



# **Denbigh School**

# **Student Attendance**

# **Policy**

**February 2021**

V.1

## 1. Aims and principles

- 1.1. We insist that students are present every day that Denbigh School is open, recognising that their commitment to excellent attendance also indicates a commitment to make the most of learning opportunities. It is central to our core value of **engagement**. Excellent attendance is rewarded and celebrated. Consistent and punctual attendance are qualities which are highly valued by employers, who want to know that their work force is reliable, and as such they are qualities that Denbigh School seeks to develop in its students. We recognise that regular attendance has a positive effect on the motivation and attainment of students.
- 1.2. Denbigh School aims to meet its obligations with regards to school attendance by:
  - 1.2.1.1. Promoting excellent attendance and reducing absence, including persistent absence.
  - 1.2.1.2. Monitoring attendance to ensure early action to address patterns of non-attendance.
  - 1.2.1.3. Supporting parents/carers to perform their legal duty to ensure that students of compulsory school age attend regularly.
- 1.3. Details of a student's attendance and punctuality are formally reported to their parents/carers throughout the academic year and concerns regarding attendance will also be communicated.
- 1.4. Denbigh School is committed to working with parents/carers and other professionals to support regular attendance and make improvements to this, where necessary.
- 1.5. Attendance procedures in relation to COVID-19 guidance are stated in the Attendance Policy Addendum (Appendix 6).

## 2. School attendance procedures

- 2.1. **Attendance registers**
- 2.2. Denbigh School is required to keep an attendance register, and all students must be placed on this register.
- 2.3. The attendance register will be taken at the start of the morning session and once in the afternoon session using SIMS. The attendance register will mark whether every pupil is:
  - 2.3.1.1. Present
  - 2.3.1.2. Attending an approved off-site educational activity
  - 2.3.1.3. Absent (authorised or unauthorised)
  - 2.3.1.4. Unable to attend due to exceptional circumstances
- 2.4. Morning session registration starts at 8:30am every morning. The morning registers will close at 9:00am. Students are expected to be present by 8:25am at the latest each day in line with our punctuality expectations.
- 2.5. Afternoon session registers will be taken at 12noon every day in lessons.
- 2.6. Individual class registers will also be taken by staff during each lesson using SIMS.

- 2.7.** Attendance data is monitored by the administrative and pastoral teams and attendance codes will be used to provide detail of absence. See Appendix 1.
- 2.8.** Approved educational activities include:
- 2.8.1.1.** Off-site educational visits, approved by the school.
  - 2.8.1.2.** Work experience
  - 2.8.1.3.** Approved sporting activities
  - 2.8.1.4.** Courses and interviews linked to education or Further Education.
- 2.9. Unplanned absence**
- 2.10.** Daily attendance is monitored by the administrative and pastoral teams.
- 2.11.** Parents/carers should notify the school via ParentMail, email or telephone on every day of a student's absence. This notification should be received before the start of the timetabled day. Parents/carers should inform the school of the reason for absence and when they expect the student to return.
- 2.12.** Where students are recorded as absent, the register must show whether attendance is authorised or unauthorised. Only the Head of School has the discretion to authorise an absence.
- 2.13.** All absences will be treated as an unauthorised absence until satisfactory information, which may include formal evidence, has been received and reviewed by the school.
- 2.14.** If an absence due to illness lasts longer than five days, a medical note from the student's GP should be obtained. If there are extended periods of or repeated reasons for absence the school may contact the School Nursing Team or other external agencies, in order that our attendance expectations are supported.
- 2.15.** Absence due to illness will be authorised unless the school has concerns about overall attendance or the authenticity of the illness. If authenticity of the illness is in doubt, we may ask parents to provide medical evidence, such as a Doctor's note or another appropriate form of evidence, or for permission to speak to medical professionals directly. Medical evidence will not be asked for unnecessarily.
- 2.16.** Where a student is absent at the start of the morning session and notification has not been received by Denbigh School, staff will contact parents and carers for clarification of the absence. All contact numbers provided will be attempted until successful contact is made. If staff are unable to contact parents/carers, this absence will be followed up with written communication to establish reason for the absence. If no information is received, this absence will be marked as unauthorised. See Appendix 2.
- 2.17.** Staff may complete a home welfare visit regarding student absence. Where staff have concerns regarding a student welfare, including their levels of absence from school, appropriate safeguarding actions will be taken, including referral to outside agencies for additional support.

- 2.18.** If a student falls ill during the timetabled day, they should report to the Senior First Aider who will offer support and contact parents/carers if necessary. It is the responsibility of the Senior First Aider, or other designated member of staff, to contact parents/carers to discuss whether students should remain on site.
- 2.19.** If a student were marked present during the morning session but marked as absent during the day without permission, the school will follow up on this absence and parents/carers will be notified. This will likely be treated as truancy.
- 2.20. Requested absence**
- 2.21.** The Head of School may not grant any leave of absence for students during term time unless they consider it to be an 'exceptional circumstance'. This decision is entirely at the discretion of the Head of School.
- 2.22.** Regulations state that any requests for leave of absences should be made in writing and in advance to the Head of School.
- 2.23.** All appointments and events should be planned outside of School hours to support with regular attendance expectations.
- 2.24.** Where medical appointments cannot be arranged outside of School hours, advance notification of the absence, with evidence, should be provided via email. These should be kept to a minimum and students should endeavour to attend before and after appointments, wherever possible.
- 2.25.** An absence request to observe religious festivals should be made in writing to the Head of School in advance. An absence will only be considered if it is for a day which has been exclusively set apart for religious observance by the religious body to which the student or their family may belong. A maximum of one day per year may be authorised per religious festival observance.
- 2.26.** An absence request to attend a special family occasion should be made in writing to the Head of School in advance. These will only be approved in exceptional circumstances. The nature of occasion will be taken into consideration alongside the student's previous pattern of attendance. Where approved, this will be for no more than one school day.
- 2.27.** Where a student leaves the School during the timetabled day this must have been previously agreed or arranged by school staff, for example the Senior First Aider. Students must be collected and signed out by parents/carers or an appointed appropriate adult. The time of leaving and/or returning should be recorded.

### **3. Family holidays**

- 3.1.** Family holidays will not be authorised during term time. Term dates are set two years in advance to enable pre-planning.

- 3.2. There is no legal entitlement for parents/carer to take their child on holiday during term time. A family holiday is not considered an exceptional circumstance in a request for absence from school.
- 3.3. Taking holidays during term time without being authorised could result in a referral to the Senior Authorising Officer at Milton Keynes Council. A Fixed Penalty Notice (FPN) or further legal action may be taken in this circumstance.

#### **4. Punctuality**

- 4.1. Students are expected to attend every day and arrive by 8:25am, before the start of the school day, at 8:30am. Punctuality to all sessions and lessons is important.
- 4.2. A student who arrives after the start of the school day, but before the registers have closed at 9:00am will be marked as 'late' to that session, using the appropriate code in this circumstance.
- 4.3. A student who arrived after the start of the school day and after the registers have closed at 9:00am will be marked as 'late' to that sessions, using the appropriate code in this circumstance. This is considered an unauthorised absence for the session.
- 4.4. Students who arrive late in the mornings will be asked to sign in, stating the time that they have arrived. Information regarding lateness will be circulated to appropriate staff and this will be monitored. Sanctions will be issued for lateness and interventions will be considered for students who are regularly late.
- 4.5. Parents/carers will be notified when a student arrives late during the week. See Appendix 3.

#### **5. Monitoring and supporting regular attendance**

- 5.1. Student's attendance will be monitored closely by staff, including the Attendance Officer and Pastoral team, and support will be given to improve attendance where it is causing concern. Advice and referrals may be made to outside agencies where this is the case. Excellent attendance will be celebrated at Denbigh School using our established reward procedures.
- 5.2. Denbigh School recognises that poor attendance may be for a range of reasons and parents/carers should communicate any issues with staff so that improvement plans can be put in place. Attendance should be a priority for all students and their families.
- 5.3. The threshold for persistent absence is 10%. If a student's overall absence is greater than or equal to 10%, the student will be classified as a persistent absentee.
- 5.4. Some students may require some additional support in order to secure regular attendance. Strategies may include:
  - 5.4.1.1. Discussion with parents/carers
  - 5.4.1.2. Discussions with students
  - 5.4.1.3. Attendance mentoring
  - 5.4.1.4. Attendance reports

- 5.4.1.5. Attendance contract meetings
- 5.4.1.6. Referral to support agencies
- 5.4.1.7. Pastoral support strategies
- 5.4.1.8. Academic support strategies

- 5.5. Where student attendance is a cause for concern, parents/carers will be notified in writing that this is the case. Persistent absence will be referred to the Pastoral Leader, wider pastoral teams for further investigation and support from the Attendance Officer. See Appendix 4.
- 5.6. Where attendance does not improve or continues to fall, the school will use attendance improvement procedures. Parents will be notified of this in writing.
- 5.7. Parents will be invited to attend an Attendance Improvement meeting to establish barriers to regular attendance, supportive strategies and agree short term improvement targets. Where attendance does not improve or continue to fall, a Final Attendance Meeting will be held. See Appendix 5.
- 5.8. In severe cases of persistent absence, Denbigh School will refer to the Senior Authorising Officer at Milton Keynes Council to consider legal proceedings in relation to school non-attendance.

## 6. Legal sanctions

- 6.1. Denbigh School will work alongside the Senior Authorising Officer at Milton Keynes Council to support regular attendance for all students. Where there are severe cases of persistent absence, despite intervention and support from the school, cases will be referred to the Senior Authorising Officer for consideration of legal action.

### 6.2. Fixed Penalty Notices

- 6.2.1. Schools and Academies can fine parents for unauthorised absence of their child from school, where the child is of compulsory school age.
- 6.2.2. Fixed Penalty Notices will be considered when:
  - 6.2.2.1. A student has been absent and this absence has not been authorised by the Head of School, such as a holiday taken in term time without authorisation;
  - 6.2.2.2. A student has accrued a number of further unauthorised absences in a rolling 12- week period throughout the school year.
- 6.2.3. Fixed Penalty Notices are issued by the local authority.
- 6.2.4. If issued with a Fixed 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.
- 6.2.5. Failure to pay Fixed Penalty Notices may result in a prosecution under Section 444 of the Education Act 1996.

### **6.3. Prosecution**

**6.3.1.** When intervention and support has not resulted in an improvement of persistent absence or school non-attendance, a referral will be made to the Senior Authorising Officer at Milton Keynes Council to consider a prosecution under Section 444 of the Education Act 1996.

**6.3.2.** Further information regarding the role of Milton Keynes Council in securing improved attendance at school can be found at:  
<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>

## **7. Roles and responsibilities**

**7.1.** The Governing body is responsible for monitoring attendance figures for Denbigh School and holds the Head of School to account for the implementation of this policy.

**7.2.** The Head of School is responsible for ensuring this policy is implemented consistently and for monitoring school-level absence data and reporting it where required.

**7.3.** The Head of School has responsibility to authorise absences and monitor the attendance of individual students, referring to the Senior Authorising Officer at MK Council, where necessary.

**7.4.** The Attendance Officer will monitor the attendance data on a school and individual level, ensuring accuracy of data and collection of evidence. They will maintain communication with parents/carers regarding absence and concerns regarding attendance and punctuality.

**7.5.** The Attendance Officer will coordinate the response taken to support improvement in student attendance and advice and support referrals to the Senior Authorising Officer at Milton Keynes Council.

**7.6.** School staff will monitor and record the attendance of students on a daily basis, using the correct codes and submit this within procedural timescales.

**7.7.** Supporting administrative staff may contact parents regarding absences and record this information on school systems.

## **8. Review**

**8.1.** This Policy will be reviewed by the Governing Body no less than every three years

## **9. Summary**

**9.1.** It is the policy of Denbigh School to encourage 100% attendance and punctuality of all students.

**9.2.** Only the Head of School has the discretion to authorise absence from school. Evidence provided by parents/carers and/or outside agencies will be taken into account when considering individual absences and requests.

- 9.3.** Excellent attendance will be celebrated.
- 9.4.** Where a student is unwell or has an unplanned absence, parents/carers should notify the School of this absence before the start of the timetabled day (8:30am) using ParentMail, email or telephone. They should explain the reason for absence and when it is expected that the student will return.
- 9.5.** Appointments should be made outside of school hours wherever possible.
- 9.6.** Family holidays must not be taken during term time and will not be approved.
- 9.7.** Support and intervention will be given for those whose attendance needs to improve.

## Appendix 1

### Denbigh School Attendance Codes

The following codes are taken from the Department for Education (DfE) guidance on school attendance.

Code	Definition	Example
<b><i>Present or Approved Educational Activity (AEA)</i></b>		
/	Present (AM)	The student is present at morning registration
\	Present (PM)	The student is present at afternoon registration
L	Late	Student arrived late but before the register closed
B	Educated off-site	Student is completing an approved supervised educational activity off-site
D	Dual registered	Student is attending session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in an approved supervised sporting activity
V	Educational trip or visit	Student is taking part on an educational trip/visit organised, or approved, by the school
W	Work experience	Student is on an approved work experience placement
<b><i>Authorised absence</i></b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
I	Illness	Student is absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a formal day of religious observance
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the Head of School
<b><i>Unauthorised absence</i></b>		
G	Unauthorised holiday	Student is on a holiday that was not approved by the School
N	No reason provided for absence	Temporary code for an unknown reason (if no reason given – marked as 'O')
O	Unauthorised absence	The School is has not approved this absence
U	Late after the register has closed	Student arrived at the School after the register closed
<b><i>Other codes used</i></b>		
Y	Unable to attend due to exceptional circumstances	The School is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Not on admission register	The register has been set up but the student does not yet attend the School
#	Planned school closure	Whole or partial School closure due to half term/bank holidays or INSET days

## Appendix 2

### ParentMail communications – Notification of absence from school

#### Communication 1

*Dear Parent/Carer,*

*You will be aware that it is the parents/carers' responsibility to notify the school each and every day that a student is absent. You should provide details of the absence and the date you expect them to return.*

*According to our records your child was absent today.*

*Unfortunately, I have not received any details from you regarding this absence, and have not been able to contact you by telephone. Please provide details regarding this absence by completing the form below.*

*Any absence that has not been explained within two weeks will be categorised as an "unauthorised" absence from school.*

*If you wish to discuss attendance matters further, please do not hesitate to contact me.*

*Yours sincerely,*

*Attendance Officer*

#### Communication 2

*Dear Parent/Carer,*

*You will be aware that it is the parents/carers' responsibility to notify the school each and every day that a student is absent. You should provide details of the absence and the date you expect them to return.*

*According to our records your child was absent last week.*

*Unfortunately, I have not received any details from you regarding this absence, despite my attempt to contact you. Please provide details regarding this absence by completing the form below.*

*Any absence that has not been explained within two weeks will be categorised as an "unauthorised" absence from school.*

*If you wish to discuss attendance matters further, please do not hesitate to contact me.*

*Yours sincerely,*

*Attendance Officer*

## Appendix 3

### ParentMail communications – Notification of lateness to school

#### Communication 1:

Dear [insert salutation],

As part of our commitment to improving the attainment of students, we monitor attendance and punctuality. During our regular monitoring of student attendance, we identify any student whose attendance causes concern, including those who have arrived late on a number of occasions.

I am therefore writing to you due to [student name]'s lateness to school, as they have been late this week.

Being late can have a considerable impact over the whole academic year. For example, 15 minutes late every day will result in two weeks being missed over an academic year. When your child is late they are missing out on vital parts of their education.

If you have any queries or would like to discuss attendance, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer

#### Communication 2:

Dear [insert salutation],

As part of our commitment to improving the attainment of students, we monitor attendance and punctuality. During our regular monitoring of student attendance, we identify any student whose attendance causes concern, including those who have arrived late to school on a number of occasions.

I am therefore writing to you due to [student name]'s lateness to school as they have been late on 2 or more occasions this week.

Being late can have a considerable impact over the whole academic year. For example, 15 minutes late every day will result in two weeks being missed over an academic year. When your child is late they are missing out on vital parts of their education.

If you have any queries or would like to discuss attendance, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer

## Appendix 4

### Attendance concern letters

#### Level 2 Attendance intervention letter – first warning letter (letter A)

Dear <insert salutation>,

As part of our commitment to improving the attainment of our students we monitor attendance on a regular basis. During our regular monitoring of student attendance, we identify any pupil whose attendance causes concern.

<Forename>'s attendance has been monitored closely and is now below 90%, raising increasing concern about the amount of learning time missed. The government state that anything below 90% attendance below is considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

It is important that <forename>'s attendance improves and I would ask for your support in ensuring that <he, she> is attending the School. Every effort will be made to support <forename> if you feel <he, she> is experiencing difficulties that may be impacting <his, her> attendance. If there are any specific reasons behind absences of which we are unaware, please contact <name's> Pastoral Leader.

We will continue to monitor <forename>'s attendance and expect this to improve in the coming weeks. Please do not hesitate to contact me or their Head of Year if you wish to discuss this further.

Yours Sincerely, Attendance Officer

#### Level 3 Attendance interventions letter - Attendance Contract letter (letter B):

Dear [insert salutation],

We contacted you recently to inform you that <forename>'s attendance was below 90% and cause for concern. <His, Her> attendance has been monitored closely and has not improved. I am increasingly concerned about this low attendance. Students with attendance below 90% are considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

In order to support <forename> to improve their attendance, I would like to invite you to a review meeting with myself and their Pastoral Leader to discuss concerns and set improvement targets for the coming weeks. This meeting is intended to be a supportive discussion to outline ways to improve <forename>'s attendance and for us to create an Attendance Improvement Plan. The details of the meeting are below, please contact me if the date for the meeting is unsuitable:

**DATE**

**TIME**

It is important that <forename>'s attendance at the school improves and I would ask for your support in ensuring that <he, she> is regularly attending. I must remind you that regular attendance is a legal requirement and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible.

Please be aware that continued persistent absence will result in a referral being made to the Senior Authorising Officer at Milton Keynes Council to consider formal action. If you have any further questions, please do not hesitate to contact me.

Yours Sincerely, Attendance Officer

#### **Level 4 Attendance intervention letter – Final Attendance meeting (Letter C)**

Dear <salutation>,

I am requesting that you attend a meeting to discuss <forename>'s attendance. Their attendance is currently <%attendance> and they continue to be regarded as persistently absent. You have previously been invited to attend meetings with their Pastoral Leader and improvement plans have been discussed; however, this has not resulted in improved attendance for <forename>.

We request that you attend a meeting with \*\*\*\*\*, Attendance Officer and <Pupil's name>'s Pastoral Leader. This is a formal Final Attendance meeting to discuss <forename>'s persistent absence from school. The details regarding this meeting are below:

**DATE:**

**TIME:**

This meeting will be used to explore the reasons for recent non-attendance, with the aim to agree a 4-week plan to improve attendance to Denbigh School. If you cannot attend the date or time given please let us know and we will endeavour to rearrange to a mutually convenient time. If you do not attend the meeting without contacting us, the meeting will be held in your absence.

If there is no improvement in attendance after this meeting or agreed actions are not met, then we are obliged to refer the case to the Senior Authorising Officer at Milton Keynes Council. They will contact you to organise a formal PACE\* meeting. The Council will then consider legal action that could result in a range of sanctions.

Yours sincerely, Assistant Headteacher

\*Police and Criminal Evidence Act, 1984

#### **Level 4 Attendance intervention letter – Final Attendance meeting minutes (Letter C1)**

Dear <salutation>,

Please find enclosed the minutes from our recent Final Attendance meeting regarding <forename>'s attendance at school. This meeting formally explored the reasons for recent non-attendance and we agreed a 4-week plan to improve attendance to Denbigh School. <forename>'s attendance is currently <%attendance> and they continue to be regarded as persistently absent.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, if your child's attendance does not improve the matter will be referred to the Local Authority who will consider commencing legal proceedings. This means that if there is no improvement after our Final Attendance Meeting, legal sanctions will commence and the Local Authority may invite you to a PACE interview. You will receive a formal caution interview as required by the PACE Act\* which could lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence. Please see the enclosed leaflet for more information.

It is essential that <forename>'s attendance to school improves.

Yours sincerely,

Assistant Headteacher

\*Police and Criminal Evidence Act, 1984

# Formal Caution Interview Information for parents

Milton Keynes Council



[attendance@milton-keynes.gov.uk](mailto:attendance@milton-keynes.gov.uk)

Tel: 01908 254596

This interview will be carried out following the guidelines given to Local Authorities by the Department for Education. The caution you will receive is given in accordance with Code C of the Police and Criminal Evidence Act 1984 (PACE).

In carrying out our duties in prosecuting parents for the non-attendance of their children, the Local Authority falls within the PACE Codes of Practice whenever they interview a parent about the non-attendance of their child with a view to obtaining evidence for a prosecution. The purpose of Code C is to ensure that interviews are carried out fairly. Therefore, prior to the interview you should be aware of the following:

## The offence

Before asking any questions relating to a possible prosecution, the Senior Attendance Officer (Legal Interventions) leading the interview will explain to you the basis on which the interview is being conducted (i.e. which offence under the Education Act is



being considered, what the offence is and whether or not you understand what has been said). You will be made aware that you are not being held under arrest and are free to go at any time.

### **Your right to have legal representation**

You have the right to legal representation at the interview if you so wish. If you decide that you wish to have legal representation, the interview will be re-arranged to an appropriate time/date so that you can engage the services of a solicitor. However, you should be aware that this service is not covered by Legal Aid and will be at your own cost. You may bring a friend or associate to support you, but they will not be allowed to participate in the interview and will have to wait outside the room whilst the interview is in progress.

### **The caution**

The Senior Attendance Officer (Legal Interventions) conducting the interview will caution you in accordance with Code C of the Police and Criminal Evidence Act and satisfy himself that you understand the effect of the caution. Should there be a break in the interview, you will be reminded that you are still under caution when the interview resumes.

### **Interpreter**

If you have difficulty in understanding English and you wish to have an interpreter, Milton Keynes Council will arrange for a suitable interpreter to be present at the interview.

### **Record of interview**

You will be asked a series of questions and an accurate record will be made of the interview in writing. You will be given the opportunity to read this record and to sign it to verify that it is correct or to indicate which areas you consider to be inaccurate. This written record will then be copied and given to you at the meeting. Milton Keynes Council will then use its copy as an exhibit in its court documentation if/when you are prosecuted for the offence.

**attendance@milton-keynes.gov.uk**

**Tel: 01908 254596**



Children Missing Education  
Education, Sufficiency and Access  
Milton Keynes Council  
Civic, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ  
T: 01908 254596  
E: attendance@milton-keynes.gov.uk  
colin.mayo@milton-keynes.gov.uk

M13340 January 2019

### Level 5 Attendance intervention letter – Referral to the Senior Authorising Officer (Letter D)

Dear <salutation>,

I am writing to advise you that <forename>'s attendance has not improved to meet the targets set at our Final Attendance Meeting, on <date of final attendance meeting>. As intervention at School has not been successful to secure regular attendance, I am now formally requesting the involvement of the Senior Authorising Officer at Milton Keynes Council who will contact you in due course to arrange a meeting.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, as your child's attendance has not improved the matter will be referred to the Local Authority who will consider commencing legal proceedings and may invite you to a PACE interview. You will receive a formal caution interview as required by the PACE Act\* which could lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence. Please see the enclosed leaflet for more information.

Yours sincerely, Assistant Headteacher

\*Police and Criminal Evidence Act, 1984

### Attendance intervention letter – Improvement overall attendance below 90% (Letter E)

Dear <insert salutation>,

I am writing to inform you that we have seen a slight improvement in <forename>'s attendance over recent weeks, however their overall attendance remains below 90% and therefore they are still currently considered as 'persistently absent' from school.

We would like to commend <forename> for their improved attendance and urge a continued effort to ensure that their overall attendance to school continues to improve. It is important to note that there is a strong link between academic success and attendance and therefore an improved attendance figure will already have had a positive impact.

If we can support you and <forename> in any way to continue this improvement, please contact their Pastoral Leader.

Yours sincerely, Attendance Officer

### Attendance intervention letter – Improvement to above 90% (Letter F)

Dear <insert salutation>,

I am writing to inform you that we have seen an improvement in <forename>'s attendance over recent weeks and their overall attendance figure is now over 90%.

We would like to commend <forename> for their improved attendance and urge a continued effort to ensure that their overall attendance to school continues to improve. It is important to note that there is a strong link between academic success and attendance and therefore an improved attendance figure will already have had a positive impact.

If we can support you and <forename> in any way to continue this improvement, please contact their Pastoral Leader.

Yours sincerely, Attendance Officer

## Appendix 5

### Attendance Contract and Final Attendance meeting pro-formas

<i>Attendance Contract (Level 3)</i>	
Student name	
Date of meeting	
Present at meeting	
Current concerns and issues impacting attendance	
Previous support	
Agreed actions	
Targets/review date	

*Final Attendance meeting*

Name: Year: D.O.B.

Date Plan Drawn Up:

Present:

Current Attendance .....% Sessions absence authorised ..... Sessions absence unauthorised .....

Current concerns and reasons for absence

Background information

Please tick and date any of the following that have been previously offered/completed

- Pre-arranged home visit to discuss how to improve attendance
- Referral to other agencies (please state )
- Communication with Tutor, Head of Year, Attendance Officer, other, to discuss attendance concerns, e.g. telephone call, e-mails, letters, meetings
- Alternative Curriculum
- Reintegration timetable

Any other relevant intervention offered (please detail):

Date

### Plan to Improve Attendance

This should detail any new intervention that either Watling School, parent or student feel would be beneficial.

Student agrees to:

Parent(s)/Carers(s)  
agrees to:

Watling School agrees to:

Please give details of any other  
agencies currently involved and  
the work they are undertaking

Agreed targets for the next 4  
weeks (excluding School  
closures)

Review date

*This is a formal attendance plan. Failure to achieve targets may result in referral to the Local Authority Senior Authorising Officer who will formally review the case. This may result in legal action.*

Signed

Parent/Carer:

Denbigh School representatives:

***For use if parent(s)/carer(s) do not attend***

Date plan posted to parent(s)/carer(s):

## Appendix 6

### COVID-19 Attendance Policy Addendum

#### **Denbigh School Attendance policy Addendum – Coronavirus (COVID-19)**

- **This additional information is to provide an update on attendance processes related to COVID-19.** It reflects the guidance issued to schools on 6<sup>th</sup> August 2020. We have provided information on the following:
  - Significant symptoms of COVID-19;
  - Sending students home during school day if they display any of the significant symptoms of COVID-19;
  - Guidance for self-isolation;
  - Update on shielding.
  
- **From September 2020, attendance will be compulsory and the usual rules on attendance will apply. All students are expected to attend school every day as usual. Schools will resume formal attendance monitoring and actions.**
  
- Some amendments to the timings of the school day may be made to facilitate COVID-19 procedures. This may include staggered start and finish times and changes to registration sessions. Denbigh School will communicate changes directly through ParentMail.
  
- Although attendance is compulsory, there are some circumstances where students cannot attend school due to COVID-19.
  
- The significant symptoms of (COVID-19) are recent onset of any of the following:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
  
- You should apply for a COVID-19 test as soon as symptoms start, do not wait.
  
- You must inform the Attendance Officer if a student is self-isolating, has received a positive COVID-19 test result or if a member of their household has received a positive COVID-19 test result.
  
- Schools can use a new absence code (code X) which means ‘not attending in circumstances related to COVID-19’ in specific situations (outlined in the table below). This absence will be discounted from attendance figures for individual students.

#### Sending students home during the school day if they show any of the significant symptoms of COVID-19

- Where a student presents with any of the significant symptoms of COVID-19 during the school day, they will be required to be collected from school immediately.
  
- Where a student has become unwell during the school day with any of the significant symptoms of COVID-19, they will be isolated from other students and members of staff whilst they are awaiting collection.

- Any student who displays **any of these symptoms** should begin self-isolation immediately, staying at home, and arrange to have a test for COVID-19.
- A student must stay at home, in self-isolation, for at least 10 days from when symptoms started, in any of the following circumstances:
  - they have any symptoms of COVID-19, however mild, OR;
  - if they have received a positive COVID-19 test result.

### Self-isolation

- A student who displays **any of the significant symptoms** of COVID-19 must begin self-isolation immediately, staying at home, and arrange to have a test for COVID-19.
- A student must stay at home, in self-isolation, for at least 10 days from when symptoms started, in any of the following circumstances:
  - they have any symptoms of COVID-19, however mild, OR;
  - if they have received a positive COVID-19 test result.
- A student must stay at home, in self-isolation, for at least 14 days in any of the following circumstances:
  - A member of their household is displaying COVID-19 symptoms, OR;
  - A member of their household has received a positive COVID-19 test result, OR;
  - they have been advised to isolate through 'NHS Test and Trace' service.
- If a student receives a negative test result following a COVID-19 test, you should inform the Attendance Officer of this. Students can then return to school once they feel well enough to do so.
- Parents should contact school, using the normal absence reporting procedures, to report absence in any of these circumstances.
- If a student is self-isolating, using the guidance outlined above, this absence will not count towards their overall attendance figures.

### Shielding

- Government guidelines are that shielding was paused from 1<sup>st</sup> August 2020.
- Children who are extremely clinically vulnerable, and had been shielding, can go back to school and will be expected to attend school alongside their class.
- Students who were previously considered clinically vulnerable should also no longer be shielding and will be expected to attend school alongside their class.

### Coronavirus related absences quick reference guide

<u>What to do if....</u>	<u>Action needed</u>	<u>Absence code used</u>	<u>Return to school when...</u>
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer daily</b></li> <li>• Self-isolate</li> <li>• Arrange a test</li> <li>• Inform school immediately about test result</li> </ul>	Code X	...the test comes back negative and the student feels well enough to return
...my child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer daily</b></li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>	Code I	<p>...they feel well enough to attend school and they have completed 10 days self-isolation.</p> <p><i>They can return to school if they still have some symptoms but have completed the isolation period and feel well enough to attend.</i></p>
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer daily</b></li> <li>• Self-isolate</li> <li>• Household member to arrange and have a test</li> <li>• Inform school immediately about test result</li> </ul>	Code X	...the household member's test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer daily</b></li> <li>• Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
...we/my child has travelled and has to self-isolate as a quarantine period	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer</b></li> <li>• Self-isolate for 14 days</li> <li>• <b>We do not authorise holidays in term time.</b></li> <li>• <b>Consider quarantine requirements and FCO advice when booking travel</b></li> </ul>	Code X	...the quarantine period of 14 days has been completed
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school Attendance Officer</b></li> <li>• Continue shielding until requirement no longer necessary.</li> </ul>	Code X	...you are informed that restrictions have been lifted and your child can return to school again

## Appendix 7

### Parent Guide to Authorised Absence

Denbigh School will only authorise absence where your child is ill. For extended or repeated illness, medical evidence will be required before absence will be authorised. Absence for any other reason will be marked as unauthorised pending further information.

When thinking of taking your child out of school during term time for any length of time, perhaps for a holiday, to go shopping or for a non-urgent appointment, consider the following conclusions drawn from specific research into the effect of absence from school, whether authorised or unauthorised, on children's performance.

- The school expects each student to attend on every session that the school is open.
- Any periods of absence beyond one week were associated with a significant reduction in the likelihood of young people making expected progress from Year 6 in Primary School to the end of Year 7.
- At Year 10 and 11, where periods of total absence exceeded three weeks, a young person's probability of achieving five or more A\* to C (or 9-4) grades was reduced by 18%, while their probability of achieving no grades above a C (4) increased by one third (33%).
- Periods of absence above five weeks decreased a student's probability of achieving five or more A\* to C (9-4) grades by one third and increased the probability of achieving no grade C (4) or above GCSEs by over 80%.
- Students with 90% attendance have only a 50% chance of securing 5 A\*-C (or 9-4) grades in their GCSE's. Students with attendances below 88% have only a 30% chance of securing 5 A\*-C (or 9-4) grades in their GCSE's.

*Taken from: MORRIS, M. and RUTT, S. (2005). An Analysis of Pupil Attendance Data to Excellence in Cities (EIC) Areas and Non-EIC EAZs: Final Report (DfES Research Report 657). London: DfES*

- Missing lessons results in students falling behind with their work
- It also means students miss valuable input from their teachers
- They will not understand new concepts that have been explained
- On their return to School they will struggle to catch up with missed work
- In trying to catch up they will disrupt the rest of the class
- They will have difficulty in answering examination questions

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***Any days away from school will disrupt your child's learning. Please do not jeopardise your child's secondary education***