

THOMAS ESTLEY COMMUNITY COLLEGE

Attendance Policy September 2025

Approved/reviewed by	
TECC LGC V3	
Date of next review	September 2026

Version	Date	Updated by	Summary of changes
V1	Feb 23	Cathy Cornelius	New Policy which incorporates DfE changes from September 2022. Strengthening and clarifying expectation.
V2	Aug 24	Cathy Cornelius	Add summary of changes in yellow to reflect new DfE guidance
V3	Aug 25	Cathy Cornelius/M Collins	See sections highlighted in yellow

This plan is reviewed annually to ensure compliance with current regulations

Whilst every student has a right to a full-time education and we have high attendance expectations for all students, we will ensure that the policy is applied fairly and consistently whilst considering the individual needs of students and their families who have specific barriers to attendance. In implementing this policy, we will take into consideration our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

This attendance policy is also consistent with the following school policies:

- Admissions
- Anti-bullying
- Safeguarding

Section 1: Statement of Intent

For a child to reach their full educational achievement, a high level of school attendance is essential. We want every child to:

- Attend regularly
- Attend punctually
- Attend ready and prepared to learn including wearing the right uniform and bringing the correct equipment

We are committed to providing an education of the highest quality for all our students and endeavor to provide an environment where all students feel valued and welcome. Parents and students play a part in making our college successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent college attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered it is vital that they are in college, on time, every day the college is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at the college are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

Good attendance is essential for students to get the most out of their college experience, including their attainment, wellbeing, and wider life chances. **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.**

For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

Section 2: Roles and Responsibilities

The Local Governing Body

The Local Governing Body is responsible for monitoring attendance figures for the whole college on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

Responsibilities of the College's Attendance Champion

A member of the senior leadership team will oversee, direct and co-ordinate the college's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the college. This person will also ensure that attendance is both recorded accurately and analyzed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

In line with new local authority requirements, attendance data will be shared daily with the local authority.

School Attendance Champion: Cathy Cornelius Attendance Officer: Natalie Johnston

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the college.

Responsibilities of the Pastoral team

- Fortnightly meetings with the Attendance officer (AO).
- Monitor the students below 95% attendance.
- Liaise with tutors on matters of attendance and punctuality.
- Produce certificates and letters in line with the policy.
- Conduct safeguarding home visits.
- Conduct informal and attendance meetings with parents and AO where required.

Responsibilities of classroom staff/group tutor

- Ensure that all students are registered accurately.
- Promote and reward good attendance with students at all appropriate opportunities.
- Liaise with the attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support students with absence to engage with their learning once they are back in the college.

Responsibilities of students

- Attend every day unless they are ill or have an authorized absence.
- Arrive at the college on time.
- Go to all their lessons and tutor time on time.
- Take responsibility for signing in at the student reception desk if they are late or are leaving the college

site during school hours.

Responsibilities of parents/carers

Ensuring your child's regular attendance at the college is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from the college that is not authorised by the college creates an offence in law.

Parents will:

- inform the college on the first day of absence.
- discuss with the tutor/class teacher any planned absences well in advance.
- support the college with their child in aiming for 100% attendance each year.
- make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter/email if a phone is unavailable.
- avoid taking their child out of the college for non-urgent medical or dental appointments.
- only request leave of absence if it is for an exceptional circumstance.

Section 3: Recording Attendance

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each college day and once during the second session.

Students must arrive in the college by 8.25am on each college day.

The register for the first session will be taken at 8.30am and will be kept open until 9.30am. The register for the second session (period 4) will be taken at 12.15pm and will be kept open until 12.30pm

The register will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Appendix 1 for the DfE attendance codes.

Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of college/lessons is used to give out instructions or organise work. If your child is late, they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing, leading to possible further absence.

- The college day begins with tutor time registration at 8.30am and all students are expected to be in tutor

time at this time.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorized absence and coded *U*. This mark shows them to be on site but is legally recorded as an absence.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentist appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own education but also that of the other students. Ongoing and repeated lateness is considered an unauthorised absence and will be subject to legal action. Lateness after the close of register will be coded *U*.

Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good timekeeping and how this might be achieved.

If lateness persists, parents, guardians or carers will be invited to attend the college and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the college may issue parents with a Penalty Notice.

Students will be required to attend a break time detention if they fail to have a valid reason for their lateness to tutor time.

Section 4: Reporting

First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent, you must contact us as soon as possible on the first day of absence and each and every subsequent day (and communicate in writing (e-mail or letter) on the first day they return) with an explanation of the absence. Please note that if ill, you need to provide details of illness. Unwell/ill/not well etc will not be accepted and will be coded as an unauthorised absence until further information is provided. You must do this even if you have already telephoned us or you can call into school and report to reception. If your child is absent, we will:

- telephone or text you on the first day of absence if we have not heard from you. This is because we have a duty to ensure your child's safety, as well as ensuring their regular school attendance
- invite you in to discuss the situation with our pastoral team if absences persist

Where a child is on a child in need plan or looked after, contact will be made with the relevant social worker or youth offending team if applicable, on day 1.

Third day absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers after three days of absence, the school we will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family. At this point, we may carry out a home visit to ensure the well-being of the child.

Fourth Day Absence

When a student is absent for four or more days, medical evidence will be required to support the length of

absence. A home visit will be carried out to ensure the safety and whereabouts of the student if medical evidence is not provided or not sufficient.

Tenth day absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing in education*. Children's Services will visit the last known address and alert key services to locate the child. It would be helpful if you could ensure that we always have an up-to-date contact number.

Fifteen day absence

We are required to provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded as with code I (Illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Continued or ongoing absence

We are required to provide the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly.

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*. Absence, for whatever reason, disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absences thoroughly, and all attendance data is shared with the local authority and the Department for Education. Any student who is persistently absent will be monitored and put on an action plan, if required. A member of the pastoral team or our attendance officer will meet with students, and their families whose attendance cause concern. Where necessary, home visits are made to discuss ways attendance could be improved and the barriers that may need removing:

This could include:

- Agreeing attendance targets
- Signing an attendance contract or education supervision order
- Signposting to outside agencies
- Attending attendance matters clinics
- Issue a Notice to Improve and/or Penalty Notice

In situations of persistent truancy, a parent/carer may be fined.

A welcome back

It is important that on return from an unavoidable absence all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date with any information that has been passed to the other students and include details of how catch-up work will be organised.

Section 5: Requesting a Leave of Absence

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Student Registration) (England) Regulations state that Head teachers (in Thomas Estley's case Principal) may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that the Principal can determine the length of the authorised absence, as well as whether

absence is authorised at all. The fundamental principles for defining *exceptional* are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form available from the College's main office or email njohnston@thomasestley.org.uk at least 20 days in advance and before making any travel arrangements. Do not assume absence will be granted until you have received confirmation from the school.

If term-time leave is taken without prior permission from the college, the absence will be unauthorised and if the number of sessions absent hits the thresholds, the parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

Taking holidays in term time (totaling 5 or more days within a ten-week period) will result in a penalty notice being issued.

Requesting absence for medical/dental absence - Parents should make routine medical appointments out of school time. If this is not possible, we require **advance** notification. Please provide a copy of the appointment letter/card/text to enable us to authorise the absence and advise when they need to leave site. Reasonable travel time will be allowed. Your child should attend school before the appointment and return to the school straight after the appointment where possible.

Section 6: Understanding Types of Absence

Students are expected to attend the College every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. See Appendix 2 for examples of authorised absences other than illness or medical/dental appointments.
- unauthorised absence: is when the college has not received a reason for absence or has not approved a child's leave absence from the college after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained.

The College can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to the college there is evidence they have been on holiday.

If the authenticity of an illness is in doubt, the college may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the college is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Section 7: Supporting Attendance

Promoting good attendance

The foundation for good attendance is a strong partnership between the college, parents and the child.

To help us all to focus on this we will:

- provide information on all matters related to attendance on our website
- report to you regularly on how your child is performing in the college, what their attendance and punctuality rate is and how this relates to their attainments
- to share current attendance through the Satchel app/portal
- celebrate good attendance by displaying individual and tutor group achievements
- reward good or improving attendance (the college will advise students of weekly, termly and yearly rewards for good attendance)

My child is trying to avoid coming to the college. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the college, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's *form tutor* immediately and openly discuss your worries. Your child could be avoiding the college for a number of reasons – difficulties with college work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend the college and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend the college?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education.

College strategies for supporting attendance

As a college we encourage good attendance through a range of strategies including:

- Communications to parents to stress the importance of good attendance through weekly emails
- Reminders in Newsletters
- Individual certificates presented termly where full attendance (100%) has been gained.
- End of week emails to students and parents when students have achieved 100% attendance for that week
- Attendance clinics for targeted students and parents
- Ensuring that good attendance is high profile in school through sharing weekly data in celebration assemblies and with staff.
- Regular assemblies reminding students on the importance of good attendance.

When attendance falls below expected levels for the college the following early interventions will take place:

- Courtesy Text to warn that student is at risk of becoming a persistent absentee (90% and below)
- Proof of Medical Request Letter (if absence is due to consistent illness)
- Tutor discussion
- Tutor, pastoral year lead phone call home
- Letter home
- Meeting in school with attendance officer and attendance senior lead, Mrs Cornelius –

Section 8: Legal Measures for Tackling Poor Attendance

Penalty Notices for non-attendance and other legal measures

Penalty Notices for unauthorised absences: What you need to know about the changes.


With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.
Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.
Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child
Penalty Notice fines will be issued to each parent, for each child who was absent.
For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

<p>First Offence The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.</p>	<p>Second Offence (within 3 years) The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. (No option to pay at £80 level)</p>	<p>Third offence and Any Further Offences (within 3 years) The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.</p>
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 Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the college at which the child is registered, unless the absence has been authorised by the college.

Legal measures for tackling persistent absence or lateness

Thomas Estley Community College will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- the child or family do not require the support from any agency to improve the attendance
- the child has 10 or more sessions (5 days) of unauthorised absence and parents are complicit in the child's absence.

The following legal measures may be used for students of compulsory school age who are registered at Thomas Estley Community College:

- Parenting contracts set at Attendance Meetings
- Notice of Improvement/Penalty Notices
- Education Supervision Orders
- Prosecution

The decision on whether to issue a penalty notice ultimately rests with 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 child 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.

Section 9: Use of Data

Students' attendance will be monitored and will be shared with the Local Authority and other agencies if a learner's attendance is a cause for concern in accordance with the General Data Protection Regulation 2018. On a regular basis the Senior Leader with responsibility for attendance, in conjunction with the Attendance Officer and Trust Data Team will provide the following data:

Data	Regularity	Provided to
Daily registers	Daily	Tutors
Weekly registers	Weekly	Tutors
Individual learner % attendance data	Weekly	Tutors / Pastoral team
3+ day absence	Weekly	Pastoral team
Less than 95% attendance lists	Weekly	Attendance Officer / Pastoral team / Lead Designated Safeguarding Lead (DSL)
Tutor Group % attendance	Weekly	Tutors/Pastoral team
Persistent Absence/Severe Absence learners identified from 'sessions missed' data	Weekly	Pastoral Leaders / SENDCo / SLT / Academic Mentor / Lead DSL
Attendance data broken down into key groups i/c PA and SA	Monthly	SLT / Attendance officer/Governors

The College registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups. Student's attendance will be monitored and may be shared with the Local Authority and other agencies if their attendance is a cause for concern.

Section 10: Key Contacts

Senior leader responsible for the strategic approach to attendance in the College is:
Cathy Cornelius – Vice Principal

**If you have any queries in relation to your child's attendance, please email our attendance
Officer: Natalie Johnston – njohnston@thomasestley.org.uk**

- Year 7/8 Lead: Mr Munton
- Year 9 Lead: Mr Munton
- Year 10 Lead: Mrs Masters/Mr Craig
- Year 11 Lead: Mrs Mozley

Appendix 1: Absence Codes

Code	Definition	Scenario
/	Present (AM)	Student is present at morning registration
\	Present (PM)	Student is present at afternoon (Period 4) registration
L	Late Arrival	Student arrives late but before registers close at 9.30am
K	Attending education provision arranged by the local authority	Student is attending a place other than the school they are registered at for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is attending a place other than the school they are registered at for an education visit or trip arranged by/on behalf of the school and supervised by a member of school staff
P	Participating in a sporting activity	Student is attending a place for an approved educational sporting activity
W	Work Experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the local authority or the school
B	Attending any other approved educational activity	The pupil is attending a place for an approved education activity that isn't sporting or work experience.
D	Dual registered at another school	Student is absent with leave to attend the other school at which they are registered
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is participating in a regulated performance or regulated employment abroad
M	Attending medical or dental appointments	Where leave is granted following an application made in advance by the parent the student lives with and the school is satisfied the appointment could not be made out of school time
J1	Attending an interview for employment or admission to another educational institute	Where leave is granted following an application made in advance by the parent the student lives with, to attend an interview
S	Study for public examination	Leave granted by the school for the student to study for a public examination
X	Non-compulsory school age pupil not required to attend school	Leave of absence granted for a student not if compulsory school age to attend part-time
C2	Compulsory school age pupil subject to part-time timetable	Leave of absence granted for a student of compulsory school age to attend part-time
C	Exceptional Circumstances	Where leave is granted following an application made in advance by the parent the student lives with for exceptional circumstances as deemed by the school
T	Parent travelling for occupational purposes	Where the student is a mobile child (of no fixed abode) and whose parent(s) is engaged in a trade or business that requires them to travel from place to place

R	Religious Observance	The student is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
I	Illness	Where a student is too ill (mentally or physically) to attend school
E	Suspended/Permanently Excluded	Where a student is suspended or permanently excluded from school but their name is still on roll and no alternative provision has been made for them.
Q	Unable to attend school due to lack of access arrangements	Student unable to attend due to local authority failing to make access arrangements
Y1	Unable to attend due to transport normally provided not being available	Student unable to attend because the school is not within walking distance (3 miles for children over 8) of their home and transport normally provided is unavailable
Y2	Unable to attend due to widespread disruption to travel	Student is unable to attend due to widespread disruption to travel caused by local, national or international emergency
Y3	Unable to attend due to part of school being closed	Part of school premises is unavoidably out of use and student is one of those that school considers cannot practicably be accommodated for
Y4	Unable to attend due to whole school site being unavoidably closed	Where the school is unexpectedly closed (e.g, due to adverse weather)
Y5	Unable to attend as student is in criminal justice detention	Student is unable to attend because they are either police custody, in youth detention awaiting trial or sentencing or detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	Where travel to or attendance at school would be contrary to or prohibited by guidance or legislation in respect of transmission or infection of disease
Y7	Unable to attend because of any other unavoidable cause	An emergency that prevents student from attending. The unavoidable cause must be something that affects the pupil and not the parent
Z	Prospective pupil not on admission register	Normal coding will begin on the first day that the student attends school
#	Planned whole school closure	Whole school closures that are known and planned in advance

Unauthorised Absences

Code	Definition	Scenario
G	Holiday not granted by the school	The school has not granted a leave of absence and the student is absent for the purpose of a holiday
N	Reason for absence not yet established	When a reason for absence has not yet been established before the registers close, the absence must be recorded as an N
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied with the reason given
U	Arrived in school after registration closed	Where a pupil has arrived at school after the register has closed (9.30am) but before the end of the session.

Appendix 2: Other Types of Absence

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.

Removal of a Child from the College

If your child is leaving the college (other than when transferring to another secondary school or leaving at the end of Year 11) parents are asked to:

- Give the attendance team comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to the college in writing
- Arrange a meeting to discuss home education. We strongly discourage parents from this option and would aim to work with you to keep your child in the college.

If students leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from the colleges for their child to take part in a performance. They must contact the Principal to discuss the nature and frequency of the work, whether the child has a valid performance license and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Principal's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as *C*, an authorised absence.

Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from the college for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Principal's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Principal and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school.

Teenage pregnancy

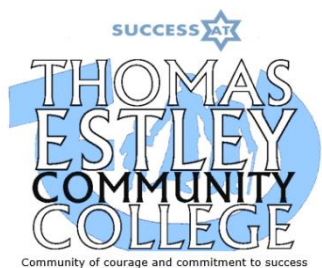
Support will be directed to keeping a student in school and, wherever possible, her return to full-

time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

Education off Site

Schools can allow students to be absent from school for certain educational activities or to attend other schools or settings:

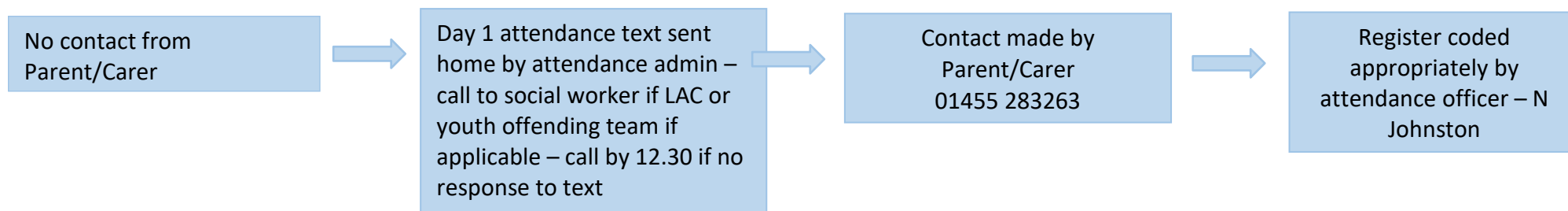
- To attend an offsite approved educational activity
- To attend another school at which the student is dual registered
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health & care plan
- To participate in an approved sporting activity
- To attend an educational visit or trip arranged by the school
- To attend work experience approved by the school



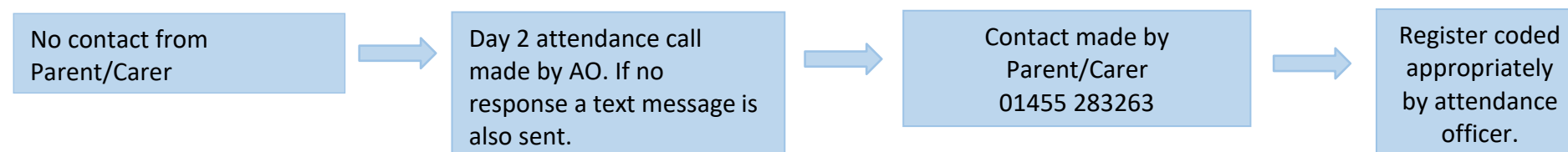
Appendix 3: Attendance Protocols

Safeguarding Protocol for monitoring and tracking student attendance

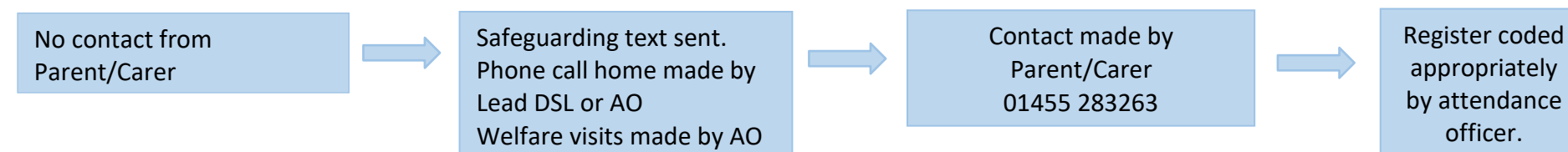
First day of absence - Day 1.



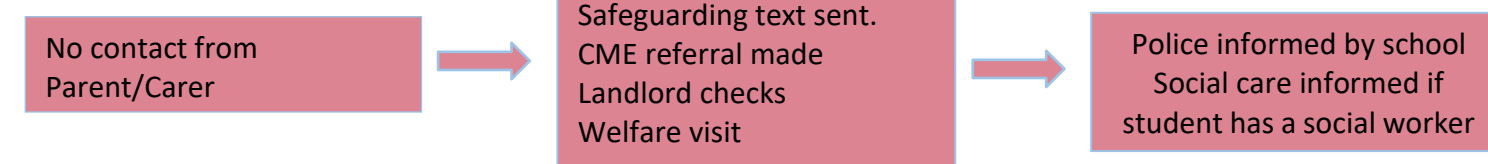
Second day of absence - Day 2.



Third day of absence- Day 3.



Child missing education



Appendix 4: Attendance thresholds

The following percentages of attendance will act as trigger points for intervention strategies to raise attendance.

Half-Term 1	Action	Responsibility	Follow Up
5 days absence	Letter 1 – Attendance Concern	Attendance Officer	Monitor
10 days absence	Request for meeting	Attendance Officer and Year Lead	Attendance Improvement Plan/Proof of medical evidence required for each and every absence
End of Term 1	Action	Responsibility	Follow Up
100-96%	Green Letter – No Concerns	Attendance Officer	
95-91%	Amber Letter – Mild Concern – Improvement Needed	Attendance Officer	
90-51%	Red Letter – Serious Concern – Attendance Improvement Plan Needed	Attendance Officer and Attendance Champion (SLT)	If already on AIP, Referral to Local Authority
50-0%	Red Letter – Major Concern – Referral to Local Authority	Attendance Officer and Attendance Champion (SLT)	Follow Local Authority Guidance
Half-Term 2	Action	Responsibility	Follow Up
91-93% Attendance (no previous contact)	Email of concern	Attendance Officer	Monitor
5 days absence	Letter 1 – Attendance Concern	Attendance Officer	Monitor
10 days absence	Request for meeting	Attendance Officer and Year Lead	Attendance Improvement Plan/Proof of medical evidence required for each and every absence
End of Term 2	Action	Responsibility	Follow Up
100-96%	Green Letter – No Concerns	Attendance Officer	
95-91%	Amber Letter – Mild Concern –	Attendance Officer	

	Improvement Needed		
90-51%	Red Letter – Serious Concern – Attendance Improvement Plan Needed	Attendance Officer and Attendance Champion (SLT)	If already on AIP, Referral to Local Authority
50-0%	Red Letter – Major Concern – Referral to Local Authority	Attendance Officer and Attendance Champion (SLT)	Follow Local Authority Guidance
Half-Term 3	Action	Responsibility	Follow Up
91-93% attendance (no previous contact)	Email of concern	Attendance Officer	Monitor
Below 90% for first time	Letter 1 – Attendance Concern	Attendance Officer	Monitor
No improvement following Letter 1 (illness)	Letter 2 – Request proof of medical for each and every absence	Attendance Officer	Request Meeting
No improvement following letter 1 (unauthorised absences).	Parent meeting requested – Attendance Improvement plan	Attendance Officer and Year Lead	Referral to local authority
No improvement following Letter 2/parent meeting	Referral to local authority to issue a notice to improvement	Attendance Officer	Penalty Notice
End of term 3	Action	Responsibility	Follow Up
100-96%	Green Letter - Congratulations	Attendance Officer	
95-91%	Amber Letter – Good effort – lets improve next year	Attendance Officer	
90-51%	Red Letter – Serious Concern	Attendance Officer and Attendance Champion (SLT)	Attendance meeting at the start of the new academic year/concerns passed on to next school
50-0%	Red Letter – Major Concern	Attendance Officer and Attendance Champion (SLT)	Attendance meeting at the start of the new academic year/concerns passed on to next school

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We may also contact you at any time and by any means we feel suitable where we identify an attendance/safeguarding concern.