



Attendance Policy

Policy

Attendance

Headteacher

Chris Stokes

Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
Feb 2020	Checked for updates to LA policy – NA. Updated 5.4 and 6.0 to reflect latest practice in school.	Tom Kelly	Mar 2020
Mar 2022	Minor amendments – mainly around staff roles and responsibilities and link included to Covid attendance guidance	Alison Knight	Mar 2022
May 2024	Minor amendments – updating of NYC links and minor tweaks/updates re school approaches e.g. Bromcom	Tom Kelly	May 2024
Nov 2024	Updates to reflect changes to legal expectations and school attendance strategy.	Andy Childe	Oct 2024
Nov 2025	Updated to reflect changes to several whole-school procedures (signing in/out, Attendance Database), types of Home Visits and tweaks to informal and formal attendance proceedings	Andy Childe	Dec 2025
May 2026	Updated to reflect changes to the school day (i.e. a single break and lunchtime) and the impact of this on the AM and PM registration windows.	Andy Childe	May 2026

Date ratified by Governors	Review Date
December 2025	December 2027

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1. Aims

Bedale High School (BHS) aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Communicating with parents/carers to build good relationships

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

At BHS we believe that good attendance is a crucial part of ensuring that pupils can achieve their potential and develop strong 'work-ready' habits, in preparation for life after school. Our definition of 'Good Attendance' is 97% or above.

2. Legislation and guidance

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 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](#)
- https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working_together_to_improve_school_attendance.pdf

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

3. School procedures

3.1 Attendance register

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

See Appendix 1 for the other DfE attendance codes that may also be required to use.

Students must be in their tutor room by 8.35am on each school day. The legal register for the morning session will be taken and will be kept open until 9.05am. A text will be sent to the parents of any child whose attendance is unauthorised. The legal register for the afternoon session will be taken at 12:25 and will be kept open until 12:55pm. Students arriving late but within the registration window will be marked with Code L. Students who arrive after the register has closed will be marked with Code U unless there

is another specific code that is appropriate to use (for example, M or C where supported by evidence); this applies even where the lateness is outside of the student's control, including where a local authority bus arrives late. In these cases, the code remains U, with any follow-up managed through pastoral or transport processes rather than attendance coding.

3.2 Unplanned absence

Parents/Carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:30am or as soon as practically possible (see also section 6). This should be through the 'Report Student Absence' link on the school website: [Report Student Absence](#). Failure to inform the school will result in any absence being recorded as unauthorised and as such parents should take full responsibility for informing the school **every day** of an absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness; however, medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence may be requested if the authenticity of the illness is in doubt, or where there are **four or more** absences in an academic year due to reported illness.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised until medical evidence has been provided.

3.3 Medical or dental appointments

We request parents to make non-urgent medical and dental appointments out of school hours, where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. When a child's appointment falls within the school day this will count against the child's attendance. However, it is appreciated that parents have little control over appointments with a consultant. We request that an appointment card or letter is brought into school to confirm all appointments. Pupils are required to be collected from reception and will not be allowed to sign themselves out without evidence. It may be required for us to contact you if in doubt.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A student who arrives after 8.35am will be marked as late, using the appropriate code and the number of minutes late will be recorded. A 'Late' comment will be recorded in the Student Planner. If a student receives 6 x 'Late' comments during a half-term, they will be issued with an isolation. Further issues may result in parents being invited into school for a meeting.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

The school will notify parents about a child's attendance each week via the student planner, giving parents / carers and school the opportunity for early engagement. Parents can also request a copy of their child's attendance certificate at any time via the Attendance Office. Parents can also access attendance data via the MCAS app.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The Department for Education (DfE) makes it very clear that there is NO entitlement for parents to take their child on holiday in term time. It is therefore, the school's policy that holidays taken during term time will be deemed as an unauthorised absence. Unauthorised holidays of 5 days or more may result in legal action which may well involve the issuing of a Fixed Penalty Notice. Leave of absence will only be granted to students on formal request and where there are clear exceptional circumstances within the categories defined by the DfE. We also aim to work in conjunction and partnership with different schools that siblings attend.

Please see the NYC School Attendance Guidance for examples of term time absences such as term time holidays, which are not a valid reason for authorised absence (unless they meet the specific criteria as laid out within the LA guidance).

The school will offer informal early intervention to support families where a student's attendance has become a cause for concern; this might be in the form of a telephone call, meeting or home visit.

If there is no improvement, the school will begin formal attendance procedures to support the family (see Appendix 3).

A leave of absence could only be authorised if requested in advance and is considered by the Headteacher as exceptional circumstances or as one of following reasons:

- Medical or dental appointments (we do ask parents/carers try to organise routine appointments outside the school day)
- Days of religious observance
- Traveller child travelling
- Family bereavement
- Involvement in a public performance / sporting event
- Service personnel returning from active deployment
- Where restrictions of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company*
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

4.2 Legal sanctions

A Penalty Notice for irregular attendance can only be issued in cases of unauthorised absence. A national limit of 2 penalty notices can be issued to the same parent for the same child within a rolling 3-year period. At a 3rd or subsequent offence another tool will be considered such as prosecution or one of the other attendance legal interventions. In cases where families contain more than one poor-attending pupil, multiple issue of Penalty Notices may occur. This will be the subject of careful consideration and co-ordination.

A Penalty Notice is issued as an alternative to a prosecution through the Magistrates' Courts. To meet Health and Safety requirements, Penalty Notices will only be delivered by post. The issuing of a Penalty Notice is considered appropriate in the following circumstances:

- Parentally condoned absences including unacceptable reasons for absence (e.g. too tired after a late night, birthday treat).
- Leave of absence taken but not agreed as exceptional circumstances by the Headteacher when requested in advance e.g. for a family holiday
- Excessive delayed return from agreed leave of absence without prior school agreement
- Persistent late arrival at school recorded as unauthorised absence (after the close of registration).
- Being seen in a public place, without a justifiable reason, in the first five days of a Suspension.

5. Strategies for promoting attendance

At Bedale High School securing excellent student attendance is one of our most significant priorities. Where students have attendance above 97% (our attendance target), they achieve excellent GCSE results in our school. The school's Attendance Strategy has four pillars: Incentivise, Support, Engage and Enforce: the combination of these four pillars ensure that exceptional attendance is achievable for every single student at BHS.

In addition, the following strategies are used to promote exceptional attendance at BHS:

1. Weekly form time focus on importance of attendance during the Positive Behaviour session, supported by key messages in school.
2. Year 6 Transition – target poor attenders in advance. Have meeting with parents before they arrive to lay out expectation and put support in place. Additional Transition Day for targeted student to enable smooth transition in September.
3. “Ready to Return phone call to every child’s parent/carer prior to the beginning of the new academic year.
4. Use Parent Evenings to focus on attendance. Selected parents to make appointments with SLT to evaluate impact of poor attendance and discuss strategies that are designed to overcome any barriers to attendance.
5. Celebrate good attendance: To incentivise student attendance, we operate a number of reward programmes (100% Attendance Club*, Club Points etc.) in school that acknowledge excellent attendance; more information about these are available on the school website:
<https://bedalehighschool.org.uk/parents/attendance/>
6. Notices for students and parents via letter, email, text message, Social Media and Information Screens around school, emphasising the importance of attendance and upcoming initiatives.
7. Utilise Form Tutors as first point of contact in combating the “odd day” / “time off for minor illness” attitude and emphasising the negative impact of making avoidable medical appointments in term time.
8. Provide Form Tutors with attendance data for their groups every week morning, so that this information can be used in the weekly 1:1 conversations during Positive Behaviour sessions.
9. Work with external support agencies such as Early Help, Compass Phoenix, WBIMT, CAMHS etc.
10. Adopt the Local Authority guidance procedures and formal attendance proceedings where appropriate (Appendix 4)

* An ‘Exceptional Circumstances: 100% Attendance Club’ form is available on the school website here: [BHS 100% Attendance Club Exceptional Circumstances Request](#) .

Permitted exceptional circumstances include:

- To mark a religious observance, including attending the wedding of an immediate family member.
- To attend a specialist medical appointment related to a lifelong medical condition.
- To grieve for and attend a funeral of an immediate family member.
- Any other exceptional circumstance approved by the Headteacher.

6. Attendance monitoring

The Attendance Officers monitor pupil absence daily and the Attendance Team meets each morning for the 'Attendance Briefing'.

Student-level absence data is collected and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with Governors.

Attendance officers produce a daily 'Absentee List' (with details of reasons for absence and follow-up actions) and 'Attendance Summary' (comparing the attendance of different sub-groups across different time periods).

Where possible, we adopt an approach of early intervention. The Persistent Absence threshold, as defined by the DfE, is 90%. If a student's overall attendance is less than 90%, the student will be classified as a Persistent Absentee and appropriate actions will be taken to support improvements in the student's attendance. An informal 'Attendance Letter 1' in the first instance.

If a student's attendance does not demonstrate significant improvement following early intervention, formal attendance proceedings will be initiated (see Appendix 3).

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher and Assistant Headteacher to account for the implementation of this policy.

7.2 The Headteacher and Assistant Headteacher (Attendance)

The Headteacher and Assistant Headteacher are responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher and Assistant Headteacher also supports other staff in monitoring the attendance of individual pupils and make referrals to the LA re fixed-penalty notices, where necessary.

7.3 The Attendance Team and Safeguarding & Inclusion Team

The Attendance Team and Safeguarding & Inclusion Team work together to:

- Monitor attendance data at the school and individual pupil level
- Inform parents whether applications for absence have been authorised or unauthorised
- Report concerns about attendance
- Work with external partners to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Takes advice from NYC Attendance Enforcement Officer on when to issue fixed-penalty notices

- Takes calls from parents/carer about absence and record it on BROMCOM and the Attendance Database.
- Pupils who arrive or leave school site during school hours are recorded through signing them in/out at Reception.

7.4 Form Tutors and Teachers

Form Tutors and teachers are responsible for recording attendance on a daily basis, using the correct codes on BROMCOM. Any additional information should be submitted to the attendance office in a prompt manner.

8. Monitoring arrangements

This policy will be reviewed every two years by the person on SLT with responsibility for attendance. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our Child Protection and Safeguarding Policy.

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Rules and Procedures for Home Visits

Contents:

1. Statement of intent
2. Types of home visit
3. Prior to the home visit
4. During the home visit
5. After the home visit
6. Travel safety tips when conducting a home visit
7. In the event of an incident

1. Statement of Intent

Bedale High School firmly believes that regular attendance is essential to the successful academic development of pupils. The role of the attendance team is crucial to the overall performance of the school; therefore, we have established clear protocols for the attendance team who make home visits.

Home visits will be conducted by members of the Attendance Team if a student's attendance is of concern. The purpose of making home visits is to have a conversation with families about their young person's attendance, complete a safeguarding check and offer support where applicable.

Since the attendance team may be entering private property, either in pairs or on their own, it is important that all parties are made aware of the rules and procedures. The attendance team will always maintain the highest professional standards and will expect this of the families they visit. Any aggressive or violent behaviour towards staff will not be tolerated.

The attendance team will carry out their work in line with the school's **Child Protection and Safeguarding Policy** at all times.

2. Types of home visit

The purpose of a home visit will fall into one of four categories:

- A. **Short-term attendance concerns and attendance welfare checks**, on the first day of absence (if a student has been given a 'N') or the second day of absence, where capacity allows.
- B. **Longer-term attendance concerns**, challenging persistent (below 90%) and severe (below 50%) absenteeism. This type of Home Visit will be pre-planned and designed to support the family in overcoming any barriers to attendance.
- C. **Safeguarding concerns** where student has been absent and not physically seen for more than 5 days. An incident log will also be raised on CPOMS so that the Safeguard and Inclusion Team are aware and can undertake appropriate action.
- D. **Pre-planned (with family) visit** to support the family in overcoming a barrier to attendance, where a meeting in school is not possible

Where staff are permitted to enter the property, they must adhere to the guidance in Appendix 2.

3. Prior to the home visit

- Appropriate information should be gathered by the school (name of parents/carers, address, contact details, name of any other adults residing in the home); this is available on BROMCOM
- BROMCOM must be checked before a home visit to ensure no identified risks to staff are recorded. If family is supported by other services due to safeguarding concerns, staff are to contact this service to check if there are any concerns for staff regarding home visits
- Where possible, agree a date / time / agenda with the person(s) that is going to be met.

- Staff are able to request that animals are not present during the home visit; if there are dogs or other pets visible on arrival that present a concern, staff are to request that they are placed in another room
- Staff making the visit will have a clear plan of what is going to be discussed, how this is going to be delivered and what the intended outcomes of the visit are. A laminated script is followed by Attendance Officers to ensure the purpose of the visit is clearly communicated.
- Staff will not enter the home of a student unless the parent is present.
- Driver(s) are to arrange appropriate business insurance cover for the vehicle being used to transport staff to and from the visit. The driver is able to claim for mileage incurred via the North Yorkshire Council 'My View' dashboard
- Where advice is communicated from any source which suggests caution or a reason not to conduct a home visit, then this advice must be given full consideration. Ideally, home visits should be conducted by at least 2 members of staff, but this will depend on timetable constraints and lone visits are permitted where the correct rules and procedures are followed.
- Before staff leave to go on a home visit, they must sign out using the electronic signing in/out system in Reception. The visit is also logged on the Attendance Database.

The safety of school staff is very important. Staff should not take risks. If they feel insecure, they should not go on a home visit.

4. During the home visit

- Staff must wear named photo ID and show respect and courtesy at all times.
- If staff are asked any questions they cannot answer, they will either find out and report back to the parent/carer or refer the parent or carer to another senior member of staff.
- Keep car keys and mobile phone in a pocket or on your person; avoid wearing expensive jewellery and carrying a large amount of cash.
- On arrival, staff are to survey the premises for exits and ways out in an emergency.
- If the person that is being visited locks the front door, they should be asked to leave the key in the lock.
- Staff should be wary of trip hazards that are both external and internal, such as steps, lifted floor coverings, electrical wires.
- Stay in communal rooms (dining room, living room etc.) and avoid going into bedrooms.
- If the situation starts to become unmanageable (i.e. verbal or physical aggression) staff should call the meeting to an end and leave the property.
- If staff arrive for a visit and no one is home, they should leave a note with the date and time they were there, the school phone number and a time that they can be reached to set up a new appointment. Return to the school and try to call the parent. It is the responsibility of the staff due to visit to ensure that parents are contacted immediately if they are unable to keep to the scheduled appointment. If the home visitor cancels a home visit, due to illness or otherwise, it must be reconvened at a later date.

Staff must consider personal safety at all times during the visit and not put themselves in danger.

5. After the home visit

- The visiting staff member(s) to sign back in once they have arrived back at school
- Attendance Database / absentee list is updated with details and actions that have been agreed as a result of the home visit
- The attendance team will report any safeguarding concerns to a DSL or deputy via CPOMS as soon as possible.
- If the staff member(s) does not return to school within the allotted time and has not contacted the school to tell them why they are going to be late, then the school must make all reasonable

attempts to contact each staff member. If contact cannot be established, a senior leader must be informed immediately, and consideration must be given to contacting the police.

- A senior leader will take the following steps, as required, in the event of staff not returning back on time: attempt to contact the family that has been visited via phone and speak to visiting staff, drive past the property to check if the vehicle is there, look for signs of an incident, and/or contact the police to report the individuals missing.

6. Travel safety tips when conducting a home visit

- Lock car doors as soon as it is entered
- If parking in a private driveway, reverse park if possible, to make it easier to drive out on departure
- In a cul-de-sac, it is recommended to park in the direction of the cul-de-sac exit
- On departure, approach the car with keys easily available or in hand
- Hide any bags or personal/work items so that they are not in view
- Avoid parking beside vans/trucks
- Park in well-lit areas and avoid parking in isolated areas
- Never enter a house if there are raised voices or signs of aggression within or evidence of drug/alcohol use or if the parent/carer is inappropriately dressed

7. In the event of an incident

- If an aggressive incident occurs, remember to remain as calm as possible, and speak slowly and calmly
- If there is an incident while at the home address, staff should assess the situation and decide on the best course of action to keep themselves safe; depending on the nature of the incident, it may be necessary for staff to contact school to get help or contact the emergency services on 999 or 101
- Keep space between yourself and the aggressor, and try to keep a barrier (e.g. table) between you where possible
- Slowly move towards an exit, or to a room you can barricade yourself in
- On return to the office after an incident, the staff member must contact their line manager, inform them of the incident and complete an incident report form, making sure that the incident is factually recorded. All incident report forms must be shared with the Headteacher by the end of the working day.

Appendix 3: Informal and Formal Attendance Procedures

Early Intervention

Early intervention strategies to address barriers to school attendance are not part of the formal legal process therefore not dependent on unauthorised absence having occurred. Prior to formal (legal) attendance procedures being taken by the LA for long-term attendance issues, the school will implement the following:

- Attendance Letter 1 (Cause for concern) sent to parents where attendance has fallen below 90%
- Telephone call, in-school meeting and/or home visit where attendance has not improved following Letter 1 to establish reasons for absence and offer a support plan where appropriate (maximum of one per half-term).
- Ladder of Intervention is followed (if appropriate) and the child and family can be supported by an Early Help Assessment being completed and a Team Around the Family (TAF) meeting can be convened when support is required from more than one agency. Advice can be sought from an Early Help Consultant as to when it would be appropriate to make a referral to the Children & Families Service.

Formal Attendance Procedures*

If there continues to be no improvement in the child's attendance or lack of engagement with support available by the child and/or parent(s), Formal Attendance Procedures will begin. The Formal Attendance Procedure is the start of the legal process and some unauthorised absence recorded on the school register to proceed. The threshold for the LA to take legal action is 10 unauthorised sessions in the previous four-month period.

A student who is at either Stage 1 or Stage 2 will receive an 'Attendance Stamp' in their planner, with their attendance target / date clearly stated.

NB: If a pupil should, at any time in the future, become a cause for concern again, the 3-Stage procedure will be continued onto the next stage or recommenced from the first stage depending on the severity of the situation.

Stage 1: Initial Warning Letter is issued by the school with Flowchart and Information for Parents enclosed. This is followed by a 10-day monitoring period (to meet the agreed attendance target of attending 9 days)



Stage 2: Attendance Panel Meeting held by the school if Stage 1 target is not met. Support Plan/Parenting Contract, attendance target of attending 18 (out of 20) days, and recommendations agreed as an outcome. This is followed by a maximum of a 20-day monitoring period. (Review Meeting may be held if some progress is made, or Stage 2 terminated early if it is clear the target will not be met).



Stage 3: PACE Formal Caution Interview/LA Panel Meeting arranged and chaired by the LA following consultation with relevant parties. The parent and a senior member of school staff will be present, and the interview and subsequent Panel Meeting will be chaired by the LA's Attendance and Enforcement Officer for the area. Following this meeting, the LA/Panel will decide for:

- No further action to be taken or a further Review Meeting to be held
- A Notice to Improve to be issued
- An Education Supervision Order to be issued
- Prosecution to be actioned (under the Education Act 1999, s444 (1.1A))

Penalty Notices can be issued for unauthorised leave of absence taken in term time if there has been a minimum of 10 sessions in a block or accumulative over a 10-week period.

There is no requirement for the Formal Attendance Procedure to have been implemented for a Penalty Notice to be issued for unauthorised leave, as this only refers to a specific type of absence, rather than an ongoing issue which the family may need support to address.

To meet the criteria for the issue of a Penalty Notice, the leave of absence would have been requested by the parent, refused by the school as the reason given did not meet the criteria for exceptional circumstances, then taken without the school's permission. If the leave was not applied for then it would automatically have been taken without the permission of the Headteacher who has full discretion regarding authorisation of the absence. If the Penalty Notice is issued in accordance with the LA's Code of Conduct for the use of Penalty Notices, and not paid, a prosecution through the Magistrate Courts may be pursued by the LA.

Appendix 4: Formal Attendance Procedures: Flow Chart (issued to parents/carers)

ATTENDANCE STRATEGY	
School Attendance Procedure – Flow Chart	
<p>Formal Attendance Procedures</p> <p>Name of Child: Yr Group: Date</p> <p>DOB: Current Attendance (Year to Date) %</p> <p>Name and Address of Parent with whom the child resides:</p> <p>.....</p> <p>.....</p> <p>The following procedure will be undertaken by the school should there be no significant improvement in your child's attendance and unauthorised absence continues to be recorded.</p>	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Stage 1</p> <p>Initial Warning Letter is issued by the school with Flowchart and Information for Parents enclosed. This is followed by a 10-day monitoring period (to meet the agreed attendance target)</p> </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Stage 2</p> <p>Attendance Panel Meeting held by the school if Stage 1 target is not met. Support Plan/Parenting Contract, attendance targets and recommendations agreed as an outcome. This is followed by a maximum of a 20-day monitoring period. (Review Meeting may be held if some progress is made).</p> </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Stage 3</p> <p>(P)olice (A)nd (C)riminal (E)vidence Act (1984) / LA Panel Meeting arranged and chaired by the LA following consultation with relevant parties. The parent and a senior member of school staff will be present and the interview and subsequent Panel Meeting will be chaired by the LA's Attendance and Enforcement Officer for the area.</p> <p>Following this meeting, the LA/Panel will make a decision for :</p> <ul style="list-style-type: none"> No further action to be taken or a further Review Meeting to be held A Notice to Improve to be issued An Education Supervision Order to be issued Prosecution to be actioned (under the Education Act 1999, s444 (1,1A)) </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Attendance target:%</p> <p>From:</p> <p>To:</p> <p>Target met: Y/N</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Attendance target:%</p> <p>From:</p> <p>To:</p> <p>Parents/carers attended: Y/N</p> <p>Target met: Y/N</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Attendance at date of referral to LA: %</p> </div>