



PARK SCHOOL FEDERATION ATTENDANCE ACTION PLAN

This action plan has been drawn up following an examination of the DFE document 'Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities Published: May 2022

Page 7- Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

EXPECT- Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR- Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND- When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT- Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT- Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this might include formalising support through a parenting contract.

ENFORCE- Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

EXPECT- Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Activity	Lead	Cost	Success criteria	Date
Attendance panel to review attendance and develop strategy.	SHR	NA	Panel set up and this document developed.	October 2022
Purchase banners and have posters made up.	MM	£500	Banners erected and poster campaign began. Clear message about holidays including costs of fines.	November 2022
Communicate new expectations to all stakeholders.	SHR - Admin	NA	Letters written- Website updated. Information about when its OK for a child to be off school. Cough and cold is OK. (See flier at bottom of document)	November 2022
Make sure governors are aware of the potential issue.	SHR -	NA	Governor minutes show document shared.	October 2022
Find out National comparator's for attendance in areas of high deprivation.	ADMIN	NA	Data identified and school registered on new online attendance programme with DFE.	November 2022
Make sure that attendance is high priority and mentioned in every assembly.	SLT	NA	Attendance raised as an issue with the children. Identify an attendance song to learn.	October 2023
Contact LA for support	CB	NA	County attendance officer engaged with.	September 2022
Purchase new certificates for attendance.	SLT	£200	Certificates ordered and delivered.	November 2022

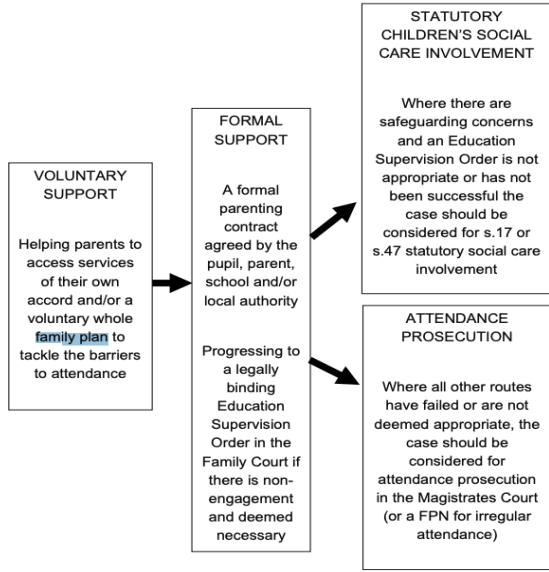
Weekly attendance for class on front of every door and communicated to parents.	Admin Class teachers	NA	Some form of poster or display that shows the previous weeks attendance on the classroom doors. Communicate to parents about the class weekly attendance.	November 2022
Work with another school with higher attendance to see how they have achieved this.	SHR	NA	Meeting held and strategy informs this document.	September 2022
Support pairs of classes to set up in class reward system for 100% attendance.	SLT	£500 for refreshments	Autumn 2 sees the launch of the half termly 100% reward club. Fresh start for Autumn 2.	Ongoing
Pupil management team engage with adult management team to support initiative.	Pupil management team	NA	Team meet with CB SHR to discuss attendance. Attendance is a high priority during the weekly assembly.	
MONITOR- Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.				
Activity	Lead	Cost	Success criteria	Date
Monitor specific groups to check attendance. PP SEND WBDA EAL	Admin	NA	Weekly reports generated for groups of pupils. New DFE portal used to identify issues and these are communicated to SLT weekly.	October 2022
1st day absence contact.	Admin	NA	Robust first day absence chased up. Staff encourage use of Schoolzine.	October 2022


Clear times of arrival and lateness made more difficult.	Admin SLT AY	NA	New times of arrival post covid- 8.40am to 8.50am. All lateness to come via the office and discussion with parents had by Admin- AY- SLT member.	Ongoing.
Admin team message attendances for whole class weekly on Dojo, with a red, amber and green warning system.	Admin	NA	Admin team develop a way of sending class attendance on a weekly basis via dojo and schoolzine. 95% plus Green- with a well done. 93% - 94% Amber- Come on – let’s improve together. Below 93%- Red- We have an urgent situation in the class. We must improve our class attendance.	
Admin team monitor persistent absentees and follow the policy in terms of sending letters and working with management and attendance panel to ensure timely interventions.	Admin	NA	See flow diagram set out below.	Ongoing.
LISTEN AND UNDERSTAND- When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.				
Activity	Lead	Cost	Success criteria	Date
Staff are first port of call-in relation to absence- discussions with parents and messaging.	Class teacher	NA	Set out rules of engagement for staff as first point of contact. Staff who have concerns over absent pupils contact parents to discuss.	Ongoing.
Low attending pupils mentored by an adult.	Members of the teaching team	NA	Children who are the lowest attending are mentored by either the teacher or the TA within the phase team. Discussions around absence and support generated by discussions with AY and SLT.	Ongoing.

Phone conversations re child absence need to encourage child's return at earliest opportunity. Coughs and sniffs OK in school.	Admin	NA	Improvement in return rate of absent pupils. Script developed by admin team?	November 2022
Meetings for those classed as persistent absent.	Attendance team	NA	Discussion held and parents listened to. Barriers identified to absenteeism. Policy adhered to and support offered. Assistance requested for outside agencies where appropriate.	
FACILITATE SUPPORT- Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.				
Activity	Lead	Cost	Success criteria	Date
Staff have catch up strategy for children who are missing lots of school.	SLT	NA	Pupils who are absent a lot have some form of additional support / intervention.	November 2022
Free breakfast club offered to persistent absenteeism pupils.	Attendance panel	£2000	Incentive offered to parents to bring children into school by offering free clubs.	November 2022
Early help considered for families who are struggling.	AY	NA	Through discussions with parents we will identify parents who are failing to get their children to attend because of wider issues	November 2022
Family Plan	Admission team AY	TBC		
FORMALISE SUPPORT- Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.				





ENFORCE- Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Activity	Lead	Cost	Success criteria	Date
School to follow the above flow diagram and appropriate written documents to time limitations.				



1 Guidance document on consideration of prosecution. Monir	Admin	NA	 1 Guidance notes - issue of a penalty If monitoring shows issue send letter 7. Monitor for 30 days. Record date and time of warning letter sent.	
2. Guidance document requesting a prosecution.	Admin	NA	 A. GUIDANCE NOTES - REQUEST	

3. Codes to be used in register	Admin	NA	 attendance codes for admin.docx	
4. Parent letter to request leave of absence.	Admin	NA	 5. Example - Leave of Absence	
5. Letter – no leave granted	Admin	NA	 6. Example - request denied	
6. Letter- leave granted	Admin	NA	 8. Example - Leave authorised	
7. Warning letter about attendance – It is your responsibility.	Admin	NA	 3 Parental responsibility	
8. Warning letter saying we will issue penalty notice if things don't improve.	Admin	NA	 4 Penalty Notice Warning	
9. Letter saying we believe you have had holiday- unauthorised absence,	Admin	NA	 unauthorised holiday.docx	
10. Information for schools on the issuing of penalty notices.	Admin	NA	 2 Workflow - issue of a penalty	

11. Form requesting the fine.	Admin	NA	 7 Request form for issue of a penalty	
12. Advice for parents on getting a fine.	Admin	NA	 5 Advice leaflet for parents.doc	
13 Admin team follow the Penalty Notice Workflow Calendar used to ensure that fines and letters are issues at correct time.	<h3>Penalty Notice Workflow</h3> <p>Admin are to input reminders into the calendar function in the school computer to ensure that all letters are sent in a timely manner and all reviews are carried out at the correct time.</p> <p>Steps</p> <p>1-Identify a mentor within the year group to support. Undertake any shorter-term preventative measures that the school is taking to improve things.</p> <p>2-Following identification of attendance issue. Parental support letter sent.</p>  3 Parental responsibility			
		3- Monitor for a period of 4 weeks- If improved, review in 6 weeks.		
		4- If it has not improved issue Penalty Notice Warning Letter specifying monitoring period of 15,20,25 or 30 school days)		
		 4 Penalty Notice Warning		

5- Calculate absence over the number of days specified in the warning letter , using unauthorised sessions only. If attendance continues to be poor then issue the penalty notice request letter to county.



7 Request form for
issue of a penalty

School attendance – the law

Information for parents

What are the fines?

A Penalty Notice fine offers a parent an alternative to prosecution. However, failure to pay a Penalty Notice will usually result in the original case being referred to a Magistrates' Court.

The fine is £120 to be paid within 28 days but will be reduced to £60 if paid within 21 days.

Penalty Notice fines are issued per parent, per child and all fines issued must be paid.

What is a prosecution?

If a parent is prosecuted this would take place in a Magistrates' Court under section 444 of the Education Act 1996. Prosecution could result in a fine of up to £2,500, a community order or a jail sentence of up to three months. The court can also issue a Parenting Order.

Prosecution in a Magistrates' Court would be via a Single Justice Procedure Notice (which removes the need for a formal hearing to take place) or by summons for a parent to appear at a Magistrates' Court in person.

Parents can be prosecuted for issues including:

- Ongoing unsatisfactory school attendance
- Repeated cycles of short-term improvements linked to the Penalty Notice process
- Unauthorised leave of absence during term time (including holidays) which is excessive in length
- Repeated periods of unauthorised leave of absence taken during term time (including holidays)
- Non-payment of a Penalty Notice

How can I get support?

If you have any questions or concerns about school attendance contact your child's school where staff will be able to help.

Your responsibility as a parent

If you are a parent of a child of statutory school age (between five and 16 years) who is registered at a school you are responsible for making sure s/he attends school regularly.

Who is a parent?

- Any natural parent, whether married or not
- Any parent who, although they are 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. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law

Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving them the opportunity to:

- Make friends and feel included
- Learn new things and develop skills
- Increase their confidence and self-esteem
- Improve social skills
- Achieve their potential and fulfil aspirations

Every school day counts

Every single day a child is absent from school equates to a day of lost learning.

100% attendance	No days missed
95% attendance	Nine days of absence One week and four days of learning missed
90% attendance	19 days of absence Three weeks and four days of learning missed
85% attendance	28 days of absence Five weeks and three days of learning missed

What is authorised absence?

This is any absence that is approved by your child's headteacher. These absences will be marked in the attendance register with an authorised absence code.

What is unauthorised absence?

This is any absence that is not approved by your child's headteacher including:

- Absence for which a parent has not provided a reason
- Absence where the reason provided has not been accepted as justifiable or genuine by the headteacher
- If your child arrives late after the close of register

These absences will be marked in the attendance register with an unauthorised absence code.

Leave of absence in term time (including holidays)

In accordance with Pupil Registration Regulations, headteachers must not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. Headteachers of maintained and academy schools across England are expected to abide by this regulation and request legal action when a child is absent during term time without their permission – regardless of the child's wider school attendance.

Persistent absence

Any child with attendance of or below 90% (regardless of whether the absence is authorised or unauthorised) is considered to be a persistent absentee. This equates to two days of absence each month. Statistics show that a persistent absentee is less likely to achieve their full potential.

Your legal responsibility

As a parent you are committing an offence if you fail to make sure your child attends regularly – even if they are missing school without your knowledge. If the school believes this is the case they can ask Derbyshire County Council to take action against you. This can be through a Penalty Notice fine or prosecution in a Magistrates' Court.

What is a Penalty Notice?

The Anti-Social Behaviour Act 2003 introduced legislation for local authorities to issue a Penalty Notice fine to the parent of a child who has unauthorised absences from school.

A Penalty Notice can be issued for the following reasons:

- If leave is taken during term time without the permission of the headteacher
- If a child has unauthorised absence from school and their parent fails to improve the situation
- If a child persistently arrives late after the close of register
- If a child who has been excluded is seen in a public place during school hours without adult supervision