

At CCLS, we have high expectations for attendance and punctuality. When it comes to attendance, we **listen, understand, empathise and support – but do not tolerate poor attendance.**

Please take the time to read the steps we will take to support in ensuring your child attends school regularly.

### What we expect from you...

1. We expect all our pupils to have a minimum attendance of **96%**, except for exceptional circumstances. This is the equivalent of **no more than 8 days off** school over the academic year.

2. Pupils to arrive **on time** for the start of the school day at their class door between **8:40 - 8:50am**. Learning begins as soon as the children arrive. Therefore, it is important that your child is **on time every day.**

3. If your child is going to be absent from school, we ask that you contact **each day** to let us know the reason by **8:50am**. Please remember that this also a safeguarding issue and we will **notify the police if we do not hear a reason for your child not being in school** for each day they are absent.

### What you can expect from us...

#### 1) Support first

We want to be as supportive as possible in the process outlined below in order to ensure that all our pupils have high attendance. This is why **clear and early communication** with parents/carers is an important part of our attendance procedure.

**This means that we will raise the issue of attendance even if your child has only had a couple of days off ill.** This is not because we don't believe you. We are aware that, at times, low attendance can be the first indication your child is experiencing a difficulty in school. **By working with you, we can step in early to help to prevent patterns of absence developing.**

#### 2) Legal action second

Where it is felt that a parent/carers is not fulfilling their responsibility to ensure their child is regularly attending school, we can request that the LA take further legal action.

**The threshold for when a school should consider next steps is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.**

**Please note, unauthorised absences will now include being late after the close of the register at 9am.**

Please see below an outline of the process we will undertake before we consider taking further legal action.

## **Persistent Absence**

When a child's attendance falls **below 90%**, by law, they are regarded as **persistently absent** from school. Continued persistent absence from school can result in **Fixed Penalty Notices or prosecution.**

1. When a child's attendance falls below 90%, a wellbeing call will be made to the parents/carers of the pupil. **The aim of the call is to make you aware that your child is now classed as persistently absent, to identify any support we may be able to offer and to inform you that your child's attendance will be monitored every week to ensure that it continues to improve.**



2. If there is no improvement in your child's attendance, we will send you a **first attendance** letter to inform you that, as your child continues to be persistently absent from school, and as there has been no further improvement in your child's attendance, **further time off school may not be unauthorised without medical evidence.**



3. If your child continues to be persistently absent, and if there is no further improvement in your child's attendance, we will send you a **second attendance letter** to invite you to a meeting to discuss your child's continued persistent absence and identify how the school may be able to support with this. **The letter will remind you that further time off school may not be authorised without medical evidence.**



4. If your child continues to be classed as persistently absent from school and there is no clear improvement, a penalty notice warning letter will be sent to inform you that your child's attendance will be monitored over the next 10 weeks. If there are 10 sessions (5 school days) of unauthorised absence within this period, a request will be made to the LA for further action.



5. 10 sessions (5 school days) of unauthorised absence within this 10-week time frame will result in a Fixed Penalty Notice being applied for from Nottinghamshire County Council.

## **Persistent Lateness**

Learning begins as soon as pupils arrive at school; therefore, arriving at school in time for the start of the school day is vitally important. We have a drop off window between 8:40 and 8:50 in the morning. By 8:50am, we expect all pupils to be in class ready to begin the school day.

**Please also note, unauthorised absences include being late after the close of the register at 9am.**

## Legal action to enforce school attendance

Whilst our primary response to low attendance is to offer support to parents/carers whose child has low attendance, under the new national framework, all schools will be required to consider legal action when a child has missed 10 or more sessions (5 days) for unauthorised reasons. ***(Please note, as outlined above, in most cases, we may not authorise absence for illness when a pupil's attendance is below 90% without medical evidence being provided).***

### **Fixed Penalty Notices (Fines) for missing school**

**First Offence** - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

**Second Offence (within 3 years)** -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

**Third Offence and Any Further Offences (within 3 years)** - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. **Please note, the school does not receive any money from the fines.**

### **Prosecution**

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

### **Education Supervision Order**

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

### **Parenting Order**

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

## Time off from school

### Types of Absence

There are two types of absence. Authorised and unauthorised. The school has the right to refuse authorisation, even when a reason is given.

### Holidays

**Pupils should not be taken out of school during term time unless it is unavoidable**. Our position is **not to authorise** any leave of absence, other than in the most exceptional circumstances. The fundamental principles that we define as exceptional are rare, significant, unavoidable and short.

If a request for leave is denied, we are expected to refer the case to the LA who will issue a **penalty notice with no requirement for a formal warning to be issued**. (*Fines for missing school are outlined above*).

### Medical and Dental Appointments

Should your child have a routine medical appointment, we ask that, wherever possible, the appointment is not made during the school day and a copy of the appointment letter or text is provided to the school office.

### Home Visits

For **all** pupils who are absent from school and a **reason has not been provided**, we will conduct a safe and wellbeing home visit on the **first day of absence**. If contact still cannot be made, we will notify the police.

As part of our safeguarding procedures, when a child has been off for a period of 4 days, on the **5<sup>th</sup> day** we will conduct a **safe well home visit**, even if a reason for absence is given. This is **carried out for all pupils**.

### At a glance...

We are aware that it is easy to lose sight of how much time your child has had off school or how much learning they are missing through continued absence or continued lateness. Please see the example case studies below that outline how easy it is for time off school to add up over the year.

### Persistent Absence

- 100% minus a 2-week holiday is  $\approx 94.7\%$
- 94.7% take away 5 days of illness is  $\approx 92.1\%$
- 92.1% minus a day off for birthday treat is  $\approx 91.6\%$
- 91.6% less one day shopping is  $\approx 91.1\%$
- 91.1% take away a day for a doctors and dentist appointment is **89.6%**

### Persistent Lateness



In a school year, if your child is late everyday by....	Your child would have approximately lost...	Or they would have missed around....
5 Minutes	3.5 days from school	17 lessons
10 Minutes	7 days from school	34 lesson
15 Minutes	10 days from school	51 lessons
20 Minutes	14.5 days from school	68 lessons
30 Minutes	22 days from school	102 lessons