

Tapton SCHOOL

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Tapton School

Attendance Policy

November 2023

Governor Committee:	Full Governing Body
Reviewed:	November 2023
Due for review:	November 2024
Member of Staff responsible:	Assistant Headteacher for Attendance

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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Tapton School Absence Line		<p>If your child is unable to attend school, parents and carers should contact our school absence line on 0114 267 1414. You can also text 07860 054 089 or email attendance@taptonschool.co.uk .</p> <p>Parents and carers should contact school before 8.30am, so we are able to effectively safeguard all students.</p> <p>Ideally, medical appointments should be made outside of the school day. However, if this is unavoidable, any appointments that students need to attend should be communicated with school. Parents and carers should contact the school absence line detailed above.</p>
Attendance and Safeguarding Lead	Kath Tabani	0114 2671414 ext. 1125 ktabani@taptonschool.co.uk
Attendance Officer	Rachel Shaw	0114 2671414 ext. 1111 rshaw@taptonschool.co.uk
Designated Safeguarding Deputy and Persistent Absence Strategy Lead	Esther Jackson	0114 2671414 ext. 1164 ejackson@taptonschool.co.uk
SENDCO	Steve Rippin	0114 2671414 ext. 1104 srippin@taptonschool.co.uk
Local Authority Designated Officer (LADO)		0114 273 4855 LADO@sheffield.gcsx.gov.uk
Local Authority Attendance Team		SheffieldInclusion&attendance@sheffield.gov.uk
Advice around general illness		http://sybhealthiertogether.nhs.uk/ Is my child too ill for school? - NHS (www.nhs.uk)
Sheffield Safeguarding Hub		0114 273 4855
West Family intervention Service	Barbara Hyman Family Intervention Service School link worker	Barbara.hyman@sheffield.gov.uk

I. Introduction

Tapton School is committed to maximising the achievement of all students and we believe that regular school attendance is the key to enabling children to capitalise on the educational opportunities available to them. We expect every student to aim for 100% attendance during an academic year and to become resilient, confident, and competent adults who are able to realise their full potential and make a positive contribution to their broader school community.

We recognise that attendance is everyone's responsibility. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND. We will work with families to identify the reasons and barriers for poor attendance and try to resolve any difficulties, referring to relevant agencies where appropriate.

Tapton School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility between staff, governors, parents and carers, students, and the wider school community. As such, all stakeholders have a responsibility to support and promote outstanding attendance. In addition, key school staff i.e. The Inclusion Team, Form Tutors, Year Leaders, Senior Leadership Team and Attendance Officers, will work in line with our Attendance strategy.

We are committed to meeting our obligations with regards to school attendance by:

- Building strong relationships with families, listen to and understand the barriers to attendance so that we can effectively support students.
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled, acting early to address patterns of absence.
- Supporting parents and carers to ensure their child attends school regularly. Also, to promote and support excellent punctuality.
- Discussing the link between attendance and educational outcomes and student wellbeing.

Core principles as directed by DFE Working together to improve school attendance

- We have high standards of attendance which are **expected** from all students.
- We **monitor** all students by rigorously using attendance data to identify patterns of poor attendance as soon as possible so that all parties work together to resolve issues before they become entrenched.
- We cannot tolerate low attendance, but we will, **listen, understand, empathise** and **support** our students.
- We are relentless in our pursuit of identifying the root causes of absence and removing barriers to attendance.
- We will **facilitate support** of students through, the deployment of key staff so that strong relationships can be built and maintained. We will consider a range of interventions to remove barriers to positive attendance.
- We have clear processes as to when attendance should be unauthorised and we have a keen focus on such absence.

- Where barriers to attendance are due to external reasons beyond our control, the school will **facilitate support** by working with external agencies getting in the right support at the right time.
- We will **formalise support** using **Attendance Contracts** agreed by students, parents and carers and school. These will set out the consequences clearly and ensure support is in place.
- We will work with the Local Authority to **enforce where necessary**. Where all other avenues have been exhausted and support has not been successful or families do not engage, we will work with the LEA to enforce attendance through statutory intervention or prosecution to protect the students' right to an education.
- We will share information and work in collaboration with other schools in the area and other partners when absence becomes a concern.

I. Roles and responsibilities

The Local Authority

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the students, pupil cohorts and schools on which to provide support and focus its efforts on to remove area wide barriers to attendance.
- Have a School Attendance Support Team which provides the following core functions free of charge to all schools.
- **Communication and advice:** regularly bring schools and multi agencies together to communicate messages, provide advice and share best practice between schools and trusts within the area. Clarity around what the school should have already offered at the point at which the LEA will become involved. We work closely with our local authority link.
- **Targeting Support Meetings:** hold termly conversations with schools, using their attendance data to identify students and cohorts at risk of poor attendance and agree targeted actions (possibly involving LEA) and access to services for those students.
- **Multi-disciplinary support for families:** provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and remove the barriers to attendance. **Schools and LEAs are also specifically expected to have agreed a joint approach for all severely absent students (Those with absence 50% plus).**
- **Legal intervention:** Where voluntary support measures have been unsuccessful or disengaged with, the LEA Attendance Support Team should liaise with the school to take forward attendance legal intervention (using the full range of parental responsibility measures). This may be in the form of an Education Supervision order, Fixed Penalty fine or court action.

What you can expect from Tapton School:

Tapton School, Tapton Academy Trust and the Local Authority Attendance Support Team

Tapton School, Tapton Academy Trust and the Local Authority's Attendance Support Teams will work together and make use of a full range of legal interventions rather than relying solely on Fixed Penalty Notices or prosecution. The school and the LEA will decide which intervention is appropriate depending upon individual circumstances. These include Parenting contracts, Education Supervision orders (ESOs), Attendance Prosecution, Parenting Orders and Fixed Penalty Fines.

Tapton School

- The school has high expectations for all students in regards to attendance.
- The school will track all absences thoroughly and any students who have dropped to become persistently or severely absent will be monitored.
- When a child is Persistently Absent (below 90%), the school, Parents and carers and the Local Authority will work together and facilitate and formalise support to remove any barriers. Absence at this level can cause considerable damage to a student's educational prospects and we want to ensure that by working together, excellent attendance can be achieved.
- The school will focus on Severely Absent students (50% absence or below) as these students face more significant barriers to learning. This involves more intensive support across a range of external agencies. Every effort is needed across all agencies to make this cohort a priority for support.
- We will endeavour to listen and empathise with students and their families to understand the causes of poor attendance and will identify appropriate interventions to ensure that students can engage with education full time.
- Our school Inclusion Team and the Local Authority's Attendance Support Team will work together to tackle persistent and severe absence and enforce where all other avenues have been exhausted.

If your child's attendance falls below 93%, you can expect school to:

- Contact parents and carers to discuss the concerns regarding your child's attendance.
- Distribute attendance concerns letters from our inclusion team alongside your child's registration certificate informing parents and carers of your child's current attendance score.
- Make referrals to our Attendance and Punctuality Officer so that further intervention can be implemented.
- Request parents and carers to attend meetings in school with the Year Leaders and/or members of the Inclusion or Senior Leadership team to discuss and facilitate and formalise appropriate support, including the implementation of attendance contracts.
- Inform parents and carers of the procedures and next steps if attendance does not improve.
- To work collaboratively with school and the Local Authority to formulate a plan to overcome the barriers to attending school.
- To make referrals where appropriate to external agencies for additional support, for example Family Intervention Service.

Tapton School uses a process of escalation for attendance concerns, which is included in the appendices.

Tapton School Governing Body

Attendance figures are reported to the Governing body during Governor's meetings held throughout the year. This data is presented by the schools Attendance Lead.

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at Tapton School
- Authorising the issuing of fixed-penalty notices, where necessary.

Class Teachers

- Class Teachers and Form Tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the attendance office via Bromcom. Class teachers and Form Tutors will be provided with attendance data so they can facilitate support for their students.
- All staff who are responsible for registering students must do so within the first 10 minutes of a lesson in silence and by roll call. Red flags in Bromcom alert staff to students who are on the Child Protection register, have an allocated social worker or who are in receipt of Early Help involvement from Family Intervention Service. Registers must be taken accurately and timely and failure to do so may lead to discussions with the Headteacher/disciplinary action. Teachers will receive a reminder slip from the Attendance Officer if a register has not been completed for their lesson, if this fails, a visit from the on-call team will be made to their classroom.
- If a student has been marked present in the previous lesson but fails to attend their next lesson, that member of staff must raise a student missing on call so that their whereabouts can be investigated by the on-call team and parents and carers informed if they are not located.
- If a student is in school but not in their timetabled lesson for any reason, their attendance must be marked with a 'K' and an explanation left in the comments box by the member of staff who they are with. This will be for the reference of other staff and prevent unnecessary on calls being raised. If teachers have a student in their class whose name doesn't appear on their register, they will raise an on call so that staff can return students to their correct lesson or if appropriate make register changes.
- **Accurate registers are essential to ensure effective safeguarding.**

Form tutors

- Form tutors have an important role within school and are a crucial part of our whole school approach to promoting excellent attendance.
- Form tutors meet their students daily during morning registration. Therefore, they can make a significant, positive impact on the students in their form, modelling the principles of unconditional positive regard for every student as they arrive in school each day.
- Attendance data for the students in each form is shared with form tutors on a weekly basis. Form tutors monitor attendance and punctuality data for their form regularly. They will track and notice trends or patterns of absence and use this information to inform conversations with students. They will actively engage students in regular discussions to promote excellent attendance and punctuality during morning registration.

- Once a month, form tutors deliver information in morning registration during 'attendance days'. During this time, Form tutors disseminate attendance information and each student's attendance score. This dedicated time once a month allows students to reflect on their attendance score, give themselves a target for next month, and for form tutors to have conversations with students around their attendance and any learning barriers they may be facing.
- Form tutors will liaise with Year Leaders over concerning attendance and punctuality issues for students in their form.
- They will also forward communication from parents and carers and medical evidence regarding student absences to the Attendance Officer upon the return of the previously absent student.
- Form tutors may contact parents and carers to discuss attendance concerns and absences.
- Form tutors will complete registers accurately and encourage full form attendance.

Year Leaders and the wider Inclusion Team

- Form tutors will refer ongoing concerns to their Year Leaders who will discuss students with poor attendance and punctuality in their weekly inclusion meeting with the Inclusion Team. Furthermore, once every half term, each year group's inclusion meeting has a dedicated, strategic focus of attendance. During this time, attendance data for each year group is analysed and interventions are put in place to support students and families.
- For students whose attendance is below 93%, Parents/ carers may be contacted, letters sent home, meetings arranged and where appropriate students may be referred to outside agencies for support in procuring improvement i.e., Family Intervention Service.
- Should these steps fail to bring about positive change, parents will be required to meet with members of the Inclusion team as we cannot leave school absence unaddressed. If absences are due to ill health, we need to be provided with evidence of medical appointments etc to support this.

Attendance and Punctuality Officer

- Students who continue have poor attendance/punctuality, despite this having been highlighted to parents and carers by letter, will be referred to our Attendance and Punctuality Officer (APO) for further intervention. Our APO will carefully track and monitor student's attendance, identify any patterns or trends, and work with the student and families to remove barriers to attendance. Our APO intends to provide further support, this is not intended to be a punitive measure.
- If, once referred, students are not in school, our APO will contact parents and carers to ascertain the reasons for absences and may facilitate a home visit. The APO and Year Leaders will also meet with students in school to discuss concerns and solutions. Parents /carers may also be required to attend meetings to discuss the need and actions to positively influence change.
- If a student has been referred to our APO, this means that we may be unable to authorise future absences unless medical evidence has been provided to school.

- Once a student has attended well for one half term (having a maximum of one day's absence), they will be removed from the intervention list and any future absences will usually be authorised.

Attendance Officer

- Our Attendance Officer is a pivotal member of staff and responsible for receiving contact from parents and carers every morning regarding student absences and the reasons for absences.
- Our attendance officer also receives communication regarding absences due to medical appointments.
- Our Attendance Officer is responsible for changing attendance codes in the morning of the school day on Bromcom to reflect information received from parents and carers for teachers to be advised about the reasons for the absence.
- Our Attendance Officer will ensure accurate and up to date records are kept and will provide Year Leaders, form tutors and the wider inclusion team with attendance and punctuality data where necessary.
- Our Attendance Officer will monitor attendance data daily across the school and at an individual student level.
- Monitor patterns of Persistently Absent and Severely absent students, which is a key focus of the regular data monitoring and identify students and cohorts that need targeted attendance support as quickly as possible.
- Students who arrive late to school must always sign in using our Inventory system in main reception. Our attendance officer will receive this information and update the registers.
- If a student needs to leave school early, for example, due to a medical appointment, must hand a green slip into our attendance office before signing out using the inventory system. Green slips are written by members of staff who have received communication from parents and carers regarding the reasons for absence. For example, green slips could be written by Form tutors, Year Leaders, members of the inclusion team. We do expect students to attend before and after their appointments. They should not have a full day's absence.

What Tapton School expects of our Parents and carers:

Tapton School prides itself on having high expectations for attendance and we value the support of all our parents and carers in this regard. We feel that parents and carers should have an opportunity to understand the impact of attendance and for many, to celebrate their child's achievements and encourage them to maintain these routines.

We recognise that parents and carers have a pivotal role in ensuring that students have excellent attendance and we wish to work collaboratively with them to remove barriers to attendance, as part of our holistic approach.

Parents and carers are encouraged to download our MCAS (My Child At School) online app. This app allows parents and carers to view your child's attendance figures.

Tapton School also regularly sends out letters and reward postcards regarding attendance. This information alongside the data from MCAS can be used by parents and carers to inform conversations with their child.

All parents and carers are encouraged to contact their child's Year Leader if there are any reasons/barriers that are preventing their child from attending school regularly.

Parents and Carers Contact Details:

It is imperative that the school has up to date contact details for all Parents and Carers. It is the Parents and Carers' responsibility to keep the school informed of current contact details.

Reporting to Parents and carers

Parents and carers can monitor their child's attendance by:

- Speaking to their child's Form Tutor or Year Leader
- Receiving letters from the school raising concerns around attendance and punctuality
- Using the online MCAS app which is available for all parents and carers of Tapton students to download.
- Student's attendance will be shared on their tracking reports.
- Parents and Carers can request a copy of their child's attendance certificate at any time by contacting the attendance team.

If your child's attendance falls below 93%, we expect that parents and carers will:

- Be contacted by the school Inclusion team to discuss the concerns regarding the absences.
- Receive attendance concerns letters from our Inclusion team alongside your child's registration certificate informing parents and carers of your child's current attendance.
- Engage with our Attendance and Punctuality Officer via telephone calls, emails, text messages and home visits if your child has been referred to them for additional support and intervention.
- Be requested to attend a meeting with your child's Year Leader and/or members of the Inclusion or Senior Leadership team to formalise support, sometimes in the form of an attendance contract.
- Be informed of the procedures and next steps if your child's school attendance does not improve.

- Work collaboratively with school, Local Authority and other external agencies where necessary to formalise a plan to overcome the barriers to attending school.

Working in partnership with Parents and Carers

We aim to build and sustain positive relationships with all parents and carers. We endeavour to work jointly to promote excellent school attendance. Strategies to achieve this may include:

- Capturing what is going well, what we are worried about, what are the next steps during meetings with a student and/or their families.

For each of these three areas, we will think about the child's education, health and care needs. By breaking it down into these areas we:

- See the dominant factors which prevent the student from being in school every day on time.
- Identify the most appropriate next steps.
- Involve the most appropriate agencies, which may include Early Help or The Attendance & Inclusion Team within the Local Authority. For students with identified health issues, the school may consult with the Local Authority and consider using the GP protocol. The school will work in collaboration with any external specialists already working with a child.
- Ensure good internal communication/meetings encompassing safeguarding, SEND, behaviour, attendance to facilitate robust APDR (Assess, Plan, Do, Review response)
- Create a plan to support improvement in attendance. To implement this plan and review it to assess if improvements have been made.
- Ensure that the student and family feel that they have been supported by the school and continue to be supported by our inclusion team.
- Support students who may attend sessions not on the school site at an approved provider or with an educational professional.
- Routinely apply a robust system that includes incentives, rewards, and consequences ensuring that all the systems are inclusive and appropriate for all students.
- Celebrate attendance in Form Time, Celebration assembly, rewards postcards home and attendance badges.

3. Recording attendance and Attendance Codes

Absence due to illness

If your child is unable to attend school, parents and carers should contact our school absence line on 0114 267 1414. You can also text 07860 054 089 or email attendance@taptonschool.co.uk. Parents and carers should contact school before 8.30am, so we are able to effectively safeguard all students. The emphasis is on parents and carers to inform school if your child is unable to attend. A follow up call should be made to school for any subsequent day's absence. If your child's absence falls below 90%, we may require medical evidence such as an appointment card in order to authorise their absence. If this is the case, we will inform you of this in writing.

Medical appointments

Ideally, medical appointments should be made outside of the school day. However, if this is unavoidable, any appointments that students need to attend should be communicated with school. Parents and carers should contact the school absence line on 0114 267 1414 or text 07860 054 089 or email attendance@taptonschool.co.uk with reasonable notice given.

If the appointment is for part of the day, we do expect students to attend either before or after their appointment and that they miss the minimum amount of time to attend such appointments.

The school may ask the student's parent/carer to provide medical evidence, such as a prescription, appointment card or other appropriate forms of evidence. We will not ask for medical evidence unnecessarily.

It is at the school's discretion as to whether medical appointments will be authorised and this will depend on the attendance score of the student and whether evidence has been provided.

If students are leaving school to attend a medical appointment, they will receive a green slip in order to excuse themselves from their lesson. The student should hand this slip to the attendance office and then sign out using the online inventory system in main reception. We cannot issue any green slips to students unless we have received communication from parents and carers regarding the absence. When students return to school following their absence, they should sign back in via main reception using the online inventory system.

Authorised and unauthorised absence

Holidays and unauthorised absences

School term dates are available on our school website. Tapton School expects all holidays and term time leave to be taken during school holidays.

Please note that we cannot authorise any term time absences unless there are exceptional circumstances. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

If exceptional term time leave is required, parents and carers should contact school in writing (letter or email) with more than 2 weeks in advance of any absence to allow time for the information to be reviewed by school. Parents and carers should inform school of the dates of intended absences (start date and end date of the absence), the reason for the absence and their child's whereabouts/address/contact details during the absence.

Any holidays during term time will always be coded as unauthorised in line with our school policy and we may consider a fixed penalty notice and/or prosecution. If students are absent for more than 10 school days, the school will make appropriate referrals to the Local Authority in line with Children Missing from Education guidance. This could result in your child being removed from Tapton School's roll.

Unauthorised absence at Tapton School includes (but is not limited to):

- Parents and carers keeping children off school unnecessarily or children refusing to attend school.
- Truancy before or during the school day.

- Absences which have never been properly explained or no reason has been given.
- Children who arrive at school after the morning registers are closed (9:50am)
- Shopping, looking after other children or birthdays.
- Visits abroad.
- Day trips and holidays in term-time.
- We may not authorise absences from school if your child's attendance is below 93% and they have been referred to our Attendance and Punctuality Officer.
- Medical appointments, whereby evidence has been requested but not received by parents and carers.

Unauthorised absence can lead to the issuing of fixed penalty notices and/or prosecution.

Authorised absences.

With regards to authorised absences, Tapton School deems these as rare and exceptional circumstances, for example a family bereavement. Authorised absences are granted in other exceptional circumstances such as alternate provision or reduced timetables, however these are agreed with parents and carers and reviewed regularly.

Sporting activities and sporting competitions may be approved; however we will require evidence before such absences can be authorised.

Valid reasons for authorised absence include (but are not limited to):

- Illness and medical/dental appointments (see section 3 for more detail)
- Religious observance – see section below.
- 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 pupil is attending educational provision.
- Students attending on a reduced timetable – however, these are agreed with parents and carers and are reviewed regularly.

Religious observance

Tapton School acknowledges and rejoices in the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance.

We believe it to be reasonable that no more than two days absence be designated for a religious celebration and that a maximum of three days in any academic year will be granted for religious observance.

Mental Health and Emotional Based School Avoidance

We are aware that for some students it is their poor mental health that is preventing or hindering school attendance.

We acknowledge that this type of situation needs careful handling and may need the support of external agencies to bring about a positive change.

Whilst we will be mindful of such circumstances and work with the Local Education Authority's Attendance and Inclusion team and parents and carers, we do need to bring about a change. We strongly believe that regular routines such as coming to school can have a positive impact on mental health. Crucially, all students have the right to a full time education.

Following up on absence

If a student does not attend school, or stops attending, Tapton School will:

- Send a text/call on the day of absence if we have not had any contact from parents and carers.
- Follow up on their absence with their parent/carer to ascertain the reasons. This will be done daily.
- if no contact has been made for a period of 3 days, we will conduct a home visit to ascertain the reason of absence.
- The school will ensure any safeguarding action is taken where necessary, including referrals to external agencies such as Police/ Sheffield Safeguarding Hub.
- Identify whether the absence is authorised or not.
- Identify the correct attendance code to use.
- Report your child as missing to the Local Authority CME (Children Missing from Education) team, if no contact has been made after a period 10 school days. This may result in your child being removed from the school roll.

Children Missing from Education:

Tapton School's safeguarding team are the nominated members of school staff to liaise with the Children Missing from Education Team. Students who cannot be located, and/or have not arrived back at school when intended, will be considered absent from education. The CME Team will be informed and will pursue the matter in accordance with Local Authority procedures.

4. Lateness and punctuality

A school day is split into two sessions AM & PM. Tapton School takes a register for AM and PM, as well as every period.

Lates – Morning registration commences at 9:00am – 9:20am daily. Students are expected to arrive at school by 8.55am each day and make their way to registration. If a student arrives in registration after 9:00am, they will be marked as late for the AM session. This means that they will be placed in lunch detention on the same day.

If a student is late and arrives to school after 9:30 am (30 minutes after registers close), they will be marked with a U code for their AM session, which is an unauthorised absence. This mark will impact the student's overall attendance score and they will receive a same day lunch detention.

If a student arrives late for their period 4 session after lunch time, they will be marked as late and they will receive an after-school detention on the same day.

Students missing from lessons.

If a student has been marked present in the previous lesson but fails to attend their next lesson, that member of staff must raise a student missing on call so that their whereabouts can be investigated by the on-call team and parents and carers informed if they are not located.

If a student is in school but not in their timetabled lesson for any reason, their attendance must be marked with a 'K' and an explanation left in the comments box by the member of staff who they are with. This will be for the reference of other staff and prevent unnecessary on calls being raised. If teachers have a student in their class whose name doesn't appear on their register, they will raise an on call so that staff can return students to their correct lesson or if appropriate make register changes.

Year Leaders and/or members of the inclusion team may contact parents and carers by letter or telephone to discuss a student who is persistently marked as late at the start of school day or to their lessons. Interventions may be put in place such as punctuality reports. Whilst we cannot tolerate poor punctuality, we endeavour to work with students and parents and carers where genuine reasons for lateness are identified, such as being a 'young carer' and support students to access their education.

5. Medical Conditions

Being notified that a child has a medical condition.

Some students have medical conditions which may prevent them from attending school. When the school is notified that a student has a medical condition, we will decide whether the student requires a care plan. The school will work alongside the student, parents and carers and the Local authority in their implementation of DfE guidelines outlined in [Ensuring a good education for children who cannot attend school because of health needs](#). It is however, the Local Authority's responsibility to implement this policy.

Parents and carers will be asked to:

- Provide school with sufficient and up-to-date information about their child's medical needs, this may include medical evidence such as letters, appointment cards etc.
- Be involved in the development and review of their child's care plan and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the care plan, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Students with medical conditions

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their care plans. They are also expected to comply with their care plans.

6. Legal sanctions

Parents have a legal responsibility to ensure that their child attends school regularly and punctually.

Please be mindful that Section 4 of the Education Act 1996 states that it is an offence for a parent or carer to fail to ensure their child attends school regularly.

Parents and carers who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- If all avenues of support have been facilitated and persistent or severe absence has shown no improvement.

7. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.
- [The Equality Act 2010](#)

- Appendix I: attendance codes

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

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

Authorised absence

C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day