Policy Name	Attendance & Punctuality
Policy Number	02
Date of Issue	September 2023
Author	Mark Andrews
Reviewed by	Education Advisory Board
Date of next review	September 2025

1. Scope of the policy

This policy is complementary to other College policies particularly those relating to Child Protection & Safeguarding, Managing Student Behaviour and The Home – College Agreement.

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. This document takes account of the following legislation setting out the legal powers and duties that govern school attendance:
- Working together to improve school attendance (Jul 2022)
- The Education Act 1996 (Part 6)
- The Education Act 2002 (Part 3)
- The Education and Inspections Act 2006 (Part 7)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

2. Purpose of the policy

To promote excellent attendance and punctuality that will contribute to maintaining a positive College Ethos and Culture and secure a climate for Effective Learning and Achievement.

Specifically:

1. To promote full attendance to the College.
2. To reduce absence including persistent and severe absence.
3. To ensure students arrive punctually to College and sessions during the day.
4. To reward students and celebrate the success of students who achieve good, excellent or improved attendance/punctuality.
5. To act early and challenge student attendance where it falls below the College target average (of 97%) ensuring appropriate levels of support and intervention are maintained.
6. To engage with parents, students and where required, external agencies to positively impact where attendance is a serious cause for concern and falls below 90%.
7. To support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.
8. To ensure that every student has access to the Full Time education they are entitled to.
9. Build strong relationships with families to ensure students have the support in place to attend school.

3. Roles and Responsibilities

3.1 The Education Advisory Committee board

The Education Advisory Commitee is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy
- Representing the Education Advisory Committee during Committee members Attendance meetings

3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring College-level absence data and reporting it to Education Advisory Committee
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 Vice Principal

The Vice Principal is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

3.4 The Attendance Manager

The Attendance Manager:

- Takes calls/messages from parents/carers about absence and records it on the College system

- Monitors attendance data at the school and individual pupil level

- Reports concerns about attendance to the Vice Principal/HOY/DHOY/Personal Tutor/DSL/DDSL as appropriate

- Works with education welfare officers to tackle persistent absence

- Arranges calls and meetings with parents to discuss attendance issues

- Issues letters to parents and prepares attendance contacts (see Appendix 3)

- Chairs meetings with Heads and Deputy Head of Year to discuss trends, patterns and decide on interventions in accordance with the Attendance Support and Escalation Protocols (see Appendix 4)

- Advises the Principal/Vice Principal when to issue fixed-penalty notices

3.5 Heads/Deputy Heads of Year

Heads/Deputy Heads of Year:

- Will promote high levels of attendance within their year group.

- Work alongside the Attendance Manager and Vice Principal to discuss trends, patterns and agree on interventions in accordance with the Attendance Support and Escalation Protocols (see Appendix 4)

- Arrange calls and meetings with parents to discuss attendance issues

3.6   Learning Tutors

Learning Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting on SIMS

3.7   Personal Tutors

Personal Tutors are responsible for monitoring attendance of tutees on a daily basis and for promoting good attendance (97% or higher) from all students

3.8   Parents/Carers

Parents/Carers:

- Will make sure their child attends every day on time

- Contact the College on the first and each subsequent day of absence and advise when their child are expected to return

- Provide the College will more than 1 emergency contact number for their child

- Ensure where possible, that any appointments are made outside of the College day

4. Recording Attendance

4.1 Registration

The College will keep an attendance register and place all students on this register.

In order to record attendance at the College the students are registered at each session using an electronic registration system (see Appendix 1 for attendance codes used). All Learning Tutors must complete this during the first 5 minutes of each session.

All students in Years 7-11 are required to attend the College Monday – Friday from 8.30am to 3.10pm. Students in the Sixth Form are required to attend the College Monday – Friday for every timetabled session only or, if requested to do so, attend additional sessions as required. If Sixth form students must sign in at reception when they arrive (the only exception being if they have tutor time) and sign out at reception when they leave.

Extension activities may be arranged on Mondays to Thursdays where the finishing time will be 4.30 pm unless otherwise stated. The College will encourage all students to attend an Extension activity.

Students may arrive at the College between 7.45am and 8.20am each morning. Sessions start promptly at 8.30am and students are expected to be in session equipped for learning at this time.

At Personal Tutor time the Personal Tutor will follow up lateness and absences with individual students, reporting any alterations to the College Attendance Manager.

4.2 Unplanned Absence

All student absence must be notified to the College Attendance Manager as soon as possible on the first and any subsequent day of absence. This may be done by telephone, text message, email or a letter clearly labelled FAO Attendance Manager.

Notification of absence from a parent/carer will not automatically authorise the absence.
We will mark absence due to illness as authorised, however if the College is not satisfied with the reason for any absence, the absence will be marked as unauthorised and parents will be informed. If the authenticity of any illness is in doubt, the College may ask for medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the College has not received notification of a student absence, the Attendance Manager will contact parents/carers on the morning of the first day of absence to ascertain the reason for absence, ensuring proper safeguarding actions are taken.

The Attendance Manager will update the register, note the reason for absence on SIMS and if appropriate the Personal Tutor/ Head or Deputy Head of Year / College Medical Officer / Designated Safeguarding Lead or Deputy / Member of Exec of any unusual or extended absences.

On the second day of absence, if no communication is received from parents/carers, a home visit will be made by the Attendance Manager and a senior member of staff. However, depending on the circumstances, a home visit may take place at any point from the first day of absence and irrespective of any communication from home.

If a student has persistent absence due to illness, the College may request that medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence is provided for any absences before authorising the absence. Where necessary the College Medical Officer may make a judgement on any illness.

4.3 Planned Absence

Medical/Dental appointments

Student medical appointments must be notified in advance and an appointment card, notification of prescription, doctors note or other appropriate evidence may be asked for by the College as evidence of the absence.

Attending a medical or dental appointment will normally be authorised as long as the parent/carer notifies the College in advance. However, we encourage parents to make medical or dental appointments out of College hours where possible. Where this is not possible, students should be out of College for the minimum amount of time necessary.

Any other planned *unavoidable* absence should be negotiated with the Principal and will require approval. Parents /carers must complete a Leave of Absence request (see Appendix 4) available from the College Reception or as a download from the college website.

4.4 Unauthorised Absences

Absences will be unauthorised if:
- The parent/carer has not contacted the College with a valid reason for the absence
- The College has not received the requested medical note regarding illness.
- A student has truanted
- The College does not consider the parent/carer's reason for absence to be valid.

4.5 Leaving the College

During the College day students must not leave the College premises without permission. Students are only allowed to leave the College during the day under the following circumstances:

- Sixth Form students may leave during their breakfast and lunch break and during non-contact sessions for the purpose of studying off-site.
- All Sixth form students must sign in/out at reception when arriving or leaving the College during the college day.
- All other students can only leave the College if prior permission is received from parent/carer. On leaving the premises the student should sign out and sign in electronically on their return.

4.6 Lateness to College

The College register opens at 8.30am and closes at 9.00.

Students arriving late to College after 8.30 am must sign in electronically at reception giving a reason for lateness.

Lateness of less than 30 minutes (students arriving before the register closes) will be shown as an L on the register by learning tutors and the number of minutes late to session recorded. A text message will be sent to parents informing them that their child was late.

Lateness of more than 30 minutes (students arriving after the register closes) will be recorded as an unauthorised absence and recorded as a U by the Attendance Manager. Personal tutors should telephone the Attendance Manager if any student arrives to tutor time more than 30 minutes late.

Lateness to College is monitored centrally and students will be expected to attend catch-up sessions on a Friday to pay back missed learning time.

Lateness to sessions within the College day will be addressed by students completing a supervised lunch the following day in accordance with the Policy for Managing Student Behaviour

Students who are persistently late either to College or during the day, will be managed in accordance with the Policy for Managing Student Behaviour.

4.7 Reporting to Parents/Carers

The College will regularly inform parents/carers about their child's attendance and absence levels. This will happen via twice yearly reports and specific attendance reports which are sent out termly by email. Students whose attendance is of concern will receive further correspondence during the year informing them of their child's attendance.

4.8 Recording Attendance in Extension and Enrichment Activities & Catch-Up

The College Extension programme runs Monday to Thursday from 3.30 to 4.30. In exceptional circumstances, activities may proceed beyond 4.30pm with prior permission of the Principal and parental consent.

All students are registered in Extension activities by tutors completing a written register. Staff will ensure that this register is provided for the Attendance Manager by 3.45 pm

Catch-Up sessions take one of three forms:
- Daily 15 minute catch up – Run by learning tutors.
- Subject 30 minute catch up – Run by subject areas.
- Friday 60 minute catch up – Run by the Executive team.

For all catch ups, the catchup is logged on Satchel One to inform students and parents. Students are registered as present or absent on Satchel One and this alerts parents accordingly.

5. Leave of Absence

5.1 Approval for Term-time absence

Being absent from the College for any reason can deprive a child of educational opportunities and hamper his/her progress. Children have a right to an education and denying children their rights can have a long-lasting effect on ensuring they meet their true potential. There is a strong correlation between good college attendance and academic achievement.

The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear that Parents/Carers do not have a legal right to take their child out of College for holidays in term time.

There are 190 statutory college days a year, leaving 175 other days available for holidays that would not have a negative effect on a child's education. Taking a child on holiday in term time may imply that College is not important.

Leave of absence requests for the following reasons **are not** considered to be **special or exceptional**:

- Availability of cheap holidays.
- Poor weather experienced in holiday periods.
- Holidays overlapping with beginning or end of term.

Leave of absence may be granted in **special or exceptional** circumstances only at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2, 4.3 for more detail)
- Religious Observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the College will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the College, but it is not known whether the student is attending educational provision

For all requests for authorised absence, the College will need to consider:
- How long it is for and how much it will disrupt the child's education.
- The overall attendance record of the child.
- The nature of the circumstances, such as trauma or death within the immediate family.
- Previous similar requests.

The College will not, as a rule, grant leave:
- If a child's attendance record is less than 97%, the College Target attendance.
- If the period coincides with the start of term, or is near to, or coincides with Public examinations or other significant events on the college calendar.
- If there are patterns of non-attendance or if there is Education Welfare Service (EWS) involvement.
- If the College has concerns over a child's welfare and safety.

The College will:

- Ensure our Attendance policy is regularly communicated to parents/carers and is available on the College website.
- Remind parents/carers of the importance of ensuring their child's regular, uninterrupted college attendance and the potential consequences for failing to do so.
- Actively discourage parents/carers from arranging holidays in term time, reminding parents/carers that they **do not** have the right or entitlement to expect leave to be granted in term time and, in some circumstances, a child may lose his/her place at College if certain conditions are not fulfilled.
- Work in partnership with the Education Welfare Service to report unauthorised leave of absence which may lead to legal sanctions being taken against the parent/carer

Children may be reported as 'missing' to the relevant agencies if they fail to return to College by an agreed date, whether the absence has been authorised or not by the Principal.

Parent/Carers should:

- Always fill in a Leave of Absence request form provided by the College (see Appendix 2) – failure to do so may result in legal sanctions being taken against the Parents/Carers. Any requests exceeding 3 days will require a meeting with a senior member of staff.
- Consider very carefully the implications of taking a child out of college in term time and the impact on the child's learning.
- Submit the leave of absence form to the Principal as soon as possible and no less than four weeks in advance of the proposed absence.

5.2 Legal sanctions

In accordance with Government legislation, the College can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice is made by the Principal following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

6. Strategies for Promoting good attendance

The College is committed to all students achieving excellent levels of attendance. The College attendance target is 97%, significantly above the national and local average for Secondary Maintained Schools. The college will promote excellent attendance through a range of measures

- Fortnightly monitoring from Personal Tutors.
- Promotional posters and notification in Year group and House Gatherings.
- Ongoing House Competition for best termly attendance
- Termly postcards for attendance heroes and metal pin badges for Yearly attendance heroes.
- Meetings/phone calls/letters home praising improved attendance

7. Attendance Monitoring

The College monitors and analyses attendance and absence data frequently through a range of measures

7.1 Monitoring attendance

The College will monitor, at regular intervals, attendance and absence data across the College, year groups and at an individual student level:

- Weekly - in meetings between Vice Principal and Attendance Manager

- Fortnightly – in meetings between Attendance Manager and Heads/Deputy Heads of Year

- Fortnightly – in reports to Personal Tutors

- Termly – in reports to Executive team and Education Advisory Committee.

- Yearly – in reports to Executive team and to inform Self Evaluation and College Improvement planning

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The College will compare attendance data to the national average, and share this with the Education Advisory Commitee.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The College will:

- Provide fortnightly attendance reports to Personal Tutors, and other school leaders, to facilitate discussions with students and families

- Provide termly analysis by group characteristic for the Executive team and Education Advisory Commitee.

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:
- Use attendance data to find patterns and trends of persistent and severe absence.

- Use a clear escalation protocol to formally identify students whose level of attendance requires specific intervention

- Send out letters and use attendance contracts (see below and Appendix 3) with parents and students whose attendance is of concern.

- Hold regular meetings with the parents of students whom the College considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at College.

- Provide access to wider support services to remove the barriers to attendance.

7.5 Attendance contracts

An attendance contract will be issued when there are ongoing serious concerns over a student's attendance. Parents and the student will be invited into College for a meeting with the DHOY/HOY and the attendance manager to discuss what measures can be done to improve attendance. Circumstances where an attendance contract may be issued include:

- A student reaches the Alert level of the Escalation protocol

- A student has an unauthorised holiday during term-time

- A student has historically poor attendance.

At the initial contract meeting, a supportive discussion will take place with specific targets and interventions set. The contract will then be reviewed approximately every 5 weeks to update any targets or intervention and evaluate any impact on attendance.

If there is no significant improvement, then the College will escalate further.

Other interventions that the College may employ are:
- Committee members panel meetings for attendance
- Expectations for attendance during College INSET days and/or Saturdays during term time.
- Home visits by the Attendance Manager and Senior members of staff
- Referral to Educational Welfare Service at the Local Authority

- Issue of fixed penalty notices and court proceedings.

Appendix 1

Registration Codes

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

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

The College uses 2 additional codes to denote the attendance of students who are not in their regular learning session

Code	Definition	Scenario
A	Present and in a different learning space to that timetabled	Student is accommodated in another learning space (not internal exclusion)

Q	Removed to Internal Exclusion Unit (IEU)	Pupil is removed from session to Internal Exclusion Unit (IEU)

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

Code	Definition	Scenario
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

STUDENT LEAVE OF ABSENCE REQUEST

Please read the information on the front and reverse of this form before completion.

To the Principal,

I wish to apply for my child to be absent from College for **Exceptional Circumstances.**

Student's Name: _____ Year: _____ Personal Tutor: _____

First date of intended absence: _____

Date of intended return to College: _____

Number of days in total: _____

Reason for Proposed Exceptional Circumstances:
_____

Parent(s) Full Name(s): _____ D.O.B _____

_____ D.O.B _____

Address: _____
_____

I confirm that the above activity is essential and cannot take place outside of College time.

I understand that if the absence is due to Parent/Carer work commitments, a letter from an employer must be attached to this request.

I understand that this will result in work being missed and will support the College in ensuring that this missed learning is caught up.

I understand that I may be asked to meet with the Principal or another senior member of staff to discuss this request.

I understand that if I proceed with the absence when unauthorised, I may receive a Fixed Penalty Notice. If issued with a penalty notice, parents must pay, per child, £60 within 21 days or £120 within 28 days. Failure to pay a Fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

Signed: _____Parent/Carer Date: _____

Signed: _____Parent/Carer Date: _____

Please submit the request as soon as possible and no less than 4 weeks in advance of the proposed absence.

NOTES

a) The Anti-Social Behaviour act (2003) gives the College and the Local Authority the power to issues Fixed Penalty Fines for Unauthorised leave of absence in term time.

b) No parent can demand leave of absence as a right.

c) Leave of Absence cannot be granted retrospectively.

d) The request for Leave of Absence should be made by the parent/carer with whom the child normally resides. If this is not the parent/carer who is taking the child out of school, the full name and address of this parent/carer **must** be provided on the form

e) If the request for leave of absence is made because of the parent/carer's workplace leave arrangements then a letter from the employer explaining why the absence has to be taken in term-time **must** be attached.

f) Only the College can authorise the absence and there is no requirement for the College to authorise any absence just because a request is made.

g) There is no statutory threshold of ten days leave of absence the College has the right to remove from their roll any student who misses twenty consecutive days due to term time absence.

h) Any work that is missed by the student due to leave of absence in term time, the College will expect parental support in enabling students to catch up with the work.

Any absence not pre-arranged may result in the removal of your child from the College roll.

For Office Use Only
CALCULATION CHART - LEAVE OF ABSENCE IN TERM TIME
Each request will be considered individually. In order to support this consideration, the following criteria will be applied:

	Points possible	Points allocated/detail	Total
What is the level of attendance of this particular student? (no authorisation below 90%)	Below 90% = 4 90% to 92.9% = 3 93% to 94.9% = 2 95% to 96.9% = 1		
Proximity to examinations or college assessments.	More than 16 weeks = 1 8 – 16 weeks = 2 2 – 8 weeks = 3 Less than 2 weeks = 4 Public Exam period = 8		
How much leave of absence has already been authorised in the current academic year?	8 or more = 4 5 to 7 days = 3 3 to 4 days = 2 1 to 2 days = 1		
Any special mitigating circumstances/aspects of the request which can be classed as part of that student's curriculum requirements (and work set to satisfy these) as below:	Subtract 2 points from total		
Details of mitigation.....			
Leave of absence where the total number of points exceeds 3 will not normally be authorised by the College	**Points Total:**		

DELETE WHERE APPROPRIATE: REQUEST APPROVED / REQUEST NOT APPROVED

Attendance code: H   C   P   R   J   W   O   G

SIGNED (Principal): DATE:

Consequences for Parents/Carers taking leave of absence in term time which is not authorised by the College MAY result in a Penalty Notice being issued by Landau Forte College.

STUDENT & PARENT ATTENDANCE CONTRACT 2023

Date of Meeting (Contract setup):   **Present:**

This contract is agreed between College, Student and Parent following the threshold

Student Name: **Date Of Birth:**   **PT:**

Parent/Carer(s) Name(s):   **Contact Number:**

Current Attendance at Meeting date: **Attendance Target:**

Length of contract:

<u>The Parent/Carer(s) Will:</u>

- Ensure **NAME** attends College regularly and punctually
- Contact College to provide an explanation on every day **NAME** is absent
- Update the College on any changes to contact details
- Provide medical evidence for every absence due to illness or medical/dental appointment.
- *Insert bespoke target(s) relevant to individual circumstances*

<u>The Student Will:</u>

- Attend school regularly and punctually
- Talk to a member of staff if there are any problems in school
- Ensure that they arrive to school properly equipped for learning
- *Insert bespoke target(s) relevant to individual circumstances*

<u>The College Will:</u>

- Address any concerns raised by **NAME** and contact home if necessary
- Send text messages for any unreported absences
- Make home visits if necessary
- *Insert bespoke target(s) relevant to individual circumstances*

Review Dates (agreed at setup meeting):

Review	Date & Time	Attendance during period	Overall attendance	Outcome (RAG)	Other comments. *E.g. Move up Escalation stage.*
1 (5 weeks)					
2 (10 weeks)					
3 (15 weeks)					
4 (20 weeks)					

The College will work together with parent/carer and student to make improvements to <Name's> attendance. If no significant improvement is seen, the College will seek to escalate the issue which could involve:

- Meeting with Committee members
- Involvement of local authority Education Welfare Officers
- Expectation that students attend during College INSET days and/or Saturdays during term time
- Legal proceedings. This may result in:

  A Penalty Notice payable up to £120
  Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
  Prosecution under s444 (1)(a) Education Act 1996, where if convicted you may be fined up to £2,500 and/or 12 weeks imprisonment

It is hoped that no further action will be required and we look forward to working with you over the next enforcement proceedings will not be necessary and we look forward to meeting with you.

Signed (Parent):……………………......…….. **Date:**………..…………

Signed (Student):………………………….. **Date:**………………………

Signed (Attendance Manager): ……………………......…….. Date:………..………….

Signed (DHOY/HOY/VP): ……………………......…….. Date:………..…………

Date	September 2023
Change Made	
Made By	