

Attendance Roadmap

In line with the DfE Statutory Guidance (in force from 19th August 2024) we offer a supportive attendance process based on a relational, needs-led, stepped approach. Our academies will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends & use preventative discussion/meetings with families to listen, understand & support to remove barriers. Where needed, we will formalise support to nurture improvement with Attendance Contracts & as a last resort, we will consider intensifying support &/or enforce legal sanctions.



Did you know, arriving after the register has closed (30 mins from school starting) = an absence?



STEP 1 - Identify, Assess & Prevent

Daily actions & processes aim to promote relationship building with children & families to prevent absence. This involves using data trends & absence patterns to have the right conversations with you (& your child if age allows). Our duty is to explore all absence (unauthorised or authorised), especially if absence is at risk of reaching the National Threshold (**10 unauthorised sessions (10 half days or 5 days) within 10 weeks (rolling period)**) - also known as 'Persistent Absence'. Other daily actions involve promoting attendance positively, using praise & incentives, swift absence follow up, emails &/or letters (to raise awareness of emerging concerns), processing requested or unrequested 'Term Time Exceptional Absence' & doing Home Visits to meet safeguarding duties as required.



Did you know, 90% = approx. 95 missed lessons/hours of learning?

STEP 2 - Early Absence Support

We move to this step if concerns continue. To prevent further absence occurring, discussions & meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using **Student Success Discussions** (student &/or parent) & **Student Support Plan Meetings** (parent & student). An Early Help Assessment (EHA) & Team Around the Family (TAF) Meeting Process may be required to obtain support.

Please talk to us about how we can support you &/or your child at any time.



STEP 4 - Warning - Concerns Remain

Did you know, 90% = 4 weeks of absence over a year?

Where STEP 3 support has either not been required, been unsuccessful &/or declined, a 'Notice to Improve' Warning Letter will be issued (if AC failed an AC Termination Letter will also be sent). The warning advises immediate improvement must happen. An alternative Family Court Order (e.g., an ESO) is also considered.



STEP 3 - Formalised Support

If absence continues & initial support needs reviewing/increasing an **Attendance Contract** (AC) may be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent escalation & involve wider support. Achievable & individual targets will be set & reviewed regularly. Supportive information (e.g. medical opinions) will be sought at this point for collaborative working. An AC may run alongside other meetings/processes.

Did you know, good attendance increases academic success?



STEP 5 - Legal Action - No Improvement

Legal action (Penalty Notice or Prosecution) MAY be requested from the Local Authority (LA) if **Unauthorised Term Time Absence** is taken, or if overall absence continues despite support being attempted & the **National Threshold** for absence is met or exceeded. Statutory Guidance also states a Referral to statutory services for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

PENALTY NOTICES & LEGAL ACTION

After 19th August 2024:

1st Offence of Term Time Leave &/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.

2nd Offence within 3 years of 1st offence = Fine of £160 per parent, per child payable within 28 days, no reduction available.

Failure to pay above results in the case going to Magistrates' Court.

3rd Offence within 3 years of 1st offence = **Magistrates' Court** under s444(1) or (1a) of the Education Act. - No Penalty Notice considered. If found guilty = a fine of up to £2500 per parent, per child. Court convictions will show on DBS record.

NB. The LA can choose not to use a fine at any stage (if in their Code of Conduct) if they see a notable pattern in absences, even if national absence threshold is not met.