



Astrea Academy Trust

Secondary Attendance Policy Ernulf Academy



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Written by	Astrea Academy Trust
Amended by	Lorraine Yates, Trust Assistant Principal
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1. Principals, Aims, Legislation and Guidance

Regular academy attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual scholars and families. The foundation of securing good attendance is that academy is a calm, orderly, safe and supportive environment where all scholars want to be and are keen and ready to learn.

Astrea Academy Trust is committed to ensuring that all scholars and their families understand the importance of attendance. Studies have shown that scholars who attend less than 97% of the time fail to achieve their potential.

2. Aims

Ernulf Academy aims to meet its obligations with regards to academy attendance by:

- Developing and maintaining a whole academy culture that promotes the benefits of excellent attendance and punctuality;
- Working with scholars and their families to reduce absence, including persistent absence;
- Working with families to understand barriers to attendance, where there are concerns;
- Ensuring every scholar has access to full-time education to which they are entitled;

3. Legislation and Guidance

This policy meets the requirements of the academy attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [Keeping Children Safe in Education 2024](#)
- [The Education \(Independent Academy Standards\) \(England\) Regulations 2014](#)
- [Working together to Improve School Attendance](#)
- [Children Missing Education 2016](#)
- [Elective Home Education](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

This policy also refers to the DfE's guidance on the academy census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

4. Who are the Attendance Team

Role within the Team	Name	Contact Details
SLT Link for Attendance	Ms C Payne	01480 374748
Attendance & Admissions Officer	Ms J Keane	01480 374748
Attendance Officer	Ms J Metcalfe	01480 374748
Attendance & Administration Assistant	Ms L Tume	01480 374748

The attendance team are the first contact for any absence related issues for your child and family. The attendance team can and will:

- Liaise with additional pastoral staff on a daily / weekly basis about attendance for your child.
- Support with wider issue to remove barriers to education.
- Complete welfare checks to ensure we know your child and family are safe and well regardless of the reason for absence.
- Ensure that attendance remains a priority for you, your child and the Academy.

5. Academy Procedures

Recording Attendance

By law, all academies (except those where all scholars are boarders) are required to keep an attendance register, and all scholars must be placed on this register.

The attendance register will mark whether every scholar is:

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

Scholars must arrive at Ernulf Academy by **08:35** every day. Arrivals after **08:35** will be recorded as **L**

Arrivals after **09:05** will be recorded as **U**. A **U** code will affect a scholar's attendance percentage and therefore will impact on a scholar's overall year to date attendance percentage.

The register for the second session will be taken at **13:40**.

Lates & Punctuality

It is an expectation of the Academy that scholars will arrive on time and be ready to learn. Lateness and punctuality will be monitored daily.

The academy may send a letter to parents/carers, by way of notification of our concerns in relation to their child's punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.

Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern.

Please refer to the Behaviour Policy for sanctions on lack of punctuality and note that persistent lateness will result in being issued negative behaviour points.

In exceptional circumstances (such as severe weather), the closing of registration may be delayed at the discretion of the Principal.

Unplanned Absence

It is an expectation of the academy that parents/ carers will notify the academy on the first day of an unplanned absence for example, if their child is unable to attend due to ill health by **08:35**

Parents/carers notify the academy of their child's absence unless agreed otherwise.

Message via MCAS (My Child at School) App

Telephone Call: 01480 374748

Email: absence@astreaernulf.org

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask parents 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**, as an academy we will seek medical evidence to better understand the needs of scholars and to ensure that the Academy is working alongside other statutory guidance in **supporting pupils at school with medical conditions** or **arranging education for children who cannot attend school because of health needs**.

The academy will contact parents on a daily basis if they fail to inform the academy of an absence. The academy must be notified of the reason for a child's absence in order to safeguard the child. Absence is monitored carefully at the academy. **The academy will make home visits to those scholars who are not in academy.**

Only the Principal can authorise absence from the academy. **Absence will not be authorised unless the reason you offer is accepted by the academy.**

Planned Absence

Medical or dental appointments

The academy strongly discourages medical and dental appointments been made during academy hours. Where this is not possible, the scholar should be out of academy to attend their appointment only. It is expected that parents/carers inform the academy of the appointment as soon as possible; failure to do this will result in an unauthorised absence.

The NHS pharmacies first scheme can also support and are accessible outside of Academy hours <https://www.nhs.uk/nhs-services/pharmacies/how-pharmacies-can-help/>

Leave of absence during term time

By law, Principals cannot grant any leave of absence to scholars during term time unless there are exceptional circumstances.

We define exceptional to mean very rare, unusual or unforeseeable circumstances.

All parents/carers must complete a leave of absence form **10 days** in advance where possible.

Ernulf Academy do not authorise any term time holidays and/or visits abroad. A meeting with the link attendance officer for your child's year group will be required after submitting a leave of absence form. Fixed term penalties will be issued as required.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the principal's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the scholar’s parents belong. If necessary, the academy will seek advice from the parents’ religious body to confirm whether the day is set apart, **please be advised that scholars are only authorised for 1 days absence for religious observance as advised by the DfE.**
- Traveller scholars travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the scholar is attending educational provision.

Re-integration following long-term absence

Where a scholar has been absent for a prolonged period, due to illness, the academy will provide support for the scholar in consultation with parents/carers and any professionals involved to ensure a successful return to the academy.

Legal Sanctions

The local authority can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

Penalty notices will be issued by the local authority for each scholar absent from the Academy.

For Example: If 3 siblings are absent from the Academy, this would result in each parent receiving 3 separate fines.

Penalty notices can be issued for the following reasons:

- **5 consecutive days of term time leave.** Penalty notice fines will be issued for term time leave of 5 or more consecutive days. Training (INSET) days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
- **10 sessions of unauthorised absence in a 10 week period.** Penalty notices will be considered when there has been 10 sessions of unauthorised absence in a 10 week period. ****Please note that there are 2 sessions with an Academy day. Therefore scholars who are persistently late after registration has closed will be considered for a penalty notice.***

First offence	The first time a penalty notice is issued a for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28days issued to and to be paid to the local authority. The fine will be reduced by the local authority to £80 per parent, per child if paid within 21 days.
Second offence (within 3 years)	The second time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28days issued to and to be paid to the local authority.
Third offence and any further offences (within 3 years)	The third time a penalty notice is issued for term time leave or irregular attendance a penalty notice will not be issued. Instead the case will be presented at the Magistrate’s court. A Magistrates fine can be up to £2500 per parent per child. Cases found to be guilty in Magistrates court can show on a future DBS certificate due to failure to safeguard a child’s education.

6. Attendance Monitoring

Attendance monitoring includes:

Daily Monitoring by the attendance team including:

- checking registers
- contacting any family that has not informed academy of their child's absence and followed set procedures
- monitoring trends

Weekly Monitoring including whole academy attendance monitoring and analysis, identifying attendance patterns and trends.

BASI meetings are used to monitor individual scholar attendance and identify scholars who need support and identify staff and targeted actions for those cases.

Individual scholar attendance is monitored to check on:

- Improvement in attendance.
- Patterns of non-attendance.
- Number of absences.
- Vulnerable scholars.
- Scholars with low attendance.

Termly Monitoring is lead by Ernulf Academy senior leaders to monitor data. This includes analysis of scholars and cohorts and identifying patterns in uses of attendance codes, days of poor attendance and from this data analysis devise specific interventions to address areas of poor attendance for individual cases / cohorts of scholars. The impact of academy wide attendance strategies is monitored termly. Analysis is then used to inform future strategies linked to the attendance action plan and Academy Improvement Plan.

Attendance data, patterns and trends are reported to Local Governance Committees and Transition Management boards half termly.

Strategies for managing persistent and severe absence from the Academy.

At Ernulf Academy is committed to ensuring all children and families understand and are aware of the importance of attendance whilst in role at the Academy.

Every minute in the Academy counts and days missed in the Academy have an impact on attainment for children. If your child is **persistently absent** is means their attendance is **below 90%**. If your child is **severely absent** is means their attendance is **below 50%**.

The Academy has a tiered approach to challenging absence and promoting good attendance please see appendix 3 for details of the Academies approach.

How many days off will make your child persistently absent?	
Half Term 1	3 ½ days off school from September until October half-term holiday will make your child persistently absent.
Half Term 1-2	7 days off school from September until the Christmas holiday will make your child persistently absent.
Half Term 1-3	10 days of absence from September until February half-term will make your child persistently absent.
Half Term 1-4	12 ½ days of absence from September until the Easter holidays will make your child persistently absent.
Half Term 1-5	15 ½ days of absence from September until May half-term will make your child persistently absent.
Half Term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child persistently absent.

7. Strategies for Promoting Attendance

To promote excellent attendance and to recognise individual and collective high attendance or improvement, Ernulf Academy uses a range of rewards and positive reinforcement strategies such as:

- Merit Points & Badges
- Golden Tickets
- Perfect Week – 100% Attendance & 0 Negatives
- Passport to Prom
- Half Termly Attendance Certificates
- Half Termly / Termly Praise Assemblies & Celebration Assemblies
- Queue jump pass for tutor groups with the best attendance.
- Annual Badges

8. Children Missing in Education

The academy will always follow up with parents/carers when scholars are not at the academy. This means we need to have a least two up to date contact numbers for parents/carers/emergency contacts. Parents should remember to update the academy as soon as possible if the numbers change.

The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from Annex A: 'Keeping Children Safe in Education' 2023 and 'Children Missing Education' 2016 to promote their safety and wellbeing.

The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.

The academy will inform the Local Authority of any scholar who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of 10 academy days or more, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

Please refer to Appendix 2 of this policy.

9. Scholars with Medical conditions or Special Educational needs and disabilities

Some scholars face greater barriers to attendance than their peers. These can include scholars who suffer from long term medical conditions or who have educational needs and disabilities. At Ernulf Academy our ambition for good regular attendance applies to all scholars.

To support scholars with medical needs, the academy will:

- Ensure the scholar has a comprehensive health care (or similar) plan which addresses medical, educational social, emotional, and mental health needs, where needed.
- Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.
- Work with Local Authorities, families, and scholars to develop support approaches and strategies for attendance for scholars with special educational needs and disabilities including access to provision outlined in the scholar's education, health, and care plan.

The academy will contact their Local Authority Education Inclusion Service when it is clear that a scholar will be away from academy for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for scholars to continue their education.

Part Time Timetables

All scholars, regardless of their circumstances, are entitled to a full-time education.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a scholar's individual needs. For example, where a medical condition prevents a scholar from attending full-time education and a part-time timetable is considered as part of a re-integration package.

- A part-time timetable will not be treated as a long-term solution.
- A part-time timetable is not to be used to manage behaviour.
- There will be an identified senior leader who is responsible for monitoring the part-time timetable.
- Part-time timetables must be supported with formal written reviews that will take place at least fortnightly and will include the scholar, parents/carers and other professionals as appropriate to ensure that they are in place for the shortest time necessary.
- In agreeing to a part-time timetable, the academy has agreed to a scholar being absent from the academy for part of the week or day and therefore must record it as authorised absence using either an X (for non-statutory attendance) or C2 code (for statutory attendance).
- If a scholar has an EHCP, the local authority should form part of the discussion to ensure that an support package can be reviewed alongside the timetable.
- All part-time timetable paperwork must be signed by a parent/carer.

10. Expectations of key staff involved in attendance

Astrea Academy Trust and Governance

- Recognise and ensure that attendance is a priority across the trust for all staff and academies embedded with policy and ethos.
- Ensure that school leaders fulfil expectations and their statutory duties in line with guidance.
- Review trust wide attendance data, discuss and challenge trends and ensure that adequate provision and support is in place to support school leaders to improve efforts for individual scholars and cohorts.
- Ensure regular training on attendance is available for academy staff.
- Ensure that effective practice is shared across Academies to drive attendance improvement.
- Understand that absence is a symptom and improving attendance for scholars is underpinned through school improvement and focus on areas such as; raising attainment, behaviour, effective responses to bullying, SEND, wellbeing and safeguarding.
- Ensuring high aspirations are maintained for all scholars within the Academy community.
- Ensuring that attendance processes are delivered effectively and consistently.
- Evaluating the effectiveness of academy process and improvement to ensure that Academies are meeting the needs of its scholars and wider community.

The Principal

- The Principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data, reporting it to the Trust and the TMB.
- The Principal will oversee and direct the academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied.
- The Principal will develop and maintain and whole academy culture that promotes the benefit of good attendance and maintains this ambition for all scholars.
- The Principal supports staff in monitoring the attendance of individual scholars, cohorts, and vulnerable groups.
- The Principal will ensure that there is a dedicated senior leader in the academy with responsibility for championing and improving attendance holding them to account.
- The Principal will determine (in collaboration with relevant senior staff) whether to authorise and proposed absences requested.

Named Senior Leader for Attendance

- Work with all attendance staff to ensure this policy is implemented consistently.
- Develop and maintain and whole academy culture that promotes the benefit of good

attendance.

- Ensure good attendance is promoted and rewarded.
- Form positive relationships with scholars and parents.
- Ensure admission and attendance registers are accurately completed.
- Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.
- Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process.
- Ensure that weekly attendance is tracked at BASI meetings and appropriate action is taken as a result.
- Ensure additional support and adjustments are made where required for scholars with additional needs.
- Make regular checks on absence notes and the reasons for absence.
- Arrange appropriate training for staff in liaison with the trust and local authority.
- Advise the Principal on any strategies that could be initiated or improved.
- Ensure that unaccounted-for absences are followed up appropriately.
- Work with staff, identified scholars and families at risk of poor attendance to understand and address reasons for absence, including any in academy barriers to attendance.
- Hold formal meetings with parents/carers where attendance is not improving.
- Will liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance.

The Attendance Team

- Monitor attendance data at academy and individual scholar level on a daily basis.
- Form positive relationships with scholars and parents.
- Report concerns regarding attendance and safeguarding to the Designated Safeguarding Lead.
- Ensure good attendance is promoted and rewarded.
- Input / check daily attendance figures and follow robustly the daily procedures for following up attendance
- Ensure admission and attendance registers are accurately completed.
- Ensure that unaccounted-for absences are followed up appropriately.
- Work with staff, identified scholars and families at risk of poor attendance to understand and address reasons for absence, including any in academy barriers to attendance.
- Arrange calls and meetings with parents to discuss attendance concerns.
- Inform parents/ carers of scholars if attendance is a concern.
- Hold informal / formal meetings with parents/ carers where attendance is not improving.
- Monitor the attendance tracker on a weekly basis and input any actions taken.
- Contact parents over scholar absence patterns where appropriate.
- Liaise with the Attendance Team regarding training needs.
- Produce attendance data / statistics for the Attendance Lead and Principal.
- Signpost and support access to multi agency services where attendance is a concern.
- Work with Education Inclusion Service to tackle persistent absence.
- Work with scholars / parents on attendance plans, strategies, and interventions to improve attendance.
- Contribute to the evaluation of academy strategies and interventions.

Office / Admin Staff

- Take calls from parents / carers about absence and record it on Bromcom in a timely manner.
- Retrieve messages from the App and record on Bromcom in a timely manner.
- Inform attendance leads for reasons of scholar absence.
- Follow first day absence procedures as outlined in the policy.
- Report concerns regarding attendance to the Designated Safeguarding Lead.
- Form positive relationships with scholars and parents/ carers.

Teaching Staff

- Record attendance daily in Bromcom, using the correct codes, and submit this information immediately at the beginning of every lesson.
- Form positive relationships with scholars and parents/carers.
- Hold regular conversations with scholars to promote attendance and identify any barriers to attendance.
- Raise any concerns regarding absence and or punctuality with the [PYL/HOY/Attendance Lead].
- Have initial conversations with parents/scholars regarding attendance concerns.
- Work with attendance/pastoral staff on interventions/adaptions for individual scholars to improve attendance.
- Report any concerns to the Safeguarding Team.

Parents / Carers

- Ensure their child attends every day the academy is open unless they are too ill to do so or have an authorised absence.
- To not arrange leave of absence during term time.
- To immediately inform the academy if their child is unable to attend including the reason for absence.
- Continue to liaise with the academy on each day of absence unless agreed otherwise by the academy.
- Wherever possible make medical appointments outside of academy hours.
- Ask the academy for support if their child is experiencing difficulties.
- Attend and meet with academy staff with regards to attendance.
- Inform the academy of any change in circumstance that may impact on their child's attendance.
- Ensure that all contact numbers held by the academy are up to date.
- Form a positive relationship with academy staff, recognising the importance of good attendance.

9 Associated Policies

This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

This Policy should be read alongside the Academy's:

- Astrea Child Protection and Safeguarding Policy
- Astrea Inclusion Policy
- Astrea Exclusion Policy
- Academy Behaviour Policy
- Anti-Bullying Policy

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
Present in the Academy		
/	Present (am)	Scholar is present at morning registration
\	Present (pm)	Scholar is present at afternoon registration
L	Late arrival	Scholar arrives late before register has closed
Attending a place other than the Academy		
K	Off-site educational activity	Scholar is at a supervised off-site educational activity arranged for by the local authority
B	Off-site educational activity	Scholar is at a supervised off-site educational activity approved by the academy
D	Dual registered	Scholar is attending a session at another setting where they are also registered
P	Sporting activity	Scholar is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Scholar is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Scholar is on a work experience placement

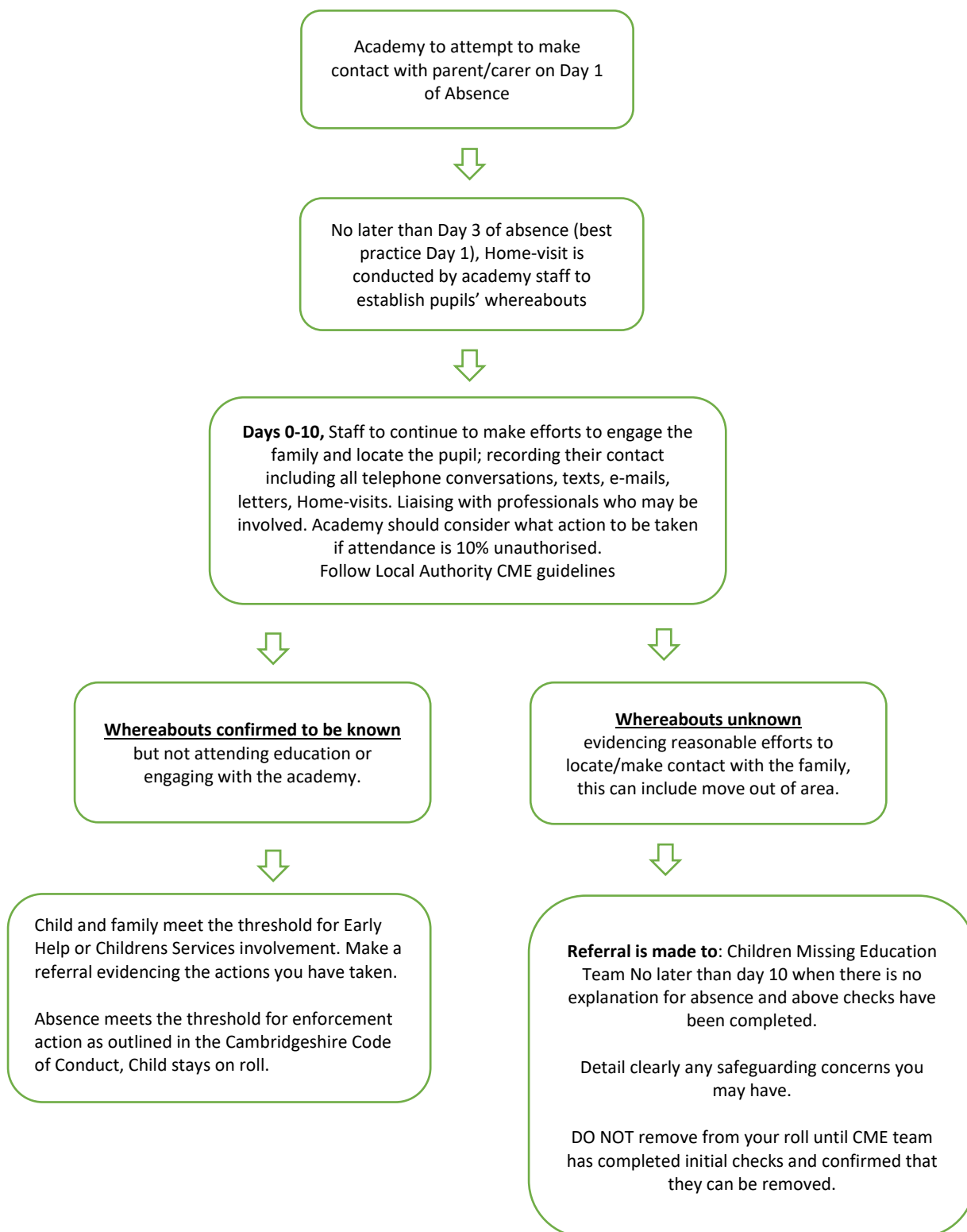
Authorised absence		
C	Authorised leave of absence	Scholar has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence for the purpose of participating in a regulated performance OR undertaking regulated employment abroad.	Scholar has been granted a leave of absence where a license has been issued by the local authority for where a BOPA has been issued by the local authority for activities such as: theatre or television, such as acting in films and commercials, paid or professional sport and/or modelling.
C2	Authorised absence as part of a planned part-time timetable	Where a scholar is accessing a part time timetable sitting alongside the present mark in line with the planned timings of the day for that individual.
E	Excluded / Suspended	Scholar has been suspended/ excluded but no alternative provision has been made
I	Illness	Academy has been notified that a scholar will be absent due to illness (not medical or dental appointment)

J1	Attending an interview for another educational establishment or employment.	Attending a job interview or a meeting at another Academy / College for reasons such as in year transfer.
M	Medical/dental appointment	Scholar is at a medical or dental appointment
R	Religious observance	Scholar is taking part in a day of religious observance
S	Study leave	Year 11 scholar is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Scholar from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Scholar is on a holiday that was not approved by the academy
N	Reason not provided	Scholar 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 within 5 school days)
O	Unauthorised absence	No reason for absence established or the academy is not satisfied that the reason is an authorised absence
U	Arrival after registration	Scholar arrived at academy after the register closed

Codes that do not affect Academy attendance		
Q	Unable to attend due to lack of access arrangements	Scholar is unable to attend as access arrangements are not in place such as; transport and aides for scholars with disabilities.
X	Not required to be in academy	Scholar of non-compulsory academy age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	If a scholar is not within walking distance (3miles) and transport too / from the academy is not available as it normally would be.
Y2	Unable to attend due to widespread travel disruption	Caused by local, national or international emergency.
Y3	Unable to attend due to part of the Academy premises being closed.	If the Academy cannot safely accommodate all year groups.
Y4	Unable to attend due to the whole site being unexpectedly closed.	Adverse weather such as flooding or snow.

Y5	Unable to attend due to criminal justice detention.	If the scholar is unable to attend due to being in police detention, remanded in youth custody or has been detained.
Y6	Unable to attend in accordance with public health guidance or law	For instances where guidance is issued to stop the transmission or instances of infection or disease.
Y7	Unable to attend because of any other avoidable cause	Where an emergency has prevented the scholar (not the parent) from attending the Academy. Such as; completing community service.
Z	Scholar not on admission register	Register set up but scholar has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

Appendix 2: Children Missing in Education Flowchart



ATTENDANCE STAGES

September 2024-25



Universal contact/conversation:

- Daily absence calls / texts
- Attendance must be discussed in every professional meeting
- Attendance must be discussed during every meeting with a parent
- Where possible parents / professionals are shown/handed a copy of the absence certificate the scholar/family.
- Absence conversations with every scholar where there has been an absence from the Academy.

Stage 1

Aim of this stage: Early intervention to advise parents / scholars that attendance has started to drop.

- Targeted attendance team phone call home to parents
- Targeted attendance team conversation with the scholar
- **Letter 1** sent to parents

Stage 2

Aim of this stage: Early intervention to advise parents / scholars that attendance is now raising concern. Capture and record scholar voice.

- **Letter 2** is issued within 3 working days by the attendance & admin assistant including a copy of the scholar's attendance certificate. Comments for absence must be included in this.
- Targeted meeting with the Scholar and attendance officer regarding absence. Scholar must be given a copy of their attendance certificate / notes are taken and scholar voice is recorded.
- Appropriate targets are put in place and an agreed monitoring period is documented.

Stage 3 **when parents do not attend this may lead to a re-invite to the stage 3 meeting.*

Aim of this stage: Triggers the formal stage of attendance intervention have now started. Continued scholar voice and attempts to remove any barriers to attendance and punctuality.

- **Letter 3** is issued within 3 working days by the attendance & admin assistant including a copy of the scholar's attendance certificate. Comments for absence must be included in this.
- **Formal In School Attendance Panel** with Attendance & Welfare Manager. Scholars are to be present during this meeting.
- Notes from the call are recorded, targets set and minutes sent out to parents following this call to document the conversation.
- **All absence from this point is now unauthorised unless valid medical documentation is submitted by the parent/carer for individual absences**

Stage 4

Aim of this stage: Referral to Cambridgeshire County Council

- **Letter 4** is issued within 3 working days by the Attendance Manager including a copy of the scholar's attendance certificate. Comments for absence must be included in this.
- **Monitoring dates are agreed and highlighted on the letter.**
- Notes from the meeting are formally recorded and minutes sent out to parents following this meeting.
- Meetings must take place regardless of whether parents attend.
- **All absence continues to be unauthorised unless valid medical documentation is submitted by the parent/carer for individual absences**
- If a family take an unauthorised holiday the holiday fine is NOT to be submitted unless attendance starts to improve.