

# ACKLAM GRANGE SCHOOL



## Attendance Policy

| Status & Review Cycle | Term        | Year      |
|-----------------------|-------------|-----------|
| Last Review Date      | Summer      | 2025-2026 |
| Next Review Date      | Summer      | 2026-2027 |
| Lead SLT              | Mrs D Dixon |           |

This school is an academy within The Legacy Learning Trust.



## Contents

|                                       |    |
|---------------------------------------|----|
| 1. Introduction and key people        | 2  |
| 2. Legislation and guidance           | 3  |
| 3. Roles and responsibilities         | 4  |
| 4. Attendance, safeguarding and CME   | 6  |
| 5. Punctuality                        | 8  |
| 6. Leaving school site during the day | 8  |
| 7. Leave of absences                  | 9  |
| 8. Understanding barriers             | 9  |
| 9. Attendance benchmarks              | 11 |
| 10. Attendance strategy               | 12 |
| 11. LA Involvement                    | 13 |
| 12. Rewards                           | 14 |
| 13. Linked policies                   | 15 |
| 14. Appendix 1 – absence codes        | 16 |

## 1. Introduction

Acklam Grange School is a successful school, and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. As a school we will work closely with our parent/carers, our attendance team and the Local Authority to support regular school attendance. This school attendance policy is written to reflect the law and the guidance produced by the Department of Education, Working Together to Improve School Attendance 2024. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

It is very important, therefore, that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### **Senior Leaders responsible for attendance:**

Mr A Hassack (Head of School)

Ms A Gika (Deputy Head Teacher)

Mrs D Dixon (Assistant Head Teacher – Attendance Lead)

### **Attendance link Governor:**

Samina Javed-Sarwar

To report an absence, request special leave, discuss any issues related to attendance or to request support, parents/carers should contact the school via phone and choose option 1 to speak to the attendance team. Telephone: 01642 277700

## 2. Legislation and Guidance

Parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

This policy is based on the Department for Education's (DfE's) statutory guidance '[Working together to improve school attendance](#)' (effective from 19th August 2024) and school attendance parental responsibility measures.

The guidance is based on the following 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Middlesbrough Attendance Strategy 2024-2027](#)

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2016, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances
- Not expected to be in school (Post-16; non-compulsory school age only)

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically.
- Regular attendance encourages students to build friendships and develop social groups, working together as a whole team, sharing ideas and developing life skills.
- Regular attenders find school routines, schoolwork, and friendships easier to cope with.
- Regular attenders find learning more satisfying and do not miss out on essential learning and social events taking place. Good attendance is linked to greater success in terms of the personal development of students.

- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training
- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents/carers.

### **3. Roles and Responsibilities:**

Whilst parents/carers have a legal responsibility to ensure that their child/children attend school regularly and on time. It is the responsibility of school staff, governors, parents/carers, students, the wider school community and Local Authority to work in partnership to ensure that all students receive an appropriate education suitable to their needs. As a school we will work with families to identify reasons for poor attendance and support them to resolve difficulties.

#### **The Local Governing Body will:**

- Ensure that the importance and value of good attendance is promoted to students and their parents/carers.
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Work with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitor the school's attendance and related issues through termly reporting at Local Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions
- Ensure 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

#### **Acklam Grange School will:**

- Meet and greet students on entry to school.
- Provide a safe, nurturing learning environment where students want to be every day to grow, thrive and flourish.
- Provide a welcoming and supportive atmosphere which enhances student progress and development through inspirational and innovative teaching and learning.
- Promote and celebrate outstanding and good attendance and punctuality through strategic whole school initiatives.

- Promote and celebrate improvements in attendance and punctuality through strategic whole school initiatives.
- Ensure respectful relationships filled with openness, honesty and kindness where we respond to any child's, parent's or carer's concerns that may impact the student's wellbeing, attendance, or punctuality.
- Maintain regular and accurate records of AM and PM attendance and punctuality; ensuring registers are taken for every morning and afternoon session within the first 15 minutes of arrival and missing students are reported for safeguarding reasons.
- As a safeguarding priority, ensure that parents/carers are contacted when a student fails to attend and where no message has been received to explain the absence.
- Communicate with parents/carers when a student's attendance dips to offer support and ensure open and effective communication (some letters may be received via external email system A Star Attendance).
- Monitor and report whole school, cohorts, individual students, vulnerable group attendance to inform planning and to ensure relevant support can be put in place.
- Analyse data termly and half-termly (on a whole school and individual basis) to identify areas to target attendance improvement strategies most effectively.
- Use data to effectively monitor individual student's and key groups' attendance to target support strategies and Attendance Support Meetings effectively.
- Draw comparisons between AGS attendance data with local, regional and national data.
- Ensure a collaborative approach to attendance across key Student Support teams, through regular training and fortnightly and half termly forums to triage individual attendance concerns and coordinate appropriate support.
- Supply attendance data to form tutors weekly to facilitate discussions with students around weekly attendance for praise and support.
- Supply attendance data to class teachers to help discussions with students/families as well as inform planning to support with gaps in learning.
- Use data to monitor, review and understand the impact of interventions used.
- Follow up unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence.
- In the case of long term or frequent absence due to medical conditions, we will discuss requirements needed on an individual student basis.
- Where a student's attendance is a cause for concern, meet with parents/carers (and where appropriate other agencies) to set targets for improvement and put attendance contracts (Stages of Support Plan) in place with appropriate support.
- Provide clear communication with students, parents/carers and carers regarding internal and external examinations. Where there are concerns around exam engagement, school will meet with families to support access to all examination. Any absence from the GCSE examinations for an unauthorised reason will result in a charge of the entry fee for the examination to the child's parent/carer.
- Request medical evidence for absence due to illness.
- Work with the [Local Authority](#) and other external partners to support students and their families with regards to attendance and punctuality.
- Where appropriate, make referral to the [Local Authority](#) Schools Attendance Service.
- Request [Penalty Notices](#) to be issued for unauthorised leave in term time.
- Request [Penalty Notices](#) for unauthorised absence where in-school support and support from the school Attendance Lead has failed.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues
- Make a copy of the Attendance policy available on the school website.

- Will communicate with parents/carers regarding attendance through school reports, social media, text messages, e-mails, personalised letters (where concerns arise) and ClassCharts.

**We expect that all parents/carers will:**

- Be aware of their legal responsibilities.
- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Ensure their child(ren) regularly attend school.
- Ensure that their child arrives at the school punctually at the start of the day.
- Ensure that they contact the school each day that their child is absent before 8.30am and explain the reason for the absence. 01642 277700, option 1.
- Ensure that they engage with communication from school regarding their child's absence
- Apply to the Headteacher for a period of absence at least 2 weeks in advance where there are exceptional circumstances.
- Notify the school immediately of any changes to contact details.
- Provide school with two emergency contacts.
- Work with school staff to address any attendance or punctuality concerns which may arise.
- Not ignore, agree with or condone their child's non-attendance.
- Support school attendance by not taking family holidays during term-time.
- Where possible, aim to make medical/dental appointments outside of school hours. Where this is not possible, parents/carers will aim to ensure that students attend school prior to/after each appointment to minimise the amount school missed. Parents/carers must provide school with evidence in the form of a text/card from the appointment for absence to be authorised.
- Support the school attendance and punctuality policy.

**We expect that all students will:**

- Arrive through school gates before 8:30am.
- Attend every timetabled session, on time.
- Report to Year Office at break time if they have arrived at school late and feel they need to discuss this urgently with a member of the year office team
- Speak to form tutor/year office if they feel they need support
- Attend the Dining Hall Supervision for 30 minutes after school if they are late with unjustifiable cause and have been issued a slip.

#### **4. School Attendance, Safeguarding and Children Missing Education**

Children and young people may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of Acklam Grange School, promoting the welfare and life opportunities for each child encompasses: - Attendance, Behaviour, Health and Safety, Access to the Curriculum and Anti-bullying.

Children who are missing education are at greater risk than those who are seen regularly in school.

Examples of these risks include:

- Child Criminal Exploitation
- Radicalisation
- Female Genital Mutilation
- Modern Day Slavery Domestic
- Violence
- Honour Based Violence
- Neglect

A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required.

### **Continuous Absence and Safeguarding**

In some circumstances, we will arrange for a visit to your home to be undertaken by our Educational Welfare Officer or Student Welfare Team. These circumstances include;

- Absence of two full days without contact from parent or carer, with priority for those who have known vulnerabilities.
- Concern for the welfare of a student
- Prolonged absence which is explained and evidenced

The purpose of such visits is to support and assist parents/carers/students with reintegration to school as soon as is practically possible. Home visits are ordinarily conducted by our Education Welfare Officer, Student Welfare Team, Student Support staff, a member of SLT or a Police Officer dependent upon our level of concern.

### **Child Missing in Education**

If your child has been missing for 10 consecutive days school will submit a Child Missing in Education (CME) form to the Local Authority. This may result in a joint decision between the Local Authority and school with the child being removed from roll at Acklam Grange School.

### **Attendance and Absence**

#### **Authorised Absence is defined as:**

Absence in term time where permission has been given by the school. Examples of authorised absences include:

- Genuine illness (Parents/carers may be asked to provide medical evidence to allow the Headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.)
- Medical or dental appointment (Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. You must show the appointment card to school.)
- Other Authorised Circumstances (This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement and is at the Headteacher's discretion.)
- Religious observance (The day must be exclusively set apart for religious observance by the religious body to which the child belongs and is recorded on the school system as this religion. School will not authorise longer absences for religious observances)
- Suspended (No alternative provision made) Suspension from attending school is counted as an authorised absence. The school will make arrangements for work to be set on ClassCharts.
- Study Leave Study leave may be granted in special circumstances for a small number of Year 11 students approaching GCSE examinations. School will offer in school study programmes and revision room during this period to reduce absence levels and support with revision/attainment.
- Interviews (Y11 students who must attend interviews for their post-16 options e.g. college, apprenticeships, work; will have an authorised absence recorded. Interviews for part-time jobs do not fit into this category and should be arranged outside school hours.)
- Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible. The [guidance](#) was updated by the DfE this year regarding eligible use of the T code.

The above list is not exhaustive and each case will be reviewed on an individual basis.

Parents/carers who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Headteacher. Retrospective requests will not be

considered and therefore will result in the absence being categorised as unauthorised. All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

### **Unauthorised absence is defined as:**

Absence in term time where permission has not been given by the school. This means that parents/carers do not have the right to take their child out of school during term time.

Examples of unauthorised absences include:

- Any absence that the school has not been informed of by written application, email or by telephone.
- Unexplained absence. Any child whose absence is on-going and remains unexplained for an extended period (10 days) will be referred to the Local Authority as a Child Missing Education (CME).

Other examples of where absence will not be authorised:

- Staying at home to care for younger children or sick relatives
- Birthdays
- Family celebrations
- Parents/carers'/family Weddings
- Transport issues or car broken down
- Holidays in term time (following the Department for Education's Guidelines)
- Taking the rest of the day off before or after a medical appointment
- Visiting sick relatives
- Protests

The above list is not exhaustive and each case will be reviewed on an individual basis. The final decision is at the Headteachers discretion.

## **5. Punctuality and Registers**

By law, schools must take a morning and afternoon register and record the attendance or absence of every student.

At Acklam Grange School:

School gates open for students at 8:55am and a free breakfast is available for all students in the dining hall. All students should arrive to school before the school gates close at 8:30am. Any students arriving after this time will be marked as present but arriving late. AM register will be taken by form tutors by 8:45am. The AM registers remain open until 9:15am. If children arrive after 9:15am, they receive a 'U' code – arrived in school after the register has closed.

All lateness will be challenged. To support with student late arrivals, the school gates will be staffed until 8:50am after which point students will need to enter school site via main reception. On arrival through late gate/main reception, students must immediately report to the member of staff present to ensure that we can be responsible for them whilst they are in school. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided; for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the student has arrived late without justifiable cause. All students arriving late without justifiable cause will be issued with a slip to remind them to attend a 30-minute supervision in the dining hall at 3pm. Students can attend their Year Office at breaktime should they need to further discuss the issue with their year team. Failure to attend the after school supervision will be supported in line with our behaviour policy. Afternoon registration takes place immediately after the lunch break, between 12:45pm and 1:15pm.

## **6. Students Leaving During the School Day**

Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time; only urgent appointments should be attended during the school day. Parents/carers are

requested to confirm by phone, letter or email, the reason for any planned absence, the time of leaving and the expected return time.

Students must be signed out on leaving the school at the school office.

## **7. Leave of Absence**

Acklam Grange School term times and holiday dates are published a year in advance and are available on the school website. School training days are published as soon as the school have agreed these but may be subject to change. The school will ensure that they communicate any changes to parents/carers through either text, email, newsletter or on the website.

From 1<sup>st</sup> September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for students to be taken out of school for a holiday during term time. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

Only exceptional circumstances warrant an authorised leave of absence. Parents/carers should make any request well in advance (at least 2 weeks) and in writing (a form is available from the school office). Requests for absence for reasons such as compassionate leave and sporting or musical competitions should be made in the same way.

All requests are reviewed individually, considering the circumstances of the request. Other factors will also be considered, such as:

- The time of year the student will be absent.
- The attendance record of the student.
- The number of previous requests for leave of absence.
- The student's ability to catch up.
- The student's current year group.

Parents/carers will be notified of the decision in writing.

Where a parent/carer request has been refused, and parent/carer continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the [Local Authority](#) to issue a Penalty Notice under the Anti-Social Behaviour Act 2003.

## **8. Understanding barriers to attendance**

School recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. It is important that these students are still expected to attend school regularly as attendance at school may serve to help with the underlying issue, whereas being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future. The school will work closely with families and external agencies to identify any additional support that may be required. This may include:

- Discussion with parents/carers and students to understand the individual needs of the student and family and aim to remove any barriers
- Attendance forums
- Attendance Support Contracts/Stages of Support Plans
- Attendance/Punctuality report cards
- Referrals to support agencies
- Keyworker/Learning mentor support
- Student Voice activities
- Friendship group support
- AGS PRIDE Curriculum
- Family learning
- Reward systems
- Time limited part-time timetables

- Additional learning support
- Behaviour support
- Alternative Provision support
- Reintegration support packages
- Work in partnership with the student and family, local authority and external agencies to put in-school support in place
- Referrals to services and organisations that can provide support.

Where absence intensifies, so will the support. We will work with students, parents/carers, the local authority, and all other relevant partners. Where appropriate, formal meetings will take place involving parents/carers, the student and the Educational Welfare Officer or senior leader responsible for attendance.

These meetings will clearly explain the consequences of persistent and severe absence to the student and family and the potential need for legal intervention in future. Importantly, they will also provide an opportunity to continue to listen to, understand and empathise with the barriers to attendance and explain the help that is available.

It is important to note that whilst our policy will be applied fairly and consistently, we will always consider the individual needs of students and their families with regards to specific barriers to attendance. Measures described in paragraph 40 of '[Working Together to Improve School Attendance](#)' will be implemented as and when the need arises. Where appropriate we will liaise with external partners such as the Local Authority and/or medical services to ensure that all students are able to access education.

In very exceptional cases, and where it is in the student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. These will be discussed and agreed with the designated senior leader and will be regularly reviewed with appropriate work set on ClassCharts.

### **Long Term Sickness**

Students who are expected to miss 15 consecutive or cumulative days of school due to illness will have their details passed on to the Local authority.

### **Persistent Absence**

The Department for Education regards student attendance of 90% or below as persistent absence and below 50% as severe absence.

The table below shows an indication of approximately how many days a student needs to miss per half term to meet the threshold of persistent absenteeism and is used with staff, students, parents/carers and carers to support with school attendance.

## 9. Attendance Benchmarks

# Annual Attendance Benchmarks



At TLLT we share days lost via our 'Good Attendance Benchmarks' so all stakeholders are aware of the link between attendance and learning.



Average attendance of 85-90% over five school years equates to students missing half a school year of education.

Average attendance of 80% over five school years equates to students missing a whole school year. The Department for Education regards attendance of 50% or below as severe absenteeism.

## 10. Attendance Strategy

This section describes the actions of school in relation to improving attendance.

# Attendance Strategy AGS

### Annual Attendance Benchmarks

**FRIDAY:** Tutors emailed attendance rankings

**FRIDAY:** Pastoral team emailed attendance overview

**DAILY:** Pastoral team emailed Daily attendance analysis and comments report

### Attendance Updates Students

**MONDAY:** LGG attendance graphs completed, tutor praise for positive attendance

**MONDAY:** AYL/Attendance Officer update student attendance display

**WEEKLY:** AYL leads update in assembly with discussion around year group attendance and tutor league update

**95%+**

Eligibility to rewards  
Positive communication home

**100%**

Full year-Final day rewards  
Half-termly positive communication home

**Tutor Group**

Weekly assembly celebration  
Half termly tutor prize

**96 - 94%**

**TUTOR CONVERSATION**

To take place during tutor time in relation to attendance data  
Conversation to be logged on CPOMS under attendance

**94 - 92%**

AYL phone call home to discuss attendance  
AYL to discuss with student  
Information to be recorded on CPOMS  
Identify any issues/concerns

**92 - 90%**

Attendance Support Meeting to take place with student and where possible home/other agencies  
Identify any issues/concerns  
Use of Attendance Support  
Attendance SOS Plan to be completed and a shared with home  
Attendance warning letter outlining ACC process if any further absence  
Information to be recorded on CPOMS

**Less than 90%**

Support through Attendance Case Conference Proceedings  
Further actions by home and school to support with any issues/concerns  
Offer support of external agencies and ongoing use of Attendance Support  
YO and EWO support

Attendance Support  
Rewards/PRIDE Points  
Update letters/reports to parents  
Tutor check in  
Attendance Assemblies  
Attendance IZIs  
Timetable adjustments  
Temporary PLC/Advance support  
Medical evidence  
Referral to school counsellors  
Thrive Attendance Groups  
Keyworker  
Year Office Support  
EWO/AEWO support  
Reduced timetable  
Barnardo's Watchtower Project

### Absence Procedure AGS

#### 1st Day

Phone call home / Text if no answer

#### 2nd Day

Phone call home / Text if no answer

#### 3rd Day

Phone call home / EWO/AEWO  
visit all 3 day absences

#### 6th Day

Phone call home  
AEWO/EWO visit all 6 day  
absences discuss with Safeguarding

**Legal Action-following ACC process over period of 4-6 weeks, if attendance continues to drop, referral made to Local Authority to decide ACC outcome : FPN/ Court Action / Monitoring**

## 11. Local Authority Involvement

Parents/carers are expected to contact school prior to or at the outset of any absence and work collaboratively with school staff to resolve issues together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to Middlesbrough Local Authority via an Attendance Case Conference who will support school in providing additional support to resolve the situation by agreement. However, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices can be issued by the Local Authority immediately following a period of leave of absence that has not been authorised by the school.)

Click on the following link to read Middlesbrough Local Authority guidance regarding fixed penalty notices: <https://www.middlesbrough.gov.uk/schools-and-education/school-attendance/school-attendance-fines-penalty-notices/>

Click on the following link to read Middlesbrough Local Authority Guidance regarding court procedures: <https://www.middlesbrough.gov.uk/schools-and-education/school-attendance/court-procedures-school-attendance/>

Parents/carers or students may wish to contact the LA themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority on (01642) 201898.

### Penalty Notices

A Penalty Notice may be issued to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or other agencies including the Local Authority Education Welfare Service. Before a Penalty Notice is issued, parents/carers will be warned of their liability to receive such a notice.

This policy is in line with the Local Authority Education Welfare Service information on Penalty Notices and falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme. Circumstances in which a penalty notice may be issued are:

### Irregular school attendance

Irregular school attendance has been evidenced to impact student attainment. Regular school attendance is key to student wellbeing and outcomes. School will always work with home to provide supportive measures to improve school attendance. However, if the difficulties persist, the school may refer the child to Middlesbrough Local Authority via an Attendance Case Conference who will support school in providing additional support to resolve the situation by agreement or through issue of FPN/court action. Irregular school attendance is outlined below:

- 10 unauthorised sessions (AM and or PM sessions) over a seven-week rolling period (this is also inclusive of lateness).
- Parentally condoned absences which are not authorised by school.
- Unauthorised holidays in term time.
- Persistent late arrival at school after the register has closed.
- Being in a public place during the first five days of an exclusion.

### Payment of Penalty Notices

The amount payable on issue of a Penalty Notice is £80 if paid within 21 days of receipt of the notice, rising to £160 when paid within 28 days. The amount payable is per parent, per child.

If the Penalty Notice is not paid within 28 days the Local Authority is then obliged to refer the case for prosecution under Section 444 of the Education Act 1996, for failing to ensure regular school attendance or withdraw the penalty notice.

## **Changing Schools**

It is important that if families decide to send their child to a different school that they inform Acklam Grange School as soon as possible and contact Local Authority admissions department. A student will not be removed from the school roll until the following information has been received and investigated:

- The date the student will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.
- CTF file requested from the new school.
- Confirmation call to the new school.

The student's records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority by the school's Attendance Lead for follow up through the Children Missing in Education procedure.

## **Promoting good attendance and punctuality**

Staff will take every opportunity to encourage and praise regular attendance and punctuality. Regular written communication with home will aim to remind parents/carers of the need to ensure children achieve maximum attendance.

The importance and benefits of regular attendance and punctuality are actively promoted to parents/carers and children at Acklam Grange School through:

- Our school PRIDE values
- Weekly achievement assemblies – with attendance shared on screen
- Our AGS Families competitions
- Parent consultations
- Regular attendance data shown on the screens around the school and shared on social media platforms
- Attendance and punctuality information included in student reports
- Communication with parents/carers e.g. personalised letters, newsletters and school website

## **12. Rewards and inclusive incentives**

- Attendance rewards for the form group in each year group with the highest attendance and the biggest improvement celebrated weekly with a reward at each half term
- Attendance rewards given to students with improving attendance each half term
- Punctuality prizes for children that are present and on time for school
- Praise postcards sent home to celebrate good or sustained improved attendance

**This Attendance Policy has due regard to the related statutory legislation including:**

- [Parental Responsibility Measures](#)
- [Children Missing Education](#)
- [Supporting Pupils with Medical Conditions at School](#)
- [Exclusions Policy Alternative Provision](#)
- [Safeguarding \(KCSiE\)](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [SEND Code of Practice](#)
- [The European Convention on Human Rights \(ECHR\)](#)
- [The Equality Act 2010](#)
- [UN Convention on the Rights of the Child.](#)

### **13. Linked Policies**

**This policy should also be read in conjunction with the following school policies:**

- [Safeguarding and Child Protection](#)
- [SEND](#)
- [Anti-Bullying Policy](#)
- [Behaviour Policy](#)
- Home Visit Policy

## APPENDIX 1

### DFE Attendance Codes used in Acklam Grange School registers

| Present Codes        |                                                                                      |
|----------------------|--------------------------------------------------------------------------------------|
| / \                  | present during registration                                                          |
| B                    | educated off site and taster days and do not fit K, V, P or W codes                  |
| K                    | attending provision arranged by the local authority                                  |
| L                    | arrived after the register has started but before it has closed                      |
| P                    | Sporting activity with prior agreement from school                                   |
| V                    | educational visit or trip                                                            |
| W                    | work experience                                                                      |
| Absent Codes         |                                                                                      |
| Authorised Absences  |                                                                                      |
| C                    | exceptional circumstances                                                            |
| C1                   | in a regulated performance/undertaking regulated employment abroad                   |
| C2                   | absent due to part-time timetable                                                    |
| D                    | dual registered                                                                      |
| E                    | suspended or permanently excluded                                                    |
| I                    | illness (not medical or dental appointments)                                         |
| J1                   | job/school/college interview                                                         |
| M                    | medical or dental appointment                                                        |
| Q                    | unable to attend because of a lack of access arrangements                            |
| R                    | religious observance (only 1 day allowed, any more coded as C if agreed)             |
| S                    | study leave                                                                          |
| T                    | parent travelling for occupational purposes                                          |
| X                    | non-compulsory school age pupil not required to attend school                        |
| Y1                   | unable to attend due to transport provided not being available                       |
| Y2                   | unable to attend due to widespread transport disruption                              |
| Y3                   | unable to attend due to part of the school premises being closed                     |
| Y4                   | unable to attend due to whole school closure                                         |
| Y5                   | unable to attend as pupil is in criminal justice detention                           |
| Y6                   | unable to attend in accordance with public health guidance or law                    |
| Y7                   | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |
| Unauthorised Absence |                                                                                      |
| G                    | holiday (not agreed)                                                                 |
| N                    | reason for absence not yet established (must be corrected within 5 days)             |
| O                    | absent in other or unknown circumstances                                             |
| U                    | late after register has closed                                                       |
| Z                    | pupil not yet on register                                                            |
| #                    | planned whole school closure (eg holidays, insets and polling station days)          |