendance Action Plan and then Stage 3- Attendance Contract.

The attendance of all students will be reviewed regularly by relevant staff to identify trends and concerns with specific year groups and sub groups including gender, disadvantaged, SEND etc. This will then be presented to Senior Leadership Team and governors to discuss appropriate actions.

Punctuality to lessons and school is tracked and regularly monitored by Progress Leaders.

Students whose punctuality is a concern for both lessons and morning registration will be placed on Punctuality Report. Letters are sent to parents to inform them of the concern when students have had 3 Lates (Form Tutor), 5 Lates (Progress Leader) and 7+ Lates (Senior Leader Link) within a half term.
Students with unauthorised absence will be monitored by the attendance officer and warning letter sent home after 5 unauthorised sessions and referral to WAS if this reaches 10 session within 10 weeks
The attendance officer will monitor students with unexplained absence and will follow the Unauthorised and unexplained absence process (please see Appendix 3 for further information)

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Prevent patterns of absence from developing by promoting good attendance
- Intervene early using data to spot patterns of absence before they become persistent and working with families to remove the barriers to attendance.
- Develop targeted support to address patterns of absence (of all severities) of individual students, groups or cohorts that it has been identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to form tutor, to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

Please refer to Appendix 2 Attendance Stages of Intervention Process for further strategies and support to prevent persistent (below 90%) and severe absence (below 50%), these include:

- Student meetings with Form tutor to discuss and remove barriers to good attendance
- Parent/carer meetings to build strong relationships and work jointly with families to improve attendance
- Attendance Targets, Action plans and Attendance Contracts can be utilised to support student and families to improve attendance
- Regular Home Visits to support students and families to improve attendance
- Flexible drop off and collection
- Referrals to external agencies where applicable e.g. Early Help

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two years by Assistant Headteacher for Behaviour and Attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Praise and Behaviour policy

Appendix 1: Attendance Codes

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

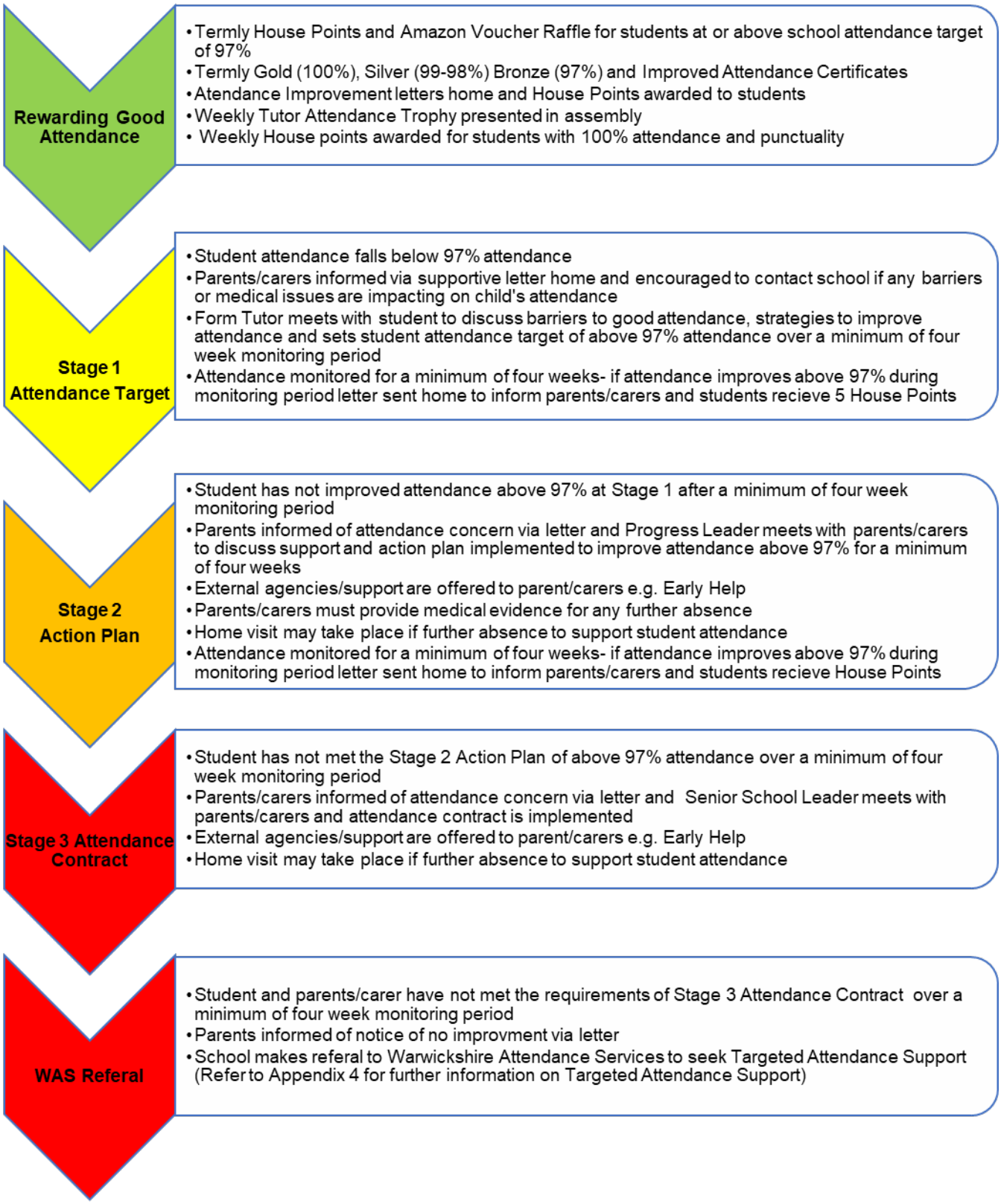
Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment

J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

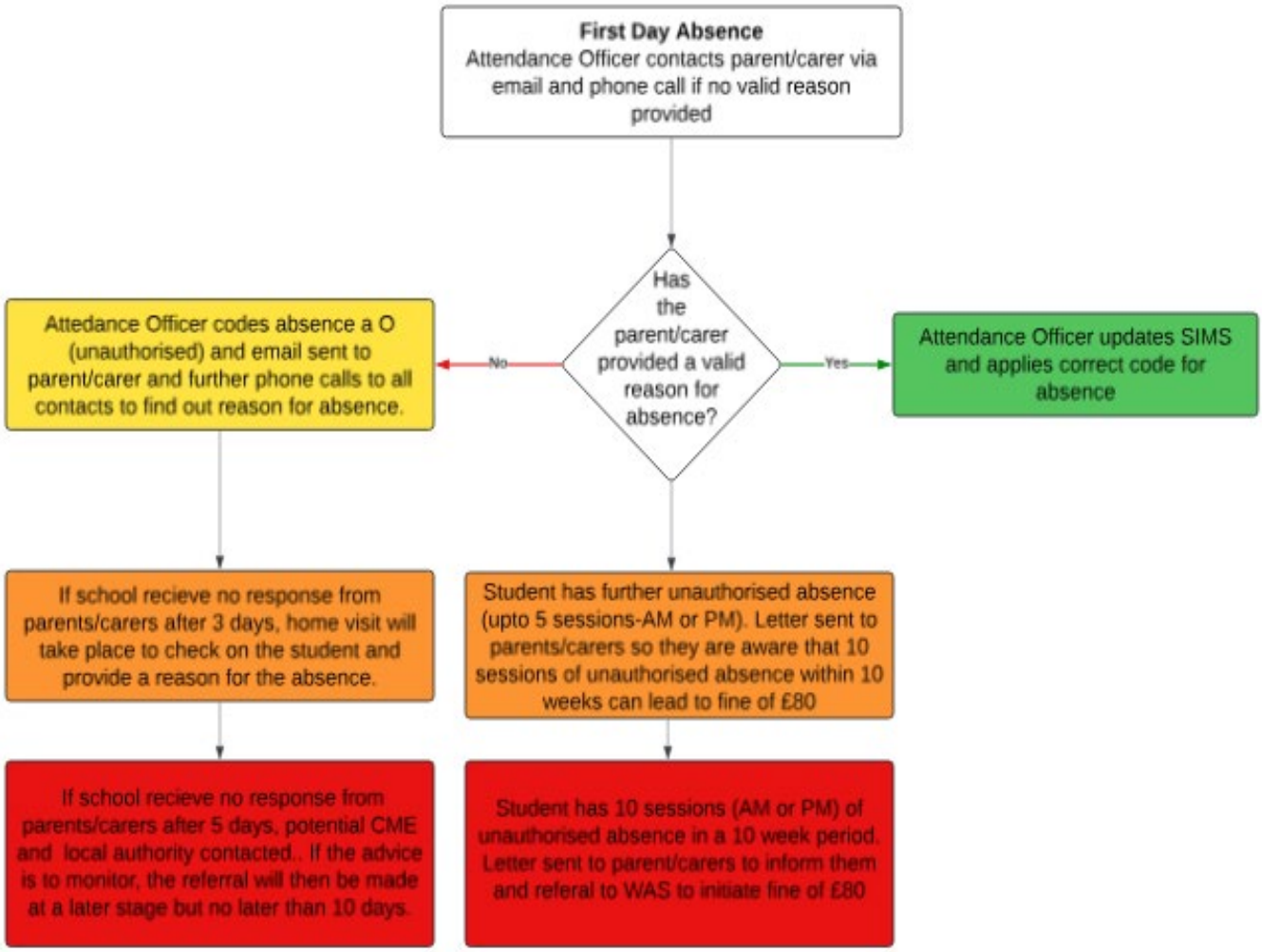
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

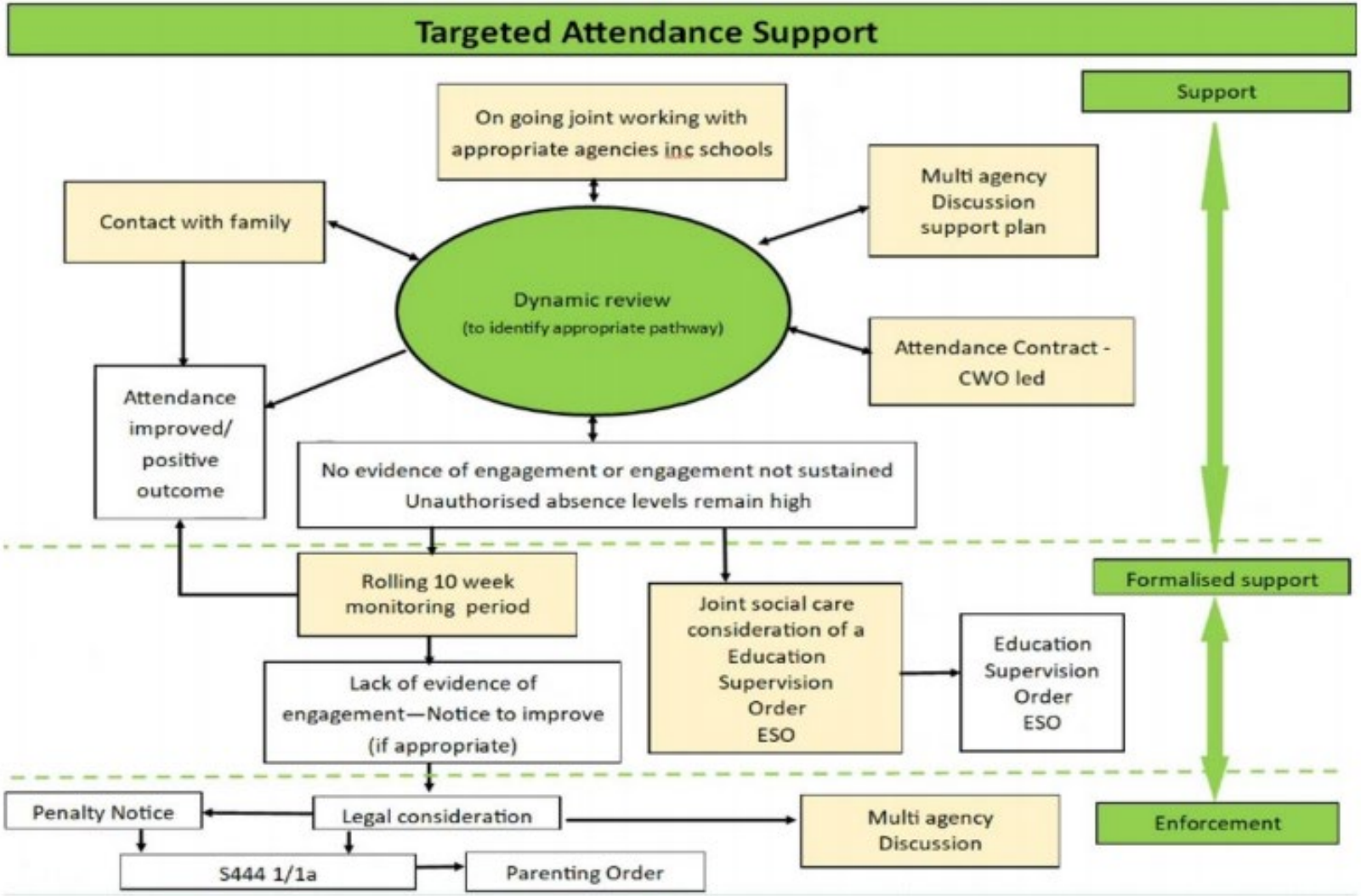
Appendix 2- Stages of Intervention and Support



Appendix 3- Unauthorised and unexplained absence process



Appendix 4- Warwickshire Attendance Services: Targeted Attendance Support



Appendix 5- Higham Lane Sixth Form Attendance Policy

1. Introduction and Philosophy

At Higham Lane Sixth Form, we believe that high attendance is one of the single most important factors in academic and professional success. There is a clear and proven link between attendance and attainment; students who attend school regularly are significantly more likely to achieve the top grades at A Level, securing their preferred destinations for university or employment.

We are committed to the principles outlined in the Department for Education and OFSTED guidance on **"Working together to improve school attendance."** We take a "support first" approach to working with parents and carers. We aim to build strong relationships with families to understand barriers to attendance and work collaboratively to resolve them, rather than relying solely on punitive measures. However, we also maintain rigorous standards to ensure our students are prepared for the professional world.

Higham Lane Sixth Form broadly follows the Higham Lane School Attendance Policy, but with the necessary adaptations resulting from the differences in procedure.

2. Attendance Expectations

At Higham Lane Sixth Form we have high expectations for all students.

- **Target Attendance:** As for Years 7-11, we expect all Sixth Form students to maintain an attendance figure of **above 97%**.
- **Timetabled Lessons:** Attendance at all timetabled lessons is compulsory, including registration when a student has a lesson period 1, Personal Development and Enrichment sessions.
- **Monitoring:** Attendance is monitored weekly. If a student's attendance drops below this threshold, we will follow our graduated approach to support students with their attendance (see Appendix 1).

3. Reporting Absence

If a student is unwell or unable to attend school for a valid reason, it is the responsibility of the parent/carer to contact the Sixth Form office

1. **Contact:** Please telephone the Sixth Form (024 7638 8123 Option 3) or report absence via the Class Charts app.

2. **Duration:** You must contact the school on **every subsequent day** of illness unless a doctor's note has been provided for a set period.

3. **Evidence:** Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent/carers will be notified of this in advance.

4. Please note, if no reason for an absence is received, the following process will be followed (please note, this is a guide only and can be adapted for individual circumstances, particularly if there are safeguarding concerns surrounding an individual student):

Day 1	Text message sent home as soon as absence is identified. If no reason is received by lunchtime (or Period 5 if the absence is in the afternoon), a phonecall is made.
Day 2	Phonecall made as soon as absence is identified. This is followed up by an email.
Day 3	Phonecall made as soon as absence is identified. This is followed up by an email. If no reason is received by lunchtime (or Period 5 if the absence is in the afternoon), a phonecall is made to all emergency contacts held on SIMs.
Day 4	Sixth Form will continue to attempt to contact parents using a variety of communication methods. If no contact can be made a voicemail will be left making it clear that a home visit will be carried out if we do not receive a reason by the following morning.
Day 5	A final phonecall will be made and if no reason is received then a home visit will be made. If the home visit has not allowed contact to be made with the student to ensure wellbeing, the school may escalate the matter to other agencies, including the Police.

5. **Planned Absence:** Parents / carers or students can request a Leave of Absence for medical appointments or other academic or personal reasons (e.g. University open days, Work Experience, etc) by completing a Leave of Absence request as far in advance as possible. However, please note this will only be granted at the discretion of the Head of Sixth Form in the following circumstances:

- Medical appointments (see below)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student belongs.
- Attending work experience or an organised programme designed to assist the student with their desired next step (e.g. University programme)
- Attending a University / apprenticeship / employment interview.
- Attending an organised University / company Open Day.
- Attending a Driving Test – please note this does **not** include driving lessons, and tests should be booked outside school time where possible
- Other exceptional circumstances.

Any absence which does not meet these thresholds will be classed as Unauthorised. A student's attendance (including the number of unauthorised absences) may be provided as part of a reference.

If a student's attendance is a concern, we reserve the right not to authorise any absence, even if it meets the conditions listed above.

Attending a medical or dental appointment will be counted as authorised absence as long as the Sixth Form is notified in advance of the appointment. However, we encourage parent/carers and students to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and should return to school following the appointment if this is within the school day.

4. Exam Entries and Attendance Thresholds

The Sixth Form invests heavily in the exam fees for our students. It is a condition of this investment that students engage fully with their learning journey and follow our code of conduct.

Policy on Exam Funding: If a student has **below 90% attendance** calculated cumulatively from when they started in Year 12 up to Easter of Year 13, **the school reserves the right not to pay for entry to examinations.**

In such cases:

- The cost of exam entries will have to be covered by the parents/carers or the student.
- This decision will be communicated in writing prior to the final exam entry deadline.
- Exceptions may be made for students with documented serious medical conditions or exceptional circumstances, at the discretion of the Head of Sixth Form.

5. Punctuality

Punctuality is a fundamental requirement for the workplace and adult life. Arriving late to lessons disrupts the learning of others and demonstrates a lack of professional respect.

- Students are expected to be on site and ready to learn by the start of their first lesson, or prior to 8:45am if they have a lesson Period 1. Sixth Form students are allowed on site from 8am and can remain on site until 4pm. They can enter/leave the school site via the Shanklin Drive entrance during these hours, or via the Higham Lane gate between 8.15am and 8.40am or between 3.15pm and 3.25pm.
- Any student arriving late will be marked as such on the register and they will receive an SF1 on Class Charts. This will only be waived in exceptional circumstances where the lateness is deemed to be beyond the reasonable control of the student.
- Persistent lateness will be treated as a conduct issue and sanctions may be applied in line with the Sixth Form Code of Conduct

6. On-Site Procedures and Study Leave

We treat Sixth Form students as young adults and grant privileges regarding Private Study lessons, provided these privileges are treated with responsibility.

Signing In and Out

To ensure the safety of all students and to comply with fire regulations and safeguarding protocols, it is mandatory that students **‘sign in’** when they arrive at the school site and **‘sign out’** when they leave. This applies every time a student enters or exits the premises.

Leaving During the School Day (Exceptional Circumstances)

If a student has a timetabled lesson but needs to leave the school site for an unavoidable reason (e.g. a medical appointment that could not be scheduled outside school hours) they **must** gain prior permission by completing a Leave of Absence request.

If they need to leave for any other urgent, unforeseeable reason where they have been unable to complete a Leave of Absence Form (e.g. illness during the day) they **must** gain permission before leaving the school site. The Sixth form administrator will make a phonecall to a parent/carer to inform them that the student is unwell.

Permission can only be granted by:

1. Head of Sixth Form
2. Assistant Head of Sixth Form
3. Other SLT member / Sixth Form tutor / Sixth Form administrator (in the absence of the HoSF / AHoSF)

Leaving a lesson without this specific permission will be recorded as truancy.

Study Leave

In the run up to all exams (both trial and external), the Sixth Form provides a programme of high quality organised revision lessons. Therefore, Study Leave is not routinely awarded to students.

During **trial exam** periods, students are expected to attend all timetabled lessons unless they are in an examination. The Sixth Form may temporarily remove the need to attend Personal Development and Enrichment lessons during the examination period.

During **external exams** in Year 13, students are expected to attend all timetabled lessons for each subject up until their last exam in that subject. Personal Development lessons will not run during the external examination period. We realise that some students value additional revision time at home before exams and as such students will not be required to attend Sixth Form in the morning if they have an exam that afternoon and can leave after Period 3 if they have an exam the following morning. Any absences beyond this will be recorded as unauthorised.

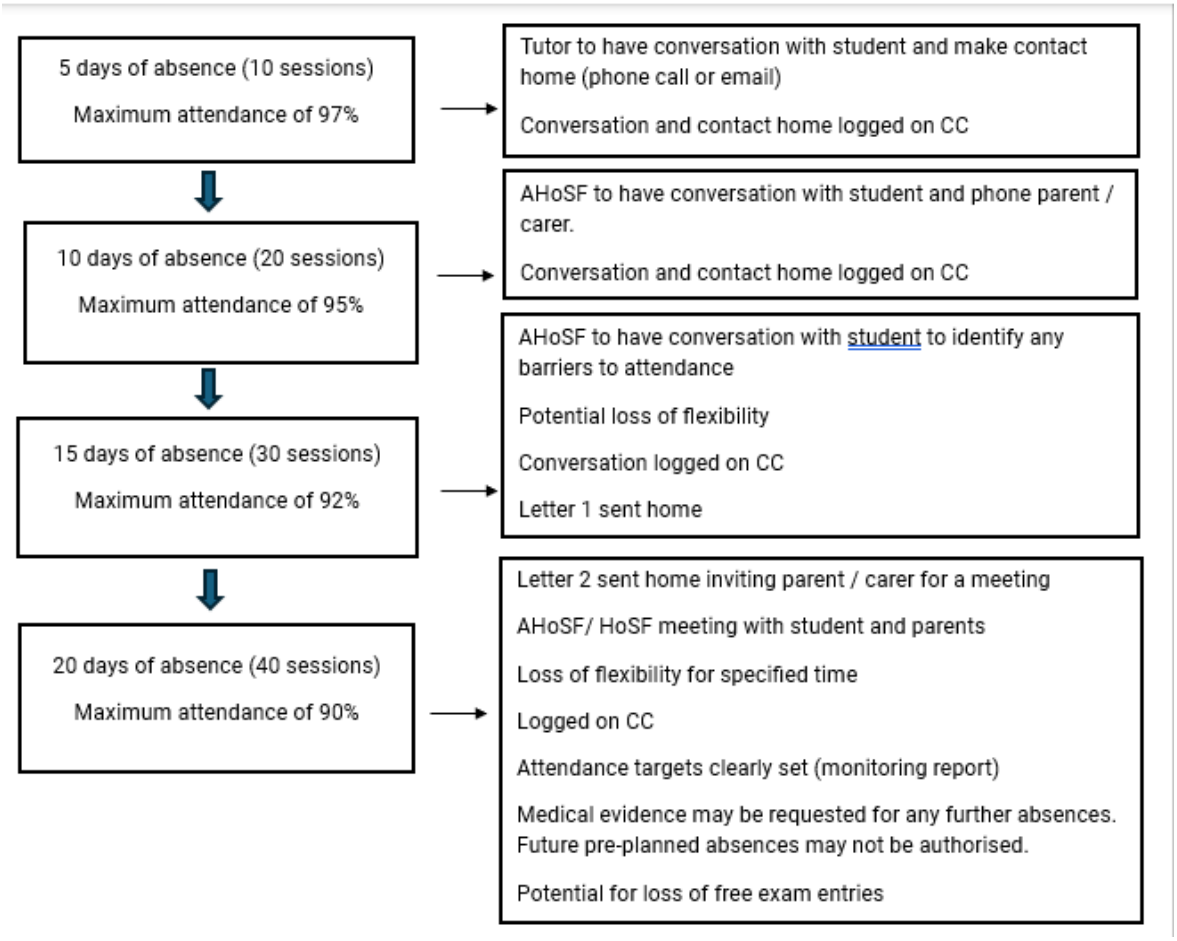
7. Removal from roll

If a student is absent from Sixth Form for a period of 20 consecutive days with no auditable evidence to return then they will be removed from the school's roll. This is in accordance with the DfE's 'Funding rules for 16 to 19 provision 2025 to 2026'.

Every attempt will be made to contact parents / carers to establish whether the student has an intention to return before the decision is made to remove them from roll.

Attendance Actions Flow Charts

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


5 days of absence (10 sessions)
Maximum attendance of 97%
Tutor to have conversation with student and make contact home (phone call or email)
Conversation and contact home logged on CC
10 days of absence (20 sessions)
Maximum attendance of 95%
AHoSF to have conversation with student and phone parent / carer.
Conversation and contact home logged on CC
15 days of absence (30 sessions)
Maximum attendance of 92%
AHoSF to have conversation with student to identify any barriers to attendance
Potential loss of flexibility
Conversation logged on CC
Letter 1 sent home
20 days of absence (40 sessions)
Maximum attendance of 90%
Letter 2 sent home inviting parent / carer for a meeting
AHoSF/ HoSF meeting with student and parents
Loss of flexibility for specified time
Logged on CC
Attendance targets clearly set (monitoring report)
Medical evidence may be requested for any further absences. Future pre-planned absences may not be authorised.
Potential for loss of free exam entries