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Fairfield High School for Girls  
Pupil Attendance and Punctuality Policy

October 2024

<b>Policy Title:</b>	Pupil Attendance and Punctuality Policy
<b>Document Reference:</b>	SPT/POL/000116/FHS
<b>This policy applies to:</b>	All pupils
<b>Owner/Author:</b>	Headteacher/Assistant Headteacher
<b>Establishment Level:</b>	School
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<b>Legal Framework/Statutory Guidance:</b>	<p>Children Act 1989 and Children Act 2004</p> <p>Education Act 1996 and Education Act 2002</p> <p>The Education (Pupil Registration) (England) Regulations 2006</p> <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2016</p> <p>The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007</p> <p>The Education (Penalty Notices) (England) Regulations 2007</p> <p>The Data Protection Act (2018)</p> <p>Keeping Children Safe in Education 2024</p> <p>Working Together to Safeguarding Children</p> <p>Working Together to Improve School Attendance</p> <p>Supporting pupils at school with medical conditions</p> <p>Ensuring a good education for children who cannot attend school because of health needs</p> <p>Elective Home Education</p> <p>Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement</p> <p>School attendance parental responsibility measures</p> <p>Promoting and supporting mental health and wellbeing in schools and colleges</p> <p>Approaches to preventing and tackling bullying</p> <p>Children Missing Education</p>

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## 1. Introduction

School attendance is essential if children are to achieve their full potential.

Fairfield High School for Girls believes that school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. The foundation of securing good attendance is that our school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Fairfield High School for Girls values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties and remove barriers by building strong and trusting relationships.

Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school. The school has a strong culture that promotes the benefits of high attendance.

The school sets high expectations for the attendance and punctuality of all pupils and communicates these regularly to pupils and parents/carers. Our school visibly demonstrates the benefits of good attendance throughout school life. This includes in displays, assemblies and in registration periods. This includes praising and rewarding improvements in attendance at year group, class/form and individual level.

Fairfield High School for Girls recognises that attendance is a matter for the whole school community. 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 and outstanding conduct and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## 2. Key Contacts

### **Attendance Officer**

Mrs A Barnes [abarnes@fairfieldhighschool.co.uk](mailto:abarnes@fairfieldhighschool.co.uk)

### **Designated Safeguarding Lead (DSL)**

Dr J Beckett

### **Assistant Headteacher with responsibility for attendance**

Mrs R Rasul

### **Tameside Education Welfare Officer**

Michelle Williamson

01613422112 / 07989425366

Please contact your child's Head of Year for detailed attendance and inclusion support. Contact details can be found on the school website.

## 3. Legal Framework

Section 7 of the 1996 Education Act states that families must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. It is

the legal responsibility of every parent / carer to make sure their child attends school regularly. This means they must attend every day that the school is open except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

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.

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

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

On each occasion the register is taken the register must record whether each registered pupil is physically present in school or not, if, not the reason they are not in school by using the appropriate national attendance and absence codes We also record whether pupils are punctual to their lessons.

## 4. Using Attendance Data

Pupil attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern. The school will share with the local authority information on pupils who:

- Have been absent for a continuous period of ten school days where their absence has been recorded as specific codes
- Who have been recorded with code I who the school has reasonable grounds to believe will be absent for 15 days consecutively or cumulatively because of sickness.
- FHS will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school

Fairfield High School will share attendance data with the Department of Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 2018.

## 5. Categorising Absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Head of School and cannot be authorised by families. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received and when this is supported by medical evidence where requested.

Families must advise the school by telephone on the first day of absence and any subsequent days of absence. Reporting absences should be completed before **8:00am**

**Absence is categorised as follows:**

The school may choose to use the following codes on the official register to record attendance or absence.

### Attendance Codes

The codes are as follows:

/ remains the same

L remains the same

K attending education provision arranged by the local authority

V Attending an educational visit or trip

P participating in a sporting activity

W attending work experience

B attending any other approved educational activity

D dual registered at another school

### **Authorised Absence Codes**

C1 leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

M leave of absence for the purpose of attending a medical or dental appointment

J1 leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

S leave of absence for the purpose of studying for an exam

X non-compulsory school age pupil not required to attend school

C2 leave of absence for a compulsory school age pupil subject to a part time timetable

C leave of absence for exceptional circumstances

T Parent travelling for occupational circumstances

R religious observance

I Illness not medical or dental appointment

E suspended or permanently excluded

### **Unauthorised Absence Codes**

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

### **Unable to attend due to exceptional circumstances**

Code Q: Unable to attend the school because of a lack of access arrangements Code

Code Y1: Unable to attend due to transport normally provided not being available

Y3: Unable to attend due to part of the school premises being closed

Code Y2: Unable to attend due to widespread disruption to travel Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Code #: Planned whole school closure

Code Z: Prospective pupil not on admission register

## **6. Illness**

Please encourage your child to attend school for minor ailments like a sore throat or a headache.

**Parents/carers must notify FHS on the first day, and every subsequent day, the child is unable to attend due to illness.**

Where the school has a genuine and reasonable doubt about the authenticity of the illness, medical evidence will be requested to support the absence. Absence evidence can be in the form of

prescriptions, medication boxes and/or appointment cards. Medical evidence must contain the pupil's full name and date prescribed.

An email and text message is sent to every family whose child has an 'unexplained absence' each morning asking them to contact school; if there is no contact a phone call will be made or a text message may be sent. In some cases, we may undertake a home visit.

## 7. Prolonged absences due to medical conditions or Special Educational Needs or Disabilities

Pupils with long term illness or other health needs may need additional support to continue education. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

In some cases, the school may refer to the School Nurse Service or Tameside Education Welfare Service for additional advice and support.

Some pupils face greater barriers to attendance than their peers. These can include pupils who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents/carers to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

## 8. Medical/Dental Appointments

Families are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, for pre-planned appointments, parents/carers should get school's agreement in advance by contacting the Attendance Officer. Pupils should only be out of school for the minimum amount of time necessary for the appointment. Families must show the appointment card to school. If a pupil is absent for a full day to attend a medical appointment then the pupil may incur half a day unauthorised absence.

## 9. Other Authorised Circumstances

This relates to where there is cause for absence due to exceptional circumstances

## 10. Leave of Absence During Term Time

The Headteacher is not permitted to authorise holiday absence from school unless there are exceptional circumstances. Only a parent/carer the child normally lives with can apply for a leave of absence to the Headteacher, leaving as long as possible before the requested date. It is up to the Headteacher if the absence is granted and for what period.

The 'Leave of Absence Request Form' can be found on the school website and at the bottom of this policy.

Once the Headteacher has received the request, they will decide whether to authorise the absence

and will write to you with the outcome. Families can usually expect a written response within five school days. Families who then decide to take their child out of school during term time, without the Headteacher's permission or when the Headteacher has not authorised the absence, are likely to be issued with a Penalty Notice. Section 444(a) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices to families if they take a leave of absence in term time without the school's authorisation.

Where a pupil has been granted a leave of absence and the pupil has not attended school within the ten school days immediately after the end of the period granted, and:

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location, but they have not succeeded then school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) England Regulations 2013. This could mean the pupil could lose their school place

## 11. Punctuality

We expect all pupils at Fairfield High School for Girls to attend school on time, every day. **Pupils who arrive after 8:40am should report to the main Reception desk where staff will mark them as late (L).** Pupils should then proceed to lesson 1. Pupils are strongly encouraged to be on time for school as any lateness will have an impact on their first lesson and their own learning, and the learning of others.

Pupils who arrive after 8.45am should report to the main Reception desk where staff will mark them as late (U) and are considered to have had an unauthorised absence. On arrival, pupils should proceed to lessons. **Any pupil who arrives late (after 8:15 am) will receive a Late 15-minute detention at break time on the same day.**

If there is a last-minute legitimate reason for lateness, i.e. an emergency doctor's appointment, families should notify the school before 8:00am that their child will be late for this reason and on arrival at school should show their appointment card/letter at Reception.

**If a pupil arrives late to school on two or more occasions within a five-day period they will be given an SLT detention lasting 60 minutes.** Persistent lateness will result in appropriate school consequences such as contact home, punctuality monitoring report, attendance plan and/or additional consequences.

If a pupil arrives late after the close of registration (8:40am) they will be issued with a Late detention at break. If a pupil arrives late after the close of registration on three or more occasions within a five-day period they may be placed on a 2 week punctuality monitoring report. Text messages are sent out informing families if their child is late. Poor punctuality can also have legal implications for families. Pupils who arrive after 9:00am without a valid reason will be marked as unauthorised late; 10 sessions of unauthorised absence, which includes unauthorised lates late may result in a Penalty Notice warning fine being issued.

If a pupil is late to a lesson they will be sanctioned in line with the school's behaviour policy which is a Late to Lesson mark. Persistent lateness to lessons will result in an escalation of response by the school. This may include a punctuality monitoring report or an increase in sanction.

## 12. Unauthorised absence

Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation (10) or where the reason for a pupil's absence has not been provided and cannot be established.



Absences will not be authorised unless families/carers have provided a satisfactory explanation, and that it has been accepted as such by the Headteacher. Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniform
- Visiting the hairdressers or rectifying hair cut/colours at home
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up" pupil's refusal to attend school
- Minor illness where the child is considered well enough to attend school
- Family holidays which have not been approved by the Headteacher
- Staying at home to care for siblings/families
- Attendance appointments which are not for the pupil
- Moving House
- Translating for families or other relatives

The Headteacher *may* not authorise a pupil's absence if:

- The family/carer has not provided any or enough information
- The reason(s) that are given do not fall within those categories defined by the Education Act 1996 as legally permissible
- The reason(s) given would not normally involve an absence of that length
- There is doubt that the information has come from a family/carer or from someone unauthorised to act on their behalf.
- The validity of the information provided is being questioned
- Your child's attendance is below 95%.

### 13. Persistent and Severe Absence

An individual child is deemed by the government to be a persistent absentee if their attendance is less than 90% (regardless of whether or not the absences have been authorised). The school takes all absence seriously and we have defined 'at risk of PA' as the equivalent of 95% attendance or below. In addition, pupils whose attendance falls below 95% become the focus of interest and monitoring. Sessions of absence are used to determine the Stage of Intervention required for each pupil according to the time of year, and appropriate follow up is put in place to make the required improvements upon review of data.

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Fairfield High School for Girls and the local authority will work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, school will sensitively consider some of the reasons for absence and will work together with families and additional partners to put interventions in place.

Particular focus will be given to all pupils who are absent from school more than they are present (those missing 50% or more of school). We will work with families, local authority and partners to offer a more intensive support package. This may include specific support with attendance or a whole family plan, but it may also include consideration for an Education, Health and Care Plan (EHCP) or an alternative form of educational provision where necessary to overcome the barriers to being in school.

Where all avenues of support have been facilitated by school, the local authorities, and other partners, and the appropriate educational support or placements (e.g. an EHCP) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

### 14. Home visits

Members of staff from Fairfield High School for Girls may visit your home if your child is absent regardless of whether a reason for absence has been received. Staff who may visit include the school's Attendance Officer, Heads of Year, Assistant Heads of Year, Teaching Assistants or the Senior Leadership Team.

Members of staff from Fairfield High School for Girls may also contact the police and Children's Social Care if they are concerned for a student's welfare.

The school may carry out a home visit where an absence has exceeded three days. If required, the school will request to see the child during this home visit.

If a family has received a site and communication ban school staff will seek to obtain a reason for absence via the schools messaging system or liaise with the contact that the family have nominated.

The school may seek advice from partner agencies to support in ensuring the student is safe. This may include the Local Authority education welfare service, Greater Manchester Police and Children's Social Services.

## 15. Deletions from the Register

A Pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

- The pupil has been registered at another school
- The pupil has not continued at the school following completion of nursery education
- The pupil is also registered at one or more other schools and the other schools have agreed the deletion
- The pupil has a school attendance order which has been changed to name another school
- The pupil had a school attendance order which has been revoked
- The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school
- The pupil no longer normally lives a reasonable distance from the school
- The pupil has not returned following a leave of absence
- The pupil has been continually absent from school for 20 school days
- The pupil is detained under a sentence of detention
- The pupil has died
- The pupil will be over compulsory school age and will not continue into the sixth form
- The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid
- The pupil has ceased to be a pupil at an independent school or non-maintained special school
- The pupil has been permanently excluded from the school

Schools inform the LA of the pupil's destination school and home address if the pupil is moving to a new school (where they can reasonably obtain this information); and inform their LA of all new pupils, including their address and previous school (again where they can reasonably obtain this information).

## 16. Children Missing from Education (CME)

When a pupil fails to attend school for a fixed period with no contact from families, they are classified as a Child Missing from Education (CME). This may occur when a pupil does not attend for the first week of a new term with no contact from families or when a pupil, at any point during the school year, does not attend for 10 consecutive days with no contact from families.

In the event of a pupil, not attending school for 10 consecutive school days and there has been no contact from families, the school will make a referral to the Education Welfare Service (EWS) to report the student as a Child Missing from Education. The CME tracking officer will then attempt to trace the family and will report to the school with an update and advise when the school can remove the pupil from the school roll.

## 17. Elective Home Education (EHE)

Whilst home education is not supported by Fairfield High School for Girls because of the negative impacts that home education may have on educational outcomes, all families have the legal right to elect to home educate their child/children should they wish to do so.

Any family wishing to home educate their child should, in the first instance, arrange to meet with a senior member of staff at school to discuss this option and discuss the reasons for wanting to home educate.

Should the families still wish to home educate their child/children after this meeting they should write to the Headteacher notifying them of their decision.

Once the school is in receipt of this request, they will notify the Local Authority's Education Welfare Service and a parent will be invited to an intervention meeting, which a Local Authority Education Welfare Officer (EWO) will attend.

The Education Welfare Service will carry out checks on any family who elects to home educate their child/children.

Following home education, should families wish for their child/children to return to school parents/carers should apply online.

If a family reports a pupil has moved out of the area school staff may seek advice and share relevant information with partner agencies in ensuring the child is safe. This may include the Local Authority education welfare service, Police and Children's Social Services.

There is no automatic right of return to Fairfield High School for Girls once a family has chosen to EHE their child.

## 18. Roles and Responsibilities

Fairfield High School for Girls believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, families, pupils and the wider school community.

### 18.1 The Local Governing Body will:

- Ensure attendance is promoted to pupils and their families
- Annually 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
- Ensure school leaders fulfil expectations and statutory guidance
- Monitor the school's attendance and related issues through termly reporting at 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 leader to lead whole school attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, 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 school staff receive adequate training on attendance

### 18.2 The Senior Leadership Team will:

- Agree school attendance targets
- Actively promote the importance of attendance
- Form positive relationships with pupils and families
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations England 2024 and other attendance related legislation is complied with
- Ensure that there is a named senior leader to lead whole school attendance and allocate sufficient time and resources
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Ensure that systems to report, record and monitor the attendance of all pupils including those who are educated off-site are implemented
- Ensure that attendance data is collected, monitored and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated
- Be a good role model by setting a good example to pupils
- Give attendance and punctuality a high profile in assemblies, at parents' evenings and in school publications

### 18.3 Attendance Team/Heads of Year/Pastoral Support Workers will:

- Actively promote the importance and value of good attendance to pupils and their families
- Form positive relationships with pupils and families
- Comply with the Registration Regulations England 2024 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated
- Give attendance and punctuality a high profile in Year group assemblies
- Be a good role model by setting a good example to pupils
- Manage the cases of pupils on report for attendance and punctuality

- Conduct Attendance Panel Meetings, follow up with relevant action plans and monitor the action plans
- Reward students for 100% attendance and punctuality – reasonable consideration will be given for medical and Covid absence on a case by case basis, and those who show improvements.
- Provide Emotional Based School Attendance interventions
- Carry out home visits as and when required
- Request to see your child if a home visit is carried out. If the child is not seen at the property this information may be passed to the Safeguarding Officer, Attendance Welfare Officer and/or the police
- Request Statutory Action where unauthorised absences have been accrued
- Transition visits will also be carried out in some cases.

#### 18.4 Form Tutors will:

- Actively promote and champion the importance and value of good attendance to pupils and their families
- Form positive relationships with pupils and families
- Act in a mentoring capacity and make contact with families to discuss initial concerns about attendance and record these conversations
- Make use of the information and systems provided to understand the current status and trends of attendance and punctuality of the students in their form
- Be a good role model by setting a good example to pupils.
- Inform families when poor attendance or punctuality is adversely affecting progress
- Engage with the rewards process for attendance
- Issue consequences for poor punctuality to school and to lessons

#### 18.5 Expectations of the Local Authority:

- As a minimum, all local authorities are expected to, as per section 4 of 'Working Together to improve School Attendance, August 2024):
- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on
- To unblock area wide barriers to attendance
- Have a School Attendance Support Team which provides the following core functions:
- Communication and advice
- Targeting Support Meetings
- Multi-disciplinary support for families
- Legal intervention
- Monitor and improve the attendance of children with a social worker through their Virtual School

#### 18.6 We request that families:

- Talk to their child about school and reinforce the values of a good education, including the strong link between school attendance and academic outcomes
- Take a positive interest in their child's work and educational progress
- Instill the value of regular school attendance within the home environment
- **Contact the school by 8:00 am if their child is absent**
- **Contact is required on each day of absence**
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Encourage routine at home, for example, bed times, homework, preparing school bag and

uniform the evening before

- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- **Avoid taking their child out of school during term-time. Where this is unavoidable, and only in exceptional circumstances send a written leave request to the Headteacher.**
- **Complete a 'Leave of Absence' request proforma addressed to the Head of School, which can be found on the school website and in Appendix 1 at the end of this document.**
- Work with school to overcome any barriers including attending meetings at school.

### 18.7 We request that pupils will:

- **Arrive at school and seated in their form rooms by 8.15am in full school uniform with the correct equipment, ready for form time and registration at 8:15am**
- Be punctual for all lessons
- Speak with the Attendance Officer if there is a need to leave the site at any time during the day (evidence required). In such cases, students must sign out at reception on leaving and sign in again on return.
- Not contact home directly if they feel ill during the school day. Pupils should speak to a member of staff first, if necessary the school will contact home. Failing to follow this procedure may result in these absences being unauthorised.

## 19. Support and Intervention

The school recognises 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. Families 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. This will help the school identify any additional support that may be required.

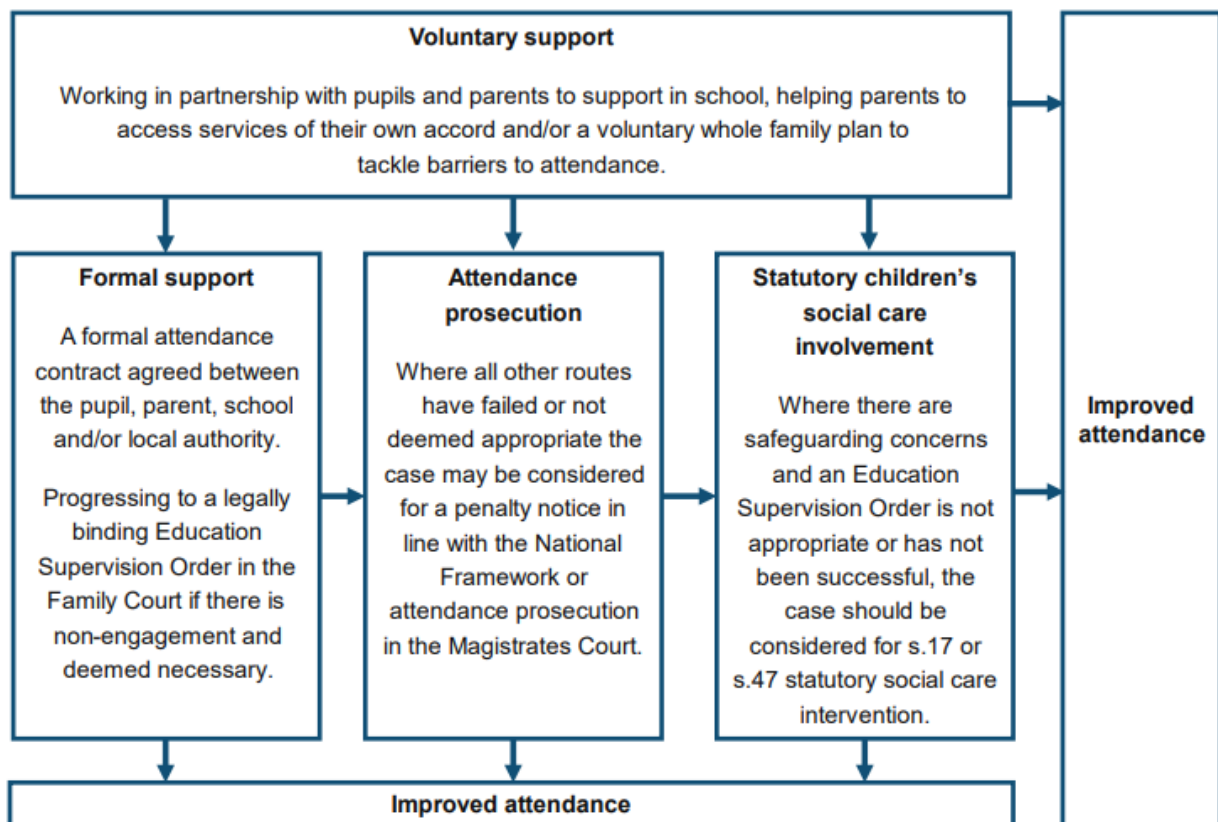
Fairfield High School for Girls recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children. The school will implement a range of strategies to support improved attendance and remove barriers. Strategies used will include:

- Discussion with families and pupils
- Attendance panels
- Attendance/Punctuality report cards
- Referrals / signpost to external support agencies
- Learning mentors
- Reward systems
- Supportive Timetables
- Additional learning support
- Behaviour support
- Access to mental health and wellbeing support
- Attendance Improvement Plan
- Attendance agreements between home and school
- Early Help referrals
- Referral for Educational Psychologist support which may lead to an application for an EHCP
- Parenting contracts
- Education Supervision Orders
- Attendance prosecution
- Parenting Orders
- Fixed Penalty Notices
- Prosecution may occur if families regularly remove their child from school for the purpose of



- unauthorised leave of absence.
- Support offered to families will be child centred and planned in discussion and agreement with both families and pupils.

### Providing support first before attendance legal intervention



Where families fail or refuse to engage with the support offered and further unauthorised absence occurs, Fairfield High School for Girls will consider the use of legal sanctions.

## 20.Attendance Procedures

Fairfield High School for Girls believes that all stakeholders should be clear with regards to what to expect should a pupil's attendance fall below our attendance thresholds.

## 21. Procedures for Pupil Attendance Procedures

Working together to improve school attendance (August 2024) makes clear that all parties; including schools, parents, multi-academy trusts and local authorities should place a strong emphasis on school attendance. At Fairfield we consider each pupils' previous year's attendance before determining when to activate our attendance procedures (known as our 'tiers of activation and escalation').

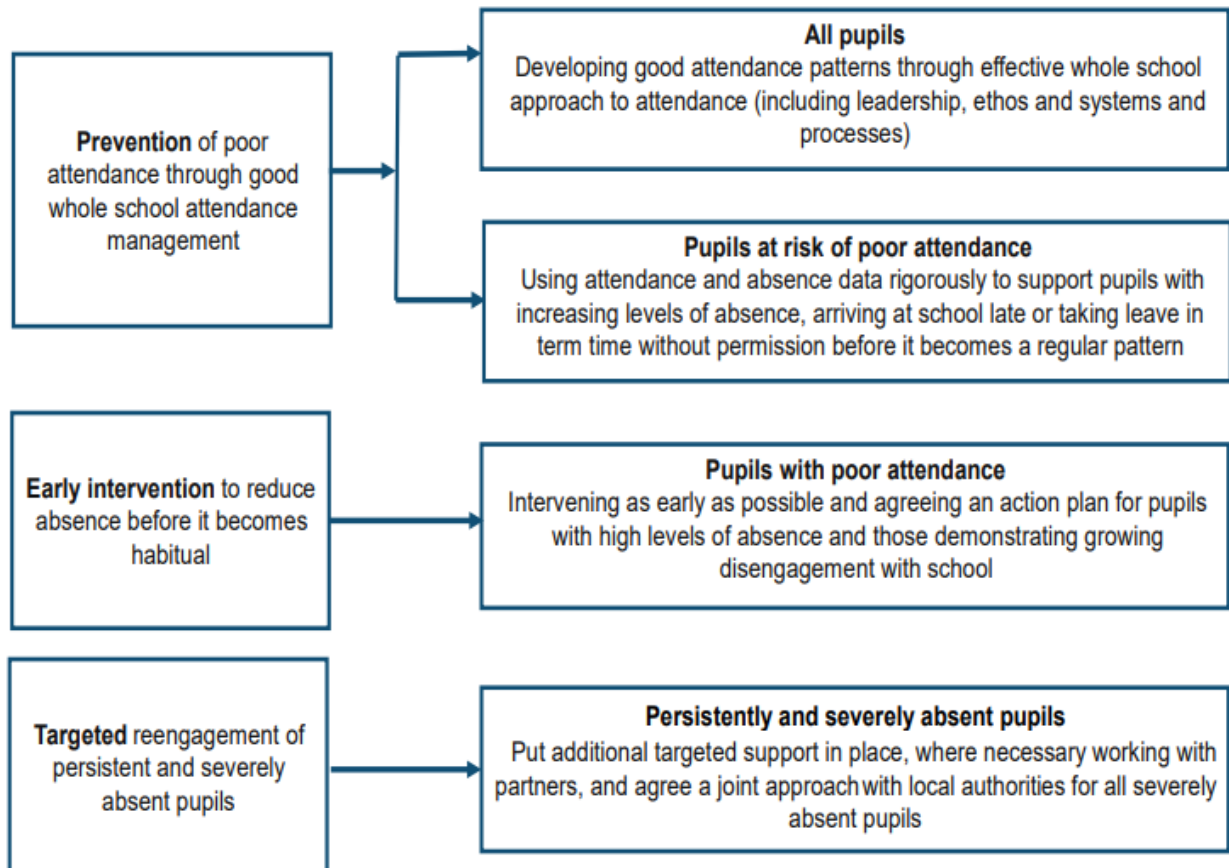
All pupils are expected to attend every session but where a pupil's attendance falls below our thresholds of 95%, or if anomalous patterns of attendance are discovered, our attendance procedures will be instigated according to the tiers of activation and escalation shown in the table below.

If a pupil's attendance was below 95% the previous academic year, the procedures will be instigated from the start of the current academic year.

If a pupil's attendance was above 95% the previous academic year, the procedures will be instigated after October half-term unless there are immediate concerns or anomalies.

Fairfield High School's tiered approach is supported by the effective school attendance improvement and management guidance in Working together to improve school attendance August 2024:

### Effective school attendance improvement and management





**Fairfield High School for Girls**  
**Tiers of Activation and Escalation based on previous year's attendance**

Attendance	Category	Descriptor	Stage: Attendance Procedures
100 – 95%	On Target	<b>Congratulations your attendance is excellent.</b> You have the best chance of academic success. If your attendance is in this band you will be eligible for a range of rewards.	<b>Form Tutor/HOY</b> Celebrate class achievement Celebrate individual achievement Verbal praise to pupils Attendance Certificates each half term Praise during assemblies Pupils record attendance in their Planners Form prizes
94.9 – 92.1%	Below Target  Stage 1	<b>Your attendance is slipping. Your progress being to be affected below this stage.</b> Pupils below 97% will be monitored.  Further absences will not be authorised by school.	<b>Form Tutor</b> Speak to pupils about reasons for absence. Pupils record attendance in their Planners Assistant HOY Informal Attendance Plan  Ensure pupils are aware that their absence has been noted and will be monitored  <b>Attendance Officer</b> Stage one letter is sent home
92 – 90.1%	Below Target  Stage 2  Triggers Monitoring Plan –	<b>Your attendance means you are at risk of underachieving.</b> You have a responsibility to work hard to catch up on missed work and to improve your attendance.  Any further absences will only be authorised if school receives medical evidence.	<b>HOY</b> Four-week attendance monitoring plan. One day off within this period will trigger the next stage in the policy Return to school meeting with HOY  Set individual attendance targets and award achievement points if target is met  <b>Attendance Officer</b> Stage two letter is sent home At risk of Penalty Notice Letter sent home
90 – 50.1%	Pink  Stage 3 Meeting and Monitoring Plan	<b>Your attendance means you are at serious risk of underachieving and has become a serious cause for concern. Any further absences will only be authorised if school receives medical evidence</b>  Parents / carers will be at high risk of being issued with a Penalty Notice	<b>Attendance Manager / EWO</b> <b>Attendance Improvement Plan</b> <b>Penalty Notice Referral to TMBC</b> <b>Stage three letter is sent home</b>  Four-week attendance monitoring plan Parents / carers and pupil are invited to an Attendance Panel Meeting. Agency involvement to be considered (such as Early Help) One day off within this period will trigger the next stage in the policy

Attendance	Category	Descriptor	Stage: Attendance Procedures
50 - 0%	Red Stage 4	<p>Your attendance is unacceptable.</p> <p>You are identified as a Persistent Absentee (PA) under 90% or Severe Absentee (SA) under 50%</p> <p>Your education is at risk and you will not reach your potential, you will gain fewer qualifications and will be less likely to gain entry into further education, training or employment. Unless there are genuine reasons that are preventing you from attending school your parents will either receive a Penalty Notice or be prosecuted for your irregular attendance which will result in a criminal record.</p>	<p>Attendance Manager / EWO/DHT</p> <p>Refer pupil to Education Welfare Officer.</p> <p>Stage 4 Letter</p> <p>Monitor attendance and ensure safeguarding. Invite parents and pupil to an Attendance Panel Meeting (with EWO) and review Action Plan for attendance</p> <p>Issue a Penalty Notice</p> <p>Collate evidence and begin to prepare a case for prosecution</p> <p>Referral to other agencies if appropriate. Work with outside agencies to develop personalised intervention.</p>

## 19 Legal Interventions and Sanctions

Where intervention and support has not been successful or 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, the school will enforce it through prosecuting parents.

### 19.1 Prosecution

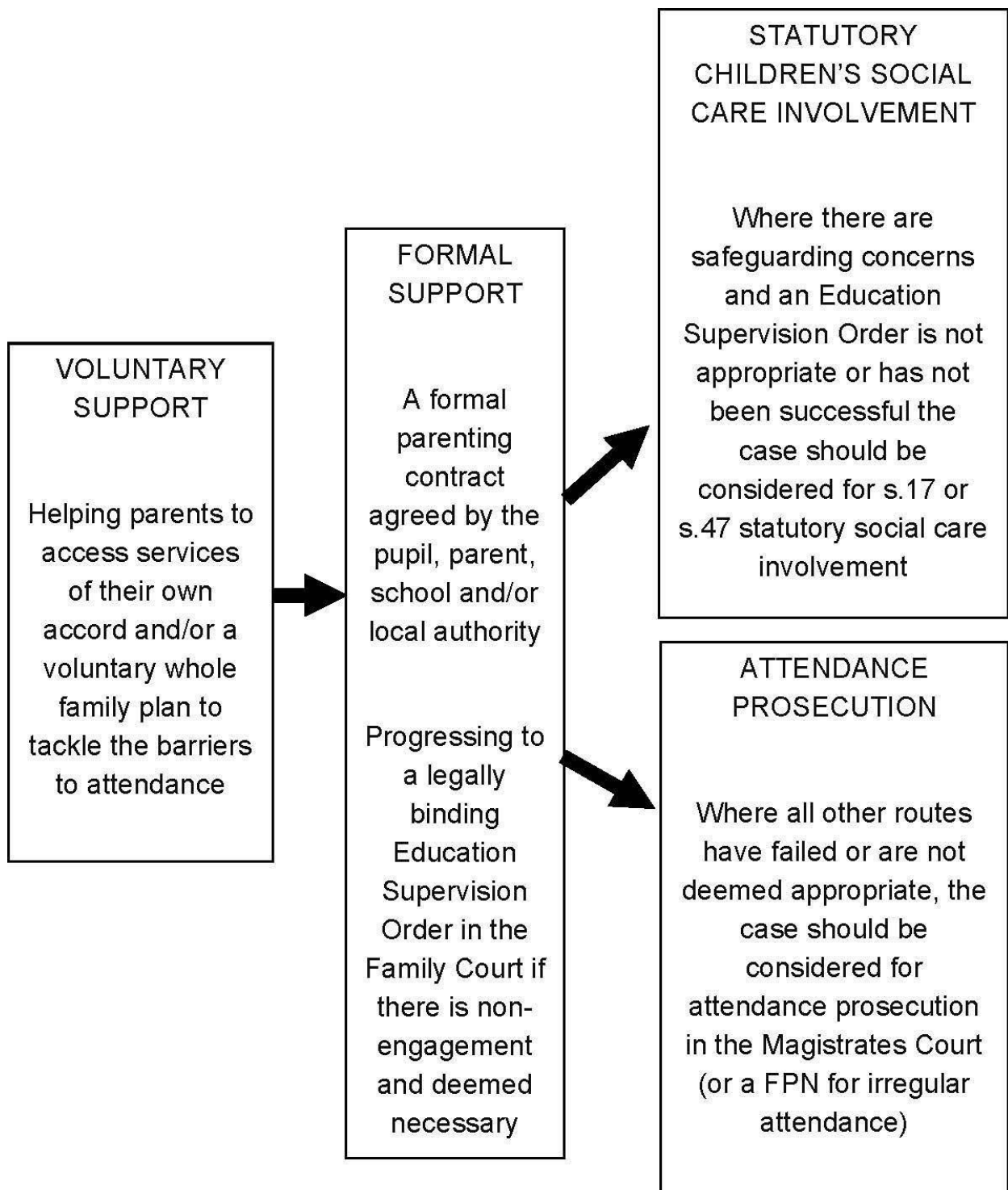
Where intervention and sanctions fail to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that families realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if families fail to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A family found guilty of this offence can be fined up to £2,500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are parenting Contracts, Penalty Notices or an Education Supervision Order.

Prosecution may occur if families regularly remove their child from school for the purpose of unauthorised leave of absence.



Section 444 of the Education Act 1996 states that if families fail 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.

A family found guilty of this offence can be fined up to £2,500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are parenting Contracts, Penalty Notices or an Education Supervision Order.

## 22. Key Documents

- Fairfield High School Policy for Outstanding Conduct and Behaviour
- Fairfield High School Safeguarding Policy
- Keeping children safe in education 2024
- Working Together to Safeguard Children
- School Attendance 2020
- Working Together to Improve School Attendance
- Keeping Children Safe in Education
- Supporting pupils at school with medical conditions
- Ensuring a good education for children who cannot attend school because of health needs
- Elective Home Education
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement
- School attendance parental responsibility measures
- Promoting and supporting mental health and wellbeing in schools and colleges
- Approaches to preventing and tackling bullying
- Children Missing Education

## 23. Key Legislation

- Children Act 1989
- Children Act 2004
- Education Act 1996
- Education Act 2002
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007
- The Data Protection Act (2018)

# Appendix 1: Leave of Absence Form

## Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **10 DAYS IN ADVANCE** of the proposed leave wherever possible.

Parents / carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine. **The penalty is £80 if paid within 21 days, doubling to £160 if paid between 22 – 28 days and applies per parent per child for which permission has been refused or was not sought. If the fine is not paid, parents will be reported for prosecution.** All secondary schools in the Stamford Park Trust have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.

TO BE COMPLETED BY PARENT / CARER					
Surname of child:		First name:			
Year Group:		D.O.B.:			
Surname of parent / carer:		First name of parent / carer:			
Address of child(ren):		Telephone number(s):			
Postcode:					
Please state the <b>exceptional circumstances</b> that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.					
Reason:				Information provided by parent / carer will be checked by school	
Would she miss any national tests of examinations?				Yes	No
Is her attendance already below 95%?				Yes	No
Is the requested absence during the month of September?				Yes	No
Would she be absent for more than 10 school days?				Yes	No
Has she already had leave during term-time this academic year?				Yes	No
Has your daughter already had a leave of absence request authorised this academic year?				Yes	No
Does your child have any siblings at Fairfield High School for which you are requesting leave of absence?				Yes	No
Does your child have any siblings at another school for which you are requesting leave of absence?				Yes	No
If you have answered 'yes' to the previous question, please state which school(s) your other children attend.				Yes	No
If this request is approved, will her absence exceed 10 days in this school year?				Yes	No
Is the request for a religious observance?				Yes	No
Length of absence requested (school days):		From (date):		To (date):	
Parent / carer signature:					
TO BE COMPLETED BY SCHOOL					
Further information required:				Yes	No
Headteacher's comment:					
Signed:		Name:		Designation:	
				Absence Approve d:	Yes No