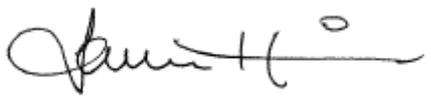
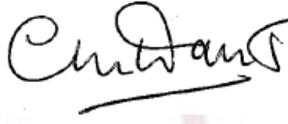




ATTENDANCE POLICY

Version and Date		Action / Notes
2.0	March 19	
3.0	October 20	Update of morning procedure and attendance strategy. Addendum to DTW Attendance Policy due to Covid19. June 2020

Policy Reviewed :	03.12.2020
Policy Review Frequency :	Annually
Next Review :	Dec 2021
Signature of Headteacher : 	Signature of Chair of Local Governing Body : 

Introduction and statement of intent

The Dean Trust is committed to providing a broad, balanced and rounded education to all pupils and embraces the concept of equal opportunities for all. At Dean Trust Wigan we aim to encourage excellent levels of attendance and punctuality by creating an environment where all students feel safe, valued and welcome. For a student to reach their full educational potential excellent attendance is essential. We will consistently support pupils to encourage them and remove barriers so that they improve their attendance or achieve 100%. The national average for attendance for a secondary school is 95% but we have set an aspirational target of 97% attendance. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance. Schools are also required not just to improve levels of overall attendance but to reduce the numbers of persistent absentees (a persistent absentee being defined as a child whose attendance rate is below 90%) and we take this duty very seriously at Dean Trust Wigan.

Regular and punctual attendance is an essential prerequisite to effective learning. When children are not in school they are deprived of the educational opportunities which our school has to offer them and they are at much greater risk of subsequently becoming socially excluded and disadvantaged. Also, if they are not in school then they may be at risk of becoming either the perpetrators or the victims of crime.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

Note The term parent is a collective term taken to mean any person with parental responsibility for a child.

Rights, Responsibilities and Duties

First day calling is important – we need know where pupils are when they're not in school and be clear on where their parents think they are. 'Children missing education' (2016) highlights the risks of pupils underachieving, being victims of harm, exploitation or radicalisation, and becoming not in education, employment or training (NEET) later in life. Children missing education is clear: "Where there is concern for a child's welfare, this should be referred to LA children's social care. If there is reason to suspect a crime has been committed, the police should also be involved. Where there is a concern that a child's safety or wellbeing is at risk, it is essential to take action without delay."

To be in a position to take this action, we as a school need/have:

- Up-to-date phone numbers for parents that work. 'Keeping children safe in education' (KCSIE) 2020 states: "Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil. This goes beyond the legal minimum and is good practice; it gives the school additional options to make contact with a responsible adult where a child missing education is also identified as a welfare and/or safeguarding concern.
- A clear and robust procedure to ensure that they have the information to take action. This includes: - Having a list of vulnerable pupils, e.g. those open to social care, LAC, those with SEND or those in EYFS. Schools should consider who the most vulnerable pupils in their setting are. We will make effective use of our management

information system (MIS) to record not only attendance, but actions related to absence. The flowchart below details the procedures that schools should follow when a pupil is absent.

Any pupil who is absent for 10 consecutive days without contact from a parent or carer will be reported to the LA as missing from education, as is legally required.

Dean Trust Wigan will;

- Endeavour to make contact with parents of the first day of any pupil absence, if no contact has been made by the parent/carer
- Investigate all unexplained and unjustified absenteeism.
- Will work closely with parents/carers and external agencies should attendance or punctuality give cause for concern.
- Communicate with parents/carers over a pupil's absence via; phone, text, letter, meetings or attendance panels.
- Expect staff to set a good example in matters of attendance and punctuality.
- Inform the local authority of every pupil who has been continuously absent without a good reason for 10 school days or more at any time during the school year. The school will also inform the authority of every pupil who fails to attend regularly (which is interpreted to mean those pupils who have patterns or unauthorised absence without amassing 10-day continuous absence) in line with the Guidance on The Education (Student Registration) (England) Regulations 2006.
- Inform the local authority of all pupils who exhibit patterns of absence which cause concern (irrespective of whether the absence is authorised or unauthorised). Regular patterns or long periods of absence can identify that a child has other needs which would benefit from the authority's intervention. For example, schools and local authorities have a duty to provide education for children with medical needs (see Guidance on The Education (Student Registration) (England) Regulations 2006).

Students will;

- Ensure that they attend school regularly and on time.
- Not leave the school without permission.
- Have individual records of attendance/punctuality acknowledged by the school. (See later section on rewards and celebration of good or improved attendance)

Parents;

- Are expected to contact school on **each day of their child's absence**
- Are encouraged to contact the school if they have any concerns about their child's attendance and punctuality. School staff are here to help creatively and undertake to work productively with families/carers/guardians to try and overcome problems which prevent their children from attending school and arriving punctually.
- Can expect the school to keep them fully informed of their child's attendance/punctuality record. Letters will be sent home periodically to inform parents if their child's attendance has fallen below expected norms. It is envisaged this will help families/carers to make the right decisions concerning whether to send their child into school on any given occasion.



- Are legally responsible for ensuring their child's regular and punctual attendance. The school will support them in this duty. If parents wilfully do not discharge this duty they will be held to account through Parenting Contracts, Fixed Penalty Notices, Parenting Orders and other means legally at the disposal of the school, governing body and Local Authority.
- Are responsible for immediately informing the school of the reason for any absence by phone call on the first morning of any absence (this must be confirmed in writing when their child returns to school).
- Are reminded that for safeguarding purposes and for the proper discharge of our duty of care that parents/guardians should **not** expect to take their child out of school without prior notice. Under exceptional circumstances, a phone call to the school on the morning before the student is taken out of school is the minimum required before the school will permit the leave.
- Effective from September 2013 we will no longer authorise holidays in term time. If you decide to take your child on holiday, despite the request for Leave of Absence being declined, please be advised that this may result in the issuing of a Fixed Penalty Notice (Fine) under section 444 of the 1996 Act.
- Are reminded that all medical/dental appointments should be made, whenever possible, outside of school hours.

A Welcome Back

It is important that on return from an absence that all students are made to feel welcome. This will include pupils being spoken to by their Form Tutor, class teachers and or senior members of staff. Pupils will need to catch up on missed work and brought up to date on any information that has been passed to the other pupils. This is the responsibility of the pupil to speak with their Form Tutor and subject teachers to ensure that this happens. Pastoral Staff will endeavour to work with the student to resolve any ongoing issues and to make sure that teaching staff are aware of any potential problems, and are following guidance from any support plan that has been put in place.

Registration (including Punctuality)

Registers will be taken punctually each day at 08.45am. Morning form registers will close at 9.10am.

- Pupils are expected to arrive to school before 8.45am.
- Pupils who arrive in school between 08.45am and 09.10am will sign in with a PSM at the pupil entrance and will be recorded as present (but late) using the register code L. They will complete a lunch time DT and have their lunch with a member of staff. Pupils will only have the option of a sandwich.
- Pupils who arrive after the close of the register (09.10 and later) will be recorded as present (but late) using the register code L (U). Students with 10 unauthorised absences will be eligible for a £60 fine.

Each pupil should be called by name and be seen by a member of the staff responsible for taking the register.

Should a pupil arrive in the school after the registers have closed (09.10am) they should sign in at the Attendance office providing an explanation for their lateness. All staff will take a register as close to the start of each lesson as possible.

Authorised/Unauthorised Absence

The High Court has ruled that it is the school which decides whether an absence is to be authorised or unauthorised. Authorised absence is where the school has either given approval in advance for the child to

be away or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Parents are reminded that a letter containing a written explanation does not in itself authorise an absence; only the school's acceptance of the explanation offered by the letter authorises the absence. In the event that the school has reason to doubt that the explanation offered about a particular absence is genuine, the absence will be treated as unauthorised. Absence from school **may be authorised** if it is for the following reasons:

- sickness
- unavoidable medical/dental appointments
- days of religious observance
- exceptional family circumstance, such as a bereavement
- study leave;
- exclusion;
- Traveller child travelling;
- a child caring for a sick or disabled family member (authorisation should, in such instance be of a limited duration);
- involvement in a public performance;
- authorised family holidays (when the school has given approval far in advance);
- 'special' occasions (the nature of such special occasions will be determined by schools on an individual basis);
- Lateness (when the child arrives after the register has closed and offers a satisfactory explanation – see below under Lateness).

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Examples of absence from school will **not** be authorised for:

- shopping
- looking after brothers, sisters or unwell parents
- minding the house
- birthdays
- holidays

Absence will be recorded as unauthorised if:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (e.g. shopping, minding the house, etc.);
- family holidays (which are taken without the school's prior consent or knowledge and/or are in excess of any time agreed by the school);
- lateness when the child arrives after the register has closed and fails to offer a satisfactory explanation; this is often a difficult and potentially contentious issue – see Lateness policy;
- 'special' occasions (when the school does not agree that leave should be given).

Persistent Absence

Persistent absenteeism (or PA) is broadly equivalent to 10% or more absence. An individual child is deemed to be a persistent absentee, therefore if their attendance is less than 90% (regardless of whether or not the absences have been authorised).

However, at Dean Trust Wigan, we take all absence seriously and we have defined ‘at risk of PA’ as 94% or below. In addition, pupils whose attendance falls below 95% become the focus of interest and monitoring.

<u>Terms</u>						<u>PA at 10%</u>
Term 1						7 or more sessions 3.5 Days
Term 1	Term 2					14 or more sessions 7 Days
Term 1	Term 2	Term 3				20 or more sessions 10 Days
Term 1	Term 2	Term 3	Term 4			25 or more sessions 12.5 Days
Term 1	Term 2	Term 3	Term 4	Term 5		31 or more sessions 15.5 Days
Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	38 or more sessions 19 Days

Continued, sporadic or ongoing absences

It is the responsibility of the parent or carers to keep the school up-to-date with on-going absences. In practical terms this means ringing school on each day that the child is absent to provide an update. The school may send truancy call to parents at any point of an absence if it is deemed appropriate. Unexplained absences are passed to Form Tutors and HOY weekly who explore directly with students the reason for missed sessions. A RAG (red, amber, and green) attendance report is printed off weekly and shared with HOY and SLT. In addition, red, amber and green letters are sent out to parents/carers when students meet the criteria. Any unexplained absences that have not been resolved after a full week will be registered as an unauthorised absence.

Parents may be invited into school to discuss reasons behind absences and reminded of their legal obligations – See Appendix i.

Frequent Absence

The red stage initiates an invite for parents/carers to attend a meeting in school with the Head of Year and Attendance Team to offer support and to discuss ways to improve attendance as an early intervention. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. Where the issue appears to be medical in nature the school will seek consent to refer to the School Health Advisor / School Nurse etc. The school works closely with Wigan Council and the School Attendance Service and as such in other cases the school will seek advice from the school’s Lead Attendance Officer. Parents may be invited into school to discuss reasons behind absences and reminded of their legal obligations – See Appendix i.

Onward referral to support services

Students who have dropped below 80% attendance despite the numerous interventions are referred to the Local Authority. The school will include details of the action that they have taken with regard to a student becoming a persistent absentee (Defined in legislation as 10% or more absences). Additional support to improve attendance is provided by a Wigan Council Lead Attendance Officer which includes one to one sessions with pupils in school, meetings with parents in school and home visits as appropriate.

Procedures for Following Up Absence/Letters

Should a pupil be absent at morning registration, unless a message explaining the absence has been received, the attendance officer will attempt that day to contact the pupil's home. Should a pupil be late to the school they should sign in at the Attendance office with a note to explain the reason for their late arrival. All notes from parents regarding a pupil's absence will be sorted on the child's file after they have been initialled (and dated) by the form tutor and kept for six months (by the attendance officer).

Should a pupil return to the school after an absence without a written explanation from his/her parent/carer and one is not forthcoming, and school has been unable to contact parents by phone in subsequent days, then the Attendance Team will write to the parents.

When a pupil is persistently late or absent without good reason and the school's effort to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Early Help Service. The school reserves the right to apply all legal instruments at its disposal to ensure the highest levels of punctuality and attendance amongst its students. This may include using parenting Contracts, Parenting Orders and Fixed Penalty notices.

Attendance categories and actions – Please refer to Attendance categories and actions model and school process for absences flow charts for monitoring attendance

- 1) Daily phone calls are made by the attendance officer to the home of pupils where no contact has been received. If contact is made and the school has no concerns no action will be taken for absences up to 10 days provided a satisfactory note of explanation is produced at the end of that period.
- 2) If contact cannot be made home, or letters of explanation are unsatisfactory then a letter of concern will be sent home after 5 days and again after 10 days. Parents may be invited into the school. Parents may be asked to sign a parenting contract. Parents may be issued with a fixed penalty notice.
- 3) If a pupil is absent for more than 10 days and no contact can be made parents may be issued with a fixed-penalty notice.
- 4) For Persistent Absence which includes any pattern of absence resulting in an overall attendance figure of 90% or less – Parents may be invited into school. Parents may be asked to sign a parenting contract. Parents may be issued with a fixed-penalty notice or face prosecution.

Procedures for completing the register

Taking a register is a legal duty imposed on all maintained schools. The attendance register is a legal document and must be recorded accurately. The attendance register is a critical document in the event of a fire, a safeguarding concern and is a critical document in the event of the school pursuing a prosecution

for lateness or absence. Failure to keep an accurate register could result in prosecution for negligence and result in the school being found wanting in its statutory duties (Maintained schools must be open to all students for at least 380 sessions a year).

Register Codes

The DCSF offers a comprehensive set of register codes which all schools are required to use. These codes are as follows:

/\ - Present am/pm

- B – Educated off site – Approved Educational Activity.
- C – Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions) – Authorised Absence.
- D – Dual registration (i.e. student attending other establishment) – Approved Educational Activity.
- E – Excluded (no alternative provision made) – Authorised Absence.
- F – Extended family holiday (agreed) – Authorised Absence.
- G – Family holiday (not agreed or days in excess of agreement) – Unauthorised Absence. H – Family holiday during term-time (provided this has been agreed by the school) – Authorised Absence.
- I – Illness (not medical/dental appointment) - Authorised Absence.
- J – Interview – Approved Educational Activity.
- L – Late (before registers close) – Present.
- M – Medical/Dental appointments - Authorised Absence.
- N – No reason yet provided for absence – Unauthorised Absence.
- O – Unauthorised Absence.
- P – Approved Sporting Activity – Approved Educational Activity.
- R – Religious Observance - Authorised Absence.
- S – Study leave - Authorised Absence.
- T – Traveller child travelling - Authorised Absence.
- U – Late after registers close without an acceptable explanation – Unauthorised Absence.
- V – Educational visit or trip – Approved Educational Activity.
- W – Work Experience – Approved Educational Activity.
- X – Non-compulsory school age absence – not counted in possible attendances.
- Y – Enforced closure – not counted in possible attendances.
- Z – Pupil not yet on roll – not counted in possible attendances. # - School closed – not counted in possible attendance.

Permission to leave school before the end of the session

All appointments should ideally be made out of school hours so that it does not affect the pupils learning. If a pupil needs to leave the school for a legitimate appointment (GP/dental/interview etc.) they must be collected from school by a parent/carer/named adult. Pupils are expected to;

- 1) Present a note from their parents/carer to the Attendance Officer stating the reason for the request to leave school early. The time and date of the appointment must be written on the note.
- 2) When the pupil wishes to leave the school, they present the letter at the attendance office and sign the register before leaving.

Form tutors are encouraged to be mindful of any patterns which may emerge. Form tutors should also be reminded that pupils are not “entitled” to be absent from the school for dental or medical appointments and Form tutors should encourage pupils to avoid making appointments which fall during the school day. (The school reserves the right to refuse permission to permit pupils to miss school or to leave school early). If in doubt, Form tutors should refer the matter to their Head of Year.

Internal Truancy

Pupils who fail to arrive at lessons punctually (arrive later than 5mins after the bell) should automatically be given a 'pupil meeting' that evening.

Head of Year and Pupil Support Managers should be alerted to patterns of late arrivals to lessons.

Pupils who are present in school but who do not attend a lesson are engaging in "Internal Truancy". This is a serious issue and will result in a 'pupil detention'.

Pupils who frequently truant will be given a Saturday school sanction where they will attend school in their full uniform and complete work 9.30-12.30pm.

Strategies for Promoting Attendance/Punctuality

As a school with a positive ethos, we will continuously highlight and promote good attendance. We will positively acknowledge and praise children who improve their attendance and we have put in place a system of rewards and incentives which show the whole school community how we value good attendance and punctuality. We have also put into place a system which demonstrates to families that the school values and appreciates their efforts.

It is vital that children are continually reminded that the school takes all matters of attendance and punctuality very seriously.

The school policy with regard to registration will be regularly communicated to parents in school publications and letters. Parents will be made aware and reminded of the school's expectations with regard to the times when registers open/close, procedures to be followed in the case of lateness, details of any practice regarding phone-calls/notes explaining absence, etc.

- Form tutors are responsible for making pupils aware of how important registers are. They are, after all, legal documents.
- Staff, including new staff, will know how to maintain a register properly. This will be conveyed at the start of each year and will be included in the staff induction program.
- The attendance officer will be responsible for ensuring that registers are properly kept and are used appropriately and consistently.

Excellent/improved attendance will be acknowledged by:

- letters to parents;
- certificates;
- badges/stickers;
- photo-displays featuring named pupils;
- references in school newsletters/bulletins;
- stickers in planners;
- regular features/presentations on an attendance notice board;
- presentations at assemblies, parents' evenings, etc.;
- linking attendance to a school's merit/credit system;
- personal congratulations from senior staff.

The school will acknowledge:

- 100% attenders and other excellent attenders (over a term, a year);
- consistently good attenders;
- poor attenders who show a marked/any improvement;
- form or year groups with consistently good attendance;
- form or year groups who show a marked improvement;
- year 7 pupils who begin their secondary career with a good attendance record;

Attendance Data will be used to:

- support and underpin the target-setting process (for individual pupils, form/year groups, identified cohorts [Special Educational Needs category, ethnic minority, Pupil Premium, year groups, whole school] in relation to overall attendance and unauthorised absence on a termly and yearly basis;
- identify individual children and particular groups of children who are or may be at risk of becoming persistent absentees;
- facilitate and encourage early intervention;
- identify particular types or patterns of absenteeism (for example, time lost to term-time holidays, regular absences on Mondays and/or Fridays, etc.); match attendance trends with attainment trends;
- identify possible inconsistencies in the implementation of school policy;
- report attendance matters to parents.

Responsibilities & Monitoring

Action	When	Who by
First Day Absence Contact	Daily	JMY/DBE
Home Visit	Daily	DBE
Analyse Year Group Attendance	Weekly	JMY/DBE/HoY
Update Vulnerable Pupil List- current Attendance and Actions	Weekly	DBE
Report to SLT on Year Group Attendance	Weekly	JMY/DBE
Report to HOY on Year Group Attendance Meet with HOY re Year Group Attendance	Weekly	JMY/DBE DBE/JMY/MFH/HoY
SIMS data given to Form Tutors	Weekly	JMY/JBD
Identify Flow Chart Actions	Weekly	DBE/HOY

Issue Appropriate Letter as per Flow Chart	As Needed	DBE/JMY (LJ/JJ to identify)
Attendance Panel Meetings	As Needed	DBE/JMY LJ/JJ plus HOY LJ/JJ plus SLT
Open Early Help	As Needed	DBE to type up and maintain files, for possible prosecution.
Referral to Outside Agencies/ Wellbeing Centre	As Needed	DBE DBE to maintain files.
Closure of Early Help	When Appropriate	DBE
Issue EPN	When Appropriate	DBE JMY to send letter.
Feedback to Form Tutors	Pastoral Briefing	HOY/ Form Tutors
Celebration of Good or Improved Attendance.	Weekly/ Termly	Form Tutor/ HOY/SLT
Issue Headteacher EPN Letter	Termly	DBE/ JMY

Form Tutors

Form Tutors are responsible for taking the register every morning during Form Time. Form Tutors;

- Are responsible for applying the correct codes to the register.
- Are responsible for opening and closing the register at the correct times during the day.
- Are responsible for ensuring registers are completed accurately and in good time. (Registers must be completed accurately before 9.10)
- Parental notes from pupils, updating registers in the light of these notes and ensuring notes are passed to the attendance officer for storing and future reference.
- Are responsible for reporting any concerns or suspicions to their Head of Year relating to Absence or Lateness.
- Are responsible for reporting accurately, absence and lateness information to parents as part of the report writing process.
- Are responsible for monitoring the attendance and late arrivals.
- Are responsible for constantly reinforcing the high priority the school places on attendance and punctuality.
- Will nominate to their Head of Year, pupils who should be rewarded for good attendance or punctuality or those who have displayed sustained improvement.



- Will discuss with individual pupils their attendance and lateness records and will help pupils to set personal targets to improve or sustain their records.
- Will call home to discuss any problem attendance with the families of pupils. This will be attempted twice and if this fails they will send a standard letter home to request that parents make contact with them. If this fails, tutors will pass the case on to the Head of Year. Each step in this process must be recorded in writing via email.

Class Teachers

Class teachers are responsible for taking the register every lesson. Class teachers;

- Are responsible for applying the correct codes to the register.
- Are responsible for opening and closing the register at the correct times during the day.
- Are responsible for ensuring registers are completed accurately and in good time, within the first 10 minutes of a lesson.
- Are responsible for reporting any concerns or suspicions to their Head of Year relating to Absence or Lateness.
- Are responsible for ensuring pupils are aware of the work that has been missed and to hold conversations with pupils regarding their absence and the impact it has on their progress.
- Are responsible for constantly reinforcing the high priority the school places on attendance and punctuality.

Head of Year

Heads of Year are;

- Responsible for ensuring that Form tutors are registering pupils correctly and are adhering to registration timings.
- Responsible for issuing 'pupil meetings' identified by an of the attendance team with responsibility for Attendance & Lateness.
- Attend meetings with the Assistant Headteacher, Lead Pupil Support Manager, PSM attendance and attendance officer to discuss students in their year groups.
- Will monitor groups and sub-groups identified and work with Form tutors to ensure good or improving attendance in these groups.
- Responsible for organising assemblies which celebrate and reward good attendance and punctuality or sustained improvement in attendance and punctuality.
- Asked to nominate pupils for a Headteacher's Commendation for good/improved Attendance & Punctuality.
- Tasked to set aspirational targets for groups within their year and monitor the progress towards meeting these targets.
- Tasked to monitor late arrivals at lessons
- Tasked to monitor, record and report each half-term to the Assistant Headteacher with responsibility for attendance - all incidents of internal truancy.

Governors

The governing body will be regularly updated by the Assistant Headteacher with responsibility for attendance.

A governor will sit on the Attendance Panel; as and when required.



Attendance Panels

This is a panel established to review individual pupil's attendance & lateness records and to implement flexible and creative solutions to improve the attendance and punctuality of pupils identified as being at risk. The panel will work on a multi-disciplinary basis to ensure pupils with absence and punctuality problems are appropriately supported back into school. The composition of the panel will vary from child to child but will usually include

- Assistant Headteacher/ Lead Pupil Support Manager
- External agencies
- Head of Year
- Attendance Officer

In addition, the panel may also include

A member of the governing body

- Headteacher
- Other members of the Senior Leadership Team, if required
- Pupil Support Manager's
- Other specialists (school nurse, child psychologist, SENCO, magistrate, etc.)

Reintegration of pupils with long term or persistent absence

The school is committed to creatively and flexibly supporting pupils who have been absent for long periods of time. Consequently, when a pupil returns to school after a prolonged absence they will be entitled to a reintroduction meeting to explore ways of supporting their transition back to school. Strategies available to help pupils could include some of the following measures.

- Pupils may be based in the Inclusion centre and receive intensive catch-up assistance before being incrementally reintroduced back into mainstream lessons.
- Assisting with transportation.
- Providing over a short period of time flexible start and ending times to the day.
- Assigning a "buddy" in school to help with missed work.
- Assigning a mentor to whom the student can turn to discuss problems.
- Providing additional counselling, support and advice through Kooth or CAMHS Direct.
- Organising a reduced and personalised timetable. (The pupils may only attend a small number of lessons in "mainstream" school).
- Providing the pupils with a "time-out" so they can leave lessons and go to a designated location to get help.
- Permit the use and access of a mobile phone within the HOY/PSM or Attendance office at agreed times.
- Using opportunities to praise and reward pupils for meeting or exceeding short term targets.
- Assisting the pupil to set short, mid and long-term attendance and punctuality targets.
- Using the Careers Advisor to provide advice and support to raise aspirations.
- Refer the pupil to the school nurse and external medical services to support any medical/health needs (e.g. the pupil may be a smoker and need assistance to give up).
- Departments may provide extra help and tuition so that a pupil can catch-up on essential work missed.

Key stage transition

- At the beginning of each academic year the transition coordinator/Headteacher will contact all primary feeder schools from which new year 7 students came to determine whether there were any absence or lateness issues which require monitoring, support or attention.
- If a pupil transfers to the school from another school or joins Dean Trust Wigan by entering a year group other than year 7, HOY/PSM/Assistant Headteacher will again contact the previous schools to determine whether there are any absence or lateness issues which require monitoring, support or attention.
- The school is mindful that between KS3 and KS4 student behaviour can change and attendance and punctuality can become a problem for some pupils. As a consequence the Head of Year and PSM will be vigilant of any patterns which may develop in this group.

Holidays taken during term time

- Holidays taken during term time will not be authorised and will incur a fine (FTPN)
- Parents/ carers must contact school to arrange a meeting to discuss any absences due to holidays with the HOY/PSM prior to the holiday taking place. Failure to do will result in your child being isolated until a meeting has taken place.

Education Penalty Notices

The school also makes use of the Educational Penalty Notice (please see the EPN Code of Conduct- appendix i). The school issues warnings on a termly basis which explain the rationale and criteria for Education Penalty Notices, however where felt appropriate the school are able to refer to the Local Authority.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school. If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

Parents could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

Attendance strategy

Actions to support

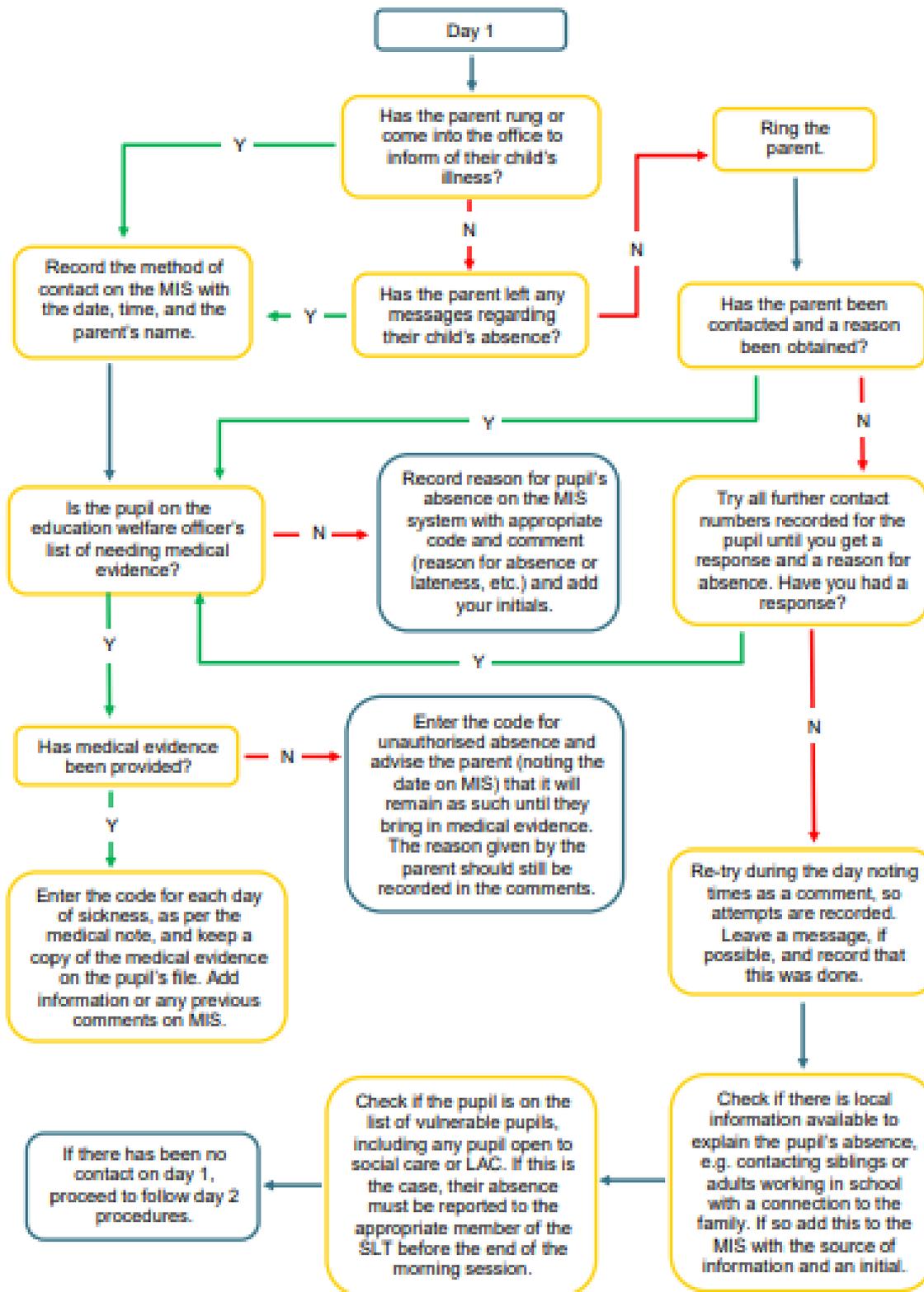
1. Daily - First day absence call, attendance report, home visits, celebrate/ rewards

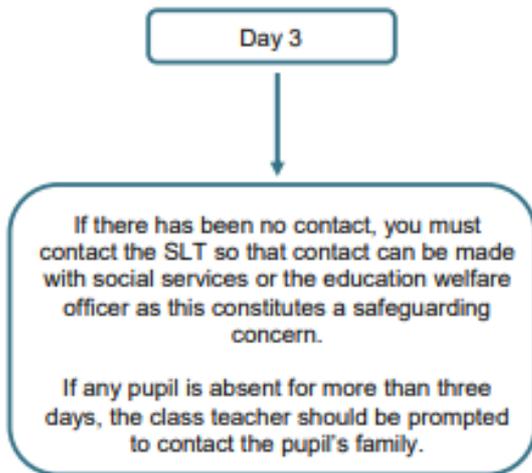
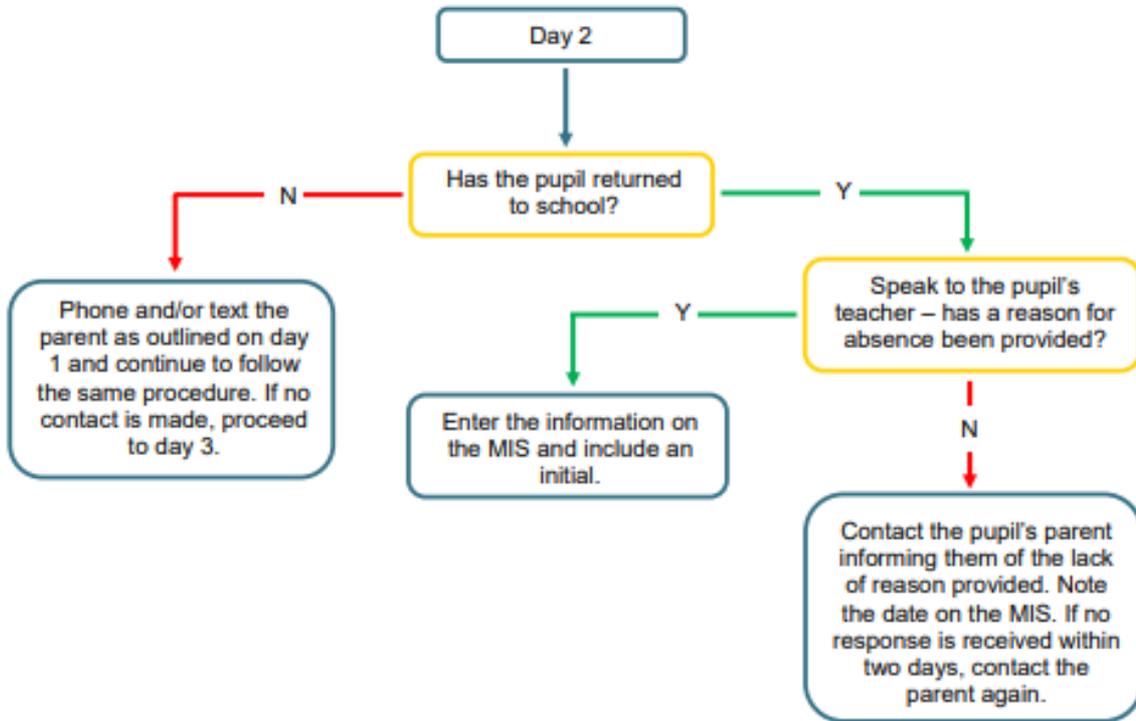


- 2. Weekly – Attendance report to FT (RAG), update contact logs, assembly celebrations, STAR meetings
- 3. Termly – EH and panel review meetings, HOY reward trips, certificates and badges.



School process for absences







Penalty Notice flow chart

Trigger point is reached – for example **90% attendance or 5 U codes**

Is unauthorised absence a concern?

Review reasons for absence. If other information is of concern, continue to monitor in line with attendance policy

Who?
1. Head of Year/ Year Lead
2. Attendance fortnightly meeting
3. Attendance Officer

Reward and communicate with parents / teams

In all cases, Academy continues to monitor attendance and liaise both internally and with other agencies.

Academy informs parents of absence, offering opportunity to discuss and agree targets for improvement over a defined period through an attendance contract **e.g. 4 weeks**

Does attendance improve to target level?

Referred to Fast Track process: Meeting arranged with parent/ carers in school. Target and timeframe agreed

Review meeting. Has attendance met target?

Review progress made since previous Fast Track meeting. Insufficient improvement made.

Refer to SLT Lead

No mitigating circumstances = pass to Attendance Officer to process paperwork for a fixed penalty notice

Mitigating circumstances? Extend Fast Track period by one week and review as above

Mitigating circumstances? that require further casework = referral to student services team

Penalty notice paid = case closed

FPN unpaid = ESW seek permission to prosecute

Associated letters

Standard letter templates are held and issued by the Attendance Officer and senior leadership link for attendance:

- Invite to meeting/warning notice
- Failure to attend meeting
- Parental contract and review meeting date set
- Review meeting reminder
- Further monitoring period required
- Congratulations for improved attendance
- Notification to parent of intension to request a penalty notice or prosecution

N.B. DTW holds letters for both prosecution and the issuing of fixed term penalty notices. It is up to the individual case/ history as to which method should be decided upon.

Addendum to DTW Attendance Policy due to Covid19.
June 2020

In order to maintain a safe and orderly environment for our pupils and staff, within challenging circumstances, this addendum to our DTW Attendance Policy specifies how our schools will share expectations with pupils and their families.

The attendance of pupils will be recorded and expectations will be in accordance with statutory government guidance and any updated temporary arrangements.

www.gov.uk/government/publications/school-attendance

Any pupil of a critical/key worker or a pupil who is classed as vulnerable is able to attend DTW in our designated provision Monday-Thursday 8.40-2.00pm and 8.40-1.00pm each Friday.

From Monday 15th of June Year 10 pupils are also provided with the opportunity to access onsite provision at DTW. Pupils who have opted to attend DTW must attend every day in line with their timetables, which have been personalised and posted out. This is to ensure that the teaching groups that pupils have been allocated, pupil 'bubbles', are consistent and reduce risk for both pupils and staff.

The new attendance codes which will be used areas follows;

Attendance Code	Reason
X	All pupils who are not in an eligible year group or priority group (vulnerable or critical workers). Includes children in Year 10 or 12 who are not among the quarter of pupils expected in at that time.
Y	Pupils who are <ul style="list-style-type: none"> - Shielding - Self isolating - Have an EHCP and their risk assessment says their needs cannot be safely met in school.
I	Pupils who cannot attend due to illness. If symptoms are related or are due to the Corona virus then this will be record on the Education Setting Status form completed by DTW.
C	For pupils who do not attend school despite being eligible and not meeting one of the above criteria.

Attendance records are sent to the Local Authority and DFE daily and are monitored in line with government guidance.

Update September 2020

All pupils, with the exception of pupils who have been advised to shield or self-isolate in line with DFE guidance, are expected to return to school from September 2020. The full policy will come into force from

2/9/2020. Pupils who arrive late to school will have a meeting, 15 or 30 minutes in duration, with a member of staff at the end of the day to discuss this issue.

CME policies and procedures will continue to be followed as per guidance from Wigan Children missing education referral and checklist August 2020 v 5.

The DTW attendance team will return to using the attendance codes used prior to the coronavirus pandemic with a few exceptions as follows;

Scenario	Code
The child meets the COVID criteria for not attending	X
Children of non-compulsory school age (as per before the outbreak)	X
The child is awaiting a COVID test result	X
The child has a negative test result but remains unwell and is not attending school	I
The child has a positive test result, this code should be used for the 10 days of self isolation	I
A member of the household is unwell and so the child is self-isolating (awaiting test result)	X
A member of the family has a positive COVID test result and so the child is isolating for 14 days (if a member of the family has a negative test result then the child should return to school)	X
NHS Test and Trace indicates to self-isolate for 14 days	X
Quarantine following visits overseas (note: schools should not approve any holidays during term time)	X
Shielding - in relation to a local lockdown and a family is asked to shield again, a letter will be sent to the family and this can be shared with the school (note: once the local lockdown ends the child should return to school and this code cannot be used for any absence)	X
Local lockdown – this code will be used for groups of children asked not to attend school following PHE or DHSC guidance	X

With regards to remote education, if a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will offer them access to remote education.



DEAN TRUST Wigan

Appendix



Appendix i

PARENT CONTRACT – SCHOOL ABSENCE

The aim of this contract is for home and school to work together to improve school attendance, the child’s general wellbeing and to avoid any legal action resulting from poor attendance.

Child’s Name:		Meeting Date:	
Academy:		Meeting Location:	
Form/ Year Group:		Head of Year/ Lead:	
Name of Parent (s)			

Issues identified/ Why is this child not attending school regularly?	
<ul style="list-style-type: none"> • • • 	
Attendance % this academic year	
Unauthorised absence % this academic year	
No. of lates this academic year	
Attendance % during previous 6 school weeks:	
Unauthorised absence % during previous 6 weeks:	
No. of lates during previous 6 weeks	

Academic Overview:

Subject	Target Grade	Current Grade	Predicted Grade
English			
Maths			
Form Tutor/ Class Tutor Comment:			



AGREED ACTION/S		
The parent/carer will:		Date
The Child will (if appropriate):		Date
The Academy will:		Date
Referral/s to external agency/agencies (where appropriate)		Date
Progress will be reviewed after 4 school weeks	Date:	
The final review will be held after a further 4 school weeks	Date:	

Signed on behalf of (name) Academy:

Signed Date:

Name

Position

This Parenting Contract has been discussed with me and I understand the purpose of this. I understand that if I do not carry out the actions agreed in this contract that a Penalty Notice may be issued against me. (Note: Penalty Notices (fines) are issued to each parent).

Signed (Parent/carer) Date:

Signed (Parent/carer) Date:

(where appropriate)

This contract has been discussed with me. I understand the agreement and that my parent/carer may be fined if I do not attend school.

Signed (child) Date



PARENT CONTRACT – SCHOOL ABSENCE

PARENT CONTRACT REVIEW – SCHOOL ABSENCE

Child's Name:	
Academy:	
Attendance % since contract signed	
No. of lates since contract signed	

1. Have parents/carers carried out actions agreed in the contract? YES / NO If no, please explain below.
2. Has the school carried out actions agreed in the contract? YES / NO If no, please explain below.

ADDITIONAL ACTIONS AGREED		
The parents/carers will:		Date
The Child will:		Date
The Academy will:		Date
Referral/s to external agency/agencies (where appropriate)		Date
Final Review Date (in 4 weeks time):		
If satisfactory improvement has not been reached by this date, a Penalty Notice will be issued.		
Signed on behalf of (name) Academy:		
Signed	Date:	
Name		
Position		
Parental Signatures:		
Signed	Parent/carer Date	
Signed	Parent/carer Date	
Signed.....	Child (where appropriate) Date	



PARENT CONTRACT – SCHOOL ABSENCE

FINAL PARENT CONTRACT REVIEW – SCHOOL ABSENCE

(This meeting does not involve the parent/carer/s)

Child's Name:	
Academy:	
Attendance % since last review:	
No. of lates since contract signed	

1. Have parents/carers carried out actions agreed in the last review? YES / NO If no, please explain below.
2. Has the Academy carried out actions agreed in the last review? YES / NO If no, please explain below.

REVIEW DECISION	
Request for Penalty Notice to be issued? (please circle as appropriate)	Yes/No
If Yes, send out letter to parent/carers informing them of the decision.	

Signed	Date
Name	
Position	
Signed	Date
Name	
Position	
(Member of staff – and Principal)	

Appendix ii

Education Penalty Notice Code of Conduct

Rationale

Regular and punctual attendance at school is a legal requirement under Section 444 of the Education Act 1996. It is essential that parents maximise the educational opportunities available for their children and provide the best possible start in life.

Under previous legislation, parents of a registered pupil whose child failed to attend school regularly and whose absence was unauthorised committed an offence for which prosecution was the only available sanction. With the Education Penalty Notices Regulations 2007 penalty notices were introduced as an early intervention strategy as an alternative to the previous sanction by allowing parents an opportunity to discharge potential liability for conviction for the offence. From 1st September 2013 the fine is £60 to be paid within 21 days and increased to £120 to be paid within 28 days. If the penalty remains unpaid by the end of 28 days, the Local Authority must consider the commencement of proceedings for the offence to which the notice relates. The prosecution is not for the non-payment of the notice but is for failure to ensure regular attendance at school.

Education Penalty Notices should be used as an early deterrent to prevent patterns of unauthorised absence developing and to supplement rather than replace the use of the wider powers already available. As with current legislative action they are to be used for the enforcement of attendance and not for use as a punishment for absence.

Schools have the first responsibility to take effective action to improve attendance. Where there is clear evidence of underlying problems within the family that require more intensive support an Early Help assessment would be advised. This could support the family to make changes that will improve school attendance and other outcomes.

Penalty notices should be used where a parent is capable of securing an improvement in their child's school attendance but is unwilling to do so.

They can only be used for periods of unauthorised absence and the defences in law replicate those already in place for enforcement actions under the provisions of Section 444 of the Education Act 1996.

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice warning letter issued to each parent during an academic year.

Excluded pupils

Section 105 (1) of the Education and Inspections Act 2006 empowers designated Local Authority Officers, Headteachers (and Deputy and Assistant Headteachers authorised by them) and the Police to issue penalty notices in cases where an excluded pupil is in a public place during school hours at any time during the first five days of any period of exclusion from school without justifiable cause.

If the pupil was subsequently to be found out in a public place again either during the same period of exclusion or during a further exclusion within the same academic year then a penalty notice may be issued.

Non-payment of a penalty notice issued where a parent allows an excluded pupil during the first five days of any period of exclusion to be present in a public place without justifiable cause may result in a prosecution under Section 103 (3) of the Education and Inspections Act 2006.

Legislation

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Penalty Notices must be issued in a manner that conforms to all requirements of the Human Rights Act and all Equal Opportunities legislation.

For the purposes of the protocol, the legal definitions of 'parent' are:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person

If a Penalty Notice remains unpaid:

Prosecutors must take into account the '**Code for Crown Prosecutors**' that sets out a two-stage test that prosecutors should follow when they make decisions on case:

Is there enough evidence against the defendant?

When deciding whether there is enough evidence to charge, prosecutors must consider whether evidence can be used in court and is reliable. Prosecutors must be satisfied there is enough evidence to provide a 'realistic prospect of conviction' against each defendant.

Is it in the public interest for the CPS to bring the case to court?

A prosecution will usually take place unless the prosecutor is sure that the public interest factors tending against prosecution outweigh those tending in favour.

Issuing of Penalty Notices

For an Education Penalty Notice to be considered the school is responsible for issuing an Education Penalty Notice warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 1). For any mid-year admissions to the school all parents will receive the Education Penalty Notice warning letter as part of their intake meeting.

Prior to requesting an Education Penalty Notice schools should take all reasonable steps to ensure good attendance. In cases where a school has concerns about a pupil's attendance, the school must ensure contact has been made to parent(s) to try and resolve any issues and difficulties to prevent potential prosecution. An Education Penalty Notice should be used as a last resort.

An Education Penalty Notice may be issued following an Education Penalty Notice warning (Appendix 1) being sent.

School would complete Education Penalty Notice request form (Appendix 2) if a child falls within one or more of these categories within a 12 week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

The Local Authority will consider issuing a Penalty Notice to each responsible parent.

The use of Penalty Notices shall be restricted to one per pupil, per parent in any single academic year.

Wigan Local Authority will consider requests to issue Penalty Notice only if;

- An Education Penalty Notice request form (Appendix 2) is completed with all necessary information and the supporting relevant documentation is provided.
- The period of absence is not being considered for proceedings according to Section 444 (1) or (1A) of the Education Act 1996.
- The issue of an Education Penalty Notice does not conflict with other intervention strategies in place by the Local Authority or by other agencies where the circumstances are known to the Local Authority.

To ensure consistent delivery of Education Penalty Notices the request form (Appendix 2) will require completion by the school and the following documentation provided:

- A copy of the pupil's up to date attendance certificate showing a minimum of ten sessions (5days) with below 90% attendance
- A chronology of intervention; i.e details of meetings, letters, phone calls with the parent(s) and has parent(s) been informed that criteria has been met



- Evidence of the Education Penalty Notice warning being issued to the parent(s)
- Clear agreement and consent from Headteacher

The Local Authority will consider each request and may deem it appropriate to take one of the following actions;

- Advise schools to refer to supporting agencies
- Issue an Education Penalty Notice
- Advise the school to refer to the Attendance Service

Payment of Penalty Notices

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

Non-payment of Education Penalty Notices

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

In these circumstances, the school is required to provide the Local Authority with a signed school attendance record of the pupil.

Procedure for withdrawal

Once an Education Penalty Notice has been issued it can only be withdrawn in the following circumstances:

- It has been established that the notice was issued in error.
- The notice had been issued to the wrong person.
- The circumstances of the absence do not comply with the conditions of Wigan Council Local Authority's code of conduct and the Education (Penalty Notices) (England) Regulations 2007.
- The parent/carer provides evidence that would constitute a statutory defence.

School and Local Authority policy documents

All schools should include clear reference to the Local Authority School Attendance Code of Conduct in their attendance policies and this should be brought to the attention of all parents through prospectus material. In addition the Education Penalty Notice warning is issued to parents at the beginning of the academic year and subsequently each term. Where early patterns of unauthorised absence are occurring the sending of advisory letters is an action that schools should normally undertake, alongside having conversations regarding absence with parents and reinforcing the potential implications.



Monitoring and review

The Local Authority will monitor and evaluate the outcomes of Education Penalty Notices in terms of improvement in school attendance, payment and any subsequent legal action. The use of the notices will be reviewed at regular intervals and the enforcement strategy of the Local Authority may be amended accordingly.

Service reports include data on the deployment.

