



Attendance Policy

NB – The school will respond directly to any COVID Guidance outlined by the DfE and inform Parents of any new procedures.

1. AIM

The aim of the attendance policy is to encourage and support full time attendance and punctuality for all pupils, in order to maximise learning opportunities.

2. PURPOSE

This policy outlines strategies which we employ to:

- Maintain good attendance and punctuality
- Safeguard our pupils
- Ensure access to effective learning by responding to absences

3. ATTENDANCE

The Home-School Agreement states:

“The school endeavours to contact parents quickly if there are problems regarding attendance or punctuality.

Pupils will do their best to attend school regularly and on time.

Parents will ensure that their child attends school regularly and on time.”

3.1 The school will aim to maintain accurate attendance registers in order to monitor and evaluate attendance and punctuality. Tutors register their tutor groups daily using School Information Management System (SIMS). SIMS is also used by class teachers to register their teaching groups each lesson. Where SIMS is unavailable, a paper register must be taken and passed to the Key Stage Office. These registers provide the school with an accurate record of pupils’ attendance and punctuality.

3.2 The school deems good attendance to be at least 97% of the maximum possible number of school sessions available.

The school will support students to avoid a decline in attendance if attendance falls below 97% on the following basis:

95-96.9% attendance is causing the student to be at risk of underachievement

93-94.9% attendance is causing the student to be seriously at risk of underachievement.

90-92.9% attendance is causing the student to be severely at risk of underachievement.

Under 90% attendance Local Authority intervention is likely.



4. PROMOTING ATTENDANCE AND PUNCTUALITY

4.1 The school will actively promote and celebrate good attendance. In all Key Stages, praise and reward is used for positive reinforcement. Strategies include 100% attendance certificates, announcements in assembly, raffles, improvement letters and canteen vouchers. All tutors should display the attendance diamond (appendix 2) in their tutor rooms.

4.2 Key Stage 3 strategies to promote good attendance and punctuality

The Key Stage 3 team and the Attendance officer meet regularly to discuss the attendance of students in Years 7, 8 and 9. In consultation with the attendance officer, next steps are decided upon and then actioned. Examples of these actions include, tutor welfare checks, tutor attendance conversations, back to school meetings with the Key Stage 3 office, consultation with the Aspire department in cases of SEN requirements and regular student conversations to support them with controllable factors.

Tutors are central to the support to promote good attendance.

Progressive attendance letters may be sent to parents. In cases where attendance continues to be a concern an Attendance Improvement plan may be instigated whereby parents, students and a representative from Key Stage 3 office meet regularly. These are called Attendance Improvement Meetings (AIM). If no improvement seen, this may be escalated to Attendance Support Plan. (Appendix 1)

At each half term, where appropriate, a letter may be sent to the parent of persistent absentees detailing how their child's attendance compares to the average of the cohort.

Every Key Stage 3 student who achieves 100% attendance in a term may receive an email home and a voucher for the canteen. 100% attendance emails are sent home half termly. Students whose attendance has improved should also receive communication home.

Student lateness is tracked fortnightly. Where necessary, sanctions may be imposed for repeat offenders.

4.3 Key Stage 4 strategies to promote good attendance and punctuality

The Key Stage 4 team and the Attendance officer meet regularly to discuss the attendance of students in Year 10 and 11. In consultation with the attendance officer next steps are decided upon and actioned. Examples of these actions include, tutor welfare checks, tutor attendance conversations, back to school meetings with the Key Stage 4 office, consultation with the Aspire department in cases of SEN



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requirements and regular student conversations to support them with controllable factors.

Tutors are central to the support to promote good attendance.

Actions from the attendance meetings include regular 100% attendance emails, 100% attendance termly email, prize draw for voucher (£10 voucher – 3 for year 10, 3 for year 11) and certificates. Students whose attendance has improved may also receive communication home.

Students with poor attendance records are highlighted and their progress scrutinised on a regular basis. Individual and regular conversations are carried out with these students to support them with controllable factors.

Student lateness is tracked fortnightly. Sanctions may be imposed for repeat offenders.

4.4 Key Stage 5 strategies to promote good attendance and punctuality

Promotion of good attendance is included in the induction process.

The daily monitoring of attendance identifies students whose attendance is of concern. The student attendance overview is monitored weekly and students in need are identified for support. This support may be provided by the students tutor or the KS5 team.

Patterns of attendance are analysed and monitored fortnightly so that tailored support can be initiated on a bespoke basis for individual students.

Back to school interviews may be carried out for those returning to school following absence so that a structure can be put in place for students support to help them catch up with work missed. Where appropriate, every missing lesson is monitored and communicated to students with the aim of ensuring that good attendance remains a priority for all.

‘Hanley Honours’ rewards good attendance over a sustained period. Letters may be sent to recognise good attendance.

Percentage attendance is shared via ePraise so that students have a constant awareness of their own attendance and they can take responsibility for it.

5. ABSENCE PROCEDURES

5.1 The school’s absence procedures have three objectives:



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- ❶ to promote good attendance and punctuality.
 - ❷ to check on the safety of pupils in a safeguarding capacity.
 - ❸ to allow the school to authorise or deny authorisation of any absence.

Daily Procedures

- 5.2 Tutors are required to take accurate registers by 8.50am in the morning and by 12.45pm in the afternoon. This is to allow for safeguarding protocols to be carried out.
- 5.3 The school requires a communication from the parent or carer to school on each day of absence, usually by telephoning the school's switch board and selecting the absence line. This is a specially designated phone line and answer service that is provided for parents and carers. Key Stage Office staff will record all messages concerning absence in the relevant 'Attendance Book' and enter the absence into SIMS by 11am.
- 5.4 The relevant Key Stage Office staff should contact parents or carers if a pupil is absent without good reason on each day of their absence unless it is a planned absence. Before this is done, the signing in/out book or signing in app (KS5 only) will be checked and other reasonable checks made on the pupil's apparent absence from school. Reasonable checks are made to ascertain that the pupil is actually absent before parents or carers are contacted. If a pupil is actually absent and is safe in the care of parents or carers, then SIMS will be updated with that pupil's absence.
- 5.5 Key Stage Office staff will ensure that pupil attendance records are checked at least daily, checking that all pupils are accounted for. They need to remain aware of pupils leaving school during the day, check evidence of appointment markers on SIMS, liaise with Medical Bay and other relevant staff as necessary. This is particularly important to ensure the safeguarding of all pupils. When pupils are found to be absent without reason, either from the start of the school day or during the school day, the Key Stage Office staff will inform the Designated Safeguarding Lead or the HUET Attendance and Safeguarding Officer.
- 5.6 Pupils who sign out of school during the day without school having prior notification from parents or carers will trigger a communication to parents or carers to ascertain that they are aware of the arrangement.
- 5.7 *A note or communication from parents or carers is required after any absence. The details from this information will be entered into SIMS. Hanley Castle High School will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:
 - / = Present in the morning
 - \ = Present in the afternoon



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- L = Late arrival before the register has closed
 - C = Authorised absence
 - E = Excluded but no alternative provision made
 - H = Authorised holiday
 - I = Illness
 - M = Medical or dental appointments
 - R = Religious observance
 - B = Off-site education activity
 - G = Unauthorised holiday/absence
 - U = Arrived after registration closed
 - N = Reason not yet provided
 - X = Not required to be in school
 - T = Gypsy, Roma and Traveller absence
 - V = Educational visit or trip
 - P = Participating in a supervised sporting activity
 - D = Dual registered – at another educational establishment
 - Y = Exceptional circumstances
 - Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code `#` will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

- 5.8 Tutors or teaching staff will where possible, inform the Key Stage Office about any unexplained absences, concerns related to absence or if parental authorisation has not been received.
- 5.9 Regular or unaccounted or patterns of absence may trigger contact from the Key Stage Office or the HUET Attendance and Safeguarding Officer. Regular or unaccounted or patterns of absence may be considered a safeguarding concern and reported appropriately.
- 5.10 15 days cumulative or 15 days consecutive absence in one academic year may trigger the student being placed on an Individual Health Plan (Appendix 4) to consider their needs and inform further action planning.
- 5.11 Where a student misses 10 days of school consecutively, the school may inform the local education authority as the child is at risk of missing education. Further advice and guidance on how the school deals with *Children Missing in Education and at risk of Missing Education is outlined in the latest Child Protection and Safeguarding Policy.



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- 5.10 Parents may subsequently be contacted by the HUET Attendance and Safeguarding Officer or the Deputy Headteacher, Student Support if the school has increasing concerns about a pupil's attendance. They may visit the home or arrange meetings with parents or carers.
- 5.11 Formal warning notifications may be issued to parents about their child's poor attendance. (Appendix 5)
- 5.12 If there is no improvement in a pupil's attendance following advanced intervention, then a referral may be made to the Education Investigation Service of the Local Authority. Prosecution of parents or carers for their child's persistent non-attendance may be invoked by the LA, as necessary. A Parent leaflet is available to demonstrate the Local Authority legal process. (Appendix 6)

Absences during term time

- 5.13 The Headteacher may not authorise planned absence for holidays during term time.
- 5.14 However, the Headteacher can authorise absence where there are 'exceptional extenuating circumstances'
- 5.15 'Exceptional extenuating circumstances' are defined as those such as a family funeral or a request from a parent who is in the forces just prior to, or immediately after, a tour of duty.
- 5.16 Any request for absence meeting the criteria for 'exceptional extenuating circumstances' should be made in writing to the Headteacher at the earliest opportunity and at least 2 weeks in advance of the first day of absence.
- 5.17 The school reserves the right to issue penalty notices for absences not deemed to meet the criteria for 'exceptional extenuating circumstances.'

Part-time attendance

- 5.18 Pupils who have a medical condition or other identified need may be subject to a part-time timetable. All pupils on a part-time timetable should have an Attendance Support Plan (ASP) or an Individual Health Plan (IHP) in order to support their partial attendance and to monitor their progress towards a return to full-time education. All pupils on a part-time timetable are notified to the local authority.

Truancy

- 5.19 Truancy will be dealt with, in the first instance, with a period of free time removal commensurate with the amount of time truanting. Parents will be informed. The aim is to restore good attendance.



6. PUNCTUALITY PROCEDURES

Punctuality to School

- 6.1 Pupils are expected to arrive punctually for morning registration in their tutor base at 8.45am and at 1.50pm for afternoon registration.
- 6.2 If a pupil arrives after 8.45am, the time for morning registration but before the register closes at 9.30am, they will be awarded a late mark – Code L – in the register.
- 6.3 If a pupil arrives after 12.45pm for afternoon registration they will be awarded a Code L.
- 6.4 Patterns of, or persistent, lateness for morning and afternoon registration will be dealt with by the tutor in the first instance but then referred to the relevant Key Stage Leader.
- 6.5 The Key Stage Team may inform and seek the support of parents or carers either by telephone, letter or SIMS notification and will monitor the pupil's punctuality until improvement is noted.
- 6.6 An ASP may be used in those cases where there is no significant progress after liaison with the parent or carer.
- 6.7 In cases where pupils arrive late after the register closes at 9.30am, Code U is applied and the pupil is recorded as having arrived to school too late to gain a present mark. This then becomes an unauthorised absence for the whole of the registered session.
- 6.8 Patterns of lateness resulting in the recording of unauthorised absence or persistent lateness of this nature will be dealt with by the relevant Key Stage Office who may contact the parents and inform HUET Attendance and Safeguarding Officer and/or the Deputy Headteacher, Student Support.
- 6.9 The implementation of an ASP or IHP is likely to occur in order to monitor improvements in punctuality to school.
- 6.10 In cases where no progress or improvement is made, HUET Attendance and Safeguarding Officer or the Deputy Headteacher, Student Support may engage with the family in the same way as for unauthorised absence.

Punctuality to lessons

- 6.11 All pupils are expected to arrive punctually for lessons.



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- 6.12 Isolated cases of late arrival will be dealt with by the class teacher.
- 6.13 Patterns of lateness and persistent lateness will be referred, using the cause for concern system, by the class teacher to the Head of Faculty and Head of Key stage who may speak with the student, implement the means of monitoring punctuality, for example a subject report, and liaise with the pupil's parents. The Head of Faculty may also liaise with the relevant Key Stage Team in order to determine if there are any mitigating circumstances leading to the pupil being late to lessons.
- 6.14 If there is no sustained improvement in a pupil's punctuality to lessons, the Head of Faculty may refer the pupil to the relevant Key Stage Team who may implement appropriate and further intervention (e.g. Key Stage Report/ASP) until such time as the pupil's punctuality improves.

7. ATTENDANCE AND PUNCTUALITY AT OFF-SITE PROVISION

- 7.1 All pupils attending off-site provision are registered by the provision provider. This includes punctuality.
- 7.2 The off-site provision provider enters this data into the Collaborative Learning Management System which is then accessed by the Alternative Curriculum Co-ordinator and the HUET Attendance and Safeguarding Officer.
- 7.3 The HUET Attendance and Safeguarding Officer should follow up any absence or issues with punctuality using established school systems. The off-site provision provider will be informed of any findings or interventions being used to support improved attendance and punctuality at off-site provision.



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**APPENDIX ONE
Attendance Support Plan**

Attendance Support plan

Date:

Student name:

Previous % attendance

Year	Year	Year	Year

Current attendance %:

Number of broken weeks this academic year:

Rank within the year group:

Number of times late before register closes (L):

Number of times late unauthorised late (U):

Reason for support plan:

Meeting notes

Attendees:

Notes:

Barriers to overcoming attendance concerns:



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Action plan to improve attendance/ lateness:

Action	Action by:	By when?
Future absences will <u>only</u> be authorised with medical evidence <ul style="list-style-type: none"> Prescribed medication with current date and child's name or Doctors appointment card with doctor's stamp, signature and current date 		
Absences without medical evidence will be marked as unauthorised. <ul style="list-style-type: none"> 10 unauthorised absences can result in a referral to the Education enforcement team which involves legal procedures for attendance A penalty notice may be issued. 		
Ensure punctual arrival at school at the key stage office <ul style="list-style-type: none"> Reduce numbers of L marks from..... in the last fortnight Reduce number of U marks from..... in the last fortnight 		
Contact the school if your child is experiencing any difficulties preventing regular attendance		

Date of next meeting:

It is the parent's legal responsibility to secure regular school attendance

It is the school's responsibility to promote good attendance

	Signature	Role	Date
Parent/ carer			
Student			
School staff			

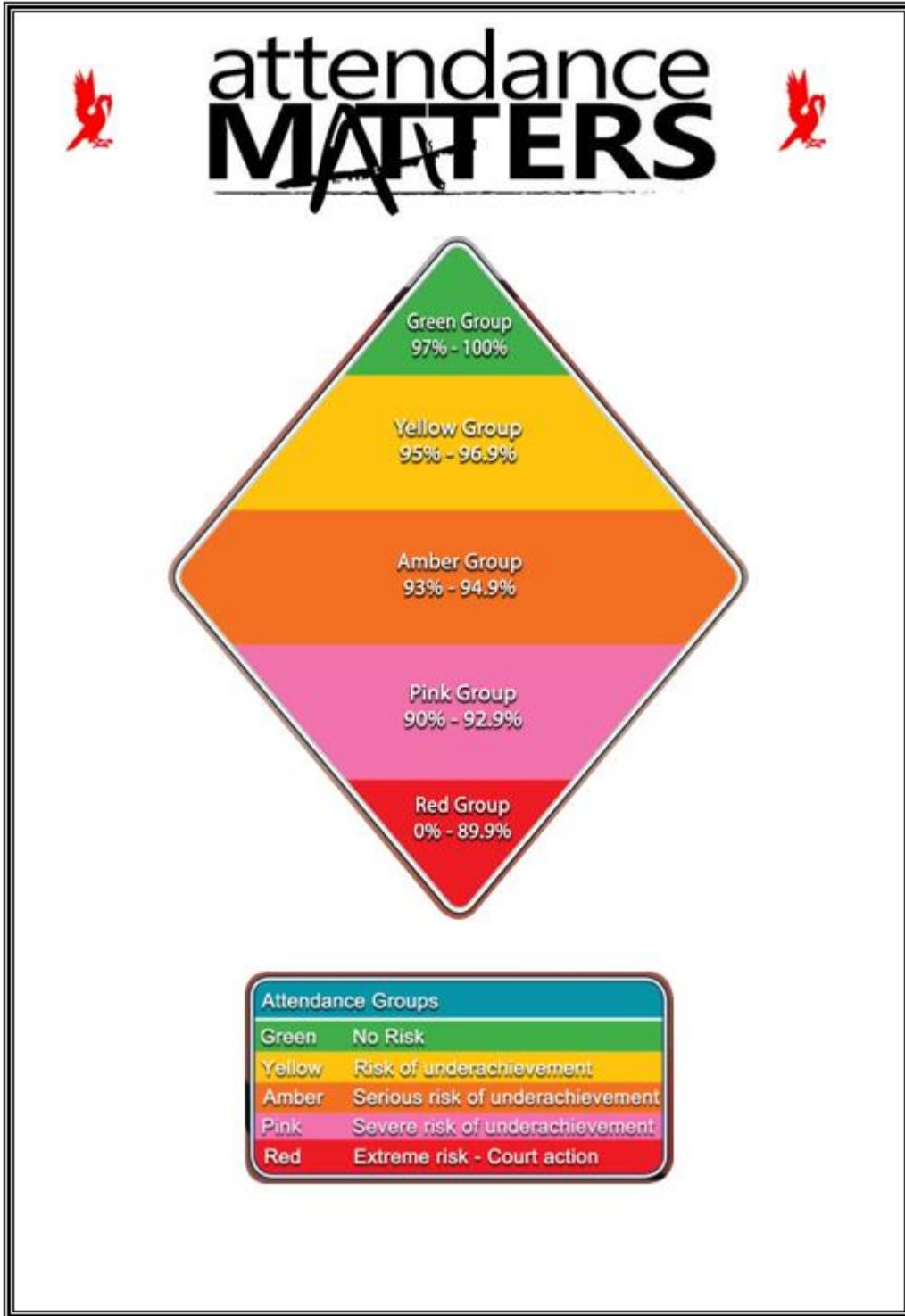
One copy to parent to take home, one to students file, one for safeguarding file.



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APPENDIX TWO

The attendance diamond- displayed in tutor room

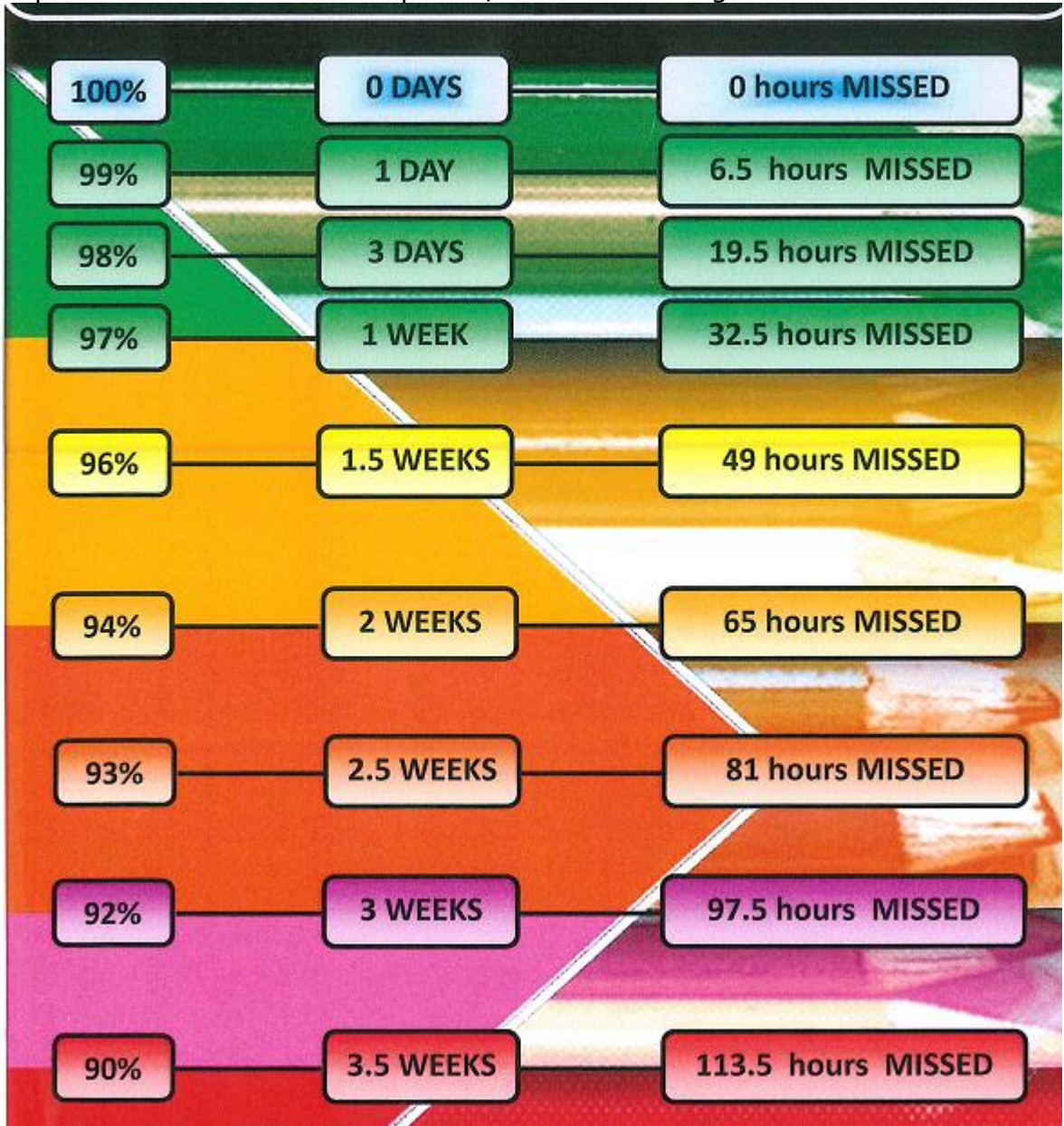




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APPENDIX 3

Impact of non-attendance for parent/ student meetings





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APPENDIX 4
Individual health plan



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individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	
G.P.	
Name	
Phone no.	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc



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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Staff training needed/undertaken – who, what, when

Form copied to

To be reviewed:

Signed:



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Appendix 5
Formal Warning Letters



Hanley Castle High School
and Sixth Form Centre

Church End, Hanley Castle
Worcestershire, WR8 0BL

Tel: 01684 593241
Email: office@hanleycastlehs.org.uk
www.hanleycastle.worcs.sch.uk

Headteacher: Mr Mark Stow

FN01 – First Notice with Contact

Dear

Re:

Date of Birth:

Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE
FORMAL FIRST NOTICE THAT LEGAL ACTION MAY BE CONSIDERED

Despite my/staff member’s previous correspondence dated xxxx, home visits on xxxx, conversations with you and offers of help and support (**briefly list actions and dates**) regarding your child’s irregular attendance, there is now a/or ongoing significant amount of unauthorised absence.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see enclosed registration certificate.

If your child has ongoing or unresolved medical issues you should contact your doctor urgently and inform the school of any concerns you may have. Please let us have any medical information regarding your child’s health so that we can support their learning appropriately in school.

Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child’s absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments or a complement slip with date, pupils name and surgery stamp, signed by Receptionist.

DO NOT IGNORE THIS LETTER

Please note, this letter is a formal **First Notice and legal action may be considered** if your child’s attendance does not improve and there is no justifiable reason for the absence.

Should the level of unauthorised absence continue a formal **Final Notice may** be issued to you and the matter may be referred to the legal service department at Worcestershire County Council for consideration of formal action which could include prosecution in the Magistrates Court.

Section 444 of the Education Act 1996 states:



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"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence."

Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers.

Please do not ignore this letter, you are encouraged to contact me to discuss any matters affecting your child's ability to attend school so that we can work together to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunities in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me on the details below.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely,
Audra Burton
Safeguarding and Attendance Officer
BurtonA@hanleycastlehs.org.uk
Tel: 01684 593241 Ext – 2228



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Hanley Castle High School
and Sixth Form Centre

Church End, Hanley Castle
Worcestershire, WR8 0BL

Tel: 01684 593241

Email: office@hanleycastlehs.org.uk
www.hanleycastle.worcs.sch.uk

Headteacher: Mr Mark Stow



FN02 – First Notice with no contact

Dear

Re:

Date of Birth:

Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE
FORMAL FIRST NOTICE THAT LEGAL ACTION MAY BE CONSIDERED

This letter is further to previous correspondence, visits to your home address (**dates of visits and contacts made**) requesting that you contact me and an invitation to meet with me to discuss your child’s attendance. (**briefly list dates and specific actions actions**). Unfortunately, to date I have not heard from you and there is now a/or ongoing significant amount of unauthorised absence.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see the enclosed registration certificate.

If your child has ongoing or unresolved medical issues you should contact your doctor urgently and inform the school of any concerns you may have. Please let us have any medical information regarding your child’s health so that we can support their learning appropriately in school.

Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child’s absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments or a complement slip with date, pupils name and surgery stamp, signed by Receptionist.

DO NOT IGNORE THIS LETTER

Please note, this letter is a formal **First Notice that legal action may be considered**. If your child’s attendance does not improve and there is no justifiable reason for the absence, a formal **Final Notice may** be issued to you and the matter may be referred to the legal service department at Worcestershire County Council for consideration of formal action which could include prosecution in the Magistrates Court.

Section 444 of the Education Act 1996 states:



Attendance Policy

"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence."

Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers.

Please do not ignore this letter, you are encouraged to contact me to discuss any matters affecting your child's ability to attend school so that we can work together to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me on the details below.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely
Audra Burton
Safeguarding and Attendance Officer
BurtonA@hanleycastlehs.org.uk
Tel: 01684 593241 Ext - 2228



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and Sixth Form Centre

Church End, Hanley Castle
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Tel: 01684 593241

Email: office@hanleycastlehs.org.uk
www.hanleycastle.worcs.sch.uk

Headteacher: Mr Mark Stow

FN03 – Discretionary 15 day Notice Letter

Dear

Re:

Date of Birth:

Registered pupil at

RE: IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE S444 EDUCATION ACT 1996

DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

In view of the fact that **(child's name)**'s school attendance has not improved since you were issued with a First Notice, on receipt of this letter you are being given the opportunity to take such steps as to ensure your child's attendance at school improves.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see enclosed registration certificate.

Worcestershire County Council's Code of Conduct allows for a period of 15 school days from **(1st day of the notice)** to **(last day of notice)** inclusive, in which time **(child's first name)** must have **no unauthorised absence**.

Under the Education Act 1996, for failing to ensure the regular attendance of your child, the Local Authority may issue you with a Penalty Notice as an alternate to prosecution. Therefore, if there are any unauthorised absences within these specified 15 days, a referral will be made to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you. (Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers).

To avoid this, you **must** prevent any further unauthorised absence. You are reminded that you need to provide medical evidence in order for the school to authorise any illness absences.

If you wish to further discuss this letter or any matters affecting your child's ability to attend school please contact me. We seek to work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me using the contact details below.

Yours sincerely,

Audra Burton

Safeguarding and Attendance Officer

BurtonA@hanleycastlehs.org.uk

Tel: 01684 593241 Ext - 2228



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Tel: 01684 593241

Email: office@hanleycastlehs.org.uk
www.hanleycastle.worcs.sch.uk

Headteacher: Mr Mark Stow

FN04 – Final Notice

Dear

Your child:

Date of Birth:

Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE - FINAL NOTICE – RESPONSE REQUIRED
DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

School records show that your child’s attendance is now *(enter text here)* % which includes *(enter number of sessions here)* sessions of unauthorised absence. Therefore, their attendance is deemed to be irregular. Please see enclosed registration certificate.

S444 of the Education Act 1996 states that “if a child of compulsory school age, who is registered at a school fails to attend regularly, the parent of the child shall be guilty of an offence.” Attending regularly also includes a requirement to attend punctually.

TAKE NOTICE this matter may be forwarded to Worcestershire County Council’s legal services department for their consideration should this pattern continue. If you have any information, details or wish to make representations regarding the unauthorised absences then please let me have these in writing within 14 days so they can be included in the papers forwarded to the legal team.

The Local Authority may commence legal proceedings against you under the provisions of the Education Act 1996, in respect of this matter and/or any further complaint received from this school, or other places of learning. In the event of your conviction by a Magistrates’ Court, you may be liable to a fine of up to £2,500 and/or the possibility of imprisonment for up to three months per offence. See enclosed School attendance -Legal Information for parents/carers leaflet).

Your child’s attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

If you feel your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently and inform the school. Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child’s absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or



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Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments, slip with date, pupils name and surgery stamp, signed by Receptionist.

If you wish to further discuss this letter or any matters affecting your child’s ability to attend school, please contact me. We seek to work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me on the details below.

Dated this xxxxxx day of xxxxxx

Yours sincerely,
Sarah Anderson-Kirby
Deputy Headteacher
Student Support and Designated Safeguarding lead
Hanley Castle High School
01684 593241 ext 2225
andersonkirbys@hanleycastlehs.org.uk



Attendance Policy

Appendix 6 Parent Leaflet outlining legal information

WHAT THE LAW SAYS

Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/her may have, either by regular attendance at school or otherwise".

The Local Authority (LA) aims to work in partnership with parents to improve poor school attendance. However, sometimes parents do not fully cooperate and/or their children(s) school attendance does not improve. In these circumstances the LA may use its legal powers to remind parents to undertake their responsibilities.

Therefore, we are required by law to make you aware of the possible consequences of continued Unauthorised Absence from School.

Education Welfare Service
Worcestershire Children First
County Hall
Spetchley Road
Worcester WR5 2NP

Email: edinservice@worschildrenfirst.org.uk
Tel: 01905 846 760



School Attendance

Legal Information for Parents and Carers

Important information for
parents regarding unauthorised
absence from school.



Please Note:

The definition of a parent as set out in section 576 of the Education Act 1996 is:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. Lives with and looks after the child.

The Local Authority may use a number of legal sanctions where parents fail to meet their legal responsibilities regarding their child's school attendance.

Section 23(1) of the Anti-Social Behaviour Act 2007 states that

"Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school".

- The amount of the penalty is £60.
- If this is not paid with 21 days, the amount rises to £120.
- If not paid within 28 days, the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice has been issued in error.

Section 444(1) of the Education Act

1996 states that "If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence".

The court may:

- Fine each parent up to £1,000 per child
- Order payment of the prosecution costs
- Impose a Parenting Order
- Impose an Education Supervision Order

Section 444(1a) Education Act

1996 states that "If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence".

The court may:

- Fine each parent up to £2,500 per child
- Order payment of the prosecution costs
- Impose a Parenting Order
- Impose an Education Supervision Order
- Sentence parents to a period of imprisonment for up to 3 months

It is expected that parents cooperate with the Local Authority and make sure your child attends school every day it is open, unless there is a good reason for him or her not to attend.