

Student Attendance and Punctuality Policy

Version 4

This policy applies to NCLT Secondary phase schools.

CONTENTS

1.0 Aims and Principles of Good Attendance	3
2.0 Statement of Expectations	4
3.0 Registration	5
4.0 Punctuality to the Academy	6
5.0 Understanding Different Types of Absence	6
6.0 Day to Day Processes	9
7.0 Home Visits	10
8.0 Responding to Absence for Students accessing Alternative Provision (AP).....	10
9.0 Attendance and Safeguarding	10
10.0 Pupils with SEND and Additional Needs.....	11
11.0 Promoting and Incentivising Good Attendance	11
12.0 The Trust's Attendance Strategy for Targeted Attendance Improvement	13
13.0 Understanding Persistent Absence.....	13
14.0 Understanding Severe Absence	14
15.0 The Academy's Strategy for Reducing Persistent and Severe Absence	14
16.0 Attendance Legal Intervention	14
17.0 National Framework for Fixed Penalty Notices (FPN)	15
18.0 Local Authority Enforcement.....	16
Appendix 1: Attendance and Attainment.....	17
Appendix 2: Coding from Department of Education	18
Appendix 3: Late to Academy Detention Process	19

The word *academy* and *school* have the same meaning in this document.

1.0 Aims and Principles of Good Attendance

- 1.1 The Trusts' vision for attendance is to empower and inspire students, parents, and carers to prioritise academy attendance, actively overcome barriers, and pursue resilience. By fostering collaboration with families and offering solutions, we aim to provide all students within the Trust with the best opportunities for social mobility.
- 1.2 Therefore, the Trust are committed to maximising the achievement and attainment of all students. There is a clear link between good attendance and educational achievement. As outlined in Department for Education guidance, the students with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment (**Appendix 1**).
- 1.3 Therefore, regular, and punctual attendance is vital if students are to benefit fully from the academic, personal, and social opportunities, which are offered to them within the Trust.
- 1.4 Under the Headteacher, the Senior Leader responsible for the strategic approach to attendance at each secondary academy is:

Wingfield Academy	Senior Attendance Champion: Mr Mark Lavender: <i>Associate Senior Leader Attendance</i> E: mla@nclt.ac.uk T: 01709 513002 Ext. 289 A: Wingfield Academy, Wingfield Road, Rotherham, S61 4AU	Attendance and Welfare Officer: Mrs Angela Clarke E: acl@nclt.ac.uk T: 01709 513002 Ext. 218 A: Wingfield Academy, Wingfield Road, Rotherham, S61 4AU
Dinnington High Academy	Senior Attendance Champion: Mr C Rooney <i>Associate Assistant Headteacher Attendance</i> E: c.rooney@nclt.ac.uk T: 01909550066 A: Doe Quarry Lane, Sheffield, S20 4HR	Principal Attendance Officer: Mr Jarrad Kitson E: j.kitson@nclt.ac.uk T: 01909 550066 Ext. 418 A: Doe Quarry Lane, Sheffield, S20 4HR
Brinsworth Academy	Senior Attendance Champion: Mrs L Bingham <i>Deputy Headteacher: Attendance</i> E: L.Bingham@nclt.ac.uk T: 01709 828383 Ext. 2233 A: Brinsworth Academy, Brinsworth Road, Rotherham, S60 5EJ	Attendance Officer: Miss Hannah Peacock E: h.peacock@nclt.ac.uk T: 01709 828383 Ext. 2247 A: Brinsworth Academy, Brinsworth Road, Rotherham, S60 5EJ

2.0 Statement of Expectations

The Trust will ensure that the Academy, parents, carers, and students work collaboratively to remove individual barriers and establish positive relationships to help build strong attendance.

2.1 What the Trust expects of parents/carers: Parents/Carers are legally responsible for making sure their children attend academy on time and every day, dressed in full uniform and equipped to learn.

2.2 To fulfil this responsibility, we expect Parents/Carers to:

- Promote 97-100% attendance and punctuality with their child.
- Ensure their child arrives at the secondary academy they're enrolled to no later than:

Wingfield Academy	08:25 am
Dinnington High Academy	08:25 am
Brinsworth Academy	08:25 am

- Inform the academy, of any reason that will prevent their child/children attending:

Wingfield Academy	Telephone communication: 01709 513002 ext 211/217/218 E-mail: wfa-attendance@nclt.ac.uk
Dinnington High Academy	Telephone communication: 01909 550066 ext 418/408 Email: din-attendance@nclt.ac.uk
Brinsworth Academy	Telephone communication: 01709 828383 option 1 E-mail: bri-attendance@nclt.ac.uk

- Ensure that Parents/Carers contact the academy before 08:15am on the day of the child's absence with a valid reason for absence.
- Contact the academy whenever any problem occurs that may keep their child away from the academy.
- Inform the academy of any forthcoming appointments with evidence of the appointment, and, where possible, arrange appointments outside of the academy day.
- Provide at least two up to date contact numbers, one of which must have parental responsibility. This could include parent, carer or family member.
- Use the MCAS app to receive academy notices and information.
- Attend meetings when requested to discuss attendance.
- Provide medical evidence to enable the academy to provide appropriate support for students following illness/medical conditions.
- As per statutory guidance all academies have legal powers to address poor attendance in the Academy. This may include but is not limited to attendance contracts and fixed penalty notices.

2.3 What you can expect from the Academy:

The Trust have a continued responsibility to proactively manage and improve attendance.

2.4 To fulfil this responsibility, we will:

- Promote 97-100% attendance and punctuality.
- Investigate any unexplained and/or unapproved absence.
- Work closely with parents/carers where a student's absence is cause for concern.
- Conduct home visits, in line with the home visit process, to ensure the safeguarding of students.
- Support students to achieve good attendance and punctuality and overcome barriers to attendance.
- Support students returning to academy after a period of absence.

3.0 Registration

Students can enter the Academy from:

Wingfield Academy	08:00 am
Dinnington High Academy	08:05 am
Brinsworth Academy	08:00 am

3.1 The law requires the register to be taken twice a day. However, registers are also taken at the start of every lesson throughout the day.

3.2 During each day there are two marks of attendance or absence (AM/PM).

3.3 AM and PM registers are closed 30 minutes after they have opened. The opening times for AM and PM registers for each academy are:

Wingfield Academy	08:30 to 9.00 (AM) 1:55 to 2.25(PM)
Dinnington High Academy	8.30 to 9.00 (AM) 12:55 to 1.25(PM)
Brinsworth Academy	8.30 to 9.00 (AM) 12:55 to 1:25(PM)

3.4 On the register, a mark is added for every student present (/). Students who are absent are recorded as (N). The attendance team will then proceed to investigate any reason for absence.

3.5 Once a reason for absence is established, appropriate absence codes are recorded in the register (Appendix 2). These codes may be pre-entered where the Academy has received prior information from Parents/Carers.

3.6 If a student arrives after the register opens, but before the register closes, they will report to the attendance office, and they will receive a late (L) mark.

3.7 If a student arrives after the register closes, they will report to the attendance office. The student will not receive a present AM mark. They will be coded as unauthorised (U). **This will affect the student's attendance.**

3.8 Sanctions, including detentions, operate for late arrivals. An MCAS/text will be sent informing the Parent/Carer of this. Parents/Carers will receive texts, phone-calls and letters regarding punctuality and may be invited into the academy for a meeting if punctuality remains an issue.

3.9 Parents/Carers can monitor their child's attendance through the MCAS app.

The closing time for Academy is listed below. However, some students may be required to attend outside of academy times.

Wingfield Academy	14:55pm
Dinnington High Academy	14:55 pm
Brinsworth Academy	14:55 pm

4.0 Punctuality to the Academy

4.1 Punctuality to the Academy is extremely important and students should be present before the main gates close.

Wingfield Academy	08:25 am
Dinnington High Academy	08:25 am
Brinsworth Academy	08:25 am

Any student arriving after the main gates are closed will need to enter via the directed route for their academy.

4.2 On the first instance of lateness, a warning will be issued and logged. A MCAS/text message will be sent to confirm this and inform Parents/Carers. For any subsequent late arrival, please refer to Appendix 3 for sanctions bespoke to the Academy.

4.3 Punctuality will be discussed each week in our Attendance Strategy Meetings to identify students that are persistently late. Interventions will be implemented to support improvements such as targeted reports and parental meetings.

4.4 Each half term we will reset our expectations around punctuality and commence the above process again, giving the student the opportunity for a positive start to the new half term.

5.0 Understanding Different Types of Absence

5.1 Only the Academy can certify absence as authorised or unauthorised.

5.2 The information about the cause of any absence is always required to ensure a student's attendance is correctly categorised and the right level of support can be put in place for students. It is the Attendance Team's responsibility to either authorise or unauthorised absence.

5.3 Authorised Absence:

- 5.3.1 An authorised absence is when the Academy has agreed that the reason for your child's absence is a result of an unavoidable cause appropriate communication to explain the absence has been received from the parent/carer.
- 5.3.2 In the majority of cases a Parent/Carer's notification that their child is too ill to attend academy will be sufficient evidence and can be accepted without question or concern. However, where a child's attendance level gives cause for concern - which the Academy deems to be below 97% - the Academy may choose not to authorise any further absence(s) for reported illness. In this case, the following criteria will be used to review illness coding:
- Recent medical documentation, including appointments,
 - Illness that cannot be treated with over-the-counter medication,
 - Patterns of attendance/absence,
 - Medical and/or dental emergencies
- 5.3.3 Any such problems with irregular attendance are best resolved between the academy, the student and Parents/Carers. If a Parent/Carer thinks their child is reluctant to attend the academy then we encourage the family to work with staff to understand the root problem and find a solution.

5.4 Unauthorised Absence:

- 5.4.1 Unauthorised absences are those, which the academy does not consider to be reasonable or unavoidable and for which no leave of absence has been approved.
- 5.4.2 This type of absence can lead to the local authority using sanctions and/or legal proceedings in order to improve attendance.
- 5.4.3 Any problems with irregular attendance are best resolved between the academy, the student and Parents/Carers.
- 5.4.4 If a Parent/Carer thinks their child is reluctant to attend the academy, then we encourage the family to work with the Attendance Champion and the Attendance Team, to understand, listen and overcome barriers to attendance.
- 5.4.5 For more detailed student support, Parents/Carers should consider the contact details of the following staff to avoid their child being absent unnecessarily:

Wingfield Academy	Mr Andrew Thomas: Deputy Headteacher: Behaviour and Standards Mr Mark Lavender: Associate Senior Leader: Attendance Mrs Angela Clarke: Attendance and Welfare Officer Mrs Helen Weeks: Assistant Headteacher: Inclusion Miss Julie Harrop: Designated Safeguarding Lead Mrs Kirsty Chambers: Health and Wellbeing Lead Practitioner Miss Chloe Fairman: Senior Behaviour Lead Miss Amy Provines: Year 7 Pastoral Lead Mrs Rebecca Morris: Year 8 Pastoral Lead Mrs Rebecca Montgomery: Year 9 Pastoral Lead
--------------------------	---

	Miss Evie Atter: Year 10 Pastoral Lead Mrs Faith McQuinn: Year 11 Pastoral Lead
Dinnington High Academy	Mr Lee Mazacs: Deputy Headteacher: Pastoral and Attendance Mr Colin Rooney: Associate Senior Leader: Attendance Mr Jarrad Kitson: Principal Attendance Office Mrs Steph Jackson-Horner: Deputy Headteacher: SEND and Inclusion Mrs Daisy Taylor-Burke: SENDCo Mrs Sarah Daley and Miss Elle Johnston: Designated Safeguarding Lead Mr Steve Grenham: Assistant Headteacher: Behaviour and Standards Mr Danny Murray: Year 7 Pastoral Lead Mr Shaun Rhodes: Year 8 Pastoral Lead Mr Paul Elliot: Year 9 Pastoral Lead Mrs Emma Balance: Year 10 Pastoral Lead Mrs Claire Paling: Year 11 Pastoral Mrs Helen Rhodes / Samuel Hunter: Head of Sixth form
Brinsworth Academy	Mrs Lizzie Bingham: Deputy Headteacher Attendance Miss Hannah Peacock: Senior Attendance Officer Mrs Alice Hunt Designated Safeguarding Lead Mrs Amber Narejko: Health and Wellbeing Coordinator Mr Jordan Howard: Senior Behaviour Leader Miss Laura Sharpe: Senior Behaviour Leader Ms Claire Burke: Year 7 Pastoral Lead Mr Jonny Goward: Year 7 Teaching Head of Year Miss Caitlin Johnson: Year 8 Pastoral Lead Mr Jonny Goward: Year 8 Teaching Head of Year Miss Vicki Doyle: Year 9 Pastoral Lead Mr Vikaas Ahmed: Year 9 Teaching Head of Year Mrs Catherine Tyler: Year 10 Pastoral Lead Miss Lauren Brown: Year 10 Teaching Head of Year Ms Keeley Hewitt: Year 11 Pastoral Lead Miss Lauren Brown: Year 11 Teaching Head of Year

5.4.6 Every student has a right to a full-time education and high attendance expectations should be set for all students; however, Acadmies will consider their obligations under the Equality Act 2010 or considerations under the UN Convention on the Rights of the Child. Each academy will consider the needs and circumstances of students on an individual basis and aim to support each family fairly and consistently, whilst considering individual needs, and any possible barriers to attendance before a decision is made regarding the classification of absence.

5.4.7 When necessary, we may engage the support of other agencies such as the Academy Nurse, Early Help Team and/or Local Authority Team.

5.5 Leave of Absence:

5.5.1 The Headteacher can grant a leave of absence when a student needs to be absent from academy for exceptional circumstances Each application will be considered on

an individual basis reviewing the specific facts, circumstances, and relevant background context behind the request.

- 5.5.2 Parents/Carers are strongly advised not to finalise any booking arrangements before receiving the decision regarding the request.
- 5.5.3 The 'Leave of Absence' must be requested in advance by a parent/carer who holds parental responsibility. Leave of absence cannot be authorised unless the request is received before the period of absence begins.
- 5.5.4 If a leave of absence is granted, the Headteacher will determine the length of the time the student can be away from academy.
- 5.5.5 All academies are expected to restrict leaves of absence to the specific circumstances. These circumstances are:
- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
 - **Attending an interview:** for entry into another educational institution or for future employment.
 - **Study leave:** for public examinations. This does not include any internal examinations such as mocks as study leave should not be granted in such cases.
 - **A temporary, time-limited part-time timetable:** where the student is of compulsory academy age, both the Parent/Carer who the student normally lives with and academy agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend academy as part of that timetable.
 - **Exceptional circumstances:** All academies can grant a leave of absence for other exceptional circumstances at their discretion.
- 5.5.6 We understand the challenges that some Parents/Carers face when booking holidays, particularly during academy holidays. However, to ensure students receive the best education and prospects; they should be in academy during term time.
- 5.5.7 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. Therefore, any unauthorised holidays taken during term-time will be referred to the Local Authority for a Fixed Penalty Notice (FPN).
- 5.5.8 Please refer to paragraph 10.4 for further guidance around Fixed Penalty Notices (FPN).

6.0 Day to Day Processes

- 6.1 The academy has effective day to day processes in place to follow-up absence, including unexplained absence. Unexplained absence is where the academy has not received communication from parents/carers to explain why their child is absent. The

academy has a safeguarding duty in respect of their students, and as part of this should investigate any unexplained absences.

6.2 As set out in '**Statement of Expectations**', Parents/Carers should ensure timely and thorough communication which explains any reason for their child not attending the academy.

6.3 If a student's absence is unexplained, further measures may be taken to ascertain reasons for absence.

7.0 Home Visits

7.1 Academies may undertake home visits where there are concerns regarding a student's attendance, welfare or safety, where contact with parents/carers has not been successful, or where additional support is required to understand and address barriers to attendance. Home visits will be conducted by key members of staff and form part of the Academy's safeguarding and attendance procedures. The purpose of a home visit is to work collaboratively with families, promote student welfare, verify a child's safety where necessary, and identify any support that may improve attendance and engagement with education.

8.0 Responding to Absence for Students accessing Alternative Provision (AP).

8.1 Where a student is educated through an Alternative Provision placement, the Academy retains overall responsibility for safeguarding, attendance monitoring and educational outcomes. Attendance at Alternative Provision will be monitored regularly through close communication between the Academy, the provider, the student and their family. The Academy will ensure students accessing Alternative Provision receive appropriate support, remain connected to their academy community and have clear plans for achieving positive educational outcomes. Any attendance concerns arising within Alternative Provision will be followed up promptly and in accordance with the Academy's attendance and safeguarding procedures.

9.0 Attendance and Safeguarding

9.1 The Academy recognises that attendance is a safeguarding matter and that unexplained, persistent or severe absence may be an indicator of unmet need, vulnerability or risk of harm. The Academy will work collaboratively with families and external agencies to identify, understand and remove barriers to attendance at the earliest opportunity.

9.2 Consideration will be given to pupils who may be more vulnerable to poor attendance, including:

- pupils with Special Educational Needs and Disabilities (SEND);
- pupils with medical or mental health needs;
- children with a social worker;
- looked after children and previously looked after children;
- young carers;
- pupils receiving Early Help support;
- pupils experiencing bereavement, family crisis or other significant life events;
- pupils at risk of suspension, exclusion or disengagement from education

9.3 The Academy will consider whether absence may indicate:

- safeguarding or child protection concerns;
- child criminal exploitation (CCE) or child sexual exploitation (CSE);
- mental health or emotional wellbeing needs;
- bullying, peer relationship concerns or discrimination;
- unmet SEND needs;
- domestic abuse, neglect or family difficulties;
- risks associated with children missing education (CME).

9.4 Where attendance concerns arise, the Academy will seek to understand the individual circumstances of the child and family and provide appropriate support. Where necessary, concerns will be referred to the Designated Safeguarding Lead and managed in accordance with the [Trust Safeguarding & Child Protection Policy](#) which can be found on the trust website.

10.0 Pupils with SEND and Additional Needs

10.1 Academies recognise that some pupils face additional barriers to attendance because of SEND, medical needs, neurodiversity, anxiety, mental health needs or disability.

10.2 Attendance concerns relating to pupils with additional needs will be considered on an individual basis. Reasonable adjustments and appropriate support will be considered before formal attendance procedures are implemented.

10.3 The Academy will work with families and external agencies to identify barriers and develop support plans designed to improve attendance. We recognise that emotional wellbeing and mental health can affect attendance. The Academy will work with students and their families to understand barriers to attendance and will seek to provide support rather than encourage prolonged absence from education.

10.4 Absence related to mental health will be considered on an individual basis and may involve support from appropriate internal and external agencies.

10.5 Additional information relating to SEND can be found in the [Special Educational Needs & Disability \(SEND\) Policy Academy's](#) and [Supporting Pupils and Students with Medical Conditions Policy](#) which can be found on the trust website.

11.0 Promoting and Incentivising Good Attendance

11.1 The Trust encourages and celebrates the success of all its students throughout their educational journey to ensure that personal commitment and achievement is acknowledged, rewarded, and recorded.

11.2 Through promoting and incentivising good attendance, rewards can be used to motivate, inspire, and acknowledge improvement and/or achievement. We will reward:

- Formally or informally
- Publicly or discretely
- Regularly
- Consistently

11.3 The rewards outlined in this document have been developed with students and staff from the Trust. Rewards plans for each academy may include but are not limited to those below:

When?	Who?	Reward
Weekly (39)	Students with 100% attendance for the week.	For students who have achieved 100% attendance over a week period, Trust staff will: • Send a MCAS message/text to the Parent/Carer congratulating their child's determination and efforts. • Distribute an attendance ticket / raffle ticket for their child to enter the half-termly prize draw. • Offer the child an item from the Tutor surprise bag.
Half-Termly (6)	Students with 97-100% attendance for the half-term.	For students who have achieved 97-100% attendance over a half-term period, Trust staff will: • Enter the student into the prize draw. • Distribute lunch-time 'queue jump' arrows for students to attached to academy jumper or lanyard. • Provide an internal, afternoon event. For example: a 'doughnut and cinema' experience, outdoor games. • Send a letter to the Parent/Carer congratulating their child's determination and efforts. • Formally and publicly congratulate the child with a certificate during their year group assembly.
Termly (3)	Students with 95-100% attendance for the term.	For students who have achieved 95-100% attendance over a half-term period, Trust staff will: • Send a letter to the Parent/Carer congratulating their child's determination and efforts. • Formally and publicly congratulate the child with a certificate during their year group assembly. • Enter the £50 (100%), £30 (97-99.9%), and/or £20 (95-96.9%) draw. • Conduct the £30 Just Eat draw for students with 100%. • Offer a celebratory breakfast with the Headteacher.

		• Provide an internal, afternoon event. For example: a 'doughnut and cinema' experience, outdoor games.
Annually (1)	Students with 97-100%	For students who have achieved 97-100% attendance over the year period, Trust staff will: • Issue admission to the Summer Celebration event. • Prioritise participation for international trips. • Send a letter to the Parent/Carer congratulating their child's determination and efforts. • Formally and publicly congratulate the child with a certificate during their year group assembly.

12.0 The Trust's Attendance Strategy for Targeted Attendance Improvement

- 12.1 The Trust recognises that successfully treating the root causes of absence and removing barriers to attendance requires a collaborative and personalised approach. This will be achieved by families and academy's working in partnership.
- 12.2 The Trust will aspire to high standards of attendance from all students and will build a culture where all can, and want to, be in academy and ready to learn. The Trust will prioritise attendance improvement across the academy.
- 12.3 In line with statutory guidance, The Trust - and its partners will work together - to:
Monitor: Rigorously use attendance data to identify patterns of poor attendance as soon as possible. The Attendance Team will review any decreases in a students' weekly attendance so all parties can work together to resolve barriers and identify support.
- 12.4 **Listen, Understand and Facilitate Support:** When a pattern is identified, discussions with students and Parents/Carers to listen and understand barriers and agree how all parties can work together to resolve them. Academy Leaders will, where possible, remove barriers in academy and help students and Parents/Carers access the support they need to overcome the barriers outside of academy.
- 12.5 **Formalise Support:** Where absence persists and voluntary support is not working or being engaged with, the Trust will work together with partners, including the Local Authority, to explain the consequences clearly and ensure support is in place to enable families to respond. Depending on individual circumstances, this may include formalising support or through the enforcement of statutory intervention to protect the student's right to an education.

13.0 Understanding Persistent Absence

- 13.1 A student becomes a Persistent Absentee (PA) when they miss 10% of their education across the academic year, whether the reasoning be authorised or

unauthorised. Absence at this level is doing considerable damage to any child's educational prospects.

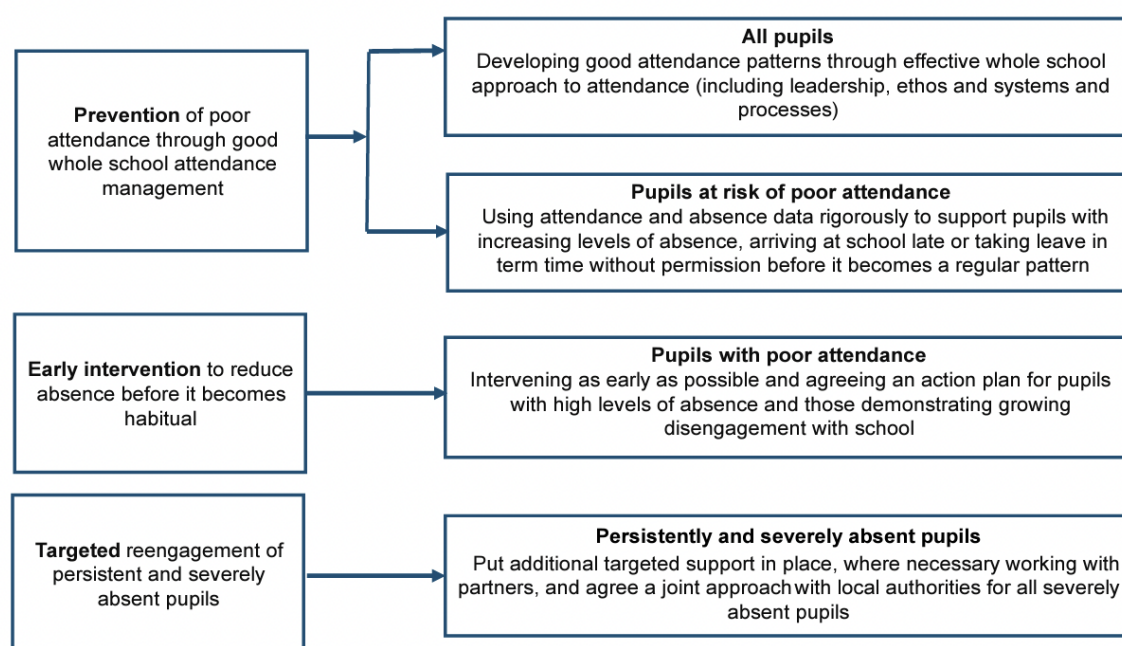
- 13.2 If a student reaches PA, The Academy, Parents/Carers and the Local Authority will work together to put additional targeted support in place to remove barriers to attendance and reengage these students.

14.0 Understanding Severe Absence

- 14.1 A student becomes a Severe Absentee (SA) when they miss 50% of their education across the academic year, whether the reasoning be authorised or unauthorised.
- 14.2 Any student whose attendance has reached the SA threshold or is at risk of moving towards this, is given priority for intervention. Furthermore, all partners will work together to make this group the top priority for support in order to overcome the barriers to being in academy.

15.0 The Academy's Strategy for Reducing Persistent and Severe Absence

- 15.1 In line with statutory guidance, the academy will take measures to ensure managed effectively.
- 15.2 Where a child has reached PA, or SA, the academy recognises the need for individualised and targeted support is the most effective approach. However, the following model underpins the academy approach to attendance issues.



16.0 Attendance Legal Intervention

- 16.1 Parents and Carers are responsible for making sure that their child attends academy regularly. Academies are expected to build strong relationships with families, listen to and understand any barriers to attendance and work with families to resolve issues

- 16.2 The Trust will also offer support through an Early Help Assessment and send a series of letters to Parents/Carers with notice to improve their child's attendance.
- 16.3 Where all other avenues have been exhausted and support is not working or not being engaged with a penalty notice in line with the National Framework may be issued. The Trust may also communicate with the Local Authority for legal intervention to protect the student's right to an education.

17.0 National Framework for Fixed Penalty Notices (FPN)

- 17.1 A Notice to Improve is a final opportunity for a Parent/Carer to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the Parent/Carer or have not worked, a Notice to Improve should usually be sent to give Parents/Carers a final chance to engage in support.
- 17.2 A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the Parent/Carer has already received one for a similar offence).
- 17.3 Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended. For example, a Notice to Improve stated there should be no further unauthorised absences in a 6-week period but the student is absent for unauthorised reasons in the first week. The Parent/Carer should be informed before a penalty notice is issued if it is before the end of the improvement period.
- 17.4 As per statutory guidance, The Trust will consider if a Fixed Penalty Notice (FPN) is appropriate in each individual case where a student reaches the national threshold for issuing a penalty notice.
- 17.5 The threshold for a FPN can be issued if a child has 10 unauthorised sessions (AM/PM) in a rolling period of 10 academy weeks – the equivalent of 5 full days absent.
- 17.6 This can be met with any combination of unauthorised absence. For example, 4 sessions of holiday taken in term time, plus 6 sessions of arriving late after the register closes (U code).
- 17.7 These sessions can be consecutive, or not. For example, 10 sessions of holiday in one week. Or, 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks.
- 17.8 The period of 10 academy weeks can also span different terms or academy years. For example, 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.
- 17.9 If the academy decides a penalty notice is appropriate where one of their students reaches the national threshold for considering a penalty notice, Parents/Carers

should be aware of the 'two penalty notice limit and escalation in cases of repeat offences' as outlined in Department for Education guidance:

- The first penalty notice will be issued per Parent/Carer, in respect of a particular student. Parents/Carers will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice will be issued to the same Parent(s)/Carer(s) in respect of the same student. This is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same Parent/Carer in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative enforcement action should be taken instead. This will often include considering prosecution but can include other tools such as one of the other attendance legal interventions.

17.10 For further information about Fixed Penalty Notices, please refer to Working Together to Improve Academy Attendance July 2026. (Please refer to link in Appendix 2)

18.0 Local Authority Enforcement

18.1 The academy works together with the relevant Local Authority to ensure that Parents/Carers fulfil their responsibility. The Local Authority is responsible for taking legal action against Parents and Carers when a child doesn't attend academy regularly.

18.2 There are a range of legal sanctions that may be imposed for dealing with unauthorised absence. For example:

- Penalty Notices
- Attendance Contracts
- Education Supervision Orders
- Referral to the Magistrates Court, which can recommend fines up to £2,500, or up to 3 months community order or imprisonment.

Appendix 1: Attendance and Attainment

1. At KS2, students not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of students not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).
2. At KS4, students not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4-2. The overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Appendix 2: Coding from Department of Education

Code / \	Present at the academy / = morning session \ = afternoon session
Code G	Holiday not granted by the academy
Code K	Attending education provision arranged by the local authority
Code L	Late arrival before the register is closed
Code N	Reason for absence not yet established
Code O	Absent in other or unknown circumstances
Code U	Arrived in academy after registration closed
Code V	Attending an educational visit or trip
Code P	Participating in a sporting activity
Code W	Attending work experience
Code B	Attending any other approved educational activity
Code D	Dual registered at another academy
Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
Code M	Leave of absence for the purpose of attending a medical or dental appointment
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
Code S	Leave of absence for the purpose of studying for a public examination
Code X	Non-compulsory academy age student not required to attend academy
Code C2	Leave of absence for a compulsory academy age student subject to a part-time timetable
Code C	Leave of absence for exceptional circumstance
Code T	Parent travelling for occupational purposes
Code R	Religious observance
Code I	Illness (not medical or dental appointment)
Code E	Suspended or permanently excluded and no alternative provision made
Code Q	Unable to attend the academy because of a lack of access arrangements
Code Y1	Unable to attend due to transport normally provided not being available
Code Y2	Unable to attend due to widespread disruption to travel
Code Y3	Unable to attend due to part of the academy premises being closed
Code Y4	Unable to attend due to the whole academy site being unexpectedly closed
Code Y5	Unable to attend as student is in criminal justice detention
Code Y6	Unable to attend in accordance with public health guidance or law
Code Y7	Unable to attend because of any other unavoidable cause

Please refer to the Department for Education's Statutory Guidance, 'Working Together to Improve Academy Attendance' under 'Chapter 8 – Contents of the Attendance Register' for further information relating to coding.

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_academy_attendance_applies_from_19_August_2024_.pdf

Appendix 3: Late to Academy Detention Process

Wingfield Academy

Late after 8.25am	Site Defiance slip = 30minutes
Late after 9.00am	Log and 1 hour detention
Persistent Late	2 Hour Detention

Dinnington Academy

Late to Academy	30 minutes detention
Subsequent Instances & persistent lateness	Support, interventions and for further sanctions will be considered for students and families where lateness is persistent. We reserve the right to put further sanctions in place where students are persistently late

Brinsworth Academy

Late to Academy	30 minutes detention
Subsequent Instances & persistent lateness	Support, interventions and for further sanctions will be considered for students and families where lateness is persistent. We reserve the right to put further sanctions in place where students are persistently late

