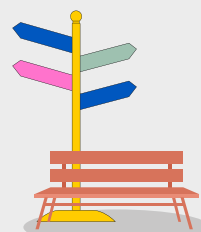


Attendance Roadmap

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?



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

STEP 1 - Identify, Assess & Prevent

Our daily actions & processes aim to promote relationship building with children & families to prevent absence. This involves monitoring data trends & absence patterns to inform our conversations with you (& your child where age allows) as we have a duty to explore all absence (unauthorised or authorised), but especially where absence is at risk of reaching the new National Threshold (**10 unauthorised sessions (10 half days/5 days) within a 10 week rolling period**). Other daily actions involve promoting attendance positively, using praise & incentives, swift absence follow up, email &/or letter communication to raise your awareness of emerging concerns, processing requested or unrequested 'Term Time Exceptional Absence' & doing Home Visits to meet our safeguarding duties as required.

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**. An Early Help Assessment (EHA) & Team Around the Family (TAF) Meeting Process may be required for support to be obtained.

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

STEP 3 - Formalised Support

Where absence continues & initial support needs to be increased an **Attendance Contract** (AC) may be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent further escalation. Achievable & individual targets will be set & reviewed regularly. Medical &/or other supportive information will be actively sought at this point to work collaboratively. An AC can run alongside other meetings/processes.



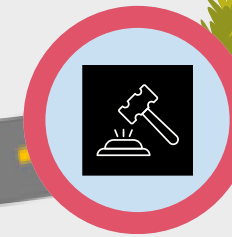
Did you know, 90% attendance = 4 weeks of absence over a year?

STEP 4 - Warnings - Concerns Remain

Where STEP 2 or STEP 3 support has not been required, been unsuccessful &/or declined, a **'Formal Warning'** (if AC has failed) or a **'Notice to Improve'** Warning Letter will be issued reinforcing the need for immediate improvement. An alternative Family Court Order e.g., an ESO, will also be considered.



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 to occur & reaches or exceeds the **National Threshold** for absence, despite STEPS 1-4 being attempted. Statutory Guidance States a Referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

PENALTY NOTICES & LEGAL ACTION

1st Offence (after 19th August 2024) 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 (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available. *Failure to pay the above results in the case going to Magistrates' Court.*

3rd Offence within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to **Magistrates' Court** under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record.