

# ATTENDANCE POLICY

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Signed by Chair of Governors:	

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## 1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

## 3. Roles and responsibilities

### 3.1 Students

Students are expected to:

- Attend school every day except for unavoidable medical related problems
- Attend every timetabled session on time

### 3.2 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific

students, where appropriate

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

### 3.3 The headteacher

The headteacher is responsible for:

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

### 3.4 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is

responsible for:

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

The designated senior leader responsible for attendance is Debbie McInerney and can be contacted via [dmcinerney@theweald.org.uk](mailto:dmcinerney@theweald.org.uk)

### 3.5 The family liaison officer

The school attendance officer is responsible for:

- To instigate 'first day contact' procedures ensuring that communications to parents/carers about absent students are sent in a timely and efficient manner and that all nil responses are followed up
- To be the main point of contact for parents/carers about attendance and punctuality, receiving and making calls on a daily basis
- To support Heads of House by regularly monitoring attendance across all year groups and all key target groups in order to identify students who are of concern or considered to be 'at risk', and to develop and implement strategies to target improved attendance and punctuality
- To identify patterns in attendance and punctuality data, and to draw from this a priority list of home visits to discuss attendance and to set up and implement action plans to facilitate a return to full time education
- To encourage an active partnership between students/parents/school/external agencies by working creatively and positively with families to support them in approving attendance, increase their capacity for parenting and achieve maximum involvement in their child's education
- To be a point of contact and source of information for parents about the range of support agencies which are available to them
- To monitor and issue staged letters to parents/carers with regard to persistent absence
- To be responsible for initiating appropriate legal action (including the issue of a fixed penalty notice), when required, to ensure that statutory responsibilities are being met. This includes liaising with WSCC Pupil Entitlement Investigations
- To manage Attendance Panel meetings, as required
- To manage caseloads and maintain casework documentation
- To collate data and to produce regular reports (weekly, termly and ad-hoc) on attendance for Heads of House, SLT, Governors as may be required; ensure maintenance of accurate and factual records
- To contribute to whole school attendance strategies and systems which promote social inclusion, engagement and educational achievement
- Liaise with Heads of House, Student Reception, SENDCO and Heads of Year to

ensure absences relating to attendance at any Alternative Provision is accurately recorded

- Carry out home 'welfare checks' alongside heads of house when a student has been absent for 5 consecutive school days
- To liaise with the local authority and share data as requested, especially regarding students who fail to attend school regularly or have missed school for 10 days or more without the absence being recorded as authorised.
- To report to the local authority any student whose absence due to sickness exceeds 15 consecutive school days

The school family liaison officer is Mrs Amy Bicknell and she can be contacted by emailing [flo@theweald.org.uk](mailto:flo@theweald.org.uk)

### 3.6 Heads of house

Heads of House are responsible for:

- Actively promote the benefits of good attendance and set high expectations for the students in their house
- Take immediate safeguarding actions should any child be missing during the school day and there has been no contact from parent/carers. These steps may involve calling the Police, Youth Justice Worker, Social Worker and making an IFD referral
- Follow up short term absences with Form Tutor, for those on a concern list follow up directly on the first day of absence by phoning home
- Raise attendance progress and individual concerns with tutor team in morning briefings
- Follow up any student missing during the school day and ensure unexplained reasons are documented or sanctioned
- Ensure students returning from a sustained period of absence are seen. Students requiring reintegration to have a plan in place with appropriate support in liaison with the SENDCO
- Refer to attendance in House assemblies, celebrate and promote awards for high/full attendance
- Assist and mentor new form tutors in registration and attendance procedures
- Monitor punctuality of students and set up lateness reports as required
- Plan with the FLO and line manager the intervention required as part of all of the above. Ensure intervention using the school attendance action plan document is put in place and impact is measured
- Where students are following personalised timetables ensure the coding on their timetable is correct

### 3.7 Heads of Year

Heads of Year are responsible for:

- Monitor the attendance trends within their year group and the impact this has on student outcomes
- Use attendance data to prioritise additional academic intervention
- Ensure attendance concerns are addressed in PSP/IBP plans where appropriate

### 3.8 Form tutors

Form tutors are responsible for recording attendance on a daily basis:

- Ensure all attendance issues are dealt with during the registration period.
- Complete registers accurately. Take the register promptly. Any students arriving

after the register has been taken are marked as late. Save the register at 9:10am and close

- Be aware of the weekly attendance pattern for individual students and look for patterns of non-attendance or lateness and raise concerns regarding students with the Head of House
- Promote high attendance with the form group, celebrate it within the form and address issues with restorative practice language
- Review the weekly patterns of the form with HoH in fortnightly briefings and support with information and intervention as required

### **3.9 Student reception staff**

Student reception staff will:

- Alert the DSL team should any student be missing during the school day and there has been either no contact from the parent/carer or there is an inability to be able to contact the parent/carer
- Ensure the registers are completed and checked every day, return report to SLT Lead for intervention as required
- Record all absences with the correct absence code (see appendix one)
- Retrieve and record all absence line messages and phone messages related to absence, send out Truancy call. Record and save all replies to ensure registers are accurate
- Work alongside Heads of House, SENDCO and The Family Liaison Officer to ensure absences relating to Alternative Provision are correctly coded (see appendix one)
- Provide the code reports for checking every fortnight

### **3.10 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day but if unavoidable, ensure these are scheduled for the afternoon to minimise lost learning time

### **3.11 SENDCO**

- Work with parents to develop specific support approaches for attendance for students with special educational needs and disabilities, including where applicable ensuring the provision outlined in the student's education, health and care plan is accessed
- Oversight of alternative provision and ensuring the correct code is used for these absences and fully communicated with the wider pastoral team
- Bring attendance data to the annual review of an EHCP

### **3.12 Learning mentor**

- To share information as part of Learning Mentor role which relates to attendance
- To work with the Head of House, Head of Year and/or SENDCO as appropriate as part of any reintegration package for a student returning from a period of absence

## 4. Recording attendance

### 4.1 Attendance register

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made. Students must arrive in school by **8:43am** on each school day.

The register for the first session will be taken by 9:10am and will be kept open until 9:40am. The register for the second session will be taken at 1:30 and will be kept open until 2pm.

### 4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by **8:30am** or as soon as practically possible by calling the school absence line or emailing [absence@theweald.org.uk](mailto:absence@theweald.org.uk) (see also section 7). 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 or **the absence lasts for more than three days**, the school may ask the student's parent/carer 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 school 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.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

Parents should inform the school in advance by emailing [absence@theweald.org.uk](mailto:absence@theweald.org.uk) and attaching evidence such as an appointment card or letter.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, we kindly ask that appointments are scheduled in the afternoon after 1:30pm to minimise the impact on learning.

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

### 4.4 Lateness and punctuality

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 appropriate code
- Will sign in at main reception and give a reason for their lateness. The lateness will be followed up with a breaktime detention
- For frequent lateness, the school will firstly make parent/carers aware with a warning letter. Should lateness issues persist following the issue of a warning letter then the school will consider issuing a fixed penalty notice in line with the guidance issued by WSCC Pupil Entitlement Investigations

### 4.5 Following up unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the Police and refer to Children's Services as per our Safeguarding Policy
- 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 that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider carrying out a home visit to check the welfare of the child. This may be unannounced.
- If the child or family have a social worker or youth justice worker, the school will make them aware of any absence

### 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through progress tracking reports.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

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

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

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence. Requests should be made by the parent/carer in writing directly to the headteacher using a request for leave form which is available from student reception or the child's head of house.

The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

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

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority

- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

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

### Penalty notices

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

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

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

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

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

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

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

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

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

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

The parent's guide to fixed penalty notices as published by WSCC Pupil Entitlement Investigations is available in appendix two of this policy.

### **Notices to improve**

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

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

They will include:

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

## **6. Strategies for promoting attendance**

The Weald School rewards high or full attendance in the following ways:

- Termly 100% attendance certificates and recognition in main assembly and through Houses
- 95% or higher attendance is a condition of a termly Weald Community Award
- All attendance certificates gain 5 additional house points per student to the house total
- Students with 100% attendance each term are placed in a lottery for a reward.
- Fortnightly tutor group awards for highest attendance

## **7. Supporting students who are absent or returning to school**

### **7.1 Students absent due to complex barriers to attendance**

The Weald will support students and parents by working together to address any in-school barriers to attendance. The school will do this in partnership with any relevant local authority partners such as social workers, family support workers and youth justice workers. The school will meet with families to create an attendance action plan that identifies the barriers and provides support in helping the child overcome those obstacles.

Examples of support may include the provision of:

- Referral for support from Early Help (if not already in place)
- Emotional support from the school ELSA and EBSA worker
- Peer mentoring
- Consideration of college placements (for students in Y10 or 11 only)

- Careers advice
- Alternative Provision
- Timetable adjustments

All support will be time bound, monitored and reviewed closely with families and students. Should the engagement in any attendance support plan prove challenging, the school will meet with families to discuss the consequences of persistent and severe absence and the potential need for legal intervention in future. This will also be an opportunity for the school to continue to listen and understand the barriers to attendance and explain the help that is available to avoid these consequences.

## **7.2 Students absent due to mental or physical ill health or SEND**

The school recognises that some students face greater barriers to attendance than others due to long term medical conditions or those who have special educational needs and/or disabilities. Whilst the challenges may be greater, those children still have the right to a full-time education.

The school will work in partnership with parents/carers to help them access their full-time education by:

- Meeting with families to understand any physical or mental health conditions
- Making reasonable adjustments to the in-school provision where necessary
- Referring for support from local authority partners and health services as required
- Putting in place an individual health care plan for children with a disability
- Ensuring there is pastoral support in place
- Liaising with the local authority to support children with long term illnesses or other health care needs through the use of alternative provision (if appropriate)

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the student's needs, the school will inform the local authority.

## **8. Attendance monitoring**

### **8.1 Monitoring attendance**

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

Specific student information will be shared with the DfE on request. The school has granted the DfE access to its management information system so data can be accessed regularly and securely.

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

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

## 6.2 Analysing attendance

The school will:

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

## 6.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, heads of house, heads of year and other school leaders, to facilitate discussions with students 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
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

## 6.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and where suspected or present, address them in line with Keeping Children Safe in Education
- Create action plans to improve attendance
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school and advise of future possible legal action
- Provide access to wider support services such as Early Help to remove the barriers to attendance
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention
- Where there are safeguarding concerns, intensify support through children's services

Parents/carers will:

- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with the formal support offered - including any parenting contract or voluntary early help plan to prevent the need for legal intervention

## **7. Monitoring arrangements**

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

## **8. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Work experience	Student is on a work experience placement
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
<b>Absent - leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent - other authorised reasons</b>		

T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
<b>Absent - unable to attend school because of unavoidable cause</b> student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school		
Q	Lack of access arrangements	
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent - unauthorised absence</b>		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: fixed penalty notices

Whilst a review is made the FPN cannot be placed on hold or deferred.

In addition, a school is not required to consider new information offered the absence was taken.

### Can I be prosecuted if I pay the Fixed Penalty Notice?

You cannot be prosecuted for the period of absence identified in the Fixed Penalty Notice if you have paid it. You may subsequently be prosecuted for further periods of unauthorised absence from school. Each case is considered on an individual basis.

### \*\* REMEMBER \*\*

For absences other than unauthorised holidays in term time School staff would much rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.

### What is a FPN?

It is a Penalty given for unauthorised absence from school, rather than the matter being brought before the courts. It is a time limited offer which lasts 28 days. It is issued per parent, per child. Please note **only** a Head Teacher can authorise absence from school.

### Who issues them?

In West Sussex the Local Authority issues them through the Pupil Entitlement: Investigation

### When are they used?

When a pupil has accrued 10 sessions recorded of unauthorised absence in a 10 school week period. A school day is 2 sessions; AM and PM. This period can straddle school holidays and academic year and the absence doesn't have to be consecutive.

This includes:

- Holidays taken in term time without the agreement of the school.
- Arriving late to school after the register had closed.
- Any absence marked in the register as unauthorised.

**Pupil Entitlement: Investigation**  
Fixed Penalty Notice Team  
WSCC, Bridge House, Barrington Road,  
Goring by Sea, Worthing, BN12 4SE.

**Email:**

[FPN.PEI@westsussex.gov.uk](mailto:FPN.PEI@westsussex.gov.uk)

**Advice Line:** 03302 228200

FPNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

### How much is the FPN?

For the first occasions a child is absent without authority the FPN is £160, and a parent is given the opportunity to pay within 21 days at a rate of £80.

For the second occasion the same child is absent without authority the FPN is £160.

For the third occasions the same child is absent without authority a FPN may not be issued and instead the case may be referred direct to a Magistrates Court or alternative interventions may be considered.

### Please note.

**If the school refers a period of absence that is 15 consecutive school days or more; Pupil Entitlement: Investigation may consider a FPN is not appropriate.**

**In these instances, the matter may instead be brought directly before the Magistrates Courts.**

## A BRIEF GUIDE TO

# Fixed Penalty Notices

Sections 444 Education Act 1996

Anti-Social Behaviour Act 2003

Crime and Disorder Act 1998

This leaflet offers you a brief summary about the Fixed Penalty Notice (FPN) scheme and what it could mean for you.

### How do I pay?

The information on how to pay is included on the FPN. Payment cannot be made in part or by instalments.

### What happens if I don't pay?

If you don't pay within the 28 days, the offer of a FPN is withdrawn. The Local Authority will then consider instigating a prosecution in the Magistrates Court for the offence of poor school attendance. If a guilty finding is made this could result in a fine of up to £2500 per parent per child and/or a parenting order or a community service order. In addition, the court may impose court costs.

### Can I appeal?

There is no statutory right of appeal once a Notice has been issued. A parent can choose to take up the offer of the FPN by paying it or choose not to allow the offence to go before the Court.

Parents can contact the FPN team should they have new information unknown to the school for consideration.