



# HANLEY CASTLE HIGH SCHOOL



## ATTENDANCE POLICY

SEPTEMBER 2026

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**Updated to reflect new guidance**  
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**Staff responsible:** Sarah Anderson-Kirby

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## 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.

The Trust Board and Academy Standards Committee will recognise and promote the importance of school attendance and provide appropriate challenge and support to school leaders. They will ensure that the school fulfils its statutory attendance responsibilities, regularly review attendance data and trends, consider the attendance of vulnerable groups and pupils who are persistently or severely absent, and ensure that appropriate attendance training and resources are available to staff.

## 2. Introduction

Hanley Castle High School and sixth form centre fully complies with the attendance requirements of The Education Act 1996. This policy has been prepared with regard to the Department for Education's statutory guidance, *Working together to improve school attendance* (July 2026), and the School Attendance (Pupil Registration) (England) Regulations 2024.

The senior attendance champion on the school leadership team responsible for the strategic approach to attendance is Sarah Anderson-Kirby Deputy head teacher Email: [andersonkirbys@hanleycastlehs.org.uk](mailto:andersonkirbys@hanleycastlehs.org.uk) tel: 01694 593241 ext 2225

The details of the staff members in the schools Attendance Team can be found in Appendix 1

## 3. Attendance

3.1 The academy standards committee is dedicated to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

Good attendance is fundamental to a successful and fulfilling school experience. The school actively promotes 100% attendance for all our students, and we use rewards across the academic year to promote good attendance and punctuality.

We recognise that parents / carers have a vital role, and a legal responsibility, to ensure good attendance and we identify, investigate and work in partnership with parents / carers, students and other agencies to resolve attendance problems.

To achieve good attendance parents and carers should

- Ensure students leave home in plenty of time in the mornings.
- Provide explanations for absences and inform the school if their child is going to be late.
- Try to make medical appointments outside the school day.
- Send students into the school for the rest of the day if medical appointments are necessary during the school day.
- Always take holidays out of term time.

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.”

3.2 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 Arbor. This is also used by class teachers to register their teaching groups each lesson. Where Arbor is unavailable, a paper register must be taken and passed to the attendance office. These registers provide the school with an accurate record of pupils’ attendance and punctuality.

3.3 The school expects pupils to attend every day that they are able to do so. Attendance below 95% is used as an internal indicator that additional monitoring, discussion or support may be appropriate.

The school will support students to avoid a decline in attendance if attendance falls below 95% (The top band).

#### **4. Promoting attendance and punctuality**

##### **4.1 How the school actively promotes and celebrates good attendance**

In all year groups, praise and reward is used for positive reinforcement. All members of the school are involved in the promotion of good attendance, through the development of a positive culture where children want to attend school.

Assemblies and tutor group presentations and a strong and inclusive enrichment programme promote the value of attendance and praise rewards are given weekly for 100% attendance. Students whose attendance remains in the top band (95% or more) are rewarded with a badge at the intervals of Autumn, Christmas, Winter, Easter, Spring and Summer. Those wearing the badges are given privileges.

The school fosters positive relationships with students and parents/ carers in order to identify barriers to attending school.

#### **5. Absence procedures**

##### **5.1 Objectives for school’s absence procedures**

The school’s absence procedures have three objectives:

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

##### **5.2 Daily Procedures**

5.2.1 Tutors and teachers are required to take accurate registers by 9.15am in the morning and by 1pm in the afternoon. This is to allow for safeguarding protocols to be carried out.

5.2.2 The school requires a communication from the parent or carer to school on each day of absence, using the attendance option and leaving a message. The pastoral team staff will record all messages concerning absence into Arbor. Alternatively, the parent or carer can email the following [attendance@hanleycastlehs.org.uk](mailto:attendance@hanleycastlehs.org.uk) to notify of any planned medical appointments or informing school of a child’s absence due to illness.

5.2.3 The attendance office staff should contact parents or carers if a pupil is absent without good reason on each day of their absence unless it is an authorised planned absence. Before this is done, and where possible, other reasonable checks will be made on the pupil’s apparent absence from school, to ascertain that the pupil is actually absent before parents or carers are contacted.

- 5.2.4 The attendance 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 Arbor, liaise with First Aid Room and other relevant staff as necessary. This is particularly important to ensure the safeguarding of all pupils.
- 5.2.5 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.

5.2.6 A note or communication from parents or carers is required for each absence. The details from this information will be entered into Arbor. Attendance and admission registers will be maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the national attendance and absence codes prescribed in current DfE statutory guidance.

- 5.2.7 Hanley Castle High School is not obliged to accept a parent's explanation for absence. A letter or telephone message from a parent does not in itself authorise an absence and if no explanation is received, absences will not be authorised.

The following reasons are examples of absence that will not be authorised:

- Persistent no-specific illness e.g. poorly / unwell
- Absence of siblings if one child is ill
- Oversleeping
- Clothing / uniform
- Confusion of school dates
- Medical / dental appointments of more than half a day without very good reasons
- Child / family birthday
- Shopping trip

Where the school has genuine and reasonable doubt about the authenticity of an illness absence, it may request appropriate supporting information. The school will not routinely require medical evidence to authorise illness absence and will consider the individual circumstances and information available.

### 5.3 Absences during term time

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. This means that holidays cannot be authorised.

When a holiday is taken a penalty notice may be requested to the Local Authority.

- 5.3.1 The Headteacher may not authorise planned absence for holidays during term time.
- 5.3.2 However, the Headteacher can authorise absence where there are 'exceptional extenuating circumstances'.
- 5.3.3 '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.
- 5.3.4 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.
- 5.3.5 Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period may result in prosecution by the Local Authority. There is no right of appeal by parents against a penalty notice.

5.3.5 A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days.

5.3.6 A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Alternative action will be taken. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

#### 5.4 Part-time attendance

All pupils of compulsory school age are ordinarily entitled to full-time education. A temporary part-time timetable will only be used in very exceptional circumstances where it is in the pupil's best interests and where appropriate support has been considered. It will have a clearly defined purpose, parental agreement, regular review and an intended end date, with the aim of returning the pupil to full-time education as soon as possible. Appropriate plans, including an Individual Healthcare Plan where relevant, will be put in place according to the pupil's individual needs.

#### 5.5 Truancy

Truancy will be dealt with, according to the behaviour management policy.

### 6. Punctuality

Where parents decide to have their child registered at school, they have a legal duty to ensure that their child attends regularly on time every day.

#### 6.1 Punctuality procedures

6.1.1 Pupils are expected to arrive punctually for morning registration in their tutor base at 8.45am and at 12.35pm for P4 and afternoon registration.

6.1.2 If a pupil arrives after 8.45am, the time for morning registration but before the register closes at 9.15am, they will be awarded a late mark – Code L – in the register.

6.1.3 If a pupil arrives after 12.35pm for afternoon registration they will be awarded a Code L.

6.1.4 In cases where pupils arrive late after the register closes at 9.15am, 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.

6.1.5 Patterns of lateness resulting in the recording of unauthorised absence or persistent lateness of this nature will be dealt with by the Attendance Team.

6.1.6 In cases where no progress or improvement is made, the Attendance Team may engage with the family in the same way as for unauthorised absence.

#### 6.1.7 Penalty notice proceedings for lateness

Where the national threshold is met, the school will consider whether a penalty notice is appropriate in accordance with the National Framework, the circumstances of the individual case and the Local Authority's Code of Conduct. Where support is appropriate, the school will consider whether sufficient support has been provided before progressing to legal intervention.

- 10 incidents of late arrival after the registers have closed (unauthorised absence U) during any possible 10 school weeks may lead to a Notice to Improve letter.

- The Notice to Improve letter sets out 20 school days during which no unauthorised absence must be recorded.

- If an unauthorised absence is recorded during the 20 school day period, the school may submit a Penalty Notice(s) request to the Local Authority (one per parent per child).

- Where a Penalty Notice is not paid within 28 days of issue, the Local Authority will consider instigating court proceedings.

## 6.2 Punctuality to lessons

- 6.2.1 All pupils are expected to arrive punctually for lessons.
- 6.2.2 Isolated cases of late arrival will be dealt with by the class teacher who will issue de-merits in line with the behaviour policy.
- 6.2.3 Patterns of lateness and persistent lateness will be analysed using de-merit system
- 6.2.4 If there is no sustained improvement in a pupil's punctuality to lessons, the relevant Pastoral team may implement appropriate and further intervention 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 shares attendance data with the Attendance Team.
- 7.3 The Attendance Team 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.

## 8. Tracking and monitoring absence and attendance and student/ family support.

The school will work with families, identify barriers and introduce interventions at declining levels of attendance. The school will do this by:

- developing strong relationships with families;
- listening to and understanding barriers;
- working jointly with families to remove those barriers;
- identifying pupils/cohorts requiring support;
- collaboration with the LA and other services; and
- particular attention to health, SEND and vulnerable pupils

- 8.1 The Attendance Team will maintain and analyse all attendance and punctuality data, ensuring that all data is accurate and up to date.
- 8.2 The Attendance Team will liaise with teachers, form tutors, Heads of Year, the Education Engagement Officer and the Local Authority Attendance Service regarding attendance and punctuality, producing any reports required.

8.3 A pupil is persistently absent where they miss 10% or more of the sessions they are expected to attend. The threshold is therefore calculated according to the number of possible sessions available to the pupil at that point in the academic year.

Attendance procedures are triggered when a student's attendance is:

- Below 95% (7 days absence in a school year), an attendance concern email is sent by the Attendance Office (Appendix 3) and students start to work with the head of year.
- At 94% (10 days absence in a school year) a student meeting will be held. (Appendix 4)

- At 92% (15 days absence in a school year) an attendance warning letter is sent and the Attendance Team will contact the parents. (Appendix 5)
- At 90% and below the Attendance Team will be working with parents and carers using an Attendance contract and Local Authority intervention is likely.

Additional Post 16 attendance procedures are triggered when a student is:

- Absent for 4 continuous weeks (excluding holidays): In accordance with the DfE Advice: funding rules for 16 to 19 provision 2026 to 2027, a student on a full-time study programme, or a part-time programme of more than 24 weeks, who has not attended classes for at least four continuous weeks will normally be considered to have withdrawn. A student will not be treated as withdrawn where there is appropriate auditable evidence demonstrating an intention to return. This includes circumstances involving illness, mental ill-health or other legitimate reasons for absence where there is evidence of a strong intention to return.
- The school will take active steps to maintain contact with the student and support their continuation on the programme. Early withdrawal will be regarded as a last rather than a first resort.
- Attending at a level below 90% or that a student is not completing the required work. Hanley Castle Sixth Form reserves the right to charge for examination entries and resits

8.4 Severe Absence is when a student is absent for 50% (92 days of absence in a school year) or more. Students below 50% are discussed with the Local Authority at termly targeted support meetings.

8.5 Where there is no improvement in a student's attendance and / or there are at least 10 sessions of unauthorised absence in a rolling period of 10 school weeks (a school week means any week in which there is at least one school session) the school will consider the following:

#### PENALTY NOTICES FOR POOR ATTENDANCE

- 10 sessions of unauthorised absence during any possible 10 school weeks may lead to a Notice to Improve letter. (Appendix 6)
- The Notice to Improve letter sets out 20 school days during which no unauthorised absence must be recorded.
- If unauthorised absence is recorded during the 20 school day period, the academy may submit a Penalty Notice(s) request to the Local Authority. (one per parent per child).
- Where a Penalty Notice is not paid within 28 days of issue, the Local Authority will consider instigating court proceedings.
- A Penalty Notice can also be issued where a suspended child is found in a public place during school hours

#### Appendix 1: Contact details of Attendance Team

##### Contact Details of School Staff at Hanley Castle High School

| Name of Staff Member | Roles and Responsibilities | Contact Details                                                                                |
|----------------------|----------------------------|------------------------------------------------------------------------------------------------|
| Sarah Anderson-Kirby | Attendance Champion        | <a href="mailto:andersonkirbys@hanleycastlehs.org.uk">andersonkirbys@hanleycastlehs.org.uk</a> |
| Joanne Rawlings      | Attendance Officer         | <a href="mailto:rawlingsj@hanleycastlehs.org.uk">rawlingsj@hanleycastlehs.org.uk</a>           |
| Sarah Anderson-Kirby | Safeguarding Leader (DSL)  | <a href="mailto:andersonkirbys@hanleycastlehs.org.uk">andersonkirbys@hanleycastlehs.org.uk</a> |

|                                                 |                                          |                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mark Stow                                       | Head Teacher                             | <a href="mailto:stowm@hanleycastlehs.org.uk">stowm@hanleycastlehs.org.uk</a>                                                                                                                                                                                                       |
| Kate Taylor                                     | HUET Trustee for Attendance              | <a href="mailto:taylorlk@hanleycastlehs.org.uk">taylorlk@hanleycastlehs.org.uk</a>                                                                                                                                                                                                 |
| Beulah Pope                                     | ASC member for Attendance                | <a href="mailto:Frearsona@hanleycastlehs.org.uk">Frearsona@hanleycastlehs.org.uk</a>                                                                                                                                                                                               |
| Kirsten Maunder/<br>Bethany Clarke-<br>Haughton | Attendance Administrators                | <a href="mailto:Attendance@hanleycastlehs.org.uk">Attendance@hanleycastlehs.org.uk</a><br><a href="mailto:maunderk@hanleycastlehs.org.uk">maunderk@hanleycastlehs.org.uk</a><br><a href="mailto:clarke-haughtonb@hanleycastlehs.org.uk">clarke-haughtonb@hanleycastlehs.org.uk</a> |
| Jan Mason                                       | Assistant Head for behaviour and culture | <a href="mailto:masonj@hanleycastlehs.org.uk">masonj@hanleycastlehs.org.uk</a>                                                                                                                                                                                                     |
| Ella Smith                                      | Head of Year 7                           | <a href="mailto:smithe@hanleycastlehs.org.uk">smithe@hanleycastlehs.org.uk</a>                                                                                                                                                                                                     |
| Alan Scott-Walker                               | Head of Year 8                           | <a href="mailto:scottwalkera@hanleycastlehs.org.uk">scottwalkera@hanleycastlehs.org.uk</a>                                                                                                                                                                                         |
| Nick Razzell                                    | Head of Year 9                           | <a href="mailto:razzelln@hanleycastlehs.org.uk">razzelln@hanleycastlehs.org.uk</a>                                                                                                                                                                                                 |
| Paul Smith                                      | Head of Year 10                          | <a href="mailto:smithp@hanleycastlehs.org.uk">smithp@hanleycastlehs.org.uk</a>                                                                                                                                                                                                     |
| Matt Scanlan                                    | Head of Year 11                          | <a href="mailto:scanlanm@hanleycastlehs.org.uk">scanlanm@hanleycastlehs.org.uk</a>                                                                                                                                                                                                 |

**Appendix 2: Individual Healthcare Plan**



# Individual Healthcare Plan (IHP)

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## 2 Individual healthcare plan - IHP

### 3 1. Personal Details

#### 3.1 1:1 Child/Young Person Details

|                       |  |
|-----------------------|--|
| <b>Child's name:</b>  |  |
| <b>Date of birth:</b> |  |
| <b>Year group:</b>    |  |
| <b>School:</b>        |  |
| <b>Address:</b>       |  |
| <b>Town:</b>          |  |
| <b>Postcode:</b>      |  |
| <b>Date:</b>          |  |

|      | Yes/No | Review Due Date |
|------|--------|-----------------|
| EHCP |        |                 |
| CLA  |        |                 |

#### 3.2 1.2 Family/Carers Contact Information

|                             |  |
|-----------------------------|--|
| <b>Name:</b>                |  |
| <b>Relationship:</b>        |  |
| <b>Home phone number:</b>   |  |
| <b>Mobile phone number:</b> |  |
| <b>Work phone number:</b>   |  |
| <b>Email:</b>               |  |

|                             |  |
|-----------------------------|--|
| <b>Name:</b>                |  |
| <b>Relationship:</b>        |  |
| <b>Home phone number:</b>   |  |
| <b>Mobile phone number:</b> |  |
| <b>Work phone number:</b>   |  |
| <b>Email:</b>               |  |

|                             |  |
|-----------------------------|--|
| <b>Name:</b>                |  |
| <b>Relationship:</b>        |  |
| <b>Home phone number:</b>   |  |
| <b>Mobile phone number:</b> |  |
| <b>Work phone number:</b>   |  |
| <b>Email:</b>               |  |

## 4

## 2. Essential Information Concerning this Child's Health Needs

### 4.1 2.1 Identified/suspected health need

| Identified or suspected medical condition | Description | Supporting Evidence/Advice Date received |
|-------------------------------------------|-------------|------------------------------------------|
| Physical Health Need                      |             |                                          |
| Social and Emotional Health Need          |             |                                          |
| Communication Needs                       |             |                                          |
| Allergies                                 |             |                                          |

### 4.2 2.2 Professionals involved

|                  | Role | Name and contact |
|------------------|------|------------------|
| School Lead      |      |                  |
| LA Lead          |      |                  |
| Health Lead      |      |                  |
| Social Care Lead |      |                  |

|                                                | Name | Contact Details |
|------------------------------------------------|------|-----------------|
| Specialist nurse/practitioner (if applicable): |      |                 |
| Consultant paediatrician (if applicable):      |      |                 |
| Health visitor/school nurse:                   |      |                 |
| GP:                                            |      |                 |
| Key worker in education:                       |      |                 |
| SEND co-ordinator:                             |      |                 |
| Other relevant teaching staff:                 |      |                 |
| Other relevant non-teaching staff:             |      |                 |
| Head teacher:                                  |      |                 |
| Any provider of alternate provision:           |      |                 |

|                                    |
|------------------------------------|
| Other External Agency Involvement: |
|------------------------------------|

4.3 2.3

### Medication

This child/person has the following medical condition(s) requiring the following treatment:

| Medical condition | Drug | Dose | When | How is it administered? |
|-------------------|------|------|------|-------------------------|
|                   |      |      |      |                         |
|                   |      |      |      |                         |
|                   |      |      |      |                         |

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| Does treatment of the medical condition affect behaviour or concentration? |  |
| Are there any side effects of the medication?                              |  |

|                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------|--|
| <b>Is there any ongoing treatment that is not being administered in school? What are the side effects?</b> |  |
| <b>How is the medication stored at school?</b>                                                             |  |

#### 4.4 2.4 Social, emotional mental health needs

|                                                                                                                                              |                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|
| <b>Does the child exhibit social, emotional, mental health?</b><br><b>Yes                  No</b><br><br><b>If yes identify which areas.</b> | <b>Loss/Bereavement</b>                |  |
|                                                                                                                                              | <b>Anxiety</b>                         |  |
|                                                                                                                                              | <b>School refuser/ poor attendance</b> |  |
|                                                                                                                                              | <b>Separation</b>                      |  |
|                                                                                                                                              | <b>Gender Identity</b>                 |  |
|                                                                                                                                              | <b>Trauma</b>                          |  |
| <b>How does this present in school? (outline current behaviours)</b>                                                                         |                                        |  |
| <b>What are the strategies for responding to presenting behaviours?</b>                                                                      |                                        |  |

#### 4.5 2.5 Routine monitoring and review – medical only

Some medical conditions will require monitoring to help manage the child/young person's condition

|                                                               |  |
|---------------------------------------------------------------|--|
| <b>What monitoring is required?</b>                           |  |
| <b>When does it need to be done?</b>                          |  |
| <b>Does it need any equipment?</b>                            |  |
| <b>How is it done?</b>                                        |  |
| <b>Is there a target?</b><br><b>If so what is the target?</b> |  |

#### 4.6 2.6 Emergency Situations – medical only

An emergency situation occurs whenever a child/young person needs urgent treatment to deal with their condition.

|                                                                              |  |
|------------------------------------------------------------------------------|--|
| <b>What is considered an emergency situation?</b>                            |  |
| <b>What are the symptoms?</b>                                                |  |
| <b>What are the triggers?</b>                                                |  |
| <b>What action must be taken?</b>                                            |  |
| <b>Are there any follow up actions (eg tests or rest) that are required?</b> |  |

### 5 3. Ensuring suitable arrangements are in place

Under s100 Children and Families Act 2014 Governing Boards have a duty to make arrangements for supporting children in school; however, where a child's medical needs prevent them from accessing school for more than 15 days (whether consecutive or not) the Local Authority should be notified to assess whether it has a statutory duty under s19 Education Act to make arrangements on behalf of the school. PLEASE SEE SECTION 10

## 5.1 3.1 Impact on Child's Access to School and Learning

|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| <b>How does the child's medical condition/mental health affect learning?</b><br>i.e. memory, processing speed, coordination etc |  |
| <b>Does the child require any further assessment of their learning?</b>                                                         |  |
| <b>Are there any physical restrictions caused by the medical condition(s)/mental health?</b>                                    |  |
| <b>Is any extra care needed for physical activity?</b>                                                                          |  |
| <b>How does the school environment affect the child's medical condition or mental health?</b>                                   |  |
| <b>Location of school medical room/designated safe space</b>                                                                    |  |
| <b>Does this child require any emotional support?</b>                                                                           |  |
| <b>How is this met?</b>                                                                                                         |  |
| <b>Is the child/person likely to need time off because of their condition?</b>                                                  |  |
| <b>What is the process for catching up on missed work caused by absences?</b>                                                   |  |
| <b>Does this child require any additional support in lessons? If so what?</b>                                                   |  |
| <b>Is there a situation where the child will need to leave the classroom?</b>                                                   |  |
| <b>Does this child require brain breaks?</b>                                                                                    |  |

## 5.2 3.2 Reasonable Adjustments

Please provide summary of reasonable adjustments made where relevant

|                           | Key Information |
|---------------------------|-----------------|
| Medical adjustments       |                 |
| Mental Health adjustments |                 |
| Other                     |                 |

## 5.3 3.3 Alternative Provision and off-site arrangements

Does the child require any of the following:

| Name | Purpose of provision | Agreed Provision |
|------|----------------------|------------------|
|------|----------------------|------------------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**How is the school safeguarding the child's full-entitlement to suitable education? If the school cannot secure full-time and/or suitable arrangements it must notify the LA**

**Please attach where relevant**

|                                      |  |
|--------------------------------------|--|
| <b>Timetables</b>                    |  |
| <b>Pastoral Support Plans</b>        |  |
| <b>Alternative Provision Plans</b>   |  |
| <b>Individual Education Plans</b>    |  |
| <b>ASP (Attendance Support Plan)</b> |  |

## 6 4. Trips and Activities away from School – Medical only

Are school risk assessments in place to meet the child's needs? Yes      No

## 7 5. Staff Training

Governing bodies are responsible for making sure staff have received appropriate training to look after a child/young person. School staff should be released to attend any necessary training sessions it is agreed they need.

|                                         |  |
|-----------------------------------------|--|
| <b>What training is required?</b>       |  |
| <b>Who needs to be trained?</b>         |  |
| <b>Has the training been completed?</b> |  |

## 8 6. Consent

|                                                                        | Yes/No | Comments- including any restrictions |
|------------------------------------------------------------------------|--------|--------------------------------------|
| Parents have given consent to share information with all professionals |        |                                      |
| Parents have not given consent to share with all professionals.        |        |                                      |

## 9 7. Intended objectives and outcomes

| Description | Evidence | Lead | Expected date to be achieved | Achieved (Y/N) |
|-------------|----------|------|------------------------------|----------------|
| 1.          |          |      |                              |                |
| 2.          |          |      |                              |                |

## 10 8. Next Steps

| Next Steps | Action | Date Actioned | Achieved (Y/N) |
|------------|--------|---------------|----------------|
| 1.         |        |               |                |
| 2.         |        |               |                |

## 11 9. IHCP Review

| Review Date (s) | Venue/contact details | Name | Role | Attended |
|-----------------|-----------------------|------|------|----------|
|-----------------|-----------------------|------|------|----------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

## 12 10. Referral to the Local Authority

If the child has been or is likely to be absent for more than 15 school days whether consecutively or cumulatively you must notify the Local Authority. This should be via the Absence and Irregular Attendance Notification on the Children's Services Portal or if you don't have access please send all IHPs and supporting information to:

[cme@worcschildrenfirst.org.uk](mailto:cme@worcschildrenfirst.org.uk).

| Supporting evidence/information included | Evidence e.g letter/conversation/medical report | Date Referred |
|------------------------------------------|-------------------------------------------------|---------------|
|                                          |                                                 |               |

## 13 11. Completed By

| Name | Role | Date |
|------|------|------|
|      |      |      |

**Appendix 3: Letter 1 'Letter of Concern'**



**Hanley Castle High School**

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)  
[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mr Mark Stow

Addressee only

Date:

Dear «salutation»

**Re: <<legal name>> «date\_of\_birth» «reg» - Registered Pupil at Hanley Castle High School**

At Hanley Castle High School, we encourage pupils to strive for excellence. For a pupil to achieve their full academic potential, a high level of attendance is essential. Pupils should aim for a minimum of 95% attendance (or no more than 7 days of absence during an academic year).

.....'s current level of attendance is..... which is below the School's

We understand that there have been occasions this year when ..... has absent as a result of illness but due to ..... 's level of absence we wanted to you aware of the amount of learning they are missing. We would like to work you to support ..... to improve attendance. If you would like to discuss letter further, please do not hesitate in contacting us using the details below.

All pupils have the opportunity to build on their attendance between now and the end of this academic year. Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Hanley Castle High School.

Yours sincerely,

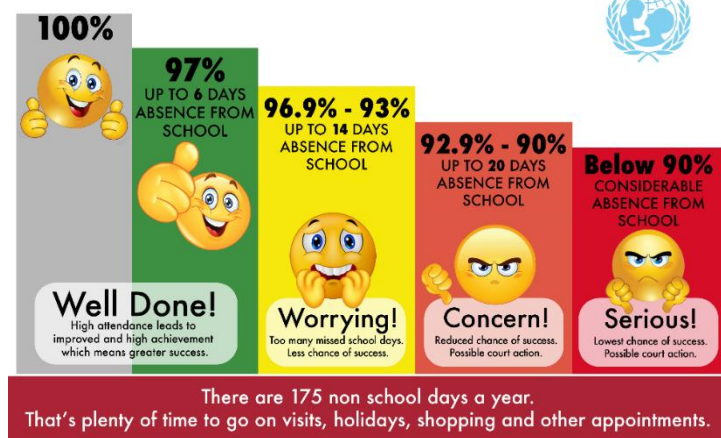
**The Attendance Team**

Tel: 01684 593241 choosing Option3

[Attendance@hanleycastlehs.org.uk](mailto:Attendance@hanleycastlehs.org.uk)

**WHAT IS YOUR ATTENDANCE?**

Right to education  
(Article 28)



target.

been

make  
that  
with  
their  
this

**Appendix 4 : Letter 2/3 'Invitation to meeting.'****Hanley Castle High School**

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mr Mark Stow

Addressee only

Date:

Dear «salutation»

**Re: <<legal name>> <<DOB>> «reg» - Registered Pupil at Hanley Castle High School**

As you are aware, we have been closely monitoring .....’s attendance to school. At Hanley Castle High School, we expect all pupils to have a minimum of % attendance in order for them to achieve their full academic potential. .... attendance is .....% which is well below the School’s target.

Due to the amount of learning that ..... has now missed we would like to meet with you to discuss this. I have reserved an appointment for you to meet with ..... their Head of Year to discuss the reasons for absence and how we can work together to improve their attendance.

The meeting is scheduled for:

Date of Meeting: ..... Time of Meeting: .....

Due to .....’s level of absence, further absences may not be authorised. Where the school has genuine and reasonable doubt about the authenticity of an illness absence, it may request appropriate supporting information. The school will not routinely require medical evidence to authorise illness absence and will consider the individual circumstances and information available.

Thank you for working in partnership with us to ensure that ..... achieves their full academic potential.

If the above appointment is not convenient for you, please contact the Key stage office/ me to re-arrange using the contact details below.

We look forward to meeting with you.

Yours sincerely,

**Named Head of Year**

Tel: 01684 593241

Email address of Head of Year



## Hanley Castle High School

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)  
[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mr Mark Stow

Addressee only

Date:

Dear «salutation»

**Re: <<legal name>> «reg» <<DOB>> - Registered Pupil at Hanley Castle High School**

We remain concerned about «forename»'s attendance. At Hanley Castle High School, we expect pupils' attendance to be 95% in order for them to achieve their full potential. «forename»'s attendance is currently only «percentage\_attendance»%.

«forename» continues to miss a significant amount of learning. We have reserved an appointment for you to discuss this and how we can move forward:

Date of Meeting:

Time of Meeting:

«forename»'s attendance will continue to be closely monitored. If attendance does not improve during this monitoring period and «forename» continues to have unauthorised absences from school, legal action may be taken. For this reason, we must make you aware of your legal duties.

You have a responsibility to ensure that «forename» attends Hanley Castle High School on a regular and punctual basis. **It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

We would like to reaffirm that we have «forename»'s best interests at heart and believe that working together offers the best chance of success. If you would like to discuss this matter further please contact on the details below.

Yours sincerely,

Attendance, Safeguarding and Wellbeing Officer  
Hanley Castle High School,  
Tel: 01684 593241 Ext. 2228  
[BurtonA@hanleycastlehs.org.uk](mailto:BurtonA@hanleycastlehs.org.uk)

**Appendix 5: First Notice of irregular attendance. FN02****Hanley Castle High School**

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mr Mark Stow

Addressee only

Date:

Dear

Re:

Date of Birth:

Registered pupil at:

**14 IRREGULAR SCHOOL ATTENDANCE****15 FORMAL FIRST NOTICE THAT LEGAL ACTION MAY BE CONSIDERED**

This letter is further to previous correspondence, visits to your home address requesting that you contact me and an invitation to meet with me to discuss your child's attendance. 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.

Where the school has genuine and reasonable doubt about the authenticity of an illness absence, it may request appropriate supporting information. The school will not routinely require medical evidence to authorise illness absence and will consider the individual circumstances and information available.

**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:

*"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 at [andersonkirbys@hanleycastlehs.org.uk](mailto:andersonkirbys@hanleycastlehs.org.uk).

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

**Sarah Anderson-Kirby**

Deputy Head Teacher with responsibility for Student Support

Designated Safeguarding Lead

Hanley Castle High School

01684 593241 ext 2225

[andersonkirbys@hanleycastlehs.org.uk](mailto:andersonkirbys@hanleycastlehs.org.uk)

## Appendix 6: Notice to Improve letter



## Hanley Castle High School

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)  
[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mr Mark Stow

Addressee only

Date:

Dear

### SCHOOL ATTENDANCE NOTICE TO IMPROVE - DO NOT IGNORE THIS LETTER

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the child's parent may be guilty of an offence under s.444 Education Act 1996.

You, **parents full name** are a parent/carer of **child name, child DOB**, (called in this notice "the pupil") who is a registered pupil at Hanley Castle High School.

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

The school have offered support to you and your family to try and help improve **Child's name** attendance, including:

1. **Telephone calls.** The school contacted you every day that your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **Attendance Letters.** The school wrote to you, letting you know about **Childs Name** attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **Attendance Support Meeting Invite(s).** The school invited you to a meeting/s to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered, attendance remains a cause for concern. 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.

In line with Worcestershire County Council's Code of Conduct, you now have 20 school days (4 weeks) in which to improve your child's attendance. Therefore, your child's full attendance is required from **Insert first date of notice** and **Insert last date of notice**.

If there are any unauthorised absences within the 20 days specified, a referral will be made to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you. A penalty notice is charged at £160 to be paid within 28 days, per parent, per child.

Where the school has genuine and reasonable doubt about the authenticity of an illness absence, it may request appropriate supporting information. The school will not routinely require medical evidence to authorise illness absence and will consider the individual circumstances and information available.

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 [Andersonkirbys@hanleycastlehs.org.uk](mailto:Andersonkirbys@hanleycastlehs.org.uk).

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

Yours sincerely

**Sarah Anderson-Kirby**

Deputy Head Teacher with responsibility for Student Support

Designated Safeguarding Lead

Hanley Castle High School

01684 593241 ext 2225

[andersonkirbys@hanleycastlehs.org.uk](mailto:andersonkirbys@hanleycastlehs.org.uk)

## 16 Policy Change Log

| Policy Name       | Version | Date of Change | Summary of Changes            | Reason for Change                                                                       | Approved By |
|-------------------|---------|----------------|-------------------------------|-----------------------------------------------------------------------------------------|-------------|
| Attendance Policy | v2.0    | 05/06/2025     | Post 16 attendance Procedures | Compliance update as reflected in DfE Advice: Funding Regulations for Post 16 Provision | ASC         |
|                   |         | 20/09/25       | Updates at review point       | To reflect current practice and align with new MIS                                      |             |

Note: This table serves as a record of all revisions made to company policies to ensure transparency and compliance