

Attendance Policy

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1. Aim

Lymm High School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

This document is supported by our policies on safeguarding, bullying, and behaviour.

2. Legal framework

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 Governing body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or giving the attendance champion authority to do so

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Hayley Jennings who can be contacted via hjennings@lymmhigh.org.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Collecting messages from Class Charts each day and record reasons for absences on Class Charts
- Speaking with parents/ carers regarding absences and direct calls to Heads of Year / Pastoral Managers where appropriate, in order to provide them with more detailed support on attendance
- Monitoring and analysing attendance data (see section 8)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with the local authority attendance officer to tackle persistent absence
- Advising the headteacher and authorised by the headteacher to issue fixed-penalty notices

The lead attendance officer is Leanne Mitchell who can be contacted via 01925 755 458.

3.5 Class Teachers / Form tutors

Registers are taken on Class Charts each morning by the form tutor and in each lesson by class teachers, see Appendix 1 for the codes used. The afternoon session mark will come from a pupil's Period 4 lesson.

3.6 Parents/ Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends school every day on time
- Report absences on Class Charts by 8am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Use Class Charts to regularly (at least twice per half term) view their child's attendance
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Do not take their children out of school for holidays during term time
- Seek support, where necessary, for maintaining good attendance, by contacting your child's Head of Year / Pastoral Manager via the school office

3.7 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled lesson, on time
- Speak to their form tutor or another member of staff if they are experiencing difficulties at school or home which may impact on their attendance

4. Attendance register

We will keep an electronic attendance register via Class Charts during form time and for each subsequent lesson.

It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil 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.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
- The school day starts at 8:25am and ends at 3:10pm.
- Pupils must arrive in school by 8:20am on each school day.
- The register for the AM session will be taken at 8:25am and will be kept open until 8:55am.
The register for the PM session will be taken at 12:15pm and will be kept open until 12:45pm.

4.1 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8am or as soon as practically possible. All absences should be reported on Class Charts.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily and will not expect families to approach GPs or medical professionals purely for the purpose of acquiring evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.2 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school, via Class Charts, in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary, it is not usually necessary for pupils to miss an entire day of school for a medical appointment.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

4.3 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L code)
- After the register has closed will be marked as absent, using the appropriate code (U code)

Pupils who arrive late to school and/or a lesson, will be given a lunchtime detention. Repeated lateness will result in additional intervention e.g. Form Tutor or Head of Year Report.

4.4 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or contact the police should there be concerns regarding a child's safety
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the local authority attendance team
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with we will consider legal intervention e.g. fast track to prosecution.

4.5 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.6 above) about their child's attendance and absence levels which can be viewed daily via the Class Charts app. Attendance and absences rates will also be reported on progress reports throughout the year.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' to be personal circumstances that are out of the control of the parent / child that the parent / child could not have reasonably prevented.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. Requests must be made in writing to the Headteacher who may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.1 and 4.2 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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 school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 School Support Systems and Legal Intervention

To support attendance Lymm High School will work together with pupils and parents. We will do this by building trusting relationships, identifying barriers to attendance and using appropriate attendance interventions. We will make use of the full range of potential sanctions, including, but not limited to those listed below, to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Attendance Contracts

This is a formal written agreement between a parent and either the school or the local authority to address irregular attendance at school or alternative provision. This is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. This is not a punitive tool, and it is intended to provide support and offer an alternative to prosecution.

Attendance contracts will involve a meeting with parents and the child to explain why using one would be beneficial in the family's circumstances. The meeting will also address underlying issues and how the school can support regular attendance. Each contract will set out the duration this will be in place for, usually between 3 and 12 months. A copy of the attendance contract will be provided to all parties. If the contract is not complied with, it may be terminated and another course of action pursued.

Attendance Prosecution

Parents are guilty of an offence if a child of compulsory school age fails to attend regularly at a school at which they are registered. In such cases they can be prosecuted by the local authority. Prosecution is used as a 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.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by

issuing a penalty notice. If we issue a penalty notice, we will check with the local authority before doing so and send them a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

We will work closely with Warrington Borough Council and their attendance team before issuing Fixed Penalty Notices.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- o Details of the pupil's attendance record and of the offences
- o The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- o Details of the support provided so far
- o Opportunities for further support, or to access previously provided support that was not engaged with
- o A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- o A clear timeframe of between 3 and 6 weeks for the improvement period

- o The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Regular attendance to school is recognised using a variety of rewards, not limited to but including, whole tutor group prizes, individual prize draws for top and improved attendance and certificates in assemblies.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

For students with complex barriers to attendance we will work in partnership with parents /carers to build trusting relationships, identify barriers and needs. We will work collaboratively with our SEND team and where necessary alongside external agencies to formulate an individualised support plan to improve attendance.

7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Students returning to school after a lengthy or unavoidable period of absence will in the first instance, be supported by their Pastoral Manager and Head of Year. We will work with each child on a case by case basis and ensure personalised support is provided in line with the identified needs. This is likely to include packs of work for the child to complete, support from their class teacher and pastoral support.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be 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.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions see Appendix 2 School Support Systems

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum each year by the Attendance Champion. At every review, the policy will be approved by the Staff & Student Wellbeing Committee.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1 - Attendance Codes

Code	Description / Statistical purposes	DfE description/Explanation
Attending the school		
/	Present AM / Attending	Present AM
\	Present PM / Attending	Present PM
L	Late before registers closed / Attending	Late before registers closed marked as present.
Attending a place other than the school		
K	Alternative provision provided by LA / Attending an approved educational activity	Attending education provision arranged by the local authority.
V	Attending an educational trip or visit / Attending an approved educational activity	Approved Education Activity as pupil is away on an educational visit or trip
P	Participating in a sporting activity / Attending an approved educational activity	Approved Education Activity as pupil is attending an approved sporting activity
W	Attending work experience / Attending an approved educational activity	Approve education activity as pupil is attending work experience
B	Educated off site (not dual reg) / Attending an approved educational activity	Attending any other approved education activity that is not a sporting activity or work experience.
D	Dual Registration at another school / Not a possible attendance	Dual Registration (at another establishment) - not counted in possible attendances.
Absent - leave of absence		
C1	Leave of absence - regulated performance or undertaking regulated employment abroad / Authorised absence	Leave of absence for the purpose of participating in a regulated performance or undertaking Regulated employment abroad.
M	Medical / Dental appointment / Authorised absence	Authorised absence due to medical/ dental appointment
J1	Interview / Authorised absence	Leave of absence for purposed of attending an interview for employment or for admission to another educational institution
S	Study Leave / Authorised absence	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age absence / not a possible attendance	Non-compulsory school age, absence not counted in possible attendances
C2	Leave of absence temporary part timetable / Authorised absence	Leave of absence for a compulsory school-age pupil subject to a part time timetable
C	Other Authorised Circumstances / Authorised absence	Leave of absence for exceptional circumstance
Absent – other authorised reasons		
T	Traveler absence / Authorised absence	Parent travelling for occupational purposes
R	Religious observance / Authorised absence	A pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)
I	Illness / Authorised absence	Unable to attend due to illness (both physical and mental health related)

E	Suspended or permanently excluded and no alternative provision made / authorised absence	Authorised absence as pupil is excluded, with no alternative provision made
Absent – unable to attend school because of unavoidable cause		
Q	Unable to attend due to lack of LA access arrangements / not a possible attendance	Unable to attend the school because of lack of access arrangements
Y1	Unable to attend - Transport not available / not a possible attendance	Unable to attend due to transport normally provided not being available
Y2	Unable to attend - Widespread travel emergency / not a possible attendance	Unable to attend due to widespread disruption to travel
Y3	Unable to attend. Unavoidable partial closure / not a possible attendance	Unable to attend due to part of the school premises being closed
Y4	Unable to attend. Unavoidable full closure / not a possible attendance	Unable to attend due to the whole school being unexpectedly closed
Y5	Unable to attend. Detention sentence / not a possible attendance	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend, public health guidance / law / not a possible attendance	Unable to attend in accordance with the public health guidance or law
Y7	Unable to attend, unavoidable other than Y1/Y6 / not a possible attendance	Unable to attend because of any other avoidable cause
Absent – unauthorised absence		
G	Family holiday not agreed / unauthorised absence	Unauthorised absence as pupil is on a family holiday, not agreed or is taking days in excess of the agreed family holiday
N	No reason yet provided for absence / unauthorised absence	Unauthorised option absence as pupil missed session for a reason that has not yet been provided
O	Unauthorised absence	An authorised absence as pupil missed session for an authorised absence not covered by any other code or description
U	Late after registration closed / unauthorised absence	Unauthorised absence as pupil arrived after registers closed
Administrative codes		
Z	People not on roll.	Pupil not yet on role, not counted in possible attendances
#	Planned whole -school closure	Planned whole school closure.

Appendix 2: Attendance Escalation Procedures

Stage	Percentage / number of absences	Attendance action	Person responsible
No stage	96% + attendance	<ul style="list-style-type: none"> Tutor level monitoring and intervention. <ul style="list-style-type: none"> Attendance improves – no further action, rewards will apply Attendance does not improve – progress to Pre-stage 	Form tutor
Pre-stage – Initial attendance concern	94-95.9% or 4 unauthorised / sporadic absences, 7 days of illness	<ul style="list-style-type: none"> Pre- stage letter and attendance certificate sent home, (<i>PSM supportive conversation with student, where this links to illness PSM to speak with family and offer referral to school nurse with parental permission</i>) <ul style="list-style-type: none"> Attendance improves – monitoring continues Attendance does not improve over a two-week period – progress to Stage 1 	Attendance officer PSM Supportive conversation
Stage 1	92%-93.9% or 6-8 unauthorised absences, 10 sessions (5 days) within 10 weeks, 15 days of illness	<ul style="list-style-type: none"> Stage 1 letter and attendance certificate sent home, (<i>HOY conversation with student</i>) The local authority will be informed when a pupil has, or will, miss 15 days of school due to illness. HOY will also speak to the student and the family to offer support / referral to the school nurse. <ul style="list-style-type: none"> Attendance improves – monitoring continues, rewards will apply for improved attendance Attendance does not improve over a two-week period – progress to Stage 2 	Attendance officer HOY supportive conversation
Stage 2	90-91.9%	<ul style="list-style-type: none"> Stage 2 letter and attendance certificate sent home – meeting arranged with AO/HOY/PSM; action plan completed <ul style="list-style-type: none"> Attendance improves – monitoring continues, rewards will apply for improved attendance Attendance does not improve over a four-week period– progress to Stage 3 	Attendance officer, HOY/PSM
Stage 3	Below 90%	<ul style="list-style-type: none"> Attendance officer and HOY will decide whether a referral to the local authority attendance team is appropriate. If deemed appropriate, the LA will send a letter and attendance certificate inviting parent in for a meeting with school's attendance officer and a representative from the LA. Following the meeting an action plan and a monitoring period will be agreed <ul style="list-style-type: none"> Attendance improves – monitoring continues Attendance does not improve – may lead to Fast Track Prosecution 	Attendance officer LA attendance team representative

* At each attendance stage, the central focus is on identifying barriers to regular attendance and putting in place the appropriate support. The actions suggested above will be used as a guide to support our pupils and their families and may include referrals to our school nurse, mental health team, Early Help and/or the local authority attendance team.