



Attendance and Punctuality Policy

New Policy for March 2024

Member of Staff Responsible:	Mr L Boden (Attendance & Extended Services Manager) via Mr A Kelly (Headteacher)
Edited by:	Mr L Boden (Attendance & Extended Services Manager)
Date policy was previously approved:	March 2024
Review date:	March 2025 Note: To be updated for 2024/25 due to new statutory guidance from DfE: <i>Working together to improve school attendance.</i>

Approved by:

SLT	March 2024
Approved by FGB:	To be approved on 16/04/2024

Contents

Legal Framework

Statement of Intent

1 Responsibilities

1.1 Definition of a parent

1.1.1 Parent/Carer Responsibilities

1.2 Expectation of Parkside Community School

1.2.1 The Governing Body

1.2.2 The Headteacher and Senior Leadership Team

1.2.3 Attendance Manager

1.2.4 Attendance Officer

1.2.5 Community Liaison Officer

1.2.6 All Staff

1.2.7 Students

2 Why attendance matters

2.1 Moments Matter, Attendance Counts

3 Attendance and Punctuality Team

4 Promoting attendance

4.1 Reporting attendance and punctuality to parents/carers

5 School procedures

5.1 Attendance Register

5.2 Unplanned Absence

5.3 Punctuality

5.4 Following up absence

5.4.1 Home Visits/safe & well check

5.5 Truancy

5.5.1 In School Truancy

6 Reasons for absence

6.1 Authorised absence

6.2 Medical appointments

6.3 Unauthorised absence

6.4 Exceptional leave of absence

7 Attendance Intervention Programme

7.1 Attendance Monitoring

7.1.1 Severe Absence

8 Attendance Legal Intervention

8.1 Parenting Contract

8.2 Education Supervision Orders

8.3 Fixed Penalty Notices

8.4 Prosecution

9 Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them

9.1 Student with SEND and health-related absences

9.2 Temporary Part-time timetables

Appendices

Legal Framework

This policy meets the requirements of the [Working Together to Improve School Attendance](#) from the Department of Education (DfE), and refers to the DfE's statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from the following legislation and statutory guidance, setting out the legal powers and duties that govern school attendance; including, but not limited to:

- [Education Act](#)
- [Equality Act](#)
- [The Education \(Student Registration\) \(England\) Regulations \(As amended\)](#)
- [Children and Students Act](#)
- [DfE 'Working Together to Improve School Attendance'](#)
- [DfE 'Keeping Children Safe in Education'](#)
- [DfE 'Children Missing Education'](#)
- [DfE 'Providing Remote Education'](#)

This policy operates in conjunction with the following school policies:

- [Child Protection and Safeguarding Policy](#)
- [Embark Complaints Procedures](#)
- [Behaviour Policy](#)
- [Special Educational Needs and Disabilities \(SEND\) Policy](#)
- [Early Help Policy](#)
- [Accessibility Plan](#)
- [Equality Policy](#)
- [Remote Learning Policy](#)
- [Children Missing Education](#)

Statement of Intent

Parkside Community School believes that, in order to facilitate effective teaching and learning, ensuring attendance and punctuality is in line with school expectations is essential. We are committed to promoting the importance of attendance and punctuality as this secures a positive school environment and climate for learning.

Students must **care** about their **choices** around attendance and punctuality and fully understand the impact that their attendance and punctuality have on their **future**. By making students accountable for the choices they make, we believe students develop the characteristics and values that will enable them to be positive contributors to society, both throughout their time at Parkside and beyond.

Good attendance and punctuality at the school facilitates a good education and future career prospects. It minimises the risk of students becoming involved in antisocial behaviour, or becoming victims or perpetrators of crime or abuse. Children's social skills are enhanced by regular attendance.



Parkside Community School agree to:

- Promote full attendance at the school
- Reward students and celebrate the success of students who achieve 100 per cent, 96 per cent or improved attendance
- Challenge student attendance where it falls below the minimum school of expectation of 96%, ensuring appropriate levels of support and intervention are maintained
- Share the responsibility for promoting the school's attendance amongst students, parents, school members and the wider school community. To monitor, support and intervene where attendance is a cause for concern and falls below 90% (the national measure for persistent absence)

1.0 Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent under [section 7 of the Education Act 1996](#), to make sure their child receives that education either by attendance at a school or by education otherwise than at a school (e.g., the parent can choose to educate their child at home).

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. [Under section 444 of the Education Act 1996](#), parents who fail to secure a child's regular attendance are guilty of an offence, as are parents who know that a child is failing to attend school regularly and fail to ensure that they do so.

1.1 Definition of a parent

A parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or student; and,
- Any person who has care of a child or student i.e., lives with and looks after the child

The local authority and school will need to decide who comes within the definition of parent in respect of a particular student when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

1.1.1 Parent/Carer Responsibilities

Parent/carers have the most impact on supporting attendance and punctuality and are therefore expected to:

- Ensure your child/children attend regularly, meeting the school's minimum expectation of 96% and are on on time, arriving to their mentor room promptly at the start of the school day, are well equipped and in full uniform
- Take an interest in the education of their child/childrens by talking to them about the school and by attending school events including Parents Evenings
- Contact school via telephone (01246 273458) from 08:00am for each day of absence, contacting no later than 09:30, speaking to the Main Reception, Attendance Officer or leaving a voice mail
 - On receiving an absent text from school when no reason for absence has been received, responding as quickly as possible to ensure the school is aware as to the reason for absence
 - Inform the school immediately if there are any matters that arise that may affect the attendance of your child/children
- For continued absence, the school must be contacted and informed of absence for each consecutive day
- Do not organise leave of absence (holidays, day trips etc.) during term time, unless for exceptional reasoning and completing the relevant Exceptional Leave of Absence Form (Appendix 1), handing this into school 2 weeks prior to any leave

- Where possible, to arrange medical appointments outside of the school day
 - If unavoidable, your child should attend prior to the appointment and return to school once complete
- Providing up-to-date contact details (telephone numbers, address and emergency contact details)
- Promote good attendance and positive routines for learning, making every attempt to support the school in agreed intervention/action plans
- Notify the school as soon as difficulties arise with your child/children's attendance

1.2 Expectation of Parkside Community School

Parkside Community School will consistently promote the benefits of good attendance at school, set high expectations for every student, communicate those expectations clearly and consistently to students and parents, systematically analyse their data to identify patterns to target their improvement efforts, and work effectively with the local authority and other local partners to overcome barriers to attendance.

Parkside also recognises that attendance cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment, as demonstrated through of statement of intent, in which all students want to attend and can learn and thrive.

1.2.1 The Governing Body

The Governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school
- Promoting the importance of good attendance through the school's ethos and policies
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Regularly reviewing and discussing attendance data – helping school leaders to strategize improvement efforts

1.2.2 The Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership are responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Developing and maintaining a whole school culture that promotes the benefits of high attendance
- Recognising the interplay between attendance and wider school improvement efforts and ensuring it is built into strategies on key areas such as attainment, disadvantaged students and special educational needs
- Ensuring all parents are aware of the school's attendance expectations and procedures
- Ensuring that every student has access to full-time education and will act as early as possible to address patterns of absence
- Ensuring there are designated staff with day-to-day responsibility for attendance matters
- Taking responsibility to ensure the school conforms to all statutory requirements in respect of attendance

1.2.3 Attendance Manager

The Attendance Manager will report to the Senior Leadership Team and Headteacher on matters of attendance and punctuality. Responsibilities include:

- The overall strategic approach to attendance in school
- Monitoring attendance and the impact of interventions through analysis of attendance data and identifying area of intervention and improvement
- Monitoring and recording attendance for student who are receiving their education through alternative provision

- Review of registers on a daily basis and identify trends of absence
- Manage the school's first day contact system by contacting parent/carers directly on the first day of a student's absence where no parental/carer contact has been received (initially via [SchoolComms](#) [text] and subsequent telephone call and/or letter)
 - Attendance Manager to contact the schools most critically vulnerable student
- Completing safe & welfare checks following 3 consecutive days of absence (where contact from home has been received or not), and for our most vulnerable student completing safe & welfare checks on day 1 of absence
- Communicating with parents/carers with regard to attendance and punctuality, following up on incidents of persistent poor attendance
- Lead on school Attendance Panels and ensure target and future intervention is implemented
- Communicate with the Safeguarding and Early Help Team over persistent absence and the referral of [Early Help Intervention](#)
- Communicate with the Local Authority of any student being deleted from the admission and attendance registers
- Monitor and evaluate the systems in school designed to support student in their academic and social progression
- Liaise with leaders of subjects and Pastoral Team to ensure that action is taken to mitigate factors that may result in school refusal

1.2.4 Attendance Officer

The Attendance Officer is responsible for:

- Operation of management information system for recording attendance and absence.
 - Any truanting students are immediately identified to the Pastoral Team and located.
- Follow the school's first day contact system by contacting parent/carers directly on the first day of a student's absence where no parental/carer contact has been received (initially via SchoolComms [text] and subsequent telephone call).
- Informing parent/carer over their student's late arrival to school via text.
- Ensuring accurate register marks and subsequent follow up over lesson truancy.
- Liaising with key staff members such as mentors, teachers, lead teachers and the Safeguarding Team.

1.2.5 Community Liaison Officer

The Community Liaison Officer is responsible for:

- Conducting safe & welfare checks as directed by the Attendance Manager, ensuring 1:1 student support, effecting information gathering and communication with parents/carers
- Implement Parkside Pick-up Initiative, helping to remove barrier to learning and supporting the development of a positive routine for learning

1.2.6 All Staff

Our School Staff have the responsibility to:

- Provide a welcoming environment for all student, providing a safe learning environment and appropriate, engaging and enjoyable curriculum
- Ensure accurate registers are submitted and taken within 10 minutes of every lesson; and updated throughout the course of every lesson
- To be aware of factors that can contribute to a student's non-attendance and to provide care and support to any concerns raised by our student
 - Using professional judgement and knowledge of a student to inform decisions as to whether any welfare concerns should be escalated and recorded on MyConcern
- Help to raise the profile of attendance within mentor groups and lessons, monitoring the attendance and punctuality of their class, making 100% attendance the expectation

- Make it their business to spot patterns of attendance and overall levels of attendance, reporting this to the Attendance Manager.

1.2.7 Students

To raise student awareness of the necessity and value of good attendance and punctuality, all students will be encouraged to monitor their own attendance during registration activities with their mentor teacher. Consistently good attendance and punctuality will be celebrated through the reward system.

It is the responsibility of the student to:

- Attend school every day and arriving to their mentor room promptly at the start of the school day, are well equipped and in full uniform
 - "On time, all the time".
 - If late to school, to sign in with the Attendance Officer and provide a valid reason.
- Attend all lessons, afterschool revision sessions and to be on time, every time.
- To inform their Mentor Teacher, Pastoral Team or Attendance Team if they are having difficulties in attending school for any reason (E.g., fallout with peers, feeling unhappy, difficulties at home).
- Ensure a reason is provided for each absence by parents/carers and a copy of any medical appointments with evidence is provided to school in advance of appointment.

2.0 Why attendance matters

It is essential for students to get the most out of their school experience if they are students are to achieve their potential. Through high attainment and punctuality, in line with school expectations is critical, as the link between attendance and achievement have been proven by the Department for Education (DfE).

Students with the highest attainment at the end of key Stage 2 (KS2) and key Stage 4 (KS4) have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, students not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of students not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, students not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). ([Working together to improve school attendance](#))

We believe all students want to achieve the very best Post 16 opportunities that they can. Irregular attendance has a significant impact on student achievement:

- Of students who miss more than 50% of school, only 3% managed to achieve five grade 4 and above GCSEs including English and Maths.
- Of students who miss between 10% and 20% of school, only 35% manage to achieve five grade 4 and above GCSEs including English and Maths.
- Of students who miss less than five per cent of school, 73% achieve five grade 4 and above GCSEs including English and Maths. ([Working together to improve school attendance](#))

2.1 Moments Matter, Attendance Counts



In January 2024 the Department for Education (DfE) launched a campaign aimed at parent and carers to outline the importance of school attendance. The goal is to create a nurturing and affirmative bond between parents/carers and Parkside Community School, emphasising the pivotal role attendance has in enhancing a child's overall wellbeing.

This campaign outlines how improving school attendance is everyone's business, "moments matter, attendance counts".

The link between attendance and attainment is clear:

- In 2018/19, just 40% of persistently absent (PA) student in KS2 achieved expected KS2 standards, compared with 84% of student who were regular attenders.
- And 36% of PA student in KS4 got 9 to 4 in their English and maths GCSEs, also compared with 84% of regular attenders.

And it's never too late to benefit from good attendance:

- More than half (54%) of student who were PA in Year 10 and then rarely absent in Year 11, passed at least 5 GCSEs, compared to 36% of student who were persistently absent in both years.

But attendance is important for more than just attainment:

- Regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and wellbeing.

In aid of "moments matter, attendance counts" the Chief Medical Officer and NHS have outlined how is it usually appropriate for parents and carers to send their child/children into school with mild respiratory illnesses, including general cold symptoms like a minor cough, runny nose or sore throat.

"From the first day of term to the last, the small moments in a school day make a real difference to your child. #AttendanceCounts" ([Moments Matter, Attendance Accounts](#))



Topic	Headline Message	Tagline	CTA
Mild Illness	This morning, he has a runny nose... but look at him now!	Moments matter, attendance counts	Head to the NHS website to find out more: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
	This morning, she has stomach ache... but look at her now!		
Anxiety	This morning, she was worried about school... but look at her now!	Moments matter, attendance counts	Head to the DfE's guidance when a mental health is affecting attendance: More information here:
	This morning, he was worried about school... but look at him now!		

3.0 Attendance and Punctuality Team



The Attendance Team forms part of the Parkside Support Centre. The Parkside Support Centre Team are here to support our students and their families with removing any barriers to learning, participation and belonging to our school community.

Working in partnership with our students and families, we are committed to:

- Supporting all our students to meet our school code of conduct and attendance expectations through structured pastoral support and assertive nurture.
- Implementing structured person-centred meetings to identify the root causes of any barriers to participation in school life and implement appropriate support. This can often include supporting and repairing broken relationships both inside and outside of school.
- Designing and implementing interventions that aim to remove barriers to learning and participation in lessons for all students.
- Designing and implementing Special Education Needs and Disability (SEND) provision in line with the expectations of the [2015 Special Education Needs and Disability code of practice](#).
- Offering Early Help provision to support families with wider participation issues.
- Signposting students and their families to appropriate support agencies.
- Supporting present and future students and their families with Primary to Secondary School and Secondary to Post-16 transition.

The Attendance and Punctuality Team has the following core leadership and management structure:

Role	Summary of responsibilities
Governor	Accountability and Impact
Headteacher	Accountability and Impact
Senior Leadership Team	Strategic impact, intent, intervention and policy lead
Attendance & Extended Services	Operations lead related to attendance systems, processes and Attendance Intervention Programme.
Attendance & Exams Officer	Day-to-day operations lead
Community Liaison Officer	Implementing the school's safeguarding responsibilities and supporting school engagement from our student and families
Early Help Officer	Operations lead on interventions for students with attendance below 90 per cent.

4.0 Promoting good attendance

At Parkside we recognise that good attendance is learnt behaviour and recognise the importance of developing good patterns of attendance from the outset. We understand that good attendance is not a discrete piece of work but rather it is an integral part to our school's ethos and culture.

Staff and student at Parkside Community School are fully aware of the school's expectations surrounding attendance.

To promote punctuality and attendance Parkside Community School will implement:

- Regular assemblies in school highlighting the importance of punctuality and attendance
- Posters around school promoting punctuality and attendance
- Mentor time focus on punctuality and attendance

- Weekly attendance figures shared with mentor group and students weekly
- Achievement Points will be given for 100% weekly attendance
- Text parents/carers every half-term, welcoming our student back to school
- Late texts to parents/carers informing over their child/childrens' late arrival to school
 - PCS: (name) was late to school today. Please ensure they arrive at the school gate by 8:35 to ensure a prompt start. A late mark will be issued after 8:40
- Congratulate attendance each half-term with a postcard home
- Attendance Panel Meetings creating links to Pastoral, Curriculum and Early Help colleagues to remove barriers to learning:
 - Curriculum – moving seat in classroom / changing set / mediation with teacher
 - Pastoral – mediation between peers / change of mentor / meeting with Pastoral staff
 - Early Help – links to external agencies
- Return to school meetings with the Attendance Officer/Manager after an extended period of absence
 - This will review our curriculum offer to support missed learning
- Parkside Pick-Up to help re-establish a positive routine
- Phased return to help re-establish a positive routine (e.g., broken leg, or long-term absence etc.).

4.1 Reporting attendance and punctuality to parents/carers

We understand that parents/carers may become confused about what good attendance is. In tests and/or assessments, a score of 85% would be viewed a positive. In terms of attendance, a score of 85% would be a significant concern as it falls below the Department for Education (DfE) minimum expectation of 90%. Any student who has an attendance below 90% is Persistently Absent (PA) from their education.

For this reason, we report the number of days absence of student to parents/carers to ensure the full impact is understood as 85% attendance equals 29 days or one-month absence from school. The relationship between attendance and absence is as follows:

Attendance	Number of days absence from school
100%	0 days absence per year
96% (minimum school expectation)	8 days absence per year
90% attendance	19 days absence per year
85% attendance	29 days absence per year

Over a 6-week period, this equates to:

Number of Days Absence	Attendance Over a 6-week period
2 days	93%
3 days	90%
5 days	83%
8 days	73%
10 days	67%
15 days	50%

5.0 School procedures

5.1 Attendance Register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of each morning, this is our mentor period (AM). The register will also be taken each period, as well as at the start of Period 4 (PM). It will mark whether every student is:

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

Student must arrive into their mentor room on time each day.

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students should arrive to school 5 minutes prior to the start of the school day to ensure they are in their mentor group seated and ready to learn. There are two registers taken throughout the day that impact a student's attendance - morning register is open for 30 minutes, any student arriving into school within the first 30 minutes will be marked as late, any student arriving after 30 minutes will be marked as U (Student arrived at school after the register closed). The register is also be taken for the afternoon. See [School Day Times](#) for further details.

See appendix 2 for the DfE attendance codes.

5.2 Unplanned Absence

Parents/carers must notify the school on the first day of an unplanned absence contacting school via telephone (01246 273458) from 08:00am for each day of absence, contacting no later than 09:30, speaking to the Main Reception, Attendance Officer, leaving a voice mail or sending an email to attendance@parkside.derbyshire.sch.uk

- Parents/carers must on receiving an absent text from school when no reason for absence has been received, respond as quickly as possible to ensure the school is aware as to the reason for absence
- Parents/carers must inform the school immediately if there are any matters that arise that may affect the attendance of your child/children
- For continued absence, the school must be contacted and informed of absence for each consecutive day

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents/carers 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, however, the school will not authorise illness for longer than 5 school days without medical evidence. Any absences for medical appointments that take a student under 90% will need evidence to be shared. Medical evidence will also be requested where patterns of absence emerge.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this. All absence without reason will be unauthorised.

5.3 Punctuality

Parents/carers are responsible for ensuring that their child/children arrive to school punctually.

Members of the Senior Leadership Team are deployed at the school gates to welcome our students into school and to monitor punctuality. Should a student not arrive on time, their name will be recorded, and appropriate

mark provided. For a student arriving after the closure of AM register, a 'U' mark will be provided and will see their AM attendance as an unauthorised absence from school.

The Attendance Team will contact you if we have concerns about punctuality and ask that you support our sanction procedures. We will endeavour to text you if your child/children are late. Students who are late to school and/or lessons will receive a sanction in line with our Behaviour Policy. During the sanction, a member of the Senior Leadership Team, Pastoral Team and/or Attendance Manager will support our students to learn how to make the correct future choice by teaching them how their current punctuality is impacting their learning for future opportunities.

The importance of punctuality cannot be understated, both when arriving to school, as well as to all lessons. Every minute lost due to poor punctuality will negatively impact on your child/children's academic and social progression.

See appendix 3 for 'Every minute Counts' poster

5.4 Following up absence

The school will follow up any absences to ascertain the reason, ensure appropriate safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Parkside Community School will contact parents/carers on the first day of absence where no reason has been provided. It is vital that the Parkside Community School has access to the most up to date contact numbers for all parents/carers. Parents/carers are responsible for responding to the messages sent to them and for updating contact details, should they change.

5.4.1 Home Visits/safe & well check

Schools and local authority (LA) social care teams can make visits to student's homes to check on their welfare. These can go by various names, including safe & well checks or welfare checks.

Schools often make safe & well checks if, but is not limited to:

- A student is absent from school without a valid reason
- The school hasn't been able to contact the student's parent/carer
- The school has received a reply that it's concerned about.

At Parkside Community School, any student who is on the attendance register and has not been seen in 3 or more days, with or without reason for absence, in or out of school, the Community Liaison Officer will complete a safe & well check. For our most vulnerable student our Community Liaison Officer will visit the household on the first day of absence if no reason for absence is provided. If a reason is provided a safe & well check will be completed on the second day of absence, with or without the reason for absence being provided.

A safe & well check will be made until the student has been seen. If the school is not able to see and speak to the student, the Attendance Manager, working alongside our Safeguarding Team, will contact our local Police Community Support Officer (PSCO) and/or Police Constable (PC) and request a safe & well check. If a parent/carer fails to provide information as to the whereabouts of a student, or does not allow the school to carry out their legal safeguarding duties as per [DfE's Keeping Children Safe in Education \(KCSIE\)](#), Parkside Community School will, after 10 days of a student not being seen by the school, will report the student Missing from Education to the LA.

5.5 Truancy

Truancy will be considered as any absence of part, or all, of one or more days from Parkside Community School, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of students, and understand the importance of continuity in every student's learning.

Any student with permission to leave the school during the day must be collected by a responsible adult and should spend as little possible time out of school as possible. No student will be allowed to leave the school site during the school day without adult supervision.

Immediate action will be taken when there are any concerns that a student might be truanting. If truancy is suspected the Attendance Manager will contact the parent/carer in order to assess the reasons behind the student not attending school. The following actions will be taken in the event of truancy:

- Parent/carer will be informed via text if their child/children is absent from school, before 09:30.
- If the Attendance Team has been made aware over possible truancy, the Attendance Manager will contact parent/carer
 - Parent/carer will be asked to contact their child/children
- The Pastoral Team will check all locations around school to locate the student/people
- If not located, the Attendance Manager will make a further call to parent/carer, if parent/carer can not make contact with their child, they will be asked to contact 101 and provide an Incident Number to the Attendance Manager

5.5.1 In School Truancy

Truancy from any lesson will be monitored frequently and closely. Any student truanting lesson will receive a sanction in line with the Parkside Community School's [Behaviour Policy](#). The following actions will be taken in the event of in school truancy:

- Attendance Officer notifies the Attendance Manager if a student is marked absent from lesson, and follow up call has been made to the lesson to confirm absence
- Pastoral Team will be notified and will search the school site
- If a student has not been located after 10 minutes of the register being submitted, parent/carer will be contacted and asked to call their child/children
- If the parent/carer has not received any communication from their child/children, and school staff have not located the student/people, the police will be contacted on 101
- When the student has been located, the Attendance Manager will speak to the student and contact parent/carer to inform they have been located
 - Follow up call will be made to the police

In the event of in school or out of school truancy, the Attendance Manager will take the following actions:

- In the first instance, a warning letter will be sent to the parent/carer, informing over truancy and stating that any future occurrences could result in further action being taken
- If any further truancy occurs, Parkside Community School will consider issuing a Penalty Notice.
- A Penalty Notice will be issued where there is overt truancy, inappropriately parentally-condoned absence, excessive holidays in term-time and persistent late arrival to school.

6.0 Reasons for absence

Every half-day absence from school has to be classified by the school as either authorised or unauthorised. This classification decision is taken by the school and not by parents/carers. The register is marked using the DfE Attendance and Absence Codes.

See appendix 2 for the DfE attendance codes.

The law requires the register to be taken twice a day, at the start of the morning session (AM) and once in the afternoon session (PM).

6.1 Authorised absence

An authorised absence is an absence with permission. Reasons for authorised absence from school can include, but are not limited to:

- Illness and medical appointments
- Approved sporting activities
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong
 - If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes
 - Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

Whilst the above absences examples are authorised, this will still count against your child's overall attendance. The authorisation ensures we know the reason for absence.

Parkside Community School will take guidance on a student's authorised absence from the Public Health Agency and the [*Guidance on Infection Control in Schools and other Childcare Settings*](#).

6.2 Medical appointments

Missing registration for a medical appointment is counted as an authorised absence, providing evidence can be shared; advance notice is required for authorising these absences and prevents delay in releasing students from school to attend their appointments.

- Student must be collected from school when attending a medical appointment and will not be released from school without the presence of an appropriate adult

We encourage parents/carers to make medical appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents/carers can inform the Attendance Officer/Manager by telephone (01246 273458) or via email at attendance@parkside.derbyshire.sch.uk.

Application for other types of absence in term time must also be made in advance.

6.2 Unauthorised absence

An unauthorised absence is an absence without permission or what Parkside Community School does not consider reasonable and for which no application for Student's Leave of Absence for Exceptional Circumstances (*appendix 1*) has been requested. When a student's attendance falls below 90%, parents/carers will be asked to provide additional medical evidence to help explain any illness absence. Additional evidence may include a doctor's appointment card/text, or a photocopy of a pharmacy prescription. Parkside Community School will not pay any charges incurred by the writing of a doctor's note. If the Attendance Officer/Manager has contact parents/carers requesting additional medical evidence and none is provided, then the absence will be classified as unauthorised.

Examples of unauthorised absence which can lead to the Local Authority (LA) using legal proceeding include:

- Family holiday or trip taken during term-time without Headteacher approval
 - Retrospective approval cannot be given.
- Not returning to school on the agreed date after permission has been given to not attend school due to exceptional circumstances
 - Retrospective approval cannot be given

- Parents/carers keeping their child/children off school unnecessarily
- Truancy (including missing lessons [whether staying on or off school site] before or during the school day
- Absences which are not properly explained
- Shopping, looking after another child/children or birthdays
- No reason provided for an absence from school

6.3 Exceptional leave of absence

At Parkside Community School we strongly discourage the taking of holidays during term time. As you are already aware and in line with Government and Local Authority Guidance, Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. As so Parkside Community School no longer authorises term time holidays. The Local Authority are informed of any term time holidays taken and a penalty notice issued to each parent/carer for each child taken out of school for a term time holiday. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within 21 days. Unpaid Penalties may result in legal action. This brings the school in line with other Academies and the guidance set by the government.

365 DAYS IN EACH YEAR	175 non-school days a year To spend time on family holidays, visits, trips, shopping, household jobs, & other appointments				
	190 SCHOOL DAYS IN EACH YEAR 190 Days for your child's education	8 days absence	19 days absence	29 days absence (Half term missed)	38 days absence
		182 DAYS OF EDUCATION	171 DAYS OF EDUCATION	161 DAYS OF EDUCATION	152 DAYS OF EDUCATION
	100%	96%	90%	85%	80%
	GOOD Student have the best chance of success and exceeding expected progress	SCHOOL MINIMUM EXPECTATION Student have a strong chance of success and making expected progress	SERIOUS CONCERN Student are at serious risk of underachieving which could significantly limit their future life chances Possible Legal Action		
YOUR CHILD IS IN A GOVERNMENT CATEGORY OF PERSISTENCE ABSENCE					

We define 'exceptional circumstances' as the death or terminal illness of a close relative (defined as a member of the immediate family living in the same family home), and only if the Headteacher is satisfied that the

circumstances are truly exceptional. Other out of school programmes such as music, arts and sports performance of a very high standard may also be considered as being exceptional circumstances. Documentary evidence will be required to support consideration for out of school programmes.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, and relevant context behind the request. An application for absence must be made, for all students, in advance of any prolonged period of absence. DfE guidance states that if an absence request is not received prior to the absence then it cannot be authorised. This also includes absence as a result of holidays. Parkside Community School will ask you to complete an exceptional leave form prior to the absence.

A leave of absence is granted entirely at the Headteacher's discretion.

See appendix 1 for Student's Leave of Absence for Exceptional Circumstances

7.0 Attendance Intervention Programme

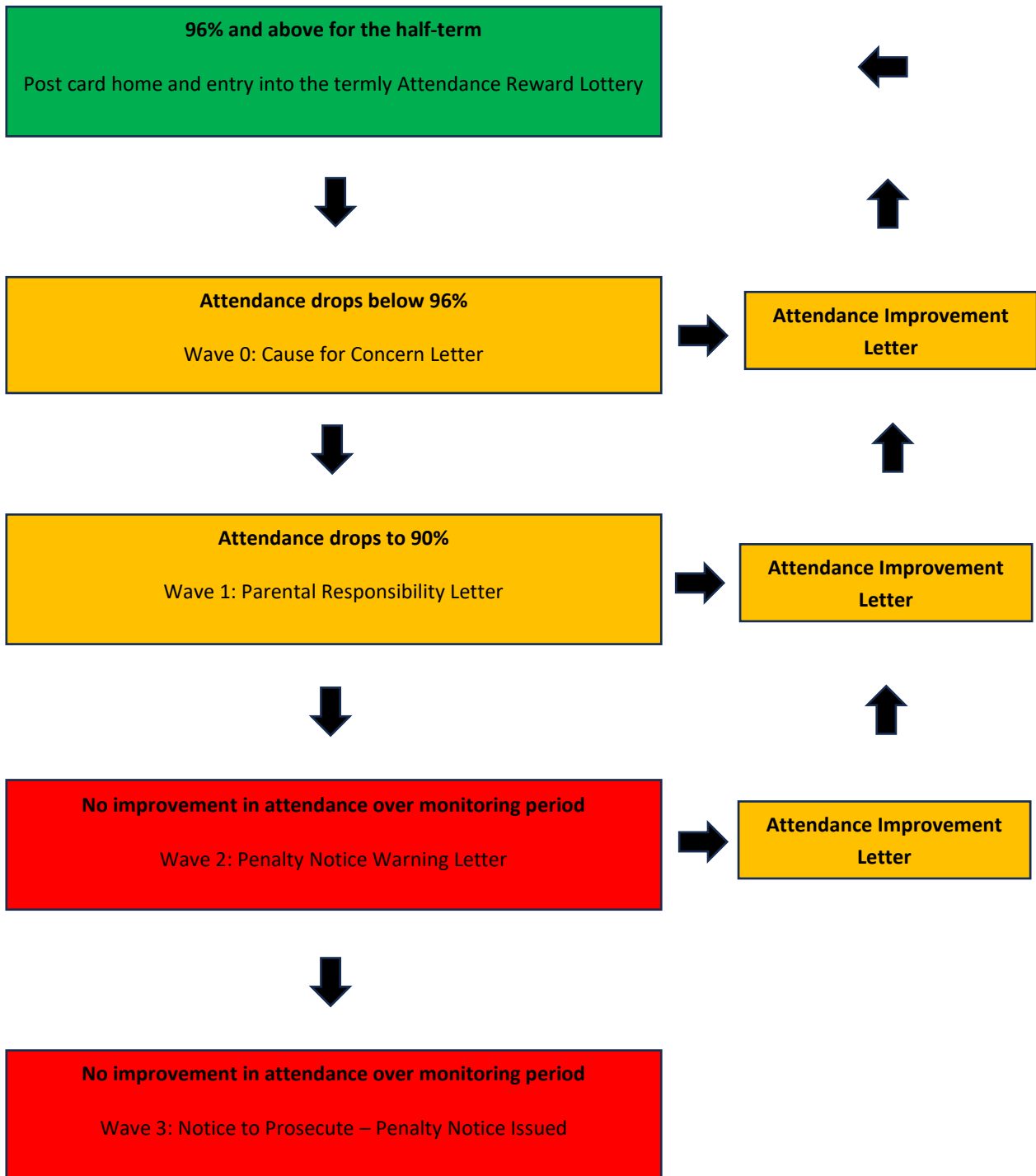
Where a student's attendance falls below 96% attendance, they are no longer meeting the school's minimum expectation and will see a *Wave 0: Cause for Concern Letter* issued. If absence continues and a student's attendance falls below 90%, they are classed as persistently absent (PA). When attendance falls close to or below 90%, parents/carers will receive a *Wave 1: Parental Responsibility Letter* and will be contacted by the Attendance Manager to discuss possible barriers to learning and strategies to help implement a positive routine for learning.

If there is no improvement in attendance, the Attendance Manager will contact parents/carers to further discuss barriers to learning and invite parent/carer into an Attendance Panel Meeting. At this Attendance Panel Meeting the Attendance Manager, from speaking to parent/carer prior and gaining information surrounding the barrier(s) to learning, will invite the relevant members of staff to attend. This could see the following present:

- Pastoral Manager
- Curriculum Leader
- Early Help Officer
- SEND Manager/SENDCo
- SLT

This will allow for the efficient sharing of information and for the relevant members of staff for each department in school to implement discussed actions to help remove barriers to learning and this will support the student and their future opportunities. Failure to attend the Attendance Panel Meeting, the Attendance Intervention Programme may begin in your absence. Following this, if your child/children's attendance continues to fall, the school will seek legal proceedings that may result in parents/carers being issued with a penalty notice. A summary of the graduated response that leads to the implementation of an Attendance Intervention Programme for a family is as follows (PTO):

Attendance Intervention Programme



7.1 Attendance Monitoring

The Attendance Manager monitors student absence on a daily basis.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 5.2). Parents/carers are expected to call the school every day that their child is unwell offering an update. This is to aid the successful transition of the student back into school after illness/absence.

Student absence will be reviewed and discussed using the staged approach of the Attendance Intervention Programme (see section 7.0).

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with our Governing Body.

Attendance reports are updated every week. The school uses management information systems to generate attendance reports, alongside the use of MyConcern to track and monitor concerns. These reports allow us to track and monitor specific groups of students e.g., SEND and Student Premium. These reports will allow us to look at trends and patterns and ensure early intervention where appropriate.

7.1.1 Severe Absence

The Severe Absence (SA) threshold is 50% and below. The school will implement significant intervention, alongside legal proceedings for any student with this level of attendance and will consist of, but not limited to:

- Parent/carer meetings
- After school catch-up sessions
- Social care referral (where appropriate)
- External agency support

Any student who is absent from school repeatedly and/or for prolonged periods, can trigger a range of safeguarding concerns. To tackle severe absence and reduce safeguarding risks Parkside Community School will:

- Monitor attendance through daily registers and address poor or irregular attendance
- Inform Derbyshire County Council of any student who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more
- Undertake reasonable enquiries to establish a student's whereabouts and to consider notifying the LA at the earliest opportunity when a student fails to attend school on an agreed first day of attendance
- Notify the LA when a student's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in [Annex A of Children Missing Education September 2016](#)

8.0 Attendance Legal Intervention

At the end of each term Parkside Community School, along with all other schools and Academies in the country, must submit the names of the individual students who have attendance below 90% (this is the national measure for Persistent Absence [PA]).

8.1 Parenting Contracts

A parenting contract is a formal written agreement between a parent/carer and either Parkside Community School or local authority to address irregular attendance at Parkside or an alternative provision. A contract is not legally binding but allows for a more formal route to secure engagement with support where a voluntary

early help plan has not worked or is not deemed appropriate. A parenting contract is not a punitive tool it is intended to provide support and offer an alternative to prosecution. Parents/carers cannot be compelled to enter a contract, and they cannot be agreed in a parent/carer's absence.

Where a parent/carer does not comply with the requirements set out in the contract, the Attendance Manager will contact the parent/carer and seek an explanation and decide whether it is reasonable, and the contract remains useful. If the explanation shows that the contract is proving difficult to comply with through no fault of the parent/carer, then the Attendance Manager will arrange a meeting to review and amend it. Where no explanation is given, or the Attendance Manager is not satisfied with the explanation, Parkside Community School will serve the parent/carer with a warning to explain that the contract is not working and may be terminated, and another course of action pursued, if the parent/carer does not engage.

8.2 Education Supervision Orders (ESO)

Where a voluntary early help plan, or formal parenting contract has not been successful, an Education Supervision Order can be a useful alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the student and parent/carer to ensure the student receives an efficient, full-time, suitable education.

Parkside Community School will actively support of parents/carers to fulfil its mission of achievement with responsibility. The school seeks to develop an effective partnership between home and the school based on mutual understanding and trust.

Where a parent/carer persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

8.2 Fixed Penalty Notice

Fixed penalty notices are served on parents/carers as an alternative to prosecution where they have failed to ensure that their child/children of compulsory school age regularly attend the school where they are registered or at a place where alternative provision is provided. Fixed penalty notices can be used by all schools (with the exception of independent schools) where the student's absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence or offences, which should usually be the parent or parents with day-to-day responsibility for the student's attendance.

Fixed penalty notices are intended to prevent the need for court action and will only be used where a fixed penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority regardless of who issued the penalty notice.

If the penalty is not paid by the end of the 28-day period, the local authority will decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made.

There is no right of appeal by parents against a fixed penalty notice.

8.3 Prosecution

If a student of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

Local authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school ([under section 443 of the Education Act 1996](#)). This may result in a fine of up to level 3 (£1,000)
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: [section 444\(1\)](#) where a parent fails to secure the child's regular attendance; and [section 444\(1A\)](#) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision ([under sections 444 and 444ZA](#)). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months

Parents/carers who persistently fail to comply with directions under an Education Supervision Order ([under Schedule 3 to the Children Act 1989](#)) or breach a Parenting Order or directions under the order ([under section 375 of the Sentencing Act 2020](#)). These may result in a fine of up to level 3 (£1,000).

The decision to prosecute rests solely with the LA as an independent prosecuting authority.

9.0 Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them

Parkside Community School will treat all student and parent/carers with dignity and staff will create respectful relationships, building positive rapport between home and school. In communicating with parents/carers. Parkside Community School will discuss the link between attendance and attainment and wider wellbeing, and challenge parent's/carer's views where they have misconceptions about what 'good' attendance looks like. Where a student or family needs support with attendance, the Attendance Manager and wider staff will support our families.

We will work to ensure regular attendance for every student. Following our [ethos and values](#) we will provide a calm, safe, and supportive environment where all students want to be and are keen and ready to learn, which is the foundation of securing good attendance.

9.1 Student with SEND and health-related absences

Parkside Community School recognises that students with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support students who find attending school difficult

In line with Parkside Community Schools [Special Educational Needs and Disabilities \(SEND\) Policy](#), we will ensure that reasonable adjustments are made for disabled student to reduce barriers to learning, in line with any Educational Health Care Plans (EHCP) or Individual Health Care Plans (IHCP) that have been implemented. Parkside Community School will secure additional support from external partners to help bolster attendance where appropriate.

Where Parkside Community School has concerns that a student's non-attendance may be related to mental health difficulties, families will be contacted to discuss the difficulty and contributing factors to the student's lack of attendance. Where staff have a mental health concern about a student that is also a safeguarding

concern, this will be support via a referral on My Concern, informing the Designated Safeguarding Lead (DSL), seeing the [Child Protection and Safeguarding Policy](#) being followed. All student will be supported with their mental health in accordance with Parkside Community Schools [Mental Health & Wellbeing Strategy](#) and [Derby and Derbyshire Mental Health Pathway Guidance](#).

Parkside Community School will incorporate an action plan to help any student with SEND and/or health difficulties, to develop strategies to develop coping mechanisms and ultimately aim to overcome any barrier to learning. Such plans will be regularly monitored and reviewed until the student is attending school as normal and signs or significant improvement.

To support the attendance of any student with SEND and/or health difficulties, Parkside Community School will consider:

- Holding regular meetings to evaluate any implemented reasonable adjustments
- Using any internal or external specialist
- Enabling a student to have a temporary part-time timetable, if this is in the best interests of the student
 - Robust medical evidence must support the implementation of a part-time timetable
- Temporary late start or early finish
- Phased returns were there has been a prolonged absence
- Tailored support to meet the student's individual needs
- Support staff development to support their own wellbeing and that of students
- Enabling student voice to influence decisions
- Targeted support and the use of appropriate referrals and signposting
- Developing an ethos and environment that promotes respect and values diversity
- Curriculum teaching and learning to promote resilience and support social and emotional learning

9.2 Temporary Part-time timetables

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet the individual needs of a student; e.g., where a medical condition prevents a student attending full time and a part-time timetable is considered as part of a re-integration package.

Part-time timetables will only be implemented on an exceptional basis, for limited time periods with regular reviews and a plan for reintegration to full time education. A part-time timetable will not be used as a long-term solution. C is the attendance code for each session they are not expected to attend or X for students of non-statutory school age.

Before implementing a part-time timetable, robust medical evidence must be received. Parkside Community School will:

- Be satisfied that it is appropriate for the needs of the student, agreed with other professionals as required
- Have signed parental permission, evidenced on the student file prior to implementation. If the parent/carer does not agree, this cannot go ahead
- Complete an action plan, agreed with the parent/carer and student with planned reintegration to full time attendance
- Contact Virtual School, named Social Worker or Early Help practitioner or SEND officer before considering a part time timetable for a student known to any of those services

Parkside Community School will undertake a risk assessment of the impact of a part-time timetable. This will include safety and wellbeing, progress and attainment, the risk of exploitation or radicalisation, and/or criminal activity whilst not in school. If a risk is identified a part-time timetable may not be considered.

Appendices

Appendix 1

Application for Student's Leave of Absence for Exceptional Circumstances



Headteacher: Mr Andy Kelly

Parkside Community School
Boythorpe Avenue, Chesterfield
Derbyshire S40 2NS

Tel: 01246 273458

Email: info@parkside.derbyshire.sch.uk

Web: www.parkside.derbyshire.sch.uk

APPLICATION FOR STUDENT'S LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

Students attend school for a maximum of 190 days each academic year, leaving 175 non-school days to spend time on family holidays, visits, trips, shopping, household jobs and other appointments. Full attendance is vital for your child's educational progression and future Post 16 opportunities. Parkside Community School expects all parents/carers to ensure that their child/children attend school whenever possible. Absence due to holidays during term time can seriously impact on a young person's academic attainment. In line with Government guidelines (<https://www.legislation.gov.uk/uksi/2013/756/made>), Parkside Community School will only agree to young people missing education for exceptional circumstances, at the discretion of the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that the Headteacher should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Parkside Community School's Attendance Policy has a minimum attendance expectation of 96%, this equates to 8 days of missed learning due to illness over an academic year. **Parents/carers who take their child/children on unauthorised holidays or fail to return their child/children on the agreed date could receive a Penalty Notice Fine of £120, to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notice fines are issued per parent/carer, per child, by Derbyshire County Council.**

If you wish to apply for your child/children to have exceptional leave from Parkside Community School, please complete this form and return to the Attendance Manager at least 2 weeks prior the date of requested leave.

Student Details:

Name		Mentor Group	
------	--	--------------	--

Parental Details (with Parental responsibility)

Mr		Mrs / Ms / Miss	
Address			
<hr/>			

I request permission for my child to be absent from school:

First Day of Absence		Date of Return		Total Number of School Days	
----------------------	--	----------------	--	-----------------------------	--

THIS FORM SHOULD BE SUBMITTED TO THE ATTENDANCE MANAGER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.



Reason for the request

Please tick the relevant box below and provide specific details

Reason for Absence	Tick as Applicable
Student rehabilitation of medical/emotional issues (a letter from your GP should accompany this application)	
Family funeral (or close friend of the family) – 1 day	
Immediate family wedding – 1 day	
Young person participating in elite sporting events (E.g., representing county, regional, national teams [Supporting letter to be provided])	
Absence on Pupil Local Authority Licence for approved activities (Supporting letter to be provided)	
Religious Observation	
Family holiday	

Additional information relevant to your request <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Details of any other siblings at other schools

Name(s)	School

Parent/carer Declaration:

I have read and understood the above information on term time holidays, unauthorised absences and penalty notices. I declare that the reason given for the requested exceptional leave for my child/children is true

Signed	Date

THIS FORM SHOULD BE SUBMITTED TO THE ATTENDANCE MANAGER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.

Appendix 2

DfE attendance codes:

Attendance codes for when students are present at school

Code	Definition	Scenario
/	Present (AM)	Student is present in school for AM registration
\	Present (PM)	Student is present in school for PM registration
L	Late arrival	Student arrives late before registration closed

Attendance codes for when students are present at approved off-site educational activity (Authorised absence)

Code	Definition	Scenario
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual-registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Absence codes when students are not present in school (Authorised absence)

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness (Not medical)	School has been notified that a student will be absent due to illness
M	Medical appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance

S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a traveller community is travelling, as agreed with the school

Unauthorised absence from school

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Administrative codes (Authorised absence)

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

Appendix 3

Every Minute Counts

