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ATTENDANCE AND PUNCTUALITY POLICY

2022 - 2025

Mission Statement

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become kind, confident and impactful world citizens.

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1. ELAT Guiding Principles: Attendance and Punctuality Expectations

Empower Learning Academy Trust is committed to providing a full and efficient education to all pupils. We endeavour to provide an environment where all pupils feel valued and welcome.

For a pupil to reach their full educational achievement, a high level of school attendance and punctuality are essential.

We will consistently work towards a goal of 100% attendance and punctuality for all pupils.

Every opportunity will be used to promote to pupils and their parents/carers the importance of regular and punctual attendance.

Pupils' attendance is subject to legislation and the Empower Learning Academy Trust's Attendance Policy is written to reflect this and the guidance produced by the Department of Education.

The DfE Guidance on school attendance can be found at:

[Working together to improve school attendance May 22.pdf](#)

Each year, each academy as part of its school improvement priorities will examine its attendance and punctuality at regular intervals to ensure that it is improving and achieving its set goals.

2. ELAT Attendance and Punctuality Staffing/Contact Information

a. ELAT Senior Leadership Team Attendance and Punctuality Champions

| | | |
|------------------------------|--|---------------------------------------|
| Hall Mead School | Nicola Afteni | Senior Assistant Headteacher |
| The Brittons Academy | Nat Wickenden (KS3) Claire Whiley (KS4) | Assistant Principal Vice Principal |
| Bower Park Academy | Kevin Camy | Vice Principal |
| Hacton Primary School | Vicky Hornsby | Deputy Headteacher |
| Ardleigh Green Infant School | Verity Hoffman | Headteacher |
| Ardleigh Green Junior School | Janelle Johnson | Headteacher |

ELAT Senior Leader Attendance and Punctuality Champions have overall responsibility for improving both attendance and punctuality. Staff will receive appropriate training and understand the importance of good attendance.

b. ELAT Education Welfare Officers (EWO)

| | | |
|----------------------|------------------------------------|--|
| Hall Mead School | Joanne Roberts | jroberts@elatschools.co.uk |
| The Brittons Academy | Lynn Hatch | lhatch@elatschools.co.uk |
| Bower Park Academy | Janet Anderson Ramandeep Varyah | Andersonj@elatschools.co.uk Rvaryah@elatschools.co.uk |

| | | |
|------------------------------|------------------|--|
| Hacton Primary School | Sarah Pittaway | spittaway@elatschools.co.uk |
| Ardleigh Green Infant School | Paula Broadmore | pbroadmore@elatschools.co.uk |
| Ardleigh Green Junior School | Charlotte Millar | cmillar@elatschools.co.uk |

An Education Welfare Officer (EWO) is employed by each Academy to work with the school, and family to ensure that every child is receiving a suitable, full-time education through their regular attendance and good punctuality at school.

The EWO school service works through whole school approaches, by providing early intervention and targeted support to pupils and families.

EWOs will receive appropriate training and understand the importance of good attendance and punctuality.

c. ELAT Attendance Team Contact Information

| School | Phone Number | Email |
|------------------------------|--------------|--|
| Hall Mead School | 01708 225684 | HMS-absence@elatschools.co.uk |
| The Brittons Academy | 01708 630002 | TBA-attendance-officer@elatschools.co.uk |
| Bower Park Academy | 01708 730244 | attendance@elatschools.co.uk |
| Hacton Primary School | 01708 443991 | hacton@elatschools.co.uk |
| Ardleigh Green Infant School | 01708 449362 | office@agi.havering.sch.uk |
| Ardleigh Green Junior School | 01708 443014 | office@ardleighgreenjun.org.uk |

Each Academy has a dedicated email solely for the purposes of communicating information regarding attendance and punctuality.

3. ELAT Common Attendance Practices:

✓ Any pupil who is absent from the Academy at the morning or afternoon registration period, will have their absence recorded as unauthorised until a reason is provided.

✓ A child's attendance is the responsibility of the parent/carer.

✓ A range of support for parents/carers will be made available where they (the parent/carers) are seeking the academy's assistance to encourage a child to attend school more regularly.

✓ The Academy will not ask pupils to remain at home, other than those that are formally fixed term or permanently excluded, *(unless there is a serious risk to the pupil in question or other pupils in the academy. In this case, the individual academy will seek advice from the LA and the Trust to establish a way forward.)*

4. ELAT Common Punctuality Practices:

- ✓ Pupils must attend on time to be given a present mark for the session.
- ✓ Where a pupil arrives after the register closes, this will be classed as an unauthorised absence.
- ✓ Lateness is monitored via SIMS. Subject teachers/form tutors are required to record lateness in SIMS.

Each Academy recognises high levels of attendance and punctuality and students are given certificates and awarded prizes during the academic year.

5. ELAT Punctuality Approaches

| | |
|-----------------------------|---|
| Hall Mead School | <ul style="list-style-type: none"> - Lateness is monitored in SIMS. - For every 3 late marks, a Head of Year detention (30 minute, after-school detention) is issued. - Form Tutor / Head of Year will monitor punctuality. - For every 20 late marks, over a 12-week period, a £60 fine is issued to both parents. - Concern letters regarding punctuality are sent home every half-term. - Parent/carer meetings are held with school and EWO. - Late marks are analysed and monitored every two weeks by the pastoral team. - Attendance team provides punctuality data to Senior Leadership Attendance Champion every week for analysis and intervention. |
| The Brittons Academy | <ul style="list-style-type: none"> - Lateness is monitored in SIMS. - Students who are late have to sign in with Student Services. - Students who are persistently late are monitored by the pastoral team. - Students who are late will be issued a BP10 minute detention on that day. |

| | |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> - Students who arrive late three or more times a week will receive a BP60 minute detention with the Head of Year. - For every 20 late marks, over a 12-week period, a £60 fine is issued to both parents. - Concern letters regarding punctuality are sent home every half-term. - Parent/carer meetings are held with school and EWO. - Attendance team provides punctuality data to Senior Leadership Attendance Champion every week for analysis and intervention. |
| Bower Park Academy | <ul style="list-style-type: none"> - Lateness is monitored in SIMS. - SGM detention issued on the same day for lates after registration (20 min) - For every 3 late marks, a Head of Year detention (40 minute, after-school detention) is issued. - Form Tutor / Head of Year will monitor punctuality. - For every 20 late marks, over a 12-week period, a £60 fine is issued to both parents. - Concern letters regarding punctuality are sent home every half-term. - Parent/carer meetings are held with school and EWO. - Late marks are analysed and monitored every two weeks by the pastoral team. - Attendance team provides punctuality data to Senior Leadership Attendance Champion every week for analysis and intervention. |
| Hacton Primary School | <ul style="list-style-type: none"> • Lateness is monitored on SIMS • Reports are sent to EWO on a monthly basis • Concern letters are sent when appropriate to parents • Families who cause concern are spoken to by HT about impact on learning. |
| Ardleigh Green Infant School | <ul style="list-style-type: none"> • Lateness is monitored on SIMS • Reports are sent to EWO on a monthly basis |

| | |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> • Concern letters are sent when appropriate to parents • Families who cause concern are spoken to by HT about impact on learning. |
| Ardleigh Green Junior School | <ul style="list-style-type: none"> • Lateness is monitored on SIMS • Reports are sent to EWO on a monthly basis • Concern letters are sent when appropriate to parents • Families who cause concern are spoken to by HT about impact on learning. |

6. The School Day

a. ELAT Secondary School Day

i. Hall Mead School

| | |
|----------------------|---------------|
| Form Time / Assembly | 8.45 - 9 |
| Period 1 | 9.05 – 10.05 |
| Period 2 | 10.10 – 11.10 |
| Break | 11.10 11.25 |
| Period 3 | 11.25 – 12.25 |
| Lunch | 12.25 – 1.10 |
| Period 4 | 1.10 – 2.10 |
| Period 5 | 2.15 – 3.15 |

ii. The Brittons Academy

(Monday, Tuesday, Thursday, Friday)

| | |
|--------------|---------------|
| Registration | 8.30 – 9.00 |
| Period 1 | 9.00 – 10.00 |
| Period 2 | 10.00 – 11.00 |
| Break | 11.00 – 11.30 |
| Period 3 | 11.30 – 12.30 |
| Period 4 | 12.30 – 1.30 |

| | |
|----------|-------------|
| Lunch | 1.30 – 2.00 |
| Period 5 | 2.00 – 3.00 |

Wednesday only:

| | |
|--------------|---------------|
| Registration | 8.30 - 8.40 |
| Period 1 | 8.40 – 9.40 |
| Period 2 | 9.40 – 10.40 |
| Break | 10.40 – 11.10 |
| Period 3 | 11.10 – 12.10 |
| Period 4 | 12.10 – 1.10 |
| Lunch | 1.10 – 1.40 |
| Period 5 | 1.40 – 2.40 |

iii. Bower Park Academy

| | |
|-----------|---------------|
| Form Time | 8.30 – 8.45 |
| Period 1 | 8.45 – 9.45 |
| Period 2 | 9.45 – 10.45 |
| BREAK | 10.45 – 11.05 |
| Period 3 | 11.05 – 12.05 |
| Period 4 | 12.05 – 1.05 |
| Lunch | 1.05 – 1.45 |
| Period 5 | 1.45 – 2.45 |

b. ELAT Primary School Day

I. Hacton Primary School

| Year Group | Arrival | Break | Lunch | Home Time |
|--------------|-----------------------------|---------------------|---------------------|-----------------------------|
| Nursery | AM: 8:30 am PM: 12:30 pm | Free Flow Play | 11:30 am – 12:30 pm | AM: 11:30 am PM: 3:30 pm |
| Reception | 8:45 am – 9:00 am | Free Flow Play | 11:30 am – 12:45 pm | 3:05 pm |
| Year 1 and 2 | 8:45 am | 10:05 am – 10:20 am | 11:45 am – 12:45 pm | 3:10 pm |
| Year 3 and 4 | 8:50 am | 10:05 am – 10:20 am | 11:45 am – 12:45 pm | 3:15 pm |
| Year 5 and 6 | 8:55 am | 10:40 am – 10:55 am | 12:30 pm – 1:30 pm | 3:20 pm |

II. Ardleigh Green Infant School

| _Year Group | Arrival | Break | Lunch | Home Time |
|-------------|----------------|------------------|-----------------|-----------|
| Reception | 8:45 – 9:00 am | Free Flow Play | 11:45 – 1:00 pm | 3:10 pm |
| Year 1 | 8:45 – 9:00 am | 10:30 – 10:45 am | 12:00 – 1:00 pm | 3:20 pm |
| Year 2 | 8:45 – 9:00 am | 10:15 – 10:30 am | 12:00 – 1:00 pm | 3:20 pm |

III. Ardleigh Green Junior School

| Year Group | Arrival | Break | Lunch | End of Day |
|------------|----------------|------------------|-----------------|------------|
| Junior | 8:45 – 8:55 am | 10:35 – 10:50 am | 12:00 – 1:00 pm | 3:20 pm |

7. ELAT Registers

Registration starts at the time displayed for each Academy.

Computerised registers will be marked promptly at these times. Should a student arrive after the start of registration, but before the registers have closed, he/she will be marked as late for that session.

Should they arrive after the register has closed, they will be marked with an authorised absence or unauthorised absence (U code).

A guide of all attendance codes used nationally can be found in the Appendix.

Lateness is monitored via SIMS. Subject teachers/form tutors/class teachers are required to record lateness in SIMS.

Registers are legal records and all schools will preserve every entry in the attendance or admission register for 3 years from the date of entry.

8. Closure of Register

| | |
|------------------------------|---------|
| Hall Mead School | 9.05 am |
| The Brittons Academy | 9.00 am |
| Bower Park Academy | 8.45 am |
| Hacton Primary School | 9.05 am |
| Ardleigh Green Infant School | 9.00 am |
| Ardleigh Green Junior school | 8.55 am |

9. Register Review

ELAT will work collaboratively with the LA to allow register reviews to be undertaken. The registers will be made available, on the school site, for EWOs to perform this duty. The EWO will use the audit to inform the Academy of any issues that need addressing.

10. Absences

All academies within ELAT recognise that children missing education can add as a vital warning to range of safeguarding issues and any absences, authorised or unauthorised, are monitored.

ELAT will follow the DfE Guidance on 'Children Missing Education' which can be found at: [Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/children-missing-education)

a. What constitutes 'authorised' and 'unauthorised' absence?

i. Authorised Absences

These are absences which the school agree are unavoidable, for example, illness, family bereavement etc. and absences for which leave has been granted e.g. medical appointments.

Copies of appointment letters from GPs/hospitals should also be forwarded to the Academy.

If the absence is 5 days or more, medical evidence should be provided.

ii. Unauthorised Absences

Unauthorised absences are those which the school considers avoidable, for example, minor ailments, birthdays, shopping, day trips etc.

An absence is unauthorised until an acceptable written explanation is received.

Parents/carers should be aware:

- ✓ Absences will not be authorised under any circumstances for Year 6 pupils during, or in the lead up to SATS. (From February to the end of May).
- ✓ Absences will not be authorised under any circumstances for Year 11 pupils during, or in the lead up to GCSEs. (From February to the end of June).
- ✓ Where the individual Academy does not authorise the request and the pupil is then absent from school, the absence will be marked as unauthorised.
- ✓ In cases of authorised absence, where the parents/carers keep a child away for longer than agreed, the extra time will be marked as unauthorised.
- ✓ If a pupil is absent due to unauthorised holiday, or extended leave, this information will be passed to the EWO and a fixed penalty may be issued.

b. First Day of Absence

Alongside accurate recording of attendance and absence, all schools have robust day to day processes to track and follow up absence and poor punctuality which are rigorously applied.

Following morning registration, all parents/carers of pupils with a missing mark, i.e. those who are absent with no known reason, will receive contact informing them that their child has not arrived at school.

The registration mark will remain unauthorised until an acceptable reason for absence is given.

If a child is unfit for school, the parent/carer should contact the school on the first day of the absence. If absence continues without explanation, further contact will be made to ensure safeguarding.

c. Unexplained Absence

Empower Learning Academy Trust academies have a legal obligation to find out why a pupil is absent.

It is the duty of the parents/carers to inform the individual academy of the reason for their child's absence.

d. Appointments

ELAT recognises that, on occasions, appointments cannot be made outside of school hours. For safeguarding reasons, all schools will require a letter/email/proof of medical appointment to be provided to the school, before a student is allowed to sign out and leave the school premises.

Parents/carers should provide the school with copies of all appointments relating to their child, in order for the school to record the time/date of absence appropriately.

Parents/carers should endeavour to ensure that their child attends school either side of an appointment where possible. The school keeps a record of students leaving or returning to the site so that it has an accurate record of who is on site. This is particularly important in the event of an emergency requiring evacuation of the building.

If they have no authorised note, then they will not be allowed off the premises until contact has been made with a parent/carer and the reason confirmed. Upon returning to school, the student must sign back in.

If school deems that the written notes is not a sufficient evidence, a phone call will be made home, to verify that the student is allowed to sign out.

e. Reporting an Absence

Each Academy has a dedicated 'absence' email address for reporting absences or sharing information relating to attendance:

| School | Phone Number | Email |
|------------------------------|--------------|--|
| Hall Mead School | 01708 225684 | HMS-absence@elatschools.co.uk |
| The Brittons Academy | 01708 630002 | TBA-attendance-officer@elatschools.co.uk |
| Bower Park Academy | 01708 730244 | attendance@elatschools.co.uk |
| Hacton Primary School | 01708 443991 | hacton@elatschools.co.uk |
| Ardleigh Green Infant School | 01708 449362 | office@agi.havering.sch.uk |
| Ardleigh Green Junior School | 01708 443014 | office@ardleighgreenjun.org.uk |

Unexplained absences and/or frequent absences can be a serious cause for concern and therefore in terms of the safeguarding of children, any unexplained absences will be a priority for the Academy.

✓ A record of absence notes/emails/notes of telephone calls will be kept for the remainder of the academic year.

✓ If there are attendance concerns about the pupil that may require further investigation, then the notes may need to be retained for a longer period. This information may be submitted to the Educational Welfare Officer (EWO), if she/he is involved in the attendance issues for that particular pupil.

✓ Each Academy records and monitors pupil attendance.

✓ If there are any concerns with pupil attendance, the Academy contacts parents/carers to discuss issues.

✓ A pupil's attendance record may be discussed at meetings.

✓ A pupil's attendance is recorded on their end of year report; this shows the number of authorised and unauthorised absences.

f. Returning to School

It is important that upon return from an absence, that all pupils are encouraged to catch-up on missed work, brought up to date on any information that has been passed to the other pupils and also reminded of the importance of regular attendance.

g. Frequent/Persistent/Severe Absence

In cases, where a pupil begins to develop a pattern of absences, the Empower Learning Academy Trust academies will strive to resolve the problem with the parents/carers.

- ✓ A student is considered as being 'persistently absent' when they have missed at least 10% of school.
- ✓ A student is considered as being 'severely absent' when they have missed 50% or more of school.

All schools will:

- Proactively use data to identify pupils at risk of poor attendance and work with them to understand and address the reasons for absence
- Signpost and support pupils and parents to access any required services, where you've identified out-of-school barriers

Where a pupil is persistently absent, all schools will:

- Put additional targeted support in place to remove any barriers
- Work with the LA on legal intervention where support is not working or being engaged with
- Intensify support through statutory children's social care, where there are safeguarding concerns

Where a pupil is severely absent, the DfE expects schools to take the approach above for persistently absent pupils **and** agree a joint approach with your LA.

The type of support your school and other partners can provide includes:

- A whole family plan (e.g. an Attendance Contract)
- An education, health and care (EHC) plan
- Alternative Provision

h. Providing additional support for pupils with medical conditions or SEND:

ELAT is aware and sensitive of the additional barriers to attendance SEN pupils face and will put additional, tailored support in place where necessary.

For example, this support should include to:

- Make reasonable adjustments where a pupil has a disability or put in place an individual healthcare plan where needed
- Work with parents to develop specific support approaches for attendance for pupils with special educational needs and/or disabilities (SEND)

11. ELAT Sample Common Approaches for Frequent/Persistent/Severe Absence

✓ The individual Academy may refer the pupil to relevant outside agencies and services such as Social Care, Nurse etc.

✓ The Academy will seek advice from the EWO.

✓ Any pupil whose attendance falls below 95% will be discussed with the EWO at regular meetings with the relevant member of the Academy pastoral team.

✓ Those between 90% and 95% will be investigated by the appropriate member of the pastoral team and the parent/carer will be contacted.

✓ Any pupil whose attendance falls below 90% will be referred to the EWO for further action.

✓ A pupil could be placed on an 'Attendance Contract'. Please refer to the Appendix.

✓ A range of professional staff may need to be alerted to the attendance concerns for this particular pupil, e.g. a pupil that has an Educational Health Care Plan or special need.

| Minutes Lates Per Day | Equals Days Absent (per academic year) |
|----------------------------------|---|
| 5 | 3.4 |
| 10 | 6.9 |
| 15 | 10.3 |
| 20 | 13.8 |
| 30 | 20.7 |

12. Exceptional Leave of Absence

In 'normal' circumstances, the Empower Learning Academy Trust does not allow holiday or extended leave during term time. However, each case will be dealt with individually and in exceptional circumstances approval may be given.

Where a parent/carer wishes to take their child on holiday during term time, an official request should be made to the individual Academy.

Parents/carers should make a request using the 'Exceptional Leave of Absence' form; please refer to the Appendix for further details.

Exceptional consideration 'could' be given to:

- ✓ The child's previous attendance history
- ✓ The child's stage of education
- ✓ Record of pupil's effort score
- ✓ The time of year (exams)
- ✓ Whether the parents are restricted in terms of leave from their employer
- ✓ Exceptional circumstances may apply to service personnel
- ✓ When a family needs to spend time together at a time of crisis

If the leave of absence is taken without the request being agreed or no request for leave of absence has been received, nor agreed the absence will be recorded as an unauthorised (G code). The unauthorised absence will be reported to our Local Authority Attendance Service, and this may result in a Formal Caution or Fixed Penalty Notice being issued in accordance with the Havering Code of Conduct.

13. Fines/ Fixed Penalty Notice

The Havering Code of Conduct (Penalty Notices) determine that if a child of compulsory school age fails to attend school regularly over a given period, the parent/parents/guardian may be subject to a fixed penalty notice.

The notice is £60.00 fine for each child and imposed to each parent, if paid within 21 days. If unpaid the fine rises to £120.00 and if this is not paid within 28 days the LA have a duty to prosecute for the offence.

Further information can be found in the Appendix.

14. Celebrating Attendance and Punctuality

Each Academy will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

Each Academy will have a system which rewards pupils who have good or improving attendance such as letters home / certificates awarded in assemblies / vouchers.

15. Timed Limited Phased Return

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in the pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. This is known as a 'time limited phased return.'

A part-time timetable/time limited phased return, must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. Schools will require supporting documentation from a GP/CAMHS etc to support the use of a timed limited phased return.

16. Mechanisms of Support

Where a pupil, or family, needs support with attendance, it is important that the best placed person in the school works with, and supports the family, and wherever possible the person should be kept consistent.

Examples of supportive mechanisms could include, but are not limited to:

- ✓ Addressing of any in-school barriers
- ✓ Discussions around the link between attendance and attainment and wider wellbeing
- ✓ Addressing any parents' views where there have been misconceptions about what 'good' attendance looks like
- ✓ Meetings with the school
- ✓ Referrals to services and organisations that can provide support
- ✓ Mentoring
- ✓ Careers advice
- ✓ 121 tuition
- ✓ Voluntary Early Help assessment
- ✓ ELAT Home School Support Worker – role has a focus on primary but can be utilised across the Trust to support the Academy's EWO and families in improving attendance and overcoming barriers to attending school

Where voluntary support has not been effective and/or has not been engaged with all schools should work with the local authority to:

- ✓ Put formal support in place in the form of an 'Parenting Attendance Contract' or an 'Education Supervision Order' (ESO). (see Appendix for examples)
- ✓ Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- ✓ Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe.
- ✓ Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

17. Working together with the Local Authority (LA)

Havering Local Authority Attendance Officers have responsibility for ensuring that any decisions regarding legal intervention are progressed appropriately. In order that the LA can exercise their duty, our Academy staff will cooperate where required. A range of intervention is available for LA Officers, some of which includes the Court's involvement.

Where an EWO is taking a parent/carer to the Magistrates Court, the Academy will provide all the necessary information in the form of 'Certified Extracts' of the register which will be signed by the Headteacher in advance of the hearing.

Intervention may require Academy Staff to attend planning meetings which will be arranged by the LA.

- ✓ Formal cautioning: this may include the need for a Head Teacher/Principal or Senior Member of staff to be in attendance.
- ✓ Penalty Notices for extended or unauthorised holidays: The Academy will consider any case in consultation with the LA in respect of Penalty Notices.
- ✓ Education Supervision Orders (ESO): This Academy will provide reports and other appropriate information to support the process of an ESO as instigated by the LA.
- ✓ School Attendance Order Notices (SAO): This Academy will work with the LA Officers where an SAO notice is considered appropriate.

Appendix:

1. Sample Attendance Parenting / Carer Contract

Attendance Contract Template

| | |
|------------------------------|--|
| Date/time of meeting: | |
| Venue: | |

| | |
|--------------------|--|
| Pupil name: | |
| Year Group: | |

| | |
|----------------------------|--|
| Present at meeting: | |
|----------------------------|--|

| |
|---|
| Discussion regarding attendance: |
| |

| |
|--|
| Agreed Actions: |
| <u>EXAMPLES OF ACTION AGREED:</u> |
| <ul style="list-style-type: none">• <i>Pupil will arrive at school by 8.30 a.m. every day.</i>• <i>Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i>• <i>Parent will provide medical evidence for every sickness absence pupil may incur.</i>• <i>Are any issues preventing pupil from attending regularly, school staff will be informed?</i> |

| | |
|----------------------------|--|
| Current attendance: | |
|----------------------------|--|

| | |
|----------------------------|------|
| | |
| Attendance target: | 100% |
| Timescale for improvement: | |

| | |
|-------------------------------|--|
| Date/Time for Review Meeting: | |
|-------------------------------|--|

I can confirm that this Attendance Contract was agreed by all present.

Signed:

| | |
|--|-----------------------|
| | Parent / Carer |
| | Pupil |
| | School Representative |
| | Other Agency |

2. Sample Exceptional Leave of Absence Request

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school, you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

The Academy will adhere to the guidelines set out in the DfE Guidance on 'Working together to improve school attendance' found out: **Working together to improve school attendance (publishing.service.gov.uk)**

Section A – To the Headteacher

| | |
|---|--|
| Student Name: | |
| Student Form: | |
| Date of Request: | |
| To be authorised as absent from school from/to: | |
| If your child has siblings that are also applying for a leave of absence, please enter their name and school: | |

Section B – Reason/s for this absence request

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.

Please provide supporting documentation as evidence for your request.

| |
|--|
| |
|--|

Section C – Parent / Carer Information

I am the parent/carer with whom the student normally resides. The information I have given on this form is correct.

| | |
|------------|--|
| Signature: | |
| Date: | |

Section D – For school use only

Complete as appropriate:

| | |
|--|--|
| Current attendance | |
| Request approved | |
| Further discussion needed with parent/carer | |
| Request denied | |

PLEASE NOTE:

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time, may be subject to a penalty notice for nonattendance being issued. A penalty notice is £60 per parent, per child for each 5 days' absence.

3. Education Supervision Orders (ESO)

Each Academy will follow the DfE guidance in regards to the application and implementation of an ESO. This guidance can be found at: [Working together to improve school attendance May 22.pdf](#)

4. Key Signposting:

a. DfE Working Together to Improve School Attendance:

[Working together to improve school attendance May 22.pdf](#)

b. DfE Summary Table of Responsibilities for School Attendance:

[Summary table of responsibilities for school attendance May 22.pdf](#)

c. Havering Code of Conduct:

[Truancy fines code of conduct \(havering.gov.uk\)](#)

5. Attendance Codes, Descriptions & Meanings

| Codes | Description | Meaning | Physical Meaning |
|-------|----------------------------------|-----------------------------|-----------------------|
| / | Present (AM) | Present | In for whole session |
| \ | Present (PM) | Present | In for whole session |
| B | Education off site (no Dual reg) | Approval Education Activity | Out for whole session |
| C | Other authorised circumstances | Authorised Absence | Out for whole session |
| D | Dual registration | Approved Education Activity | Out for whole session |
| E | Excluded | Authorised Absence | Out for whole session |
| F | Extended family holiday (agreed) | Authorised Absence | Out for whole session |
| G | Family holiday (not agreed) | Unauthorised Absence | Out for whole session |

| Codes | Description | Meaning | Physical Meaning |
|--------------|------------------------------------|-----------------------------|-------------------------|
| H | Family holiday (agreed) | Authorised Absence | Out for whole session |
| I | Illness | Authorised Absence | Out for whole session |
| J | Interview | Approved Education Activity | Out for whole session |
| L | Late (before registers closed) | Present | Late for session |
| M | Medical/Dental appointments | Authorised Absence | Out for whole session |
| N | No reason yet provided for absence | Unauthorised Absence | Out for whole session |
| O | Unauthorised Abs | Unauthorised Absence | Out for whole session |
| P | Approved sporting activity | Approved Education Activity | In for whole session |
| R | Religious observance | Authorised Absence | Out for whole session |
| S | Study leave | Authorised Absence | Out for whole session |
| T | Traveller absence | Authorised Absence | Out for whole session |
| U | Late (after registers closed) | Unauthorised Absence | Out for whole session |
| V | Educational visit or trip | Approved Education Activity | Out for whole session |

| Codes | Description | Meaning | Physical Meaning |
|--------------|------------------------------------|-----------------------------|-------------------------|
| W | Work experience | Approved Education Activity | Out for whole session |
| # | School closed to pupils & staff | Attendance not required | Out for whole session |
| Y | Enforced closure | Attendance not required | Out for whole session |
| X | Non-compulsory school age absence | Attendance not required | Out for whole session |
| Z | Pupil not on roll | Attendance not required | Out for whole session |
| - | All should attend/No mark recorded | No mark | Out for whole session |

6. Fines/Fixed Penalty Notice

The Havering Code of Conduct (Fixed Penalty Notices) determine that if a child of compulsory school age fails to attend school regularly over a given period, the parent/parents/guardian may be subject to a fixed penalty notice.

A copy of the Havering Code of Conduct can be found at: [Truancy fines code of conduct \(havering.gov.uk\)](http://havering.gov.uk)

From 1st September 2013, the notice is £60.00 fine for each child and imposed to each parent, if paid within 21 days. If unpaid the fine rises to £120.00 and if this is not paid within 28 days the LA have a duty to prosecute for the offence.

Please refer to the Havering website for further information: [Truancy fines | The London Borough Of Havering](http://havering.gov.uk)