



ATTENDANCE POLICY

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0.1 Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
1.0	1	Added reason for authorised absence
1.0	2	Added ways that the school promot outstanding attendance
1.0	3	Added additional linked legislation
1.0	4	Appendix 1 moved to section 4 Added governing body responsibilities Changed SLT Lead to Senior attendance champion Added section on class teachers/form teachers responsibilities Added section on parent responsibilities Added staff contacts for attendance
1.0	5	Changed section to reflect current guidance
1.0	10	Changed SIMS to Arbor
1.0	11	Added section on logistics and processes (primary) Added section leave of absence Added section Illness and healthcare appointments Added section performance and activities including paid work Added section religious oversvance Added section SEND and health related absences
1.0	14	Updated coding table
1.0	16	Removed section reporting cycles Added section monitoring and analysing absence
1.0	18	Added section Legal Intervention
1.0	19	Moved punctuality section from appendices to 19 and made more concise
1.0	20.	Moved school trips from appendices to 20. Removed table and added clarification on register logistics for trips
1.0	21	Removed assembly registers section Removed Attendance tracker section
1.0	22	Removed primary school specific section
1.0	Appendix 6	Removed home visit record sheet
1.0	Appendix 4	Updated latest Tower Hamlets fixed penalty notice guidance
	Appendix 6	Added Primary school intervention flowchart

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1. Definitions

The “Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A “School” refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a ‘school’ may span one or several phases of education to the individual academies within the Trust. Depending on the context the term “School” may refer to a singular academy or to all of the academies within the Trust but as separate entities.

The “Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

A “Parent” includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A “Pupil” includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

The “Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Headteacher or Principal.

An “absence” is defined as arrival at school after the register has closed or not attending the school for any reason.

Sessions

Every half-day absence from school has to be classified by the school (not by the parent/carers), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a ‘session’.

Authorised Absences

Authorised Absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies, religious or cultural observances for which the school has granted leave in advance or other unavoidable cause.

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given.

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2. Policy Aims and Ethos

St Paul's Way Primary/Secondary School is committed to providing transformational educational opportunities for all children. As a school we strive to be the best place to learn in, the best place to work in and the best place to partner with. In order to do so, we have established a culture of excellent pupil attendance with clear Through-School systems to promote outstanding attendance.

This policy aims to:

- Provide a clear framework for all stakeholders with regard to promoting outstanding attendance
- Promote children's welfare and safeguarding
- Ensure every pupil has access to the full-time education to which they are entitled
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Support the core values of the school to ensure that our pupils develop into St Paul's Way Graduates and global citizens
- Identify responsibilities of key stakeholders in securing exceptional quality of provision for all of our pupils.

Promoting Outstanding Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff at St Pauls Way Primary/Secondary School. To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance
- Build strong relationships with families to overcome barriers to attendance
- Ensure this attendance policy is clear and easily understood by staff, pupils and parents
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require more support

In addition to this the school uses several cultural platforms to promote the benefits of high attendance with both students & parents including:

- Home/school agreement
- Attendance display board
- End of term letters
- Weekly centralized text messages
- Half termly parent forums

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- Workshops for parents
- Individual conversations with new staff members
- Induction meetings for all new starters
- Information evenings eg; Y7 settling in, Y11 parents information evening
- Transition events – Reception & Year 7 etc
- Taster days
- One to one parent meetings
- Parent information sessions
- Meet & greet at entrance to school
- Tuesday morning line ups including celebration of top attending form classes
- Assemblies including half termly celebration assemblies
- Half termly tutor group competition leading to reward trips
- Attendance badges
- Tutor time.

3. Links to Legislation and Guidance Documents

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

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Equality Act 2010
- DfE (2024) 'Working Together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

4. Roles and Responsibilities

The governing board has overall responsibility to:

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- Monitor the implementation of this policy and all relevant procedures across the school
- Promote the importance of good attendance through the school's ethos and policies
- Arrange attendance training for all relevant staff that is appropriate to their role
- Work with the SLT to set goals for attendance and providing support and challenge around delivery against those goals
- Regularly review attendance data
- Sharing effective practice on attendance management and improvement across schools
- Ensure 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.
- Handle complaints regarding this policy as outlined in the school's Complaints Procedures Policy
- Have regard to KCSIE when making arrangements to safeguard and promote the welfare of children
- Ensure there is a Children Missing Education Policy in place and that this is regularly reviewed and updated
- Ensure school staff receive adequate training on attendance.

Senior Attendance Champion

1. Design, have oversight, evaluate attendance and punctuality systems detailed in the attendance policy. Key areas include:
 - Attendance tracker
 - AWA
 - Lates detention system
 - SAC roles and responsibilities via YTLs
 - Weekly meetings with Attendance Officer/Attendance Manager
 - Data Roles and responsibilities.
2. To provide half termly report summaries on attendance and punctuality data.
3. To report to governors and the executive team re: attendance and punctuality
4. Fortnightly/Weekly line management meetings with Attendance Manager and Attendance Officer.
5. To source or provide relevant CPD for stakeholders involved in the attendance and punctuality systems.
6. Hold termly meetings with parents whose attendance is 95% or less
7. Organise half termly attendance and punctuality reward trips
8. Recognise when PA pupils attendance significantly improves by sending home a celebration letter
9. Lead and organise attendance weekly celebration assemblies
10. Ensure all stakeholders are fulfilling their roles and responsibilities in line with the attendance policy
11. Strategically lead attendance to ensure that the whole school attendance target is met
12. Ensure that all parents are aware of the school's attendance expectations and procedures.

Attendance Officers

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Daily -

- Access emails and answer any requests/ queries
- Input absence messages on Arbor from email/ answer phone
- Support lates policy by:
- Providing stamps in student planners/day sheets
- Supervising extreme lates
- Supporting in staff absence with data entry (secondary only)
- Listen to absent messages from voicemail and input absence codes
- Update O codes with Absent box
- Input paper registers and input registration marks
- Organise data ready for SAC Attendance Tracker meetings
- Support Attendance Administrator with Home Visit allocation
- Conduct Attendance Tracker meetings with SAC s for years 7-11 (see weekly tasks)
- Complete relevant actions from tracker meetings:
- Letter circulation
- Parental meetings
- AWA actions
- Coordinate AWA actions and ensure record of actions is accurate on Attendance Tracker.
- Conduct home visits if more than 3-day absences or attendance concern with relevant staff members
- Meet with Focus group students and update their attendance weekly in their planners. (Secondary only)
- Mentor caseload given by Attendance Manager
- Follow up from SAC meetings.
- Review codes and ensure accuracy.

Weekly/Fortnightly:

- Meet with parents regarding PA
- Phone call home to parents regarding attendance queries
- Provide 1st, 2nd, 3rd, 4th warning letters to admin as detailed in the tracker actions.
- Write 1st and 2nd warning letters to parents for punctuality- Secondary and Primary
- Meet with SLT lead for Attendance weekly to discuss attendance and punctuality strategy.
- Implement actions from strategy meeting with SLT lead for Attendance
- Meet with AWA and discuss PA and actions required
- Send O code text message to parents
- Review O codes and where possible account for absence.
- Complete weekly overview statistics for SLT briefing(Secondary)/ all staff (Primary).

End of Every Half Term:

- File all extended leave forms to relevant pupil file
- Send letters to all students who have improved their attendance

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- Send letters to focus group students
- General tidy of workstation
- Update attendance board (Secondary)
- Ensure all attendance codes are up to date and accurate.
- Update PA user defined groups on SIMs
- Ongoing caseload reporting
- Monitor extended leave once returning from half term ensure all students have returned safely and update tracker
- Send emails to YTLs/primary to complete AWA referrals for Fixed Penalty Notices
- Attach attendance records for FPN referrals.

ADHOC:

- Completing eEha and present to SIP for students who will be off school due to medical reasons or other special circumstances.
- Complete extended leave forms with parents/carers as and when required
- Attend TAC meetings/lead TAC meetings for students with attendance/safeguarding issues
- Reintegration plan for students with long term absences as and when required
- Off roll students with appropriate evidence so attendance is accurate and update spreadsheet
- Have a general overview of students whose attendance is below 90% and those with long term health issues.
- Send CTF; Attendance Return to Local Authority
- Work closely with the safeguarding team to offer support
- Update AWA folder
- Update PA folder
- Monitor patterns of absences.
- Complete and support relevant CPD.

SAC (Student Achievement Coordinator) Roles and Responsibilities (Secondary)

Period 1 – Unplanned Absence

- 1) Action extreme lates
- 2) Complete attendance calls. See below:
 - Absence list generated by SIMs registers.
 - SAC completes phone calls for as many students as possible starting with vulnerable student's period 1:
 - All primary and secondary contacts in the home to be attempted.
 - Voicemail red flag on SIMs if no contact made.
 - SAC finishes all calls at the end of period 1

Class teacher/ form tutors:

- Ensure that the school registers are taken accurately and within the specified period
- Support and build a culture of 100% attendance for all pupils in their class

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- Highlight any children that are absent for two consecutive days to the Family Liaison Officer/attendance officer
- Follow this attendance policy
- Use professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

Admin team (primary)

- Make first day absence phone calls
- Inform the Family Liaison Officer if pupils are absent for three consecutive days with no explanation or contact from parents
- Ensure that parents provide medical evidence when a pupil returns from an authorised absence for illness

Pastoral Coordinator (primary)

- Carry out home visits on the third consecutive day of absence with no explanation or contact from parents
- Send home 'catch up' work if children are absent for more than three days
- Inform the Secondary and Primary School Attendance Office if a pupils have an unauthorised absence from school for three days or more
- Hold parental workshops in conjunction with SLT.

School Attendance Officer to:

- Inform the Tower Hamlets Attendance and Welfare Officer if a pupil an unauthorised absence from school for three consecutive days or more
- Initiate the process of fining parents if a pupil has an unauthorised absence from school for three consecutive days or more
- Inform the School nurse if a pupil has an illness which results in the pupil being absent for one week
- Inform the LA of any pupil being deleted from the admission and attendance registers
- Analysing attendance data and identifying areas of intervention and improvement.

Parents to:

- Provide accurate and up-to-date contact details
- Provide the school with more than one emergency contact number
- Update the school if their details change
- Ensure attendance of their child/children at school
- Proactively engage with any attendance support offered by the school and /or the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Request leave of absence only in exceptional circumstances, and in advance if possible
- Book medical appointments outside of school hours where possible
- Follow any family-based support implemented by the school to improve attendance.

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Secondary attendance contacts		
Senior attendance champion	Owen Williams	Owilliams@spwt.net
Attendance officers	Jalal Ahmed	jalalahmed@spwt.net
Student achievement coordinators	Samuel Ahmed Halima Abdur-Rahman Shojib Ali Alfonso Gonzalez Sonia Marquis	mohammedahmed@spwt.net habdurrahman.211@spwt.net shassanali@spwt.net agonzalez16.211@spwt.net smarquis@spwt.net

Primary attendance contacts		
Senior attendance champion	David Ash	primaryadmin@spwt.net
Attendance officers	Naznin Begum	primaryadmin@spwt.net
Pastoral Support Officers	Tanisha Rahman	primaryadmin@spwt.net

5. School Attendance and the Law

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 to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

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.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

6. Unauthorised Absence

Unauthorised absence includes, however is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the Headteacher, may result in school applying to the local authority to issue a penalty notice or if you

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have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority

- Day trips
- Other leave of absence in term time which has not been agreed.

7. Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's full support and cooperation to tackle this. All the names of students whose attendance is 90% and below are shared ½ termly with the Local Authority. This is so they can be tracked and monitored. It is the responsibility of the Attendance Officer to do this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark, or is at risk of moving towards that mark, we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

St Paul's Way works to ensure that every opportunity to minimise the rate of persistent absence is taken. The school will look to work rigorously with any student who is persistently absent and their family to ensure that any barriers to the student's attendance are challenged and wherever possible overcome. The school employs a series of regularly monitored strategies developed specifically for students who are persistently absent.

All our PA pupils and their parents are subject to a school-based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date. It is the responsibility of the Attendance Officer to chair these meetings and follow up on actions. See Appendices for reference to AWA actions.

The school expects that any student who has been absent from school, for more than two weeks where possible has a reintegration meeting with the SAC and Attendance Officer (Secondary) or the Pastoral team (Primary). The purpose of this meeting is to ensure smooth reintegration into lessons and any relevant pastoral support. In this meeting a plan will be agreed to maintain attendance moving forward.

8. School and National Attendance Targets

The school attendance target of all compulsory school age students for the 2024/2025 and 2025-2026 academic year is 96%, in line with national targets. The school will also set this as a target for non-compulsory age students i.e. the nursery school students and the sixth form students as part of the

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school's commitment to ensuring that all students are prepared to contribute positively in their next stage of school or post school career.

9. Attendance Registers

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark 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.

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

10. Classroom Registers

Classroom Registers

The school uses Arbor to keep attendance registers to ensure that they are as accurate as possible and can be easily analysed.

The attendance sessions will be marked during an AM and PM session; at 9.00am and then again at 12:40 (KS3), 13:15 (KS4) or 13:30 (Primary School).

The attendance register will be taken by the Classroom teacher or an appointed member of staff (both) to record whether the student was;

- Present (/ or \)
- Absent (N).

It is the responsibility of the member of staff to ensure that the register is completed within the session using Arbor. They are responsible for the accuracy of these registers.

If the student is marked as absent then a range of codes can be used by the Attendance Team to provide more detail regarding the reason for absence (if known)

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It is the responsibility of the Classroom Teacher in the first instance to ensure all codes used for reporting are correct. The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. See the codes used in section 12.

11. Reporting Absences

Absence Procedures

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before *8.30am*. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before *8.30am*
- Ensure that your child returns to school as soon as possible and you provide any medical evidence if requested to support the absence.

If Your child is Absent We Will:

- Telephone you on the first day of absence if we have not heard from you however it is your responsibility to contact us
- If we have not heard from you by 9.30 am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.
- If we still have not been able to ascertain where your child is then we may make a home visit.
- However, if we still haven't been able to get a response then we may report it to the police as your child will then be classed as a 'missing child'
- If your child's attendance is below *95%*, we may write to you, send you a reminder text or invite you in to school to discuss the situation with our School Attendance Welfare Officer or a member of SLT

Logistics and Processes (Primary)

1. The school gates will open at 8:45 am
2. Children go straight to their classrooms ready for the class register
3. 8:55am, the large gates will be closed, and children are officially 'late'. A member of SLT will issue children with a 'red late card' to give to their class teacher.
4. Class teacher's record any children who have handed in a 'red late card' with a code 'L' when completing the register
5. 9:00am – the school gates will close. Any families arriving after this time will need to walk around to the main reception and will be recorded as Late.

Logistics and Processes (Secondary)

1. The school gates will open at 8:40am and close at 8:50am
2. Children go to their line up zones and meet their teacher before being walked to their classroom where the register is taken

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3. Any student entering after 8:51am will enter via the school's attendance office entrance and will be marked present by the attendance officer and receive a 1-hour lateness to class central reflection.
4. Any student who arrives after 9:00am will also be marked as a 'L' on the register.

Planned Absence

If a student is going to be absent due to a known event (for term time holidays, please see below) then it is the responsibility of the guardian to inform the school in advance of the absence so that appropriate work can be gathered and set to help ensure that the impact of the absence is minimised. The advanced notice may be in the form of a written letter to the school, a signed note in the student's planner, a phone conversation or in person with a member of the school staff. This information must be passed to the Attendance Team in the absence box. In the likelihood that the absence will be for an extended period it is the responsibility of the Year Team to organise, through subject teachers, relevant work to be collected and given to the student in advance of the absence. Additional tuition can be coordinated through the attendance team.

Extended or repeated absences may result in the issue of a Fixed Penalty Notice (FPN). Please see Appendix 11 -14 for further details regarding the criteria and process for Tower Hamlets. It is the responsibility of the Attendance Officer to process and pursue FPN. All FPN records are to be recorded in the Attendance Tracker.

Accuracy of Attendance Codes

All registers on Arbor for the week must be accurate by 4.00pm on Friday. It is the responsibility of the SAC and the Attendance Team to work together as detailed in the unplanned absence section to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes. On the final day of each half term the Data Team is responsible for refreshing all data in the Attendance Tracker for the half term using the latest export from Arbor. This is to ensure validity of data in the tracker accounting for individual changes that may have been made.

Unplanned Absence

In the event of an unplanned absence (e.g. illness) a student's guardian must phone the school to inform them of the absence prior to the start of the school day.

The number to report a student absence depends upon the phase that the student is in:

- Primary - 0207 987 1883 extension 801
- Secondary - 0207 987 1883 extension 106
- Sixth Form - 0207 987 1883 extension 503.

If a member of staff is unable to take the call a message should be left on the answer service stating the name of the student, the form group and a detailed reason for the absence.

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If no call is received from a carer, then the Attendance and Pastoral team's are responsible for following up on absence and ensuring the accuracy of codes. See relevant Appendices. Systems and protocols for unplanned absence can be seen in Appendices and the relevant staff appendices.

Absence may result in a home visit being made by members of the school team (see appendices).

It is the school's policy, through reasonable means at its disposal, to ensure that all unauthorised codes (O) are assigned a detailed reason code.

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal.

Leave of Absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

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Illness and Healthcare Appointments

Parents will be expected to make medical or dental appointments outside of school hours, wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and Activities, Including Paid Work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious Observance

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

If necessary, the school may seek advice from the religious body in question to confirm that the day is set apart for religious observation. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion.

SEND- and Health-Related Absences

The school recognises that pupils 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 pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

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Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days
- Provide the LA with information about the pupil's needs, capabilities and programme of work
- Help the pupil reintegrate at school when they return
- Make sure the pupil is kept informed about school events and clubs
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments
- Incorporating a pastoral support plan
- Identifying pupils' unmet needs through the Common Assessment Framework
- Using an internal or external specialist
- Enabling a pupil to have a reduced timetable for a limited period of time, to support their transition to full time attendance
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes
- Phased returns to school where there has been a long absence
- Small group work or on-to-one lessons
- Tailored support to meet their individual needs.

12. Holiday Requests

It is the policy of the school, in line with that of the local authority, that only in exceptional circumstances can term time holidays be authorised (see appendices).

If a term time holiday is taken, then the school requires evidence of the holiday including;

1. A completed application form (appendices) from the parent / carer explaining the reason for the absence (A copy is available from the website as a separate document)
2. A copy of the return tickets that show the student's full name and the dates of the flights
3. A copy of the student's passport.

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Photocopies of the documentation will be taken and stored on the student's file. This should all be provided in advance of any trip being taken. Failure to do so may put the student's place at the school in jeopardy. When a holiday results in an extended absence a Fixed Penalty Notice (FPN) may be issued. Please see Appendices for further details regarding the criteria and process for Tower Hamlets.

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

It is a rule of St Paul's Way Primary School/Secondary that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance.

13. Long Term Absences

If a student is expected to be absent for a prolonged period, defined as one week or more, authorised on medical grounds, it is the responsibility of the SAC (secondary) or classroom teacher (primary) to organise relevant work to be collected and given to the student.

The expectation is that the work will be collected by a nominated person selected by the student's family from the school wherever possible. In the event that this is not possible the school will make provision to have the work sent to the student's home address.

The expectation is that the work will either be returned in advance of the student's return in the case of sustained absence or when the student returns to school. The work will then be marked by the student's subject teachers.

The school follows the Child Missing from Education Statutory Guidance.

14. Guidance on Coding

Table 2: Key to Attendance Codes

Code	Present marks	Code	Authorised Absence
/	Present for morning session	C1	Participating in a regulated performance
\	Present for afternoon session	M	Attending medical or dental appointment

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L	Late arrival	J1	Attending an interview for employment or admission
K	Attending education provision arranged by LA	S	Study leave
V	Attending an educational visit or trip	X	Non-compulsory school age not required to attend
P	Participating in a sporting activity	C2	Part time timetable
W	Attending work experience	C	Exceptional circumstances
B	Attending any other approved educational activity	T	Parent travelling for occupational purposes
D	Dual registered at another school	R	Religious observation
		I	Illness
Code	Statistical use	E	Suspension and no alternative provision made
Z	Not on admission register		
#	Planned school closure	Code	Unauthorised Absence
Q	Unable to attend because of a lack of access arrangements	G	Holiday not granted by the school
Y1	Unable to attend due to transport provided not being available	N	Reason not established yet
Y2	Unable to attend due to widespread disruption to travel	O	Other or unknown circumstances
Y3	Unable to attend due to part of school premises being closed	U	Arrived at school after registration closed
Y4	Unable to attend due to while school site being unexpectedly closed		
Y5	Unable to attend as pupil is in criminal justice detention		
Y6	Unable to attend in according with public health guidance		
Y7	Unable to attend because of any other unavoidable cause		

Student coding is based on communication with parents and carers. The means of communication can include:

Absence line (Parent initiates communication)

Absence Box (Parent initiates communication)

SAC/Attendance administrator/Attendance Officer/Attendance Welfare Advisor (AWA) phone call

Home visit

To ensure legitimacy of codes and to provide robust forms of accountability for absence students with attendance of 92% and below parents/carers will be expected to provide evidence for the absence, such as the following:

- Medical appointment card confirming attendance.
- Medical appointment letter, copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date.

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- Hospital discharge letter.

Failure to provide the evidence above could result in unauthorised absence which in turn can result in referral to the AWA. The school reserves the right to decide on the appropriate interventions to take and the timing of these interventions whilst maintaining the legal statutory requirements. See Appendices for details of the system and accountability for providing medical evidence.

15. Home Visits

Where a student has 3 days of consecutive unexplained absence all attempts should be made to conduct a home visit. If a child is linked to a safeguarding concern, it is at the discretion of the Attendance and Welfare Advisor to organise a relevant visit. Details of the home visit protocol including roles and responsibilities are in Appendices. Details of the home visit record form can be seen in Appendix 8-9. In the event of the absence of a child recorded as having Persistent Absence (PA), every effort will be made to carry out a home visit on the first day of absence.

Please see Appendix 5 for Home Visit protocols

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs. The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole
- Individual year groups
- Individual pupils
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM
- Pupils at risk of PA

The Senior Attendance Champions will conduct a thorough analysis of the above data on a termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes
- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance.

The Senior Attendance Champions will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

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The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the Attendance and Welfare office.
- Working with the LA to put a parenting contract or an education supervision order in place
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Attendance and Welfare Officer/ the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

Punctuality

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time-

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keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

School Trips

Proposals should be submitted on Evolve 4 weeks before the date of the trip, or 4 months in the case of residential, overseas and adventurous visits. Year Team Leaders need to be informed. Trip attendees need to be listed on Evolve. Staff must ensure that students with SEND / Medical needs are listed on Evolve as well as on the risk assessment. The list of attendees should be circulated to teachers at least one week before the trip and at this point inform Cover in the General Office of any duties that need to be covered.

On the day of the trip, the trip leader should ensure that an accurate register is taken in advance of leaving school site and that the register is left with the main office who will then ensure that the register is passed to the attendance team to input onto the attendance register.

18.Secondary School Specific

Attendance Monitoring and Support

Student attendance will be monitored daily through the live register in Arbor. Analysis and intervention strategies are allocated through the weekly attendance meeting. This meeting is held between the SAC for the relevant year group and the Attendance Officer. Students are tracked through the Attendance Tracker.

All registers on Arbor for the week must be accurate by 4.00pm on Friday. It is the responsibility of the SAC and the Attendance team to work together to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes.

It is the responsibility of the Attendance Officer to update the tracker weekly on Monday morning by 12:00pm and to save in the One drive.

On the final day of each half term the Attendance Officer is responsible for refreshing all data for the half term using the latest export from Arbor. This is to ensure validity of data in the tracker accounting for individual changes that may have been made over the half term period.

Access rights to this information is restricted to:

- Senior Leaders
- Attendance team
- Year Team Leaders
- Student Achievement Coordinators
- AWA.

It is the responsibility of the Attendance Team to circulate the attendance statistics from the tracker to YTLs by the end of play on Monday. It is the responsibility of YTLs to share with Tutors in Tuesday briefings and Tutors to share with Tutees by the end of the week.

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It is the responsibility of the YTL to notify the data team of any students either being enrolled/off – rolled who need to be added or removed to/from the Attendance Tracker.

Protocol for Attendance Tracker Monitoring Meetings

All year groups 7-13 must meet with the Attendance Team weekly. Where due to unforeseen circumstances a meeting has to be cancelled it is the responsibility of the cancelling party to rearrange. All rearranged meetings must take place by before Friday 3pm of that week. This is to ensure that meetings take place weekly.

All students on the tracker who have a drop in attendance over the last week will need to be followed up in the weekly attendance meeting. Those students whose attendance fails to improve will need careful consideration. Actions are detailed in Appendices. However, additional actions may be taken to account for individual need.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date.

It is the responsibility of Year Team Leader's to ensure that the Attendance Tracker is a standing agenda item on line management meeting with SAC's. It is the responsibility of Pastoral Directors of Learning and Sixth Form Director of Learning to ensure that the Attendance Tracker is addressed in every second line management meeting.

Intervention on Attendance and Punctuality Rates (Actioned in Attendance Meeting)

The school will undertake a series of actions based upon the attendance and/or punctuality of each individual student. This includes interventions to help students improve their attendance and punctuality by working with families as well as providing rewards for those who have excellent attendance and punctuality and those making rapid progress towards it. The nature of the intervention is varied upon the attendance and punctuality levels. (See Appendices).

Additional Actions

PP Focus groups of students at risk of decreasing attendance are created and their attendance is monitored and actioned with additional support. It is the responsibility of the Attendance Officer to populate and update the relevant data tracking sheets for the Focus Groups. Selection for the Focus groups is considered by the YTL, SAC and Attendance Team. Please see Appendices.

19. Approval Signature

Signature of Executive Headteacher

Print name

Date



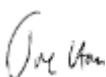
Cath Smith

July 2025

Signature of Chair of Governors

Print name

Date



Dr Joe Hall

July 2025

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APPENDICES

Appendix 1 – Guidance Table for Unplanned Absences Secondary

Day of Absence	<85%	85%-90%	90%-92%	93%-95%	>95%
Day 1	SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC attempts phone call up to end of Period 1 Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. Welfare call (Pilot) All vulnerable students called by SAC.	SAC attempts phone call up to the end of period 1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. Welfare call (Pilot) All vulnerable students called by SAC.
Day 2	SAC completes phone call p1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC completes phone call p1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC completes phone call p1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag. (Evidence required for absence to avoid O code)	SAC completes phone call p1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag.	SAC completes phone call period 1. Updates SIMs or provides red flag. Attendance officer completes phone call period 2. Updates SIMs or provides red flag.

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Day 3 or more	SAC completes phone call period 1. Updates SIMs or provides red flag.	SAC completes phone call period 1. Updates SIMs or provides red flag.	SAC completes phone call period 1. Updates SIMs or provides red flag.	SAC completes phone call period 1. Updates SIMs or provides red flag.	SAC completes phone call period 1. Updates SIMs or provides red flag.
	Attendance officer completes phone call period 2. Updates SIMs or provides red flag.	Attendance officer completes phone call period 2. Updates SIMs or provides red flag.	Attendance officer completes phone call period 2. Updates SIMs or provides red flag.	Attendance officer completes phone call period 2. Updates SIMs or provides red flag.	Attendance officer completes phone call period 2. Updates SIMs or provides red flag.
	Home visit completed (Attendance officer/AWA/SAC/YTL)	Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)	Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)	Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)	Home visit completed (Attendance officer/AWA/ Attendance Administrator/SAC/YTL)
	(Evidence required for absence to avoid O code)	(Evidence required for absence to avoid O code)	(Evidence required for absence to avoid O code)		

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Appendix 2 – Guidance Table for Unplanned Absences Primary

Day of Absence	<85%	85%-90%	90%-92%	93%-95%	>95%
Day 1	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)
Day 2	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)

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Day 3 or more	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral	Pastoral team attempts phone call home before 10am and reports to AHT Pastoral
	Home Visit completed.	Home Visit completed.	Home Visit completed.	Home Visit completed.	Home Visit completed.
	Refer to AWA for advice.	Refer to AWA for advice.	(Evidence required for absence to avoid O code)	(Evidence required for absence to avoid O code)	(Evidence required for absence to avoid O code)
	(Evidence required for absence to avoid O code)	(Evidence required for absence to avoid O code)			

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Appendix 3 – Process for Home Visit – Secondary

Process for Allocation of Home Visit

Third day absence O Code/Welfare or safeguarding concern

- 1) SAC identifies need for home visit through red flag
- 2) Attendance Administrator attempts phone call if no answer updates red flag and allocates staff member on attendance spreadsheet. This is then sent by email to relevant staff member. This can either be:
 - AWA
 - Attendance, Punctuality and Well-being manager
 - Attendance Officer
 - Attendance Admin Assistant
 - SAC
 - YTL
- 3) Relevant staff member conducts home visit:
 - Completes home visit pro-forma
 - Updates Home visit spread sheet
 - Actions are recorded in the Attendance Tracker
 - Actions are recorded in the Attendance Tracker

Wellbeing and Safeguarding Guidelines

In order to ensure the wellbeing and safeguarding of all stakeholders for Home visits please ensure you follow the guidance below:

Guidance

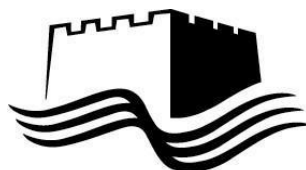
- 1) When assigned a home visit it is the responsibility of the member of staff conducting the home visit to have completed the columns in the home visit Spreadsheet detailing:
 - Member of staff aware
 - Welfare need.

Please note all welfare needs should be checked with the Safeguarding team and the cohort pastoral team before conducting the visit. This is important in order to ensure the Home visit can take place:

- 2) When leaving the it is the responsibility of the staff member conducting the home visit to inform the second staff member of when they are expected to return to school
- 3) When leaving it is the responsibility of the staff member to log out using the Home visit function on the automated system
- 4) It is the responsibility of the staff member conducting the home visit to sign back in on return
- 5) It is the responsibility of the staff member to notify the second staff member of their return to school.

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Appendix 4 - Tower Hamlets Fixed Penalty Notice Guidance (As of June 2023)



TOWER HAMLETS

Regular attendance and punctuality at school is essential if the pupils are to achieve to their full potential. In partnership with Tower Hamlets Local Authority (LA), this school will be implementing the Penalty Notice Scheme as required under statutory guidance issued by the Department for Education (DfE, 2013) in order to improve attendance and punctuality.

A Penalty Notice may only be issued in cases of unauthorised absence or lateness or where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school.

Penalty Notices apply on an individual child per parent basis. Therefore a parent with 3 children who meet the criteria may receive 3 Penalty Notices. In a family with 2 parents/carers with three children who meet the criteria, each parent/carer may receive 3 Penalty Notices – meaning that a total of 6 Penalty Notices may be received.

The issue of a Penalty Notice may be considered appropriate in any of the following circumstances:

- In instances of a pupil having 6 sessions (3 days) of unauthorised leave/holidays in term time. A session is a half-day and unauthorised means without the consent/authorisation of the school.
- Where parents/carers fail to attend without reasonable cause LA led In-School Attendance Panels, to which they have been invited to discuss their child's unauthorised absences and/or leaves.
- In cases of pupils identified as having Persistent Absence (where the attendance of pupils falls below 90% in a period of a school term they are designated as having Persistent Absence) with 20 or more sessions of unauthorised absence (not authorised by the school) and with substantial evidence of failure on the part of the parent/carer to work in cooperation and partnership to address and improve the situation.
- In cases of frequent late arrival at school (10 minutes after the register has closed) with 20 or more avoidable late marks occurring over a period of a school term. The journey involved and particular issues such as adverse weather conditions and disruptions to transport will be taken into account as necessary.
- Where there is a combination of unauthorised absence and avoidable lateness amounting to 20 sessions or more over the period of a school term.
- In cases where a pupil has been stopped by the truancy patrol on more than one occasion within the period of a school term, with no valid reason for not being in school. This would include pupils accompanied by parents/carers, guardians, or other adults.
- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

The school will refer pupils where there is cause for concern about unauthorised absence and/or lateness to the Attendance & Welfare Service. In most circumstances each liable parent/carer shall receive a formal warning of the possibility of a Penalty Notice being issued.

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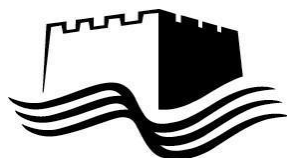
If following the issuing of the warning notice the pupil has further unauthorised absence or avoidable late marks, the parents/guardians of the pupil may each receive a Penalty Notice for £60 which must be paid within 21 days or it will increase to £120 each which must be paid within a further 7 days. Failure to pay the Penalty Notice will lead to prosecution in the Magistrates Court for the original non-attendance and a possible criminal conviction.

In those specific circumstances related to;

- (i) The taking of 6 sessions (3 days) or more of unauthorised leave/holidays in term time where it can be clearly demonstrated that the parent/carers understood that permission had not/would not be given
- (ii) Where parents fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification the pupil will be referred immediately to the Attendance & Welfare Service for issue of the Penalty Notice.

The school and Tower Hamlets Attendance & Welfare Service will be working closely together on this as it is essential that pupils attend regularly and punctually at school to obtain the full benefit of their education. Please therefore ensure that your child attends school regularly, prepared and on time. If you are experiencing any difficulties regarding your child's attendance or punctuality, please inform your child's tutor, so that the school may work with you in assisting you in whatever ways possible.

Tower Hamlets Guidance on FPN



TOWER HAMLETS

Penalty Notices to Address Poor Attendance at School Information for Parents and Carers London Borough of Tower Hamlets Education, Social Care and Wellbeing Directorate

- ***What is a Penalty Notice?***

Parents/carers commit an offence if a child fails to attend school regularly and on time and the absences/late arrivals are classed as unauthorised or avoidable (those for which the school cannot or has not given permission). The failure of a child to attend regularly can result in the parent(s)/carer(s) of that child being prosecuted in the Magistrates Court under section 444 of the Education Act 1996. If convicted the parents/carers will receive a criminal record as well as whatever penalty is imposed by the Magistrates.

A Penalty Notice is in some circumstances an alternative to prosecution. Parents/carers served with Penalty Notices will not be required to appear in Court, unless the Penalty Notice is not paid within the required time limit, or their child's attendance does not improve. Penalty Notices are issued to each individual parent/carers for each individual child who meets the criteria.

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- ***The Anti-Social Behaviour Act 2003***

Section 23 of the Act gives powers to the Local Authority (LA) and other designated bodies to issue Penalty Notices where a parent/carers is considered capable of but unwilling to secure an improvement in their child's school attendance.

- ***The Education and Inspections Act 2006***

Section 105 of this Act enables a Penalty Notice to be issued where parents/carers fail to fulfil the duty under section 103 to ensure that their child is not present during school hours in a public place without reasonable justification when they are excluded from school.

- ***Why have they been introduced?***

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's life opportunities.

- ***What are the costs***

The cost of the Penalty Notice is £60 per child per parent/carers but increases to £120 if payment is not made within 21 days.

- ***How are they issued?***

By post to your home address.

- ***When are they issued?***

Penalty Notices may be used in a range of situations where unauthorised absence occurs including:

-Pupils found out of school by Truancy Patrols

-Persistent unauthorised absence and/or late arrival at school (after the Register has closed).

-Unauthorised holidays/leave in term time or excessive delayed return from an extended holiday without prior school permission.

-Failure by parent(s)/carers(s) to attend LA convened attendance panels in schools to discuss their child's attendance and/ or lateness.

- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

- ***Is a Warning Given?***

Yes, you will normally receive a written and verbal warning of the possibility of a Penalty Notice being issued.

In the specific circumstances related to (i) the taking of 6 sessions (3 days) or more of unauthorised leave/holidays in term time, and (ii) where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification then the matter will be referred immediately to the Attendance & Welfare Service for issue of the Penalty Notice.

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- ***Is there an appeal process?***

There is no statutory right of appeal once a Penalty Notice has been issued.

- ***How do I pay?***

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices.

- ***What happens if I do not pay?***

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the LA is required to commence proceedings in the Magistrates Court for the original offence related to the poor attendance of your child. If proven, this can attract a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences depending on the circumstances, as well as a criminal conviction and a criminal record which may affect future opportunities for employment

- ***Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?***

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and the school's Attendance & Welfare Advisor.

- ***Can I get help if my child is not attending regularly?***

Yes, the LA and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance.

It is very important that you speak with the school or with the Attendance & Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

If you have any queries or require any assistance with your child's attendance or other difficulties they may be experiencing at school contact:

Tower Hamlets Attendance & Welfare Service
Town Hall
4th Floor - Mulberry Place
5 Clove Crescent
London E14 2BG
Tel. 0207 364 345

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****All escalations must have at minimum of period of 2 weeks between last interventions. Unless failed attendance by parent/carer to previous action and continued fall in attendance***

The school follows the guidance of the local authority (Tower Hamlets) with respect to the issue of Penalty Notices relating to attendance, punctuality and term time holidays as outlined in appendices 5, 6 and 7.

Cohort Focus Groups

SAC Focus group: Criteria – 15 students, 90-95%, school priority group e.g. HAP PP Boys

Week	Actions
1	Parental meetings week 1 Student attendance passport check in issued
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday
5	Whole group Student cohort passport check in and reward letters distributed. Parental update: • Meeting for continuing concerns. • Phone call for graduating members.
6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1

Relevant documents include:

- Pupil Attendance Passport.
- Letter of notification
- Reward letter

Attendance Officer Focus Group: Criteria – 25 students across all cohorts, 85%-90%, whole school criteria e.g. HAP PP Boys.

Week	Actions
1	Parental meetings week 1 Student attendance passport check in Monday or Friday
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday
5	Whole group student cohort passport check in and reward letters distributed. Parental update: - Meeting for continuing concerns. - Phone call for graduating members.

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6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1
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Relevant documents include:

- Pupil Attendance Passport.
- Letter of notification
- Reward letter

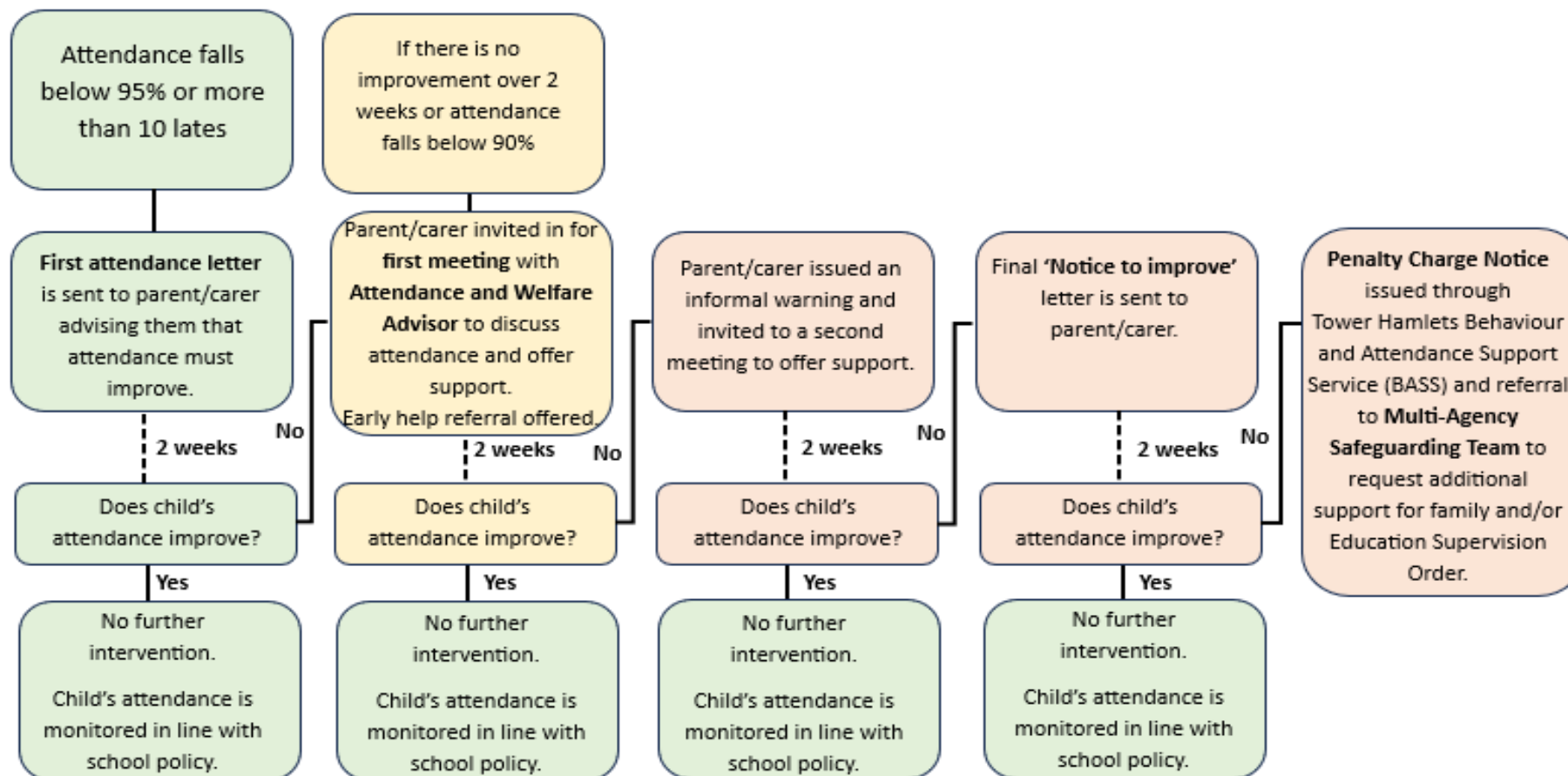
AWA_Focus Group:

	Actions
	Shared meeting AWA and Attendance officer
	Weekly monitoring
	Home visit
	Court warning
	Fine
	Data analysis and cohort selection.

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Appendix 6- Attendance intervention flowchart (Primary)

Attendance intervention flowchart



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Appendix 7 – Internal Reporting Cycles of Attendance Data

Half Term:

Week number	Actions	Forum	Staff responsible
1	- Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis - Persistent Absentees Attendance Tracker update	- Attendance Tracker meeting - T-Drive - SAC line management meeting - AWA and Attendance Officer Tracker meeting	- SAC/Attendance Officers - Data team - Year Team Leader - AWA and Attendance Officer
2	- Attendance whole school update - Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis - Persistent Absentees Attendance Tracker update	- SLT briefing - Attendance Tracker meeting - T-Drive - SAC line management meeting - AWA and Attendance Officer Tracker meeting	- SLT lead/Attendance Officer and SAC - SAC/Attendance Officers - Data team - Year Team Leader - AWA and Attendance Officer
3	- Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis - Persistent Absentees Attendance Tracker update	- Attendance Tracker meeting - T-Drive - SAC line management meeting - AWA and Attendance Officer Tracker meeting	- SAC/Attendance Officers - Data team - Year Team Leader - AWA and Attendance Officer
4	- Attendance whole school update - Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis	- SLT briefing - Attendance Tracker meeting - T-Drive - SAC line management meeting	- SLT lead/Attendance Officer and SAC - SAC/Attendance Officers - Data team

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	Persistent Absentees Attendance Tracker update	AWA and Attendance Officer Tracker meeting	- Year Team Leader - AWA and Attendance Officer
5	- Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis - Persistent Absentees Attendance Tracker update	- Attendance Tracker meeting - T-Drive - SAC line management meeting - AWA and Attendance Officer Tracker meeting	- SAC/Attendance Officers - Data team - Year Team Leader - AWA and Attendance Officer
6	- Attendance whole half termly school report - Focus groups updated on SIMs - Attendance Tracker populated - Attendance Tracker analysis - Persistent Absentees Attendance Tracker update	- SLT briefing - Attendance Tracker meeting - T-Drive - SAC line management meeting - AWA and Attendance Officer Tracker meeting	- SLT lead/Attendance Officer and SAC/data team - SAC/Attendance Officers - Data team - Year Team Leader - AWA and Attendance Officer

Attendance group	%	Praise Letter Half Term	Letter One Warning Letter	Letter two – SAC meeting	SAC - Focus Group	Letter three – YTL Meeting	Attendance Officer – Focus Group	Letter Four – Attendance Officer Meeting	Home Visit	AWA
>95%		X	X							
93%-95%			X	X	X					
90%-93%			X	x	X	X		X		
85%-90%			X	X	X	X	X	X	x	X
<85%			X	X	x	X	X	X	x	X

SAC Focus Group

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SAC Focus group: Criteria – 15 students, 90-95%, school priority group e.g. HAP PP Boys

Week	Actions
1	Parental meetings week 1 Student attendance passport check in issued
2	Student attendance passport check in Monday or Friday Graduated data check in on previous cohort members.
3	Student attendance passport check in Monday or Friday
4	Student attendance passport check in Monday or Friday
5	Whole group Student cohort passport check in and reward letters distributed. Parental update: - Meeting for continuing concerns. - Phone call for graduating members.
6	Complete reward trips. Define group based on data analysis. Arrange Parental meetings for week 1

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