

**Shirebrook Academy**



# **ATTENDANCE and PUNCTUALITY POLICY**

<b>PHASE</b>	Senior
<b>POLICY LEADS</b>	Principal – Lindsey Burgin Assistant Vice Principal – James Edwards
<b>DATE OF APPROVAL BY TRUSTEES</b>	
<b>DATE OF RECEIPT BY LOCAL GOVERNING BODY</b>	
<b>FREQUENCY DATE</b>	Annually
<b>NEXT REVIEW DATE</b>	July 2024

## **This is the Attendance and Punctuality Policy for Shirebrook Academy**

**Shirebrook Academy  
Common Lane,  
Shirebrook,  
Mansfield,  
NG20 8QF**

**Name of Senior Attendance and Punctuality Lead – Mr James Edwards, Assistant Vice Principal**

### **ACADEMY MISSION STATEMENT**

**At Shirebrook Academy we are committed to inspiring all members of our academy community to be the best that they can be.**

**We believe that having the highest ambitions and aspirations for our students will help them to reach their true potential and we understand that this is achieved through a shared focus on excellent standards and expectations each and every day.**

**Our curriculum enables our learners to build their knowledge, understanding and skills over time and underpinning this is our dedication to high quality learning and teaching.**

**We work together in a mutually inclusive environment that respects every individual and their contribution. We know that we all have a responsibility to support each other and enable everyone to access their learning opportunities effectively and safely.**

**Working in partnership with our local and wider communities we aim to empower our young people in successfully taking their place in society. We appreciate that working together makes all the difference.**

**Shirebrook Academy “A community of inspiration, excellence and opportunities for all to grow”**

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## **Section 1: The aims and principles underpinning our Attendance and Punctuality Policy**

Our academy has the highest standards and expectations in place for all students.

Shirebrook Academy teaches and promotes the importance of attendance and punctuality to all students to enable an ethos of attendance and punctuality excellence to be established and shared by all members of our community.

Our academy is committed to maximising the achievement of all students and recognises the importance of excellent attendance and punctuality as a part of this. There is a clear link between excellent attendance and educational achievement. Regular and punctual attendance is vital if students are to benefit fully from the academic, personal and social opportunities which are offered to them. A broad and balanced education is dependent on regular attendance at the academy. The global Covid-19 pandemic did have an impact on some of the attendance and punctuality routines of our students. We are committed to ensuring that learning is not lost, but that it has experienced delay and we continue to focus closely on attendance so that any learning gaps are closed for all our students.

We value partnership working and parents/carers have a crucially important role in ensuring that their children access school regularly (*\*Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home) – DfE School attendance parental responsibility measures*) and support the academy in encouraging attendance excellence with their children. Shirebrook Academy looks to work in partnership with families to ensure that their child's attendance is as regular and punctual as possible. The building of strong relationships with families is a key priority.

Shirebrook Academy regularly reviews practice and looks to ensure that attendance and punctuality policies and procedures are following effective practice models. We work in close partnership with multi-agencies and the Local Authority to ensure that resources are directed swiftly and effectively to students and their families where attendance and/or punctuality is a concern.

Shirebrook Academy will always take appropriate action to promote and encourage excellent attendance to the academy and to promote and support attendance and punctuality to lessons during the academy day.

Shirebrook Academy is committed to reducing persistent and severe absence levels and recognises the importance of personalised approaches to supporting attendance and punctuality.

This policy is key in ensuring that the highest standards and expectations of attendance and punctuality are in place for all of our students and that a consistent approach is taken when working with families where the attendance of children is a cause for concern. Ultimately, we want all of our students to access the best educational and enrichment opportunities and it is only with regular attendance and excellent punctuality that students will be able to experience a full range of opportunities and learning experiences.

It is because we want the best for all of our students that this policy is in place and is regularly reviewed.

## Section 2: Legislation and guidance informing our policy

This policy meets the requirements of the [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy should be read in conjunction with the Shirebrook Academy Behaviour and Rewards and Safeguarding Policies.

## Section 3: Roles and Responsibilities

### a) The Local Governing Body is responsible for:

- Promoting the importance of school attendance across the academy's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Agreeing Shirebrook Academy attendance targets with the Principal
- Monitoring attendance figures for the academy
- Regularly receiving, reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Supporting the academy in its efforts to improve and raise attendance
- Contributing to plans where attendance is a cause for concern
- Contributing to the academy's strategies to improve attendance e.g. Academy Attendance Panel meetings
- Holding the Principal to account for the implementation of this policy

**The governor with responsibility for monitoring, challenging and reviewing attendance is: Mrs Sarah Bacon**

Specific responsibilities linked to this role, include:

- Meeting termly with the Principal and Attendance Lead to review punctuality and attendance data and consider against local and national contexts
- Reviewing and supporting attendance action plans linked to key groups of students where attendance is a cause for concern
- Accessing relevant attendance training and working with the Principal and Attendance Lead to ensure that effective attendance training is rolled out across the academy

**b) The Principal is responsible for:**

- The Implementation of our Attendance and Punctuality Policy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and in line with Local Authority procedures

**c) The designated Senior Leader with overall responsibility for attendance should:**

- Develop, monitor and regularly review the Attendance and Punctuality Policy in collaboration with the Principal
- Lead attendance across the academy
- Have a clear ethos, vision and strategy for improving academy attendance and communicate this effectively with staff, governors and parents/carers
- Produce and distribute attendance information for parents/carers
- Ensure programmes are in place to educate students about the importance of punctuality and attendance
- Set and monitor targets for improving attendance within the academy
- Support all staff in their work related to attendance
- Meet with the Attendance Team to regularly discuss attendance patterns and students causing concern (Intervention strategies will be planned, implemented and reviewed)
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families
- Ensure that attendance data is collected effectively and patterns and trends are used to inform timely intervention for individuals and cohorts of students
- Collate attendance data for the DfE, Local Authority and the Local Governing Body and in liaison with colleagues
- Report students missing in education (CME) following academy and local authority procedures in consultation with the Principal
- Report to the Local Authority any students where written notification of Home Education has been requested
- Liaise with multi agencies and the Local Authority regarding attendance targets and the Academy Strategy
- Identify individual students with known punctuality/attendance concerns and ensure these students are monitored closely using tracking systems that show their punctuality/attendance over time and the impact of any intervention in place
- Supporting the role/s of the Attendance Team and using academy resources efficiently and effectively
- Identify those students whose attendance is falling below average and work with parents/carers towards improvement
- Liaising with the Local Authority and relevant multi-agencies regarding students whose attendance is giving significant cause for concern
- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant
- Rewarding outstanding / improving attendance

- Liaising with relevant colleagues regarding Attendance Support Plans (ASPs) and their implementation for students with specific medical needs

The designated senior leader responsible for attendance is Mr James Edwards and can be contacted via email at [jedwards3@shirebrookacademy.org](mailto:jedwards3@shirebrookacademy.org)

**d) The Academy Attendance Officer is responsible for:**

- Monitoring and analysing attendance data
- 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 Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices (FPNs)
- The attendance officer is Mrs Julie Macdonald and can be contacted via telephone on 01623 742 722 or via email [jmacdonald1@shirebrookacademy.org](mailto:jmacdonald1@shirebrookacademy.org)

**e) The Academy Attendance Support Team is responsible for:**

- Taking calls from parents/carers about absence on a day-to-day basis and recording it on the academy system (SIMS etc.)
- Transferring calls from parents/carers to the Head of Year/Pastoral Lead in order to provide families with more detailed support on attendance
- Notifying parents/carers of their child's absence via the telephone messaging system, where no message or call has been received by 9.30am, contact will be made after this time with parents/carers. Where this contact generates no response, contact will be made with the Academy Education Welfare Officer to initiate a home visit
- Entering Information received regarding attendance onto the SIMS system
- Notifying staff and parents/carers of absences in line with attendance procedures
- Providing administrative support in logging, tracking and communicating individual and collective attendance levels and patterns

**f) Form Tutors and Class/Subject Teachers should:**

- Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. For morning registration, registers should be taken within the **first ten minutes** of form time and registers submitted no later than 9.00am. All lesson registers should be taken within the **first ten minutes** of the lesson as per our safeguarding procedures.

**Form Tutors**

- Complete registers promptly and accurately at the start of registration – electronically, unless paper copies have been requested

- Complete registers prior to students entering the assembly hall on designated assembly days
- Have regular discussions with students about the importance of excellent attendance and punctuality – daily Form Time
- Update attendance information on form boards and in tutees' student journals
- Liaise with the Attendance Officer regarding any queries surrounding absence

### **Class/Subject Teachers**

- Subject teachers must register students every period and follow up unauthorised absence from that period as truancy
- Staff should mark registers every lesson on the electronic system within the **first ten minutes** of the lesson so that post-registration truancy can be checked. If this is not possible a paper copy of the register must be taken and sent to the Attendance Officer.
- Students arriving after the register has been taken should have their absence mark amended. A late mark should be recorded, where appropriate
- All staff email [shirebrookattendance@shirebrookacademy.org](mailto:shirebrookattendance@shirebrookacademy.org) when reporting a student absent for their lesson. This email inbox is monitored by the Academy Attendance Officer and Admin Team and staff alerted to locate the student. Where a student is not located within 30 minutes, parents/carers are called and the police are notified. Reasons for non-attendance at registration/lesson time will be marked as truancy for all students where there is no legitimate reason for them not attending

### **g) Education Welfare Officer is responsible for:**

- Monitoring and improving attendance of target groups in collaboration with the Senior Attendance Lead, Principal and Attendance Lead.
- Conducts visits, writes letters, caseworks and liaises with other agencies linked to students whose attendance is a cause for concern.
- Attends Case Conferences, TAF meetings and/or other directed professionals' meetings on behalf of the academy/trust
- Works closely with our Student Liaison Worker to ensure that families receive coordinated support, where needed
- Attends a weekly attendance liaison meeting with the Attendance Team including the Senior Attendance and Punctuality Lead
- Liaising with the Local Authority Attendance Teams regarding case-loads and prepares any relevant documentation
- Producing statistics/information for specified meetings as directed by the Principal/Senior Attendance and Punctuality Lead
- Assisting parents/carers with academy transfers and may give advice regarding parent/carer requests for support to multi-agencies/welfare and benefits procedures.
- Working closely with senior leaders to review attendance systems and procedures
- Maintaining a high profile for attendance across the academy
- Supports with the morning arrival of students to promote the importance of punctuality



- Completes Child Missing in Education documentation in line with statutory and Local Authority guidance and liaises with the Principal and Senior Attendance and Punctuality Lead
- Our Educational Welfare Officer is Charlotte Anderson. Mrs Anderson can be contacted via email [CAnderson@shirebrookacademy.org](mailto:CAnderson@shirebrookacademy.org) or phone 07734 559073

#### **Section 4: Academy Expectations**

##### **We expect our students:**

- To attend regularly
- To attend all scheduled form periods, assemblies and lessons
- To arrive on time, appropriately prepared for the day
- To report to reception and sign in should they arrive after 9.00am
- To inform their form tutors, class teachers, pastoral lead or any other designated adult of any reason that will prevent them from attending the academy

##### **We expect parents/carers of our students to work with us to ensure:**

- Parents/carers are fulfilling their responsibility by ensuring their children attend the academy regularly and on time
- Parents/carers contact the academy every day that their child is unable to attend (before 09.00).
- Their child arrives on time and is well-prepared for the school day (being well prepared means that students arrive in full academy uniform, with a school bag, equipment, their journal and any subject books/PE kit that may be needed for that day. Students should not be wearing hoodies but an outdoor coat to provide added warmth where needed)
- Parents/carers contact the academy whenever any problem arises that may lead to their child's absence/keep their child away from the academy
- The academy is informed and authorisation sought for any forthcoming appointments and, where possible, appointments are arranged outside of academy day. Appointment cards/letters etc. will be made available to confirm the need for absence due to medical purposes
- The continuity of their children's education by taking holidays during the academy holiday periods
- Parents/carers can be easily contacted by providing more than one contact number as per safeguarding requirements

##### **What students and parents/carers can expect of the academy:**

- A broad and balanced education that is dependent on regular attendance at our academy
- The encouragement and promotion of excellent attendance
- Regular, efficient and accurate recording of attendance
- Contact with parents/carers on a daily basis when a student does not attend
- \*Prompt action taken if any problems are identified that prevent a child attending the academy/\*Prompt action taken linked to any problems brought to a member of staff's attention
- Close liaison with the Early Help Team to assist and support parents/carers, students and their families where needed
- Notification to parents/carers of their child's attendance record through regular reports, and letters home
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1)

- When a student is absent and contact cannot be made by telephone, a standard letter will be sent and a home visit will take place
- The law requires the register to be taken twice a day. Electronic registration takes place at the start of the morning session between 08.45-08.55 and once in the afternoon session between 13.25-13.35, using SIMS. (Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'School Attendance' published November 2018 by the DfE).
- Registers close at 09.30, after which students will be marked with the unauthorised absence (U code).
- Where the academy's procedures and contact with home have failed to bring about improvement and poor attendance persists, the academy will request that parent/carers attend meetings within the academy with the Senior Attendance and Punctuality Lead, the Education Welfare Officer and in individual cases, the Principal. Where a student's attendance does not improve when placed on an 'Attendance Plan' (AP) a meeting will take place with the Academy's Attendance Panel (including the Attendance Governor) and the relevant communication and referrals will be made to multi-agencies/the Local Authority who will liaise with academy staff to provide further attendance support
- The academy and year group attendance data will be collected, analysed and monitored. The academy will respond to any areas of concern identified.
- Through partnership working with Early Help and the Local Authority, further action may be taken in the form of a penalty notice should concerns regarding a child's attendance persist despite the academy's procedures being followed (see Appendix 2).

## **Section 5: Recording attendance**

### **1. The Attendance Register**

We keep attendance registers for all taught contact periods during the academy day. AM and PM attendance registers take place.

Attendance registers mark whether students are:

- 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 if a student is attending an approved educational activity
- The nature of the circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by **08.35** every day.

The register for the first session will be taken at **08.45** and will be kept open until **08.55**. The register for the second session will be taken at **13.10** and will be kept open until **13.20**

## 2. Unplanned Absence

- The student's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 09.00 or as soon as practically possible by calling the school Attendance Officer on 01623 742 722 (see also section 8).
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness
- If the authenticity of the illness is in doubt, the school may ask the student's parent's/carer's to provide 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 academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## 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 and provides appropriate documentation e.g. appointment card/letter. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Please contact the academy and follow Leave of Absence procedures (Section 6) where making a request for absence during term time.
- 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 6 to find out which term-time absences the academy can authorise

## 4. Lateness and punctuality

A student who arrives late:

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

The academy actively discourages late arrival, monitors and tracks patterns of late arrival and will contact parents/carers to identify why students are arriving late and prevent late arrival moving forwards.

Staff actively encourage punctuality to the academy each morning and to lessons. Students arriving late disrupt the continuity of learning for others as well as themselves.

A firm line is taken on late arrival. When students arrive late without adequate explanation a record of the time of arrival is kept.

Attendance marks are tracked daily. Our Education Welfare Officer greets students each morning that arrive late to the academy and a text message is sent informing parents/carers of their child's late arrival. Students that are late persistently and without legitimate reason are sanctioned to detention time at break to make up for lost learning time and liaison takes place with parents/carers to put a punctuality plan in place. Students are placed on punctuality reports which are shown daily to the EWO and Pastoral Leaders.

Persistent lateness may provide grounds for prosecution and parents will be informed of this. The **Education Welfare Officer** will notify parents/carers if students develop a pattern of lateness.

## **5. Unexplained absence**

Where any student we expect to attend the academy does not attend, or stops attending, the academy will:

- **Make contact with the student's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy may need to seek support from external agencies including the Police, Social Care and/or Early Help**
- **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**
- **Call the parent/carer on each day the absence continues without explanation to ensure proper and appropriate safeguarding action is taken where necessary. If absence continues, the academy will seek the support of the Education Welfare Officer**
- **Our EWO will visit on day 1 of absence for all students where contact has not been made. Where contact has been made but students are vulnerable (CP, CIN - safeguarding concerns) visits will still take place on day 1. Where contact has been made and students are not identified as vulnerable, visits will take place within 5 days if students do not return to the academy within that time frame.**

## **6. Reporting to parents/carers**

- **The academy will regularly inform parents/carers about their child's attendance and absence levels each term by monitoring reports and attendance information letters where a child's attendance has become a cause for concern**

- If parents/carers have any questions about their child's attendance and/or punctuality record, they should contact the academy's Educational Welfare Officer, Mrs Anderson via email, [CAnderson@shirebrookacademy.org](mailto:CAnderson@shirebrookacademy.org) or phone 07734 559073.

## Section 6: Authorised and unauthorised absence

### 1. Approval for term-time absence

- The Principal will only grant a leave of absence to a student during term time if they consider there to be **'exceptional circumstances'**. A leave of absence is granted at the Principal's discretion, including the length of time authorised linked to the absence request.

**We define 'exceptional circumstances' as one-off events that are unavoidable and could include (non-exhaustive list):**

1. funerals or weddings of immediate family members
2. to visit a terminally ill relative
3. forces staff returning from abroad
4. parents/carers returning from having to work abroad for a fixed, minimum term period
5. compassionate leave
6. performance at representative level (County/National) with accompanying letter from the relevant body

**Please note:** Parent/carer employment holiday rotas and differences in the financial costs of holidays in term time compared to designated school holiday periods, are not exceptional circumstances and holidays will not be authorised linked to these reasons.

- Children have to attend school for 190 days per academic year. This leaves 175 days (including weekends) free for families to take holidays.
- The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- The Principal will determine the number of academy days a child can be away from academy if the leave is granted. (For example, a maximum of two days or equivalent in each academic year will be awarded for students taking part in pursuits not linked directly to the academy e.g. National sports representation).
- Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form (Appendix 3), accessible via the academy website: Parents tab: Parent Letters: Leave of Absence Request. The Principal may require evidence to support any request for leave of absence.
- Parents/carers who remove their children from the academy without authorisation or do not return their child to the academy on the agreed date

following an authorised period of leave of absence, may face a Fixed Penalty Notice Warning (FPN) which could lead to a fine/prosecution.

**Valid reasons for authorised absence include:**

- **Illness and medical/dental appointments (see sections 5.2 and 5.3 for further details)**
- **Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s/pupil’s parents/carers belong. If necessary, the academy will seek advice from the student’s/pupil’s religious body to confirm if the day is set apart.**
- **Traveller students travelling for occupational purposes – this covers Roma, English, Welsh, Irish and Scottish travellers, fairground workers, circus people, 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 academy, but it is not known whether the student/pupil is attending educational provision.**

**Government advice and guidance regarding supporting the attendance of children that identify as members of traveller communities is stated below:**

Code T: Traveller absence

230. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

231. This code should not be used for general absences by those groups. It must only be used when the pupil’s parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

232. Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.

233. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.

234. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

- Lessons at Shirebrook Academy continue during the Year 11 summer examination season and all lessons should be attended up to the last GCSE examination that a student accesses.
- Students leaving the premises during the morning or afternoon session may only do so legitimately if they have parental permission expressed as a request to the academy or a member of staff has made arrangements with a parent/carer. They should be issued with a Leave of Absence slip/note in their planner and should sign out at Reception. If the reason for leaving is to attend an appointment, it is important that students/parents/carers bring the actual appointment card especially if the student is an irregular attender. For health and safety reasons parents/carers are required to collect students from Reception. Students should sign out and sign back in if they return on the same day.

## 2. Legal sanctions

The academy or Local Authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60.00 within 21 days or £120.00 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a Principal/ Principal, Local Authority or the Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within an academic year
- One off instances of irregular attendance, such as holidays taken within term time without permission
- Where an excluded student is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice

Please refer to Appendix 2 which outlines the Derbyshire County Council Penalty Notice process.

DfE guidance issued in May 2022 – **‘Working together to improve school attendance’**, clearly shows the responsibilities of academies, parents/carers, Local Authorities and agencies in ensuring that students/pupils attend school.

- Page 8 shows how all partners should work together to: EXPECT, MONITOR, LISTEN AND UNDERSTAND, FACILITATE SUPPORT, FORMALISE SUPPORT and ENFORCE.
- Page 33 discusses effective school attendance improvement and management and indicates the importance of prevention, early and targeted intervention. Ultimately all adults working with children have a responsibility to ensure that they work together to enable all young people to attend school.

- Page 34 shows how support may range voluntary to formal support and how if attendance does not improve, action will involve statutory children's social care involvement moving to attendance prosecution if there is no improvement over time with support.

We are committed to proactive attendance intervention that enables our families to feel supported and break down the barriers that may impact upon their children attending the academy. However, we will use every possible means of ensuring that our young people attend our academy and receive an education, as is their legal entitlement.

## **Section 7: Strategies for promoting excellent attendance and punctuality at Shirebrook Academy**

We promote excellent attendance and punctuality as a high priority and seek to celebrate outstanding/improving attendance and punctuality.

- Attendance and punctuality and their importance is very high profile at our academy and students are taught about the impact of their attendance and punctuality on their learning
- Attendance figures are shared in assemblies
- Certificates are awarded for attendance excellence each half term, term and annually
- Excellent attendance is celebrated at the annual Oscars, ACET Awards events, Shirebrook Stars and other reward and recognition events such as trips and shared breakfasts
- Recognition is made of improving attendance for individuals/groups of students
- Excellent/improving attendance is shared with parents/carers through monitoring reports and attendance updates where a child is part of attendance support planning
- Attendance figures are recorded on the monitoring reports sent to parents/carers and excellence / improvement is praised by form tutors, pastoral teams, the Educational Welfare Officer and Leadership Team
- Attendance rewards boards show details of all students with attendance levels at 96% and above
- Attendance and punctuality rewards include achievement points, certificates, recognition on the attendance reward board and nominations as part of annual awards events
- Attendance and punctuality is promoted during form/tutor time with tutors discussing the importance of attendance, displaying form attendance levels on form information boards, looking carefully at form attendance patterns and speaking to students in liaison with pastoral teams
- Information is sent to parents/carers about the importance of attendance – Attendance Matters Leaflet and communication linked to attendance updates



- Our website displays our Attendance and Punctuality Policy and further advice and guidance for parents/carers where a student's attendance is a cause for concern

## **Section 8: Attendance monitoring**

### **1. Attendance monitoring**

At Shirebrook Academy we monitor attendance data daily, weekly and half termly. We look at percentage attendance and sessions absent rates and compare our attendance levels with national and regional statistics. We carefully monitor and track the attendance of all students/pupils individually and key cohorts including, year groups, gender groups, SEND, disadvantaged, LAC and EAL.

Our academy attendance target is rightly ambitious at 96.0%. Children with attendance at 96% or above are more likely to achieve in line with their targets and above peers that have lower attendance levels.

We look closely at student attendance and ensure that:

- Students with attendance between 93-96% are supported by Form Tutors and Pastoral Leaders.
- Students with attendance between 90-93% are supported by Pastoral Leaders and Heads of Year.
- Persistent absence students (attendance below 90%) are supported by our Education Welfare Officer. We also refer some students, with parental agreement to Early Help, where attendance continues below 90% and intervention has been put in place.
- Students categorised as 'severely absent' (attendance below 50%) are supported by our Education Welfare Officer and Family Liaison Support Worker. All students with attendance below 50% will be reported to Derbyshire County Council Children's Services as part of our safeguarding commitment to our students.

Close monitoring and enhanced support are put in place for particular students/groups of students whose absence is a cause for concern.

Student level absence data is collected each term externally and published at national and local authority level through the DfE's school absence national statistics releases. The academy compares attendance data to the national average using FFT Aspire and the DfE's 'Pupil attendance in my school' platform, and shares this five times each year with the Local Governing Body.

### **2. Analysing attendance**

The academy will:

- Analyse attendance and absence data regularly to identify students/pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students/pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

### **3. Using data to improve attendance**

**The academy will:**

- **Provide regular attendance reports to class teachers, Form Tutors, Heads of Year, Pastoral Leaders, the Attendance Team and Senior Attendance and Punctuality Lead to facilitate discussion with students/pupils and families**
- **Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies**

### **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.**

**The academy will:**

- **Use attendance data to find patterns and trends of persistent and severe absence**
- **Regularly communicate with the parents/carers of students whose attendance is a cause for concern. Dependent upon the level of attendance concern, different verbal/written communication will be had with/sent to parents/carers indicating the next stages of support and intervention**
- **Hold regular meetings with the parents/carers of students who the academy (and/or Local Authority) consider to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement in school**
- **Provide access to wider support services to remove attendance barriers**

**Our academy cares about your children and their educational and wider success. If we did not have this level of care and high expectations for them, we would not invest time, energy and resources in working with all of our students and their families where attendance needs to improve. It is important that this is kept in mind when communicating with the academy about your child's attendance levels. Judgements are not being made about how attendance levels have become a cause for concern but a firm focus is placed on improving attendance levels for all students where their attendance may impact on their learning and wider success. It is important that professionals, parents/carers and all supporting adults work together to remove attendance barriers.**

**It is vitally important that parents/carers are actively engaged in promoting good attendance. The academy will keep parents/carers informed on issues surrounding attendance and punctuality through the academy prospectus, website details, newsletters, electronic, written and verbal communication and monitoring reports. The academy will react as swiftly and effectively as possible to any parent/carer concerns. Parents/carers will be encouraged to make contact with the academy to discuss any issues impacting on their children's attendance. A child of compulsory academy age who is registered at an academy must attend regularly. In law parents/carers have the prime responsibility for ensuring that their children attend school regularly.**

## **Section 9: Working in partnership with the Local Authority and professional agencies**

Our Local Authority Attendance Team is Education Welfare Service, Derbyshire County Council, County Hall, Matlock, DE4 3AG.

Their role is to undertake statutory duties in relation to school attendance including legal processes for unsatisfactory school attendance and duties in relation to children missing from education and/or without a school place including dedicated support for children identifying as members of the travelling community.

Derbyshire County Council Local Authority Attendance Guidance can be found at:

<https://www.derbyshire.gov.uk/education/schools/attendance-behaviour-welfare/support/education-welfare-services.aspx>

[EWS.HQ@derbyshire.gov.uk](mailto:EWS.HQ@derbyshire.gov.uk) - Queries regarding school attendance prosecution processes

[CS.CMECoordinators@derbyshire.gov.uk](mailto:CS.CMECoordinators@derbyshire.gov.uk) – queries regarding children missing education/without a school place/traveller education support.

**Partnership working with the Local Authority – coming soon. The Local Authority are currently planning how they will support schools moving forwards in line ‘Working together to improve school attendance. Update should be available by March 2023.**

We work together with Early Help Teams to support the intensive needs of children, young people and families. We will ensure that children, young people and families who have emerging needs are supported through an Early Help Assessment.

We work together with Social Care to support the intensive and complex needs of children, young people and families. We will provide input and information for agency checks, assessments and review meetings.

## **Section 10: Monitoring arrangements**

This policy will be reviewed as guidance from the Local Authority or DfE is updated. The policy will be updated at an academy and trust level annually.

At each review, the policy will be approved by the Shirebrook Academy Local Governing Body.

## **Section 11: Links with other policies at Shirebrook Academy**

This policy links to the following policies:

Shirebrook Academy Child Protection and Safeguarding Policy

Shirebrook Academy Behaviour and Rewards Policy

Shirebrook Academy Supporting students with medical needs

Shirebrook Academy Medicines in the academy

Shirebrook Academy Suspensions and Permanent Exclusion Policy

## **Appendix 1: Attendance Codes**

Updated DfE guidance – May 2022

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>	<b>FOR STATISTICAL PURPOSE</b>
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site educational activity	Approved educational activity	Counted as physically present
C	Leave of absence authorised by the academy	Authorised absence	
D	Dual registered – at another educational establishment	Not counted in possible attendance	
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the academy or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the academy	Authorised absence under exceptional circumstances	
I	Illness (NOT medical or dental appointments)	Authorised absence *In line with transition to 'Living with Covid-19' and the latest public health guidance, code I should be used for those students/pupils who have Covid-related symptoms or have a positive test result.	
J	Interview	Approved education activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/dental appointments	Authorised appointments	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved education activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	
U	Late arrival (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved education activity	Counted as physically present
W	Work experience	Approved education activity	Counted as physically present

<b>X</b>	<b>Non-compulsory school age absence</b>	<b>Not counted in possible attendances</b>	
<b>Y</b>	<b>Unable to attend due to exceptional circumstances (enforced closure)</b>	<b>Not counted in possible attendances</b>	
<b>Z</b>	<b>Pupil not yet on admission register</b>	<b>Not counted in possible attendances</b>	
<b>#</b>	<b>Planned whole or partial school closure</b>	<b>Not counted in possible attendances</b>	

**Appendix 2: DCC Local Authority Fixed Penalty Notice advice for parents/carers**

**PENALTY NOTICES**

## ADVICE FOR PARENTS AND CARERS

*Derbyshire County Council*

*Children's Services*



## ADVICE FOR PARENTS AND CARERS

### ▪ **What is the Anti-Social Behaviour Act 2003?**

The Act gives powers to local authorities, schools and the police to issue penalty notices to parents or carers for their child's non-attendance at school.

### ▪ **Why have penalty notices been introduced?**

Reducing absence from school is very important. This is because missing school can damage children's achievements, disrupt the school's routines and affect other children's learning. It can also leave children at risk of anti-social behaviour and youth crime. Above all, missing out on the opportunities provided in school can have a long-term effect on children's chances in life.

### ▪ **What are my responsibilities as a parent?**

You have a legal duty to ensure that your child receives full-time education<sup>1</sup>. Unless you can show that you are providing this yourself, you must ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.

***Remember - only your child's school can authorise absence or late arrival.***

If you fail to make sure that your child attends regularly and punctually, you may be prosecuted in court. The penalties are severe and, in serious cases, may result in a prison sentence.

### ▪ **What is a penalty notice?**

A penalty notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for their child's non-attendance and avoids court proceedings. It is intended to secure better attendance without taking legal action through the courts.

### ▪ **What are the penalty costs?**

The fine is £120 to be paid within 28 days. The 28 days starts two days after the date of issue as shown on the notice. If the fine is paid within 21 days, payment reduces to £60.

**PLEASE BE AWARE when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually.**

For example, in a family where there are two parents who fail to ensure proper attendance of their child, the fine would be £120 for each parent.

### ▪ **Who is counted as the parent responsible for ensuring attendance?**

The law defines a parent as:

- Any natural parent, whether married or not
- Any parent who, even if not married, has responsibility as a parent
- Any person who, although not a natural parent, has care of a child or young person

Having care of a child or young person means that if the child or young person lives with you and is cared for by you then you will be regarded as the parent irrespective of what your relationship is with the child.

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<sup>1</sup> The law states that education must be "efficient, full-time and suitable to the child's age, ability, aptitude and to any special educational needs the child may have either by regular attendance at school or otherwise (Section 7 of the Education Act 1996)"

### ▪ **How are they issued?**

A penalty notice will normally be sent by first class post to your home.

### ▪ **When are they used?**

Penalty notices can be used in a wide range of situations, including but not limited to circumstances:

- Where it is clear that parents fail to ensure their child attends school regularly and on time
- Where parents take their child on holiday during term-time without the written permission of the headteacher.

### ▪ **Is a warning given?**

A formal written warning will usually be given in the first circumstance, but there will be certain circumstances where you will not be given a formal written warning. For example, if you have taken your child on holiday in term-time without the authorisation of the headteacher.

### ▪ **What happens if I receive a warning letter?**

The warning letter will tell you how many school sessions your child has missed and give you a minimum of 15 school days to improve your child's attendance. If there is no significant improvement, a penalty notice will be issued.

We never take such action lightly and would prefer to work with parents or carers to improve attendance without having to enforce it. However, we will use these powers to ensure that your child attends school.

### ▪ **What does the law say regarding holidays in term-time?**

The law makes it clear that the headteacher should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. <sup>2</sup>

Parents are not entitled to take their children on holiday in term-time. Such holidays can only be taken with the written approval of the headteacher. Each case will be considered on its own merits and the decision of the headteacher is final.

Please remember that holidays taken in term-time without the headteacher's approval may result in:

- Each parent receiving a penalty notice for each child for each period of absence
- A penalty notice will be issued regardless of the child's previous attendance
- A penalty notice will be issued without warning

Taking or allowing your child to take a holiday in term-time without the school's permission is a serious matter. If we find that you have done so, we will not hesitate to issue a penalty notice.

### ▪ **Can I appeal?**

There is no right of appeal once a penalty notice has been issued.

We can take back a penalty notice but **only if**:

- It should not have been issued in the first place (for example, if your child was actually at school); or
- It has been issued to the wrong person; or
- It appears to Derbyshire County Council that the notice contains material errors.



If you believe that any of the above circumstances apply, you should contact Derbyshire County Council immediately with evidence to support your view. The contact details will be included in the penalty notice.

- **How do I pay?**

Details of how to pay will be included in the penalty notice. Please remember that there will be no reminder to pay and no opportunity to pay in instalments. Failure to pay within the timescales as specified in the penalty notice will result in prosecution.

- **What happens if I do not pay?**

If you do not pay, the consequences can be very serious. You have up to 28 days from receipt to pay the penalty notice in full. After this time, if it has not been paid, Derbyshire County Council is required by law to begin proceedings in the magistrates' court for the original offence of poor attendance by your child.

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<sup>2</sup> The Education (Pupil Registration) (England) (Amendment) Regulations 2013

If proven, this can attract a range of fines of up to £2500, and may include other remedies such as parenting orders, community sentences, or imprisonment, depending on the circumstances. A guilty verdict will also mean that you will have a criminal record.

All this can be avoided by payment in full by the due date.

- **Can I be prosecuted if I pay but my child still fails to attend school?**

You cannot be prosecuted for the period included in the penalty notice. However, you can be prosecuted for any further periods of non-attendance not covered by the penalty notice, depending on the circumstances.

# Leave of Absence Request

(Including holidays in term time)

A child can now only be granted leave of absence during term time for exceptional reasons.

The Principal does not have to give permission if you request a holiday. If the holiday is not approved, your child's absence will be recorded as unauthorised.

**Exceptional Circumstances include:**

- funerals or weddings of immediate family members
- to visit a terminally ill relative
- forces staff returning from abroad
- parents returning from having to work abroad for a fixed, minimum term period
- compassionate leave
- performance at representative level (County/National) with accompanying letter from the relevant body

## How do I make a request for Leave of Absence?

- Complete the leave of absence request form on the next page.
- Detach the form and hand it in to the school reception (at least 14 days before the first day of your requested absence)
- If you consider the circumstances to be **exceptional** attach a letter addressed to the Principal explaining the circumstances of the request.
- You will be notified in writing informing you of the decision.
- Please note that unless circumstances are judged to be exceptional, the leave of absence will be declined.

*“Taking your child out of school during term time will result in missed learning opportunities. National studies have shown that there is a strong link between school attendance and attainment.”*

Should I still fill in a form if I know the request will be unauthorised?

**YES**

We contact parents/ carers on a daily basis if we do not know the reason for absence of a student. It is very important you let us know why your child is absent even if the absence will be recorded as unauthorised.

In deciding if the absence is **EXCEPTIONAL**, the Principal will consider the following:

- ◇ Is the absence within the control of the parent/ carer?

(A letter, on headed paper, from an employer is required if the absence is due to the availability of leave)

- ◇ Does the student have a good attendance record?
- ◇ Will the absence have a negative impact on the attainment of the student?
- ◇ Is the activity a worthwhile experience which will enrich the student’s broader education?  
(our guidance is for two days maximum (or equivalent) in each academic year for such activities)

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL  
DURING TERM TIME**

If you consider you have to take your child out of school in term time, please complete this form and return to the school at least 28 days before the date you wish to remove your child from school.

**Please read the reverse of this form carefully prior to its completion.**

Student/Pupil Name ..... Tutor Group.....

Home Address .....

First day of absence .....Date of return to the academy .....

Total number of days missed .....

Reasons for absence (please attach a letter if you require additional space)

.....  
.....  
.....  
.....  
.....

*I understand that if the absence request is unauthorised the Education Welfare Officer will be notified.*

*I understand that a Fixed Penalty Notice can be issued. From September 2013 these are £60 per parent per child if paid within 21 days. This rises to £120.00 after 21 days.*

Name of Parent/Carer making application .....

Signed ..... Date .....

(Please ensure you are giving at least 28 days' notice of the proposed absence)

**Please return to the academy reception. Remember to include  
any supporting information**

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For official use only

.. AUTHORISED: For the following dates:

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

.. UNAUTHORISED: Reason:

Decision taken by \_\_\_\_\_

## Leave of absence in term time – Local Authority guidance for the consideration of parents/carers

- 1 The decision to grant the request is for the school, not the Authority or the parent/carer. Only schools can authorise absences.
- 2 There is no requirement to authorise because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent/carer can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parents'/carers' workplace holiday arrangements, then a letter from the employer/s explaining why the leave of absence must be taken in term time SHOULD be attached to this form on letter-headed paper.
- 8 If important work has been missed by the student due to parents/carers making a request for leave of absence for a holiday, parents/carers should not expect special arrangements to be made by the school for that student to catch up work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
  - The overall attendance of the child for the previous academic year or 3 terms.
  - If taking leave of absence in the first half of the first term would have a negative impact on student progress.
  - If a previous holiday has been taken in the same academic year.
  - Timing of internal and/or external examinations/assessments.
  - The reason given by a parent for requesting leave of absence in term time.

If you have any questions regarding how Leave of Absence decisions are made, please don't hesitate to contact us in school. Your first line of contact should be your child's

Below is an extract from the 'Frequently Asked Questions' section of the Department for Education publication: School attendance, published in 2018

### **Can a parent take their child on holiday during term time?**

Headteachers should only authorise leave of absence in exceptional circumstances. If a headteacher grants a leave request, it will be for the headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

*'School attendance parental responsibility measures', DfE update 2017.*

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.

## **Appendix 4: Attendance letters that will be received by parents/carers when student attendance triggers key thresholds met (Academy letters 1-3).**

### **Attendance letter 1:**

#### **Letter 1 – Notification of early attendance cause for concern**

Date:

Dear \_\_\_\_\_

#### **Re: Attendance cause for concern**

As communicated with you recently, your child's attendance has fallen below **96%**.

We recognise that contact has/may have been made with the academy regarding each absence that your child has had and we thank you for your communication with us so that we can monitor and track your child's attendance. We have a statutory duty to support children and their families in ensuring that school attendance is the best that it can be and we would like to work with you to provide any further support that may be needed to help your child achieve their attendance targets.

We speak to students about the importance of attendance in the academy and how lower attendance can impact upon learning. Where a student has 95% attendance it may seem that that the student's attendance is good. But, cumulatively over time, 95% attendance each year equates to a quarter of a school year missed between Y7-11. This is very difficult to catch up. Students that achieve the best are the students that attend school as much as possible.

We will be working closely with your child to set and review their attendance targets and will share this information with you. If you would like to know more about your child's attendance level or feel that there is anything else that we can do in school to support your child's attendance, please don't hesitate to make contact with Mrs Stephanie Smith, Education Welfare Officer, either via telephone on 07970 822 360 or email, [SSmith@shirebrookacademy.org](mailto:SSmith@shirebrookacademy.org). You can also contact your child's Pastoral Leader using the contact telephone number identified above or via email:

Year 7 – Mrs Amy Taylor [ataylor4@shirebrookacademy.org](mailto:ataylor4@shirebrookacademy.org)

Year 8 – Mrs Anita Shirley [ashirley@shirebrookacademy.org](mailto:ashirley@shirebrookacademy.org)

Year 9 – Mr Mark Dawson [mdawson@shirebrookacademy.org](mailto:mdawson@shirebrookacademy.org)

Years 10 and 11 – Mrs Margaret McAteer [mmcateer@shirebrookacademy.org](mailto:mmcateer@shirebrookacademy.org)

Alternatively, you can also contact our Attendance Officer, Mrs Julie Macdonald – [jmacdonald1@shirebrookacademy.org](mailto:jmacdonald1@shirebrookacademy.org)

Thank you for working in partnership with us.

Yours sincerely,

**Mr James Edwards**

**Assistant Vice Principal – Behaviour, Attitudes and Pastoral Support**

## Attendance letter 2:

### Letter 2 – Attendance concern, attendance still falling after letter 1 sent

Date:

Dear \_\_\_\_\_

#### Re: Attendance cause for concern

Your child's current attendance level is \_\_\_\_\_ (\*between 90-93% attendance and little improvement after letter 1 sent). We have a statutory duty to support children and their families in ensuring that school attendance is the best that it can be and we would like to work with you to provide any further support that may be needed to help your child achieve their attendance targets.

In order to support your child's attendance further, we would like to meet with you in school. During the meeting we will review the attendance strategies in place for your child and discuss what else can be implemented in order for us to work together effectively to improve your child's attendance.

Please confirm if you are able to attend a meeting on \_\_\_\_\_ at \_\_\_\_\_ to discuss this further. Please contact the Attendance Officer, either via email [imacdonald1@shirebrookacademy.org](mailto:imacdonald1@shirebrookacademy.org) or using the telephone contact details at the top of this letter. Present at the meeting will be our Senior Attendance and Punctuality Lead, Mr James Edwards and our Education Welfare Officer Mrs Stephanie Smith.

We recognise that contact has/may have been made with the academy regarding each period of absence that your child has had and we thank you for your communication with us so that we can monitor and track your child's attendance. We look forward to meeting with you shortly and supporting your child in improving their attendance further.

If you have any questions regarding the meeting, please do not hesitate to contact us using the contact details highlighted above.

Yours sincerely,

**Mr James Edwards**

**Assistant Vice Principal – Behaviour, Attitudes and Pastoral Support**



### Attendance letter 3:

#### Letter 3 – Serious attendance concern (below 90%)

Request for medical evidence linked to future absences

Date:

Dear \_\_\_\_\_

#### Re: Attendance cause for concern

Your child's attendance has fallen below 90% and is a significant cause for concern. In previous communication with you we have discussed your child's attendance level and the attendance strategies in place to help them improve. Unfortunately, we have not seen the improvement in attendance which is needed.

We recognise that contact has/may have been made with the academy regarding each period of absence that your child has had and we thank you for your communication with us so that we can monitor and track your child's attendance. However, your child's attendance has fallen below 90% and in line with Local Authority guidance we will now be requesting medical evidence to authorise any future absence. Examples of medical evidence that could be used to authorise absence include:

1. Appointment notification – Hospital/GP/Dentist/CAMHS etc. appointment letter
2. Labelled medication
3. Any correspondence from a linked professional working with the family supporting school absence

Please note that this list is not exhaustive and other types of medical evidence may be submitted.

If medical evidence linked to absence is not received for your child, any future absences may be unauthorised, unless there are exceptional circumstances.

If your child's attendance does not improve, details have to be sent to the Local Authority who will consider issuing a Fixed Penalty Notice where a child's attendance has fallen below 90%. From 1st September 2013 Fixed Penalty Notices are £60.00 per parent per child if paid within 21 days rising to £120.00 per parent per child if paid within 28 days.

We always want to work with our families and only send details forward to the Local Authority where we feel that we have exhausted all opportunities to support a young person and their parents/carers in improving attendance. This includes referral to external agencies that can provide coordinated support with the academy. If you feel that there is anything further that we could do together to support your child in improving their attendance, please contact our Education Welfare Officer, Mrs Stephanie Smith, either via telephone on 07970 822 360 or email [ssmith4@shirebrookacademy.org](mailto:ssmith4@shirebrookacademy.org). Ultimately, we want to work with you to ensure that your child receives the best learning and life chances possible.

If you have any questions regarding the above, please do not hesitate to contact us using the contact details highlighted at the top of this letter.

Yours Sincerely,

**Mrs Lindsey Burgin**  
Principal

