



The Sutton Academy

Attendance & Punctuality Policy

Status	Statutory
Responsible Trustees' Committee	ALT
Date last approved by TB	Not Applicable
Responsible Person	Mr R Hodgson
To Review Date	December 2024
Last Amended Date	December 2023

AIMS AND PURPOSE

Central to raising standards in education and ensuring all students can fulfil their potential students must attend school regularly to benefit from their education. The Sutton Academy believes that regular attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent young adults who are able to realise their full potential and make a positive contribution to their community. Missing out on lessons leaves students vulnerable to falling behind. Students with poor attendance tend to achieve less in secondary school.

The Sutton Academy values all students and will work with families to identify the reasons for non attendance and try to resolve any difficulties. 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 SEND.

LEGAL FRAMEWORK

This policy draws from the following legislation, setting out the legal powers and duties that govern school attendance:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006

Parental responsibility measures for attendance and behaviour 2020

Children missing in education 2016

Keeping children safe in education 2022

Working together to improve school attendance 2022

Summary of responsibilities where a mental health issue is affecting attendance 2023

OBJECTIVES

1. To promote good attendance and reducing absence, including persistent absence by effectively removing the barriers to attendance.
2. To recognise the external factors which influence student attendance and work with parents and the school to address these.
3. To provide an effective and efficient system for monitoring attendance and punctuality.
4. To minimise the disruption caused by late arrivals or non-attendance to the quality of the education and provisions for all pupils
5. To encourage students to take full advantage of their educational opportunities by attending school regularly.

GENERAL PRINCIPLES

1. All children aged 5 - 16 years must receive suitable education. (Section 7, Education Act (1996)). A pupil of compulsory school age who is registered at a school must, by law, attend regularly.
2. By law, parents have the prime responsibility for ensuring that students of compulsory school age attend regularly. (Section 576, Education Act (1996)).
3. The Local Authority (LA) must offer educational provision for all children of school age.
4. By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register from the beginning of the first day on which the school has agreed or has been notified that the student will attend the school.
5. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
6. By law, all schools must keep an admissions' register, the contents of which includes all students, their personal details, (including at least two telephone numbers for different safe adults, to ensure that we can always contact someone in the event of an emergency), the date of admission (or re-admission), information regarding parents and details of the school last attended.
7. Students will be removed from roll only when they complete their education stage, transfer to another school, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the local authority.
8. There is a clear link between attainment and attendance. Under section 444 (1) of the Education Act 1996 (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. We therefore enforce the use of statutory action to encourage and promote attendance, this is done to ensure that all students can benefit from their legal right to receive an education.
9. School will communicate attendance concerns to the student's social worker, if they have one or The Virtual School Head, if the student is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, where relevant.

ROLE OF THE ACADEMY

Students are registered twice a day for attendance (as well as during each lesson). The two attendance registers happen in the morning during ready to learn and again during period 4. The academy will record whether a student's absence is authorised or not and will use the national attendance and absence codes to help monitor student's attendance patterns over time.

The academy aims for all students to maintain a minimum 96% attendance throughout the academic year. Students who drop to or below 90% will be regarded as a persistent absentee. The academy will support parents and carers who may be experiencing difficulty in ensuring good attendance for the student; this support will be given in consultation with the Year Team, Attendance Officer, Academy Leadership Team and the External Education Welfare Service.

Student attendance is monitored by the:

- Form tutor during ready to learn
- Subject teacher in each lesson
- Year Team (Head of Year and Achievement Leader)
- Attendance Officer (AO)
- Academy Leadership Team member in charge of attendance and punctuality
- External Education Welfare Officer (EWS)

Monitoring and Reviewing Attendance

We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible.

1. We set challenging attendance targets for the whole academy.
2. Student-level absence data is collected regularly and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average.
3. Specific measures are taken to monitor attendance. These processes are embedded and regularly checked to ensure the effective safeguarding of all students through specific tailored interventions. Data on attendance is collected and analysed a minimum of once a half term. Key analysis is made of:
 - Patterns of absence
 - Patterns of lateness
 - Patterns of medical appointments
 - Correct and consistent use of absence codes

- Trends in reasons for absence, for example, use of the C code, leave of absence and exclusions
 - Trends in particular groups of children for example, pupils with Special Educational Needs and Disability (SEND).
4. Attendance data informs action planning and supports the identification of key priorities in our Academy Improvement Plan and future revisions of this policy. The attendance data will be reported Principal and all other relevant staff, to facilitate discussions with students and families. Data will also be used by the academy to monitor the impact of any interventions put in place to modify them and inform future strategies. Further details can be found in appendix 1: Maintaining an attendance register.

ROLE OF THE PARENTS

1. Within the home school agreement it is the responsibility of the parent to ensure that the student attends the academy each day and arrives on time. Students should only be absent for genuine reasons such as sickness, medical appointments, exceptional circumstances (e.g. funerals). Details of the Academy attendance intervention triggers can be found in appendices 2.
- 2. Parents must notify the Academy immediately if a student is absent, providing a reason for the absence and continue to contact the Academy each day until their child returns.**
3. Although the Academy appreciates difficulties many parents have in arranging holiday leave during school holiday time, they are asked not to make arrangements for holidays during term time as it will not be authorised. The Principal can only authorise holidays in term time in exceptional circumstances and each request is taken on its merit. An extended absence for holidays will inevitably have an adverse effect on student progress and achievement. Teachers will not set work for students on holiday in school time.

AUTHORISED AND UNAUTHORISED ABSENCE

Authorised Absence

1. This is when the Principal authorises a genuine reason for absence that has been supported by a note from the parent.

Examples are:

- Illness, medical and dental appointments
- Interviews with prospective employers and colleges

- Dual registration
 - Approved educational off-site activities
 - Representation in sport or other areas
 - Special situations and occasions (e.g. funerals)
 - Religious or cultural observances
2. The Attendance Officer and Attendance Administrator must bring any concerns regarding the above to the Assistant Principal with responsibility for attendance (e.g. too much time off for performances or a pattern to illness). The Assistant Principal will discuss these with the Principal.

Unauthorised Absences

1. This is when the Principal does not authorise the reason for absence even if it has been supported by a note from the parent. If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent must be informed immediately.

Examples of unauthorised absence could be:

- Known truancy
- Absent with no information from parent (regardless of reason)
- Working (this must be reported to the Principal)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Principal)
- Errands for parents (e.g. shopping).
- Persistent absenteeism without documentary medical proof.

Following up absence and taking statutory action

1. We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be referred to the academy DSL and Assistant Principal for attendance.
2. Unexplained absences will be followed up on the morning of the first day of unexplained absence and the school will identify whether the absence is approved or not. The academy will identify the correct code to use and will input it as soon as the reason for absence is ascertained. This will take no longer than 5 working days after the session.
3. In the case where the reason for absence cannot be ascertained by the academy and no reason has been issued for the student's absence, the academy will initiate safeguarding procedures and the DSL and Assistant Principal will decide on the best course of action to ensure the safety of the student, following procedures for

children missing in education as outlined in the document from the Department of Education.

4. It may occasionally be necessary to inform parents that no further absences will be authorised for a particular student unless medical evidence is provided. This decision can only be made by the Assistant Principal in charge or attendance in consultation with the DSL and where relevant, the SENDCo.

Persistent Absenteeism (PA)

5. **Any student whose attendance falls to or below 90% is defined as a Persistent Absentee.** (Section 5: DFE guidance *“Working together to improve school attendance”* 2022).
6. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the Attendance Officer.
7. Students who fall into this category will be brought to the attention of the Academy Leadership Team link and the Attendance Officer in the regular register checks. The following processes will be followed:
 - The academy Attendance Officer will monitor attendance over a six week period or longer with letters, home visits and parental meetings. **The academy will only accept up to two medical appointment cards when a student is being monitored for their attendance.**
 - If there is no improvement and/or documentary proof is still not forthcoming, the Attendance Officer and ALT will consult with External Education Welfare Service on the most appropriate next step. This is likely to involve a further meeting and either a parenting contract put in place with an additional six week monitoring period or a Fixed Penalty Notice (FPN) will be served by Education Welfare Service (EWS).
 - If the student’s unauthorised absence continues over this monitoring period the Attendance Officer and Academy Leadership Team link will request that the Education Welfare Service begin court proceedings.
8. The academy strategy for tackling absences can be found in Appendix 4 and further details on legal proceedings can be found in appendix 5.

How PA looks per term

Half term 1 - 7 or more sessions

Half term 1-2 - 14 or more sessions

Half term 1-3 - 20 or more sessions

Half term 1-4 - 25 or more sessions

Half term 1-5 - 31 or more sessions

Half term 1-6 - 38 or more sessions

Holidays

1. From the 1st September 2013, the law gives **no entitlement** to parents to take their child on holiday during term time.
2. Any application for leave must only be in exceptional circumstances and the Principal must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Principal would not be expected to class any term time holiday as exceptional. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from school.
3. The Government and Ofsted consider that children of secondary school age should have at least 95% average attendance each year. This would mean no more than 9 days absence in a year.
4. The Sutton Academy upholds the legal directions provided by the government and acts to only grant term time holidays in exceptional circumstances.
5. The law stipulates that all requests for holidays during term time be refused, unless they meet the following criteria:
 - A parent in the armed forces-who has set leave periods.
 - Written proof from your employer that this is the ONLY time you can take a holiday - however the student's attendance over the last 12 months will be checked to see if it is at least 95% before it is authorised, unless extraordinary reasons apply.
 - Religious festivals i.e. attending a wedding for a day but this does not include associated activities such as a honeymoon.
 - A family that needs time together due to an unexpected crisis like a terminal illness.
6. Even when the above criterion is met, holidays will not be authorised during GCSE (including Mock Exams) or A Level exam periods.

7. The Academy will NOT authorise absence for any term time holidays, unless the above exceptional circumstances have been met. Parents are also required to complete a Request **for a Holiday during Term Time form** *before* the holiday commences. Holiday leave being authorised is legally at the discretion of the Principal (or a delegated senior Member of the Academy Leadership Team) and cannot exceed 10 school days in any school year September - July.

What happens if the holiday is unauthorised?

1. In instances where requests for holidays during term time are refused, but the student is absent from school, this is likely to result in the issuance of a fine and the student's absence will be deemed to be unauthorised.
2. A family with a child (children) with more than 10 days of unauthorised leave of absence in a term can be issued with a fixed penalty notice of a £60 fine per parent. This increases to £120 if unpaid and legal proceedings can follow. Repeated unauthorised holidays could result in the family being prosecuted.
3. This Policy is underpinned by the following DFE statutory guidance, "*working together to improve school attendance*" 2022. Further details of which can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Reporting an Absence

For a planned appointment:

1. Send in a copy of the paperwork for the appointment as soon as possible (such as letter or appointment card) marked for the attention of the attendance officer, or bring the original to either reception, who will take a copy for you.
2. On the day of the appointment write a letter, including the time you wish the student to leave The Academy in your letter on the date or week of the appointment so the form tutor is also aware and the teacher can release a student to sign out.
3. Student should report to student reception to be signed out.

Except for very rare occasions there is no need for any student to take a whole day off school for an appointment.

For unexpected illness or exceptional event

1. In order to make informed decisions about their child's fitness for attending parents are encouraged to refer to the NHS guidance 'Is My Child Too Ill for School?'. Any

authorisation of absence through illness is done so at the discretion of the member of staff delegated to carry out this task. See appendix 3: Supporting parental decisions for absences.

2. The Academy must be notified EVERY DAY the student is absent unless the Doctor has set a period of absence. You can do this by:
 - a. phoning the Academy on 01744 678 859 and recording a message on the absence line
 - b. replying back with the reasons your child is absent to the absence text message sent on the day of the absence
3. For an absence of 5 or more days parents/carers must supply the Academy with a Doctor's note or medical evidence.
4. Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Telephone calls and handwritten notes from a parent will not be accepted as medical evidence when attendance is a serious concern. For the purpose of this policy, 'serious concern' may be defined as: repeated unexplained/unauthorised absences or 3 x separate illnesses within a half term where no medical condition or underlying health issues have been identified.
5. Acceptable forms of medical evidence include:
 - Medical card with one appointment entered with the student's name and surgery stamp included, signed by the receptionist
 - Letter from a professional such as a hospital consultant
 - Evidence of consultation with NHS 111
 - Medication prescribed by a GP
 - Copy of prescription
 - Print screen of medical notes / call log
 - Letters detailing hospital appointments

Students with medical conditions or special educational needs and disabilities

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other student and therefore the attendance ambition for these students should be the same as they are for any other student.

The academy will:

1. Work with parents to improve attendance, be mindful of the barriers students face, make reasonable adjustments, and put additional support in place where necessary to help them access their full-time education. It is also expected that parents will engage with the support offered both internally and with external partners to ensure our children have all the support they need to thrive.
2. Encourage positive conversations so that a good support plan can put in place including making reasonable adjustments.
3. Consider possible explanations for absence including Emotionally Based School Avoidance (EBSA).
4. Work with parents to consider whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
5. Ensure relevant referrals are made for students who are too ill to attend school, which may include medical agency support such as CAMHS.
6. Establish strategies for removing the in-school barriers this may include considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
7. Ensure joined up pastoral care is in place and consider whether a time-limited, closely monitored and reviewed, phased return to school would be appropriate, for example for those affected by anxiety about school attendance.

To request Exceptional leave of absence

1. If you wish to request exceptional leave then please collect an authorised absence request form from either reception, or the bottom of this policy to be submitted to the Principal.

Please note:

2. As of October 2013 the Principal will be unable to grant any leave during term time unless there are exceptional circumstances. There has been an amendment in The Education (Pupil Registration) (England) Regulations 2006. These amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Sutton Academy will adhere to the new amendments.
3. If parents apply for exceptional leave of absence and the request is refused, a Fixed Penalty Notice can be issued if parents persist in taking the child out of school.

LEGAL SANCTIONS

1. Penalty Notices (Anti Social Behaviour Act 2003) will be considered when:
 - A student is absent from school and the absence has not been authorised by the school
 - A student has accrued unauthorised absence following written warning to improve.
2. A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days. (£60 per parent)
3. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
4. Penalty Notices will be used in accordance with St Helens Council's Penalty Notice Protocol.

PROSECUTION

1. The academy will always work with local partners and families to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.
2. The academy will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.
3. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.
4. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

5. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order. Further details of these can be found in appendices 3.

PUNCTUALITY

1. Students are expected to attend the academy for the appropriate start time to their year each day (see COVID-19 documents for any amendments).
2. On occasions when students do arrive late, they should sign in at Late Gate or after 9am at Student Reception. They will receive a late mark. This will ensure that we are able to record the student's attendance into the SIMS system, together with the time of their arrival.
3. Students who are persistently late and miss learning time will have their details forwarded onto the Educational Welfare Service (EWS) for consideration of the issuance of a Penalty Notice and will receive detentions from the Academy in accordance to the behaviour policy.
4. Persistent lateness to the academy and/or lessons will be appropriately sanctioned in accordance with the academy behaviour policy. Persistent lateness is defined as students who have 3 or more late marks recorded in a single half-term.

CELEBRATING GOOD ATTENDANCE AND PUNCTUALITY

1. It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the Academy. Awards will be given each term to students who achieve throughout the academic year:
 - i) Students who have 100% attendance will have their names entered for chances to win a prizes
 - ii) Each term, letters are sent home to all students' parents and carers informing them of their child's attendance and offering congratulations or advice as necessary.
 - iii) Awards will be given each term to tutor groups who achieve 100% attendance.
 - iv) All awards will be presented in assembly.
2. We recognise that not all children, particularly those who are most vulnerable, are able to achieve 100% attendance through no fault of their own. We celebrate improvements in attendance and contextualised good attendance for individual students.

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, students and teachers. Hence there must be consistency in teacher approach and Year Teams must take the responsibility

for making enquiries and initiating action on attendance. We use a variety of strategies to encourage attendance:

- Building strong and enduring relationships with our students so they feel a sense of belonging in our school community.
- Verbal encouragement and praise.
- Create personalised and achievable targets for students, based on their medical needs and/or additional needs that is realistic and appropriate for each individual
- Create safe spaces for students to thrive.
- Make decisions on targets in consultation with families, while understanding that a medical condition can worsen suddenly and taking this into account.
- Create opportunities for dialogue with families about attendance, ensuring that we work in partnership with parents .
- Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes.
- Raise the profile of attendance with families, particularly when students start at the setting.
- Teach and model a love of learning, helping families to see the value of the education that is offered to them.

Appendix 1: Maintaining an attendance register

1. The attendance register will be taken at the start of the first session of each school day and once during the pm session. It will mark whether each pupil is:
 - Present
 - Attending an approved off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstances

2. 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 making the amendment

3. The academy gates are open from: 8:05am. The school day starts at 8.35am. All students should be in their form room at this time.

4. The first (morning) registration session starts at 8.35am. Students will receive a late mark if they are not in their designated classroom by 8.38am. The register closes at 9.45am. Students will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that the pupil is on site, (U) but will count as an absent mark.

5. Students arriving late should report to the main school office and sign in via the electronic screen.

6. The second (afternoon) registration session start at 12:10pm.

7. If a student needs to leave school during the day, they must sign out at the main reception with a parent once authorisation has been given from the Year team.

8. Students educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the student, and their parents to support the student in maintaining good attendance.

Recording Attendance

1. The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations.

They are also used for collecting statistics through the Census. The data helps schools, local authorities, and the Government to gain a greater understanding of the level of, and the reasons for absence. See Appendix 2 for the DfE attendance codes.

2. There should be no pre-population of codes and individual school tracking systems which monitor the whereabouts of students educated off-site, must be robust and quality assured regularly.
3. Where students are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.
4. The attendance officer and attendance administrator will check the missing register report throughout the day and report any registers that have not been completed.

Appendix 2: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late Arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstance
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study Leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised Absence		
G	Unauthorised Holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Other		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday

Appendix 3: Supporting parental decisions for absences

My child should come to the academy if....

- Parent or carer is ill/sick with Cold Symptoms
- They have menstrual Issues
- They have an injury such as Breaks, Strains, Sprains and Pains
- They don't want to attend
- They have Conjunctivitis
- They have a Chronic disease. A copy of your child's care plan should be given into the academy, along with the required medication. Academy staff are trained to assist your child with their needs
- **Follow the COVID guidance that is applicable at the time**

Keep your child at home if they have....

- Vomiting and/or Diarrhoea, or a Rash with a fever
- Vaccine preventable diseases
- Strep Throat
- Impetigo
- Fever

Appendix 4: Attendance review triggers

½ termly attendance review								
Trigger	100%	99.9%-96%	95.9-94%	(94.9) 93.9-92%	91.9-88%	87.9-85%	<85	
Action / communication	½ termly E-postcard last day of term	Termly Meeting expectations certificate	Achievement leader monitoring	Achievement leader student meeting	Head of Year student meeting	87.9-85% Head of Year Parental meeting	Academy Leadership Team mentoring	
	Termly Certificate			Call home	Call home	84.9-80% Assistant Principal Parental meeting		Trustee panel
	Termly – Principal Letter – accumulated attendance	Rewards event		Conversation	Attendance cards	Attendance action plan (1)	Attendance action plan (2)	
					Attendance cards	Targeted Education Welfare Service referral		
Who	Achievement Leader & Attendance admin team	Form Tutors		Achievement Leaders	Head of Year	Head of Year Assistant Principal	Designated Safeguarding lead Assistant Principal Trustee	

Appendix 5 – Legal action to enforce school attendance

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a ‘penalty notice’)

You can be given one or more of these but the council does not have to do this before prosecuting you.

Parenting Order | This means you have to go to parenting classes. You’ll also have to do what the court says to improve your child’s school attendance.

Education Supervision Order | If the council thinks you need support getting your child to go to school but you’re not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order | You’ll get a School Attendance Order if the local council thinks your child is not getting an education.

You have 15 days to provide evidence that you’ve registered your child with the school listed in the order or that you’re giving them [home education](#). If you do not, you could be prosecuted or given a fine.

Fine | Your local council can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child’s absence from school.

Prosecution | You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

<https://www.sthelens.gov.uk/schools-education/education-welfare-service/legal-sanctions-for-unauthorised-school-absence/>