



WELLSWAY  
SCHOOL

# Attendance & Punctuality Policy

For review by the Assistant Headteacher (Safeguarding & Welfare)  
Approved by the Senior Leadership Team

Date of last review: December 2023

Date of next review: December 2024

## **1. Introduction**

Wellsway School is committed to providing high quality inclusive learning opportunities for all students. We believe that if students are to reach their full potential then excellent attendance is crucial. Any problems that impede full attendance will be identified and addressed as quickly as possible.

The Academy Governance Committee, Principal and staff wish to ensure that every child at Wellsway School benefits from regular and punctual attendance at school and to ensure continuity in the learning process. To this end parent/carers will be informed of the school policy on attendance and punctuality and encouraged to understand the importance of good attendance and punctuality. Regular and punctual attendance is the legal responsibility of the parent/carer.

It is the policy of Wellsway School to celebrate achievement. Full attendance, that is students attending every time that the school is open to them, is a critical factor in ensuring positive educational outcomes for our students. Our school will actively promote and encourage 100% for all our students. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a student's attendance, then the student's Head of House/Assistant Director of Sixth Form and/or Attendance Improvement Officer will investigate the matter and attempt to work in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible. We will adopt a clear focused approach aimed at returning the student to full attendance at all times.

Students will have expectations regarding attendance and punctuality regularly addressed in tutor periods, assemblies and through the rewards systems so that the importance of good attendance is given a high profile within the school. The aim of this policy is to raise levels of achievement by ensuring high levels of attendance, punctuality and involvement in the school.

## **2. Purpose of this Policy**

- To improve the overall percentage of students at school
- To make attendance and punctuality a priority for all those associated with the school including students, parents/carers, teachers and governors
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- To provide support, advice and guidance to parents/carers and students
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and school
- To promote effective partnerships with the Local Authority and with other services and agencies
- To recognise the needs of the individual student when planning reintegration following significant periods of absence

### 3. Principles

- 3.1 Regular and full attendance at school is an essential part of being able to deliver a good education to students.
- 3.2 Parents/carers have a legal duty under The Education Act (1996) to ensure that children of compulsory school age attend school on a regular and full-time basis.
- 3.3 All action is taken in line with the following legislation/guidance:
  - The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
  - 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 (Pupil Registration) (England) (Amendment) Regulations 2019
  - DfE Keeping Children Safe in Education 2023
  - DfE School Attendance
  - DfE Children Missing Education 2016
  - DfE A guide to absence statistics 2023
- 3.4 The school has a legal duty to ensure the registration of students for morning and afternoon sessions of the school. If a student of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is always required.
- 3.5 The school will not grant any leave of absence during term time unless there are "exceptional circumstances". Unauthorised absence from school is an offence and parents/carers can be reported to the LA when there are persistent attendance problems.
- 3.6 We have a duty to validate absence due to on-going medical issues. This may involve parents/carers meeting with a member of staff and the school nurse. At this meeting we will draw up a medical action plan to ensure that time in school is maximised. We may also discuss with parents/carers regarding our wish to liaise with medical professionals to ensure that absences from school due to medical reasons are reasonable.
- 3.7 Problems with attendance are best resolved by discussion between the school, parents/carers and the student.
- 3.8 Heads of House, Assistant Director of Sixth Form, Learning Mentors, the Attendance Improvement Officer and the Social, Emotional and Mental Health Manager are available to help the school, the parents/carers and students resolve problems with attendance.

### 4. Promoting Good Attendance

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and within 15 minutes of the start of lessons.
- Following-up absences as part of our safeguarding procedures.
- Undertaking attendance checks at appropriate times.
- Recording attendance on student records.
- Acknowledging individual's improvements in attendance.
- Providing feedback on individual attendance data to students and where necessary, parents/carers.
- Encouraging good liaison between the school and the Local Authority.
- Welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our pastoral staff, prior to re-entry to help students keep up to date.
- Identifying children 'at risk' as quickly as possible for special monitoring.
- Reward attendance for individual students on an annual basis.
- Send letters home to parents/carers of students where attendance is a concern and set up 'Attendance Meetings' with Heads of House and/or the Attendance Improvement Officer.
- Recording holidays taken in term time which have not been authorized and writing to parents/carers to express our policy. We will also work with the LA who will issue Penalty Notices where appropriate.
- Reviewing the classroom locations for students with short term injuries e.g. a student requiring crutches.

## 5. Monitoring Attendance

Wellsway School works in partnership with SOL Attendance Consultancy Ltd. Based on current attendance figures each child is placed in one of the following groups below. Each student is regularly updated by their tutor of their Attendance Group.

Group 1: No Concern - Green Group

The child attends for **97% - 100%** of the time.

Group 2: Concern - Yellow Group

The child attends for **95% - 97.9%** of the time.

Group 3: Risk of Underachievement – Amber Group

The child attends for **93% - 94.9%** of the time.

Group 4: Severe Risk of Underachievement – Pink Group

The child attends for **90% - 92.9%** of the time.

Group 5: Extreme Risk of Underachievement – Red Group

The child attends **for 0% - 89.9%** of the time.

All groupings are presented to students as an attendance diamond. An example of the attendance diamond poster can be found in Appendix 1.

Every student's weekly attendance percentage and allocated group is monitored on a central tracker

## Why does Wellsway School use the Tracker?

The Tracker is a simple tracking system using data extracted from SIMS to support staff in managing attendance improvement. The Tracker uses Excel and allows analysis of cumulative attendance data by academy, year, house, tutor group, gender, SEN/D, FSM, PP, LAC, EAL status and ethnicity. The Tracker allows ease of access to the information as all data is contained within one tracking system. Staff can then use the information to target and take appropriate action to improve attendance.

## 5. Roles and Responsibilities

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

Role	Responsibility
<b>Governors</b>	<ul style="list-style-type: none"> <li>• To ensure that the school has in place a whole school attendance policy</li> <li>• To receive regular reports from the Principal in respect of attendance data</li> <li>• To monitor the effectiveness of the whole school policy</li> </ul>
<b>Headteacher</b>	<ul style="list-style-type: none"> <li>• To oversee the whole policy</li> <li>• To have particular regard to the equalities aspects of the policy</li> <li>• To report to Academy Governance Committee on attendance issues on a termly basis</li> <li>• These tasks maybe delegated to the Assistant Headteacher (Student Support) or other member of SLT.</li> </ul>
<b>Assistant Headteacher (S &amp;W) – Year 7-11) and Assistant Heateacher (Director of Sixth Form – Years 12 and 13)</b>	<ul style="list-style-type: none"> <li>• To liaise with Curriculum Directors (CDs) and Heads of House/Assistant Director of Sixth Form</li> <li>• To oversee the collation and analysis of attendance data</li> <li>• To produce an attendance profile for the whole school</li> <li>• To report to the school’s SLT on attendance matters and trends</li> <li>• To ensure liaison with our Attendance Improvement Officer.</li> <li>• To collate attendance data for each House</li> <li>• To oversee the registration process and ensure that registers are completed accurately and on time</li> <li>• To ensure a tracking process is in place for vulnerable students.</li> </ul>
<b>Heads of House/Assistant Director of Sixth Form</b>	<ul style="list-style-type: none"> <li>• To reinforce good practice at meetings</li> <li>• To raise the profile of attendance at appropriate times (e.g. assemblies)</li> <li>• Meet with and inform Parent/Carers regarding attendance and punctuality matters – see Appendix 2.</li> <li>• Meet regularly with their allocated SLT line manager on matters of problematic attendance</li> <li>• To meet with the AIO on a regular basis and discuss interventions</li> <li>• To monitor and track level 1 and 2 Tutor Interventions</li> <li>• To organise the reintegration of long-term absentees</li> <li>• Reward students who have excellent attendance</li> </ul>

<b>Attendance Improvement Officer</b>	<ul style="list-style-type: none"> <li>• Meet regularly with AH (S &amp; W) and AH (Director of Sixth Form) on matters of problematic attendance</li> <li>• Meet with and inform Parent/Carers regarding attendance and punctuality matters</li> <li>• To instigate formal action such as Attendance Planning Meetings, Penalty Notices and Court action in the event of persistent and continually poor attendance - see Appendix 2, 5 and 6. <ul style="list-style-type: none"> <li>• Liaise with Heads of House over any absences which do not warrant authorising or any absence that is cause for concern</li> <li>• Where the school is concerned regarding a student's attendance rate liaise with Heads of House re: Parent/Carers who have not contacted school informing of the absence of their child on the day of absence</li> <li>• Provide an accurate and up to date record of attendance across the school</li> <li>• In the absence of the Attendance Improvement Officer, the Student Welfare Officer or Student Support Administrator would deputise and carry out daily attendance clerk duties.</li> </ul> </li> </ul>
<b>Tutors / Teachers</b>	<ul style="list-style-type: none"> <li>• Keep an accurate record of tutor/teaching group attendance by marking the register accurately and promptly for each lesson and Tutor session</li> <li>• Monitor patterns of attendance and punctuality in tutor group and follow procedures where underperformance is highlighted – see Appendix 2 and 3</li> <li>• Following up non-attendance as part of our Safeguarding Procedures</li> </ul>
<b>Parents/Carers</b>	<ul style="list-style-type: none"> <li>• Ensure that children leave for school on time</li> <li>• Ensure children attend school regularly and punctually</li> <li>• Contact the school on every day of absence</li> <li>• Provide explanation to school for all absence on or before the day of proposed absence</li> <li>• Not to take holidays during term time</li> <li>• Endeavour, where possible, to make appointments for child out of school hours</li> <li>• Support the school in all matters to ensure a punctual and regular attendance</li> </ul>

## 6. Review, Monitoring and Evaluation

Heads of House/Assistant Director of Sixth Form will be required to set targets for their House/Year Group, and the combined targets will then feed into the overall school targets.

At regular interviews during the academic year the Academy Governance Committee, Senior leadership Team and Heads of House will check whether these targets are being met and, if not, try to establish why. Part of the evaluation process will be to look at what interventions have been successful, this will include considering:

- Attendance data for individual students, houses, year groups, tutor groups and the school as a whole
- Has the school been successful in raising the profile of attendance both within the school and the community?

- How well informed are new students about the importance of attendance and the policy and procedures operating within the school?
- Have attendance issues been included as topics in school assemblies, PSHE lessons or as a theme for any other curricular lessons?

We will strive to raise the profile of attendance through the issue of individual certificates for 100% attendance and improved attendance and through the monitoring of tutor group attendance.

Wellsway School believes that it is essential to keep this policy “alive”. Consultation and communication are key factors that will ensure that the Policy has impact in raising attendance. Vigilance is essential if we are to maintain and improve our attendance figures.

## **7. Procedure for registering students at Wellsway School**

### **i. Our Legal Morning Registration is Tutor Period**

Registration will take place at the start of each subsequent lesson using the school’s recognised method of registration

### **ii. Marking the register in Tutor Period and Lesson 5**

Procedure for Registration and the Duty of Tutors

These are the procedures and routines which Wellsway School employs to monitor and improve attendance and the responsibilities of key staff in the recording and monitoring of attendance. Heads of House/Assistant Director of Sixth Form and tutors play a major role in attempting to promote good attendance, but will only be successful with the support of all the teaching staff following procedures and identifying concerns. Not only is accurate monitoring of attendance a legal responsibility it is also one of the most important child protection procedures that we carry out on a daily basis.

Students have to value and see the purpose of coming to our school. Whole school issues such as the learning environment, lunchtime arrangements, how we deal with bullying, teacher student relationships, teaching styles, rewards and sanctions play a most crucial role in determining whether students attend school. The support of parents/carers is extremely important and the role of Attendance Improvement Officer is crucial in encouraging parents/carers to ensure their children attend school every day.

### **iii Daily procedures and routine for registering student attendance in the morning**

Registration should be amongst the first events of the tutor period and in each subsequent lesson. It sets the tone for the rest of the lesson and the learning that will follow. It is vital that registration is conducted punctually, and in a positive, purposeful and business-like climate.

Teachers/Tutors will take the register using Bromcom, either on a handheld device or desktop computer in the teaching room/space. Students are marked present (/) or absent (N) on the screen. If students arrive after being marked absent then the teacher should change the mark to late (L). If a student is late, the tutor should also enter the number of minutes late by using the ‘minutes late’ facility. As soon as the register has been taken the teacher/tutor should ensure that the register is saved so that the data is stored.

- Students arriving after 9.15am in the morning or 2.20pm in the afternoon must be marked as an unauthorised absence using the code U.
- Supply teachers will be given login details for Bromcom and will use this to take the register in every lesson they teach.
- Teachers covering for absent colleagues are expected to take the register for the cover lesson. The details of the group being covered will appear on the timetable bar when the teacher signs in to Bromcom. Heads of House run detentions and will place students who are regularly late to school in this detention. Details of this process can be found in Appendix 3.
- **All absence from school must be covered by a phone call on each day of absence to the dedicated absence phone line on 0117 9161030 or by emailing attendance@wellswayschool.com**
- If no call is received or reason given is unacceptable then students will be given an unauthorised absence.
- Parents/carers are reminded regularly through the Ammonite of the importance of informing the dedicated absence line of any reason for absence.

#### **iv) Marking the register in lessons 1,2,3,4 and 5.**

- All students present at registration periods should be marked 'present' using the appropriate DfE code ( \ )
- Any student absent when the register is called should be marked 'absent' using the appropriate DfE code ( N )
- If a child marked absent subsequently arrives during the tutor period then that student should be marked as 'Late' ( L )
- Under **NO** circumstances should any student **not** be given a mark on the register

#### **v) Late after registration closes (AM)**

Any student who is late after the registration period has closed should register at Student Support. Any student whose lateness does not carry an acceptable reason in the judgement of the Attendance Improvement Officer will have their names passed to the relevant Head of House and their attendance will be recorded as U – 'unauthorised'.

Students who are late, will have this recorded and an accumulation of these will result in a student being placed on tutor or Head of House report – see Appendix 3. Parent/Carers may also be informed of the reason for this detention and asked to support the school in re-enforcing the need for punctuality.

### **8. Absences from School (First Day)**

Parent/Carers should notify the school every day their child is absent. This should be done in advance of the school day, using the absence phone line on 0117 9161030 or by emailing attendance@wellswayschool.com. Where a student's absence is a cause for concern the school's Attendance Improvement Officer may contact the Parent/Carers of that student after 9.30am to receive an explanation for the absence on that day of absence. Delayed explanations of any unexplained absence must be submitted by a letter from Parent/Carers. The actions taken by the Attendance Improvement Officer in relation to first day absence can be found in Appendix 6



## **9. Authorising absence**

If the Attendance Improvement Officer has a suspicion regarding a note explaining an absence then it should be referred to the Head of House who will make enquiries. The Head of House/Assistant Director of Sixth Form may choose to liaise with the Assistant Principal (Student Support) or Principal who will decide on any subsequent action.

## **10. Holidays**

From the 1st September 2013 Principals are not, by law, able to grant any leave of absence during term time unless there are “exceptional circumstances”. Taking students out of school during term time for the purpose of holidays is not deemed as an “exceptional circumstance” and will not be authorised. This could result in Wellsway School applying to the Local Authority for a Penalty Notice.

## **11. Appointments**

The school asks that Parent/Carers try to make medical/dental appointments out of school hours but understands that sometimes this is impossible. Where it is necessary to attend an appointment during the school day the student should attend school prior or post appointment wherever possible. A whole day absence for a routine appointments is not acceptable. Students should report to school with a note from their Parent/Carer on/or before the day of the appointment and sign in/out as appropriate at Student Reception.

## **12. Improving attendance**

In cases where student’s attendance causes the school concern, Wellsway School will undertake a series of steps to ensure that the situation is rectified Appendix 5 summarises these actions.

***In cases where there is no improvement and attendance continues to cause concern the school, with the LA, will seek action to be taken under legal powers to ensure that Parent/Carers fulfil their legal responsibility.***

### **13. Note on Unauthorised absence**

An unauthorised absence is when parents/carers do not provide a reason that the school believes to be justifiable.

### **14. Re-integrating students who have been absent for a significant length of time**

Students who have been absent for a period of time for no justifiable reason will have a re-integration programme designed by their Head of House or the Assistant Director of Sixth Form in liaison with other agencies, as appropriate. This will be designed to meet their needs and allow a smooth re-integration into school.

### **15. Exceptional Circumstances**

From the 1st September 2013 Headteachers are not, by law, able to grant any leave of absence during term time unless there are “exceptional circumstances”.

“Exceptional” circumstances might include:

- The funeral of a very close relative
- The wedding of a very close relative
- Participation in a national event or awards ceremony
- Traveller children
- Young Carers
- Other circumstances deemed ‘exceptional’ by the school
- Parents may of course choose to take their children out of school without permission but the repercussions of any unauthorised absences include the potential issuing of fines under a penalty notice.

Parents / carers can request a leave of absence for a student by completing an absence request form and returning the form to the Attendance Improvement Officer in student support before the date of absence. Absence request forms can be downloaded from the Wellsway School website or collected from student support.

### **16. Penalty Notices (see appendix 4)**

Accumulated unauthorised absences may result in a Penalty Notice being issued by Bath & North East Somerset Council. These fines are £60 (per parent, per student) if paid within 28 days or £120 if paid between 29 and 42 days. If the penalty is not paid and the notice is not withdrawn the parent/carer will be prosecuted in the Magistrates Court for the offence of failing to ensure their child’s regular attendance at school.

Penalty Notices will only be issued after a series of strategies have been tried and no improvement seen, they can also be issued for unauthorised leave taken during term time. The decision to issue a Penalty Notice is taken by the Local Authority following a request from the school. Copies of paperwork sent by the LA to parents/carers are also issued to the school and kept on student files.

## **17. Students joining or leaving Wellsway School**

It is crucial that students are tracked carefully if they move between schools. If this careful monitoring does not occur then there could be a safeguarding concern. Information in relating to Wellsway School's protocols for students joining or leaving the school can be found in Appendix 7.

## **18. Students who have extended periods of unexplained absence**

Keeping Children Safe in Education 2023 states 'All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures. Details of how the school responds to extended periods of unexplained absence can be found in Appendix 5 and 6.

## **19. Students who do not attend school due to medical conditions**

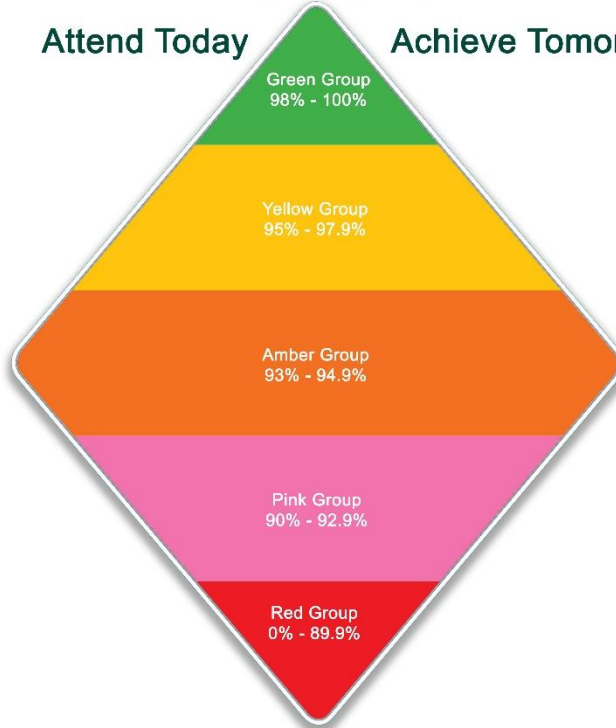
All students at Wellsway School will continue to have access to education when they are ill and unable to attend school for health/medical reasons, temporary or long term. The nature and amount of educational activity should be dictated by their health/medical condition, balanced with the need to help them keep up with their studies and maintain the momentum of their education. We are committed to the full reintegration into Wellsway School of all students as and when their health/medical needs allow. Protocols for how Wellsway School supports students who cannot attend due to medical conditions can be found in Appendix 8.

Appendix 1: Attendance Diamond Poster

# School Attendance Matters

Attend Today

Achieve Tomorrow



Attendance Groups	
Green	Striving to Meet or Exceed Academic Targets
Yellow	Risk of Underachievement
Amber	Serious Risk of Underachievement
Pink	Severe Risk of Underachievement
Red	Extreme Risk - Court Action



Developing confident, respectful and successful young people



## Appendix 2: School Attendance Intervention Actions

Tutors review Sol Tracker and House Intervention Spreadsheet weekly

Tutors award house points to students who have 100% attendance since the start of academic year each week

Tutors award house points to students who improve their attendance weekly (**GREEN UP ARROW ON TRACKER**)

Tutor has a conversation regarding absence when a student's attendance decreases (**RED UP ARROW ON TRACKER**)

### **Attendance Falls Below 96%: Tutor Conversation and Email Home**

- HoH review Sol Tracker weekly.
- HoH Log students on House Intervention Spreadsheet
- Tutors confirm on intervention spreadsheet when a student has been spoken to and email home has been sent

Attendance ↓ falls to 92%

### **Attendance Falls below 92%: AIO Sends Warning Letter 1 Home**

- AIO and HoH review Sol tracker fortnightly and discuss students
- AIO logs students /intervention on House Attendance Spreadsheet

**Attendance Continues to Decrease: AIO sends warning letter 2 home and invites parents in for a meeting to discuss interventions and create an attendance action plan with AIO and LM / HOH.**

- AIO and HoH review Sol tracker fortnightly and discuss students
- AIO logs students / intervention on House Attendance Spreadsheet

**After 2-4 weeks the AIO and HOH / LM meets with parents/carers to review attendance action plan and discuss next steps.**

**Attendance Improves:**  
AIO / HOH monitor student attendance closely.  
Restart attendance plan / meetings if attendance starts to drop again.

**Attendance Continues to Decrease:**  
AIO to refer to AWSS.  
AIO / HOH / LM to discuss further interventions.

### **Appendix 3: Punctuality Actions**

If a student is late to a tutor session or lesson then they are marked as L (late) on Bromcom and placed on level 1 of the in lesson behaviour policy. The behaviour manager runs weekly punctuality reports and any student that has received 5 or more late marks to lessons in a week will be placed onto Tutor report. The tutor monitors this each day and would contact parents each week. When on punctuality report to their tutor, there has to be a further consequence if the student continues to be late. If there are 3 more lates in a week then a Community Detention would be set. The student will be on this report for a two week period. If punctuality improves (no more than 3 lates per week) then the student comes off Tutor Report. If punctuality is similar (maximum of 4 lates per week) student stays on Tutor Report for a further two weeks. If punctuality declines (5 or more lates per week) the student is moved onto HoH Report for a two week period. Further decline from this would result in meetings with the parents/carers, HoH and SLT link. If a student loses their report card, then a Community Detention shall be set.

Students who are 15 minutes or more late to a lesson, will be given a L1 in the classroom room and also a negative behaviour incident recorded, with a Community Detention set.

Students who have no lates marks in a week, will be awarded with a House Point.

### **Appendix 4: Penalty Notices**

Information for Carers

#### **What is a Penalty Notice?**

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996.

The Anti-Social Behaviour Act 2003 introduced the Penalty Notice as an alternative to prosecution. A Penalty Notice does not require an appearance in Court but still aims to secure an improvement in attendance.

#### **Why is it being introduced?**

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

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

#### **How much will it be?**

£60 - If payment is made within 28 days. £120 - if paid after this but within 42 days.

### **How will they be issued?**

By post, to the parents/carers home address.

### **When will they be used?**

A penalty notice may be issued in circumstances where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so, for example where the parent has failed to engage with any voluntary or supportive measures proposed.

Penalty notices will usually be issued where a student has 10 or more unauthorised absences in the 100 sessions prior to the request for a penalty notice to be issued.

Wellsway School will ask that the Local Authority' issue a penalty notice for a first offence in exceptional circumstances. This could be where the unauthorised absence was for an extended period and/or condoned by the parent, for example:

- One-off instances of unauthorised absence such as holidays taken during term time without the school's permission. Where a student has accrued more than ten or more consecutive unauthorised absences for the purpose of a holiday and where overall attendance is 95% or below for that academic year.
- Following a truancy sweep, enquiries show that the school has recorded the student's absence for that session as unauthorised.
- In cases where students are persistently late for school after the register has closed for ten sessions or more during a school term.
- In cases where an excluded student is found in a public place during school hours without a justifiable reason during the first 5 school days of an exclusion, whether fixed period or permanently from a maintained school, academy or a free school.

Penalty notices may be issued to any or all parents/carers as defined by section 576 of the Education Act 1996.

Parents/carers will not be issued with more than 2 separate penalty notices per child in any twelve-month period.

Wellsway School does not take the decision to instigate legal action lightly and would far rather work with parents/carers to improve attendance without having to resort to its enforcement powers. Attendance is of such importance to all of us however that these powers will be used if this will help in securing a child's education.

### **Is a Warning Given?**

Normally yes. You should receive a written warning of the possibility of a Notice being issued, which will tell you the extent of your child's absences and give you 15 school days in which to effect an improvement. In that time your child must have no unauthorised absences from school. In some circumstances a penalty notice may be issued without a warning being issued.

There is no limit to the number of times formal warning of possible Penalty Notice issue may be made in any particular case.



### **Is there an appeal process?**

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish.

### **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 42 days from receipt to pay the Penalty Notice in full. If full payment is not received within this timescale the Authority is required under the Act to commence proceedings in the Magistrates court for the original offence of poor attendance by your child.

If proven, this can result in fines of up to £2,500 and/or a range of disposals such as Caring Orders, Community Sentences or imprisonment depending upon circumstances.

### **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 support agencies.

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

Yes, your child's school will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school at the earliest opportunity if you have any worries at all about securing your child's attendance.

## **Appendix 5: Referral to Attendance and Welfare Support Service (AWSS)**

### **REASONS FOR REFERRAL**

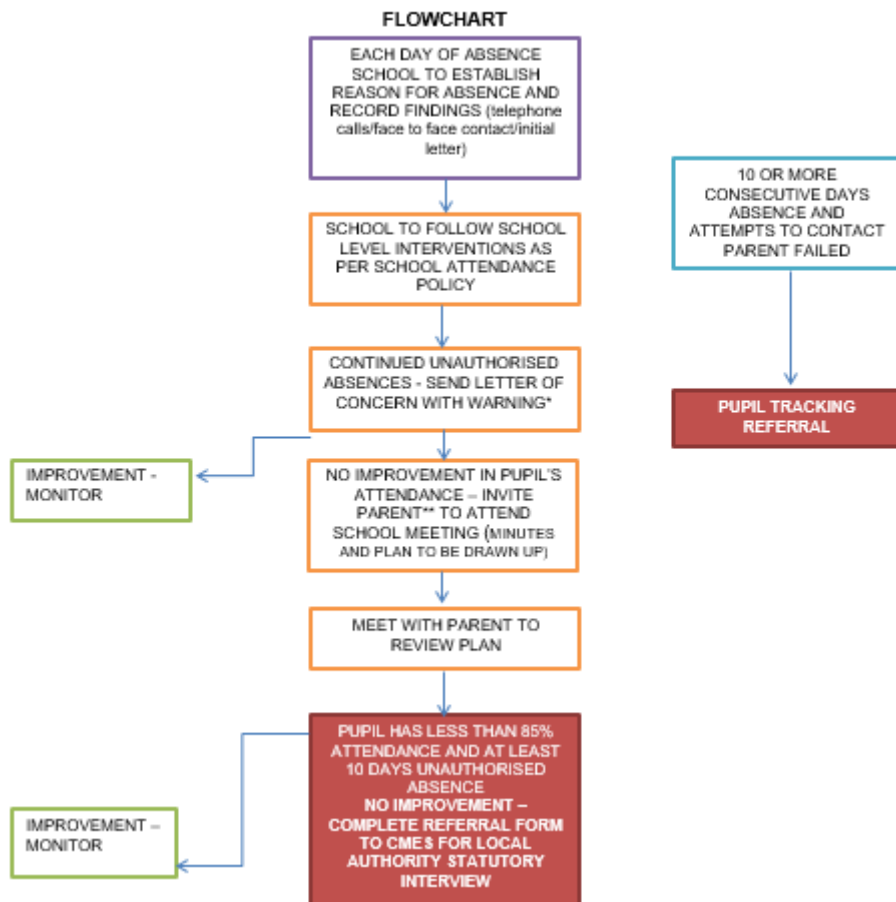
There are many reasons why a school may wish to make a referral to the AWSS including the following circumstances:

- Unexplained absences of ten consecutive days
- Continued unauthorised absence
- Patterns of irregular attendance
- Prior to removing a child from the school roll if the destination school is not known or there are other safeguarding concerns
- The school has been unable to contact parents
- The school is concerned that absence may be condoned by parents/carers

- School refusal
- The school is concerned that a student's absences may be due to emotional or medical difficulties
- Illegal child employment
- The child/young person is a vulnerable learner, for example:
  - those with special education needs & disability;
  - children in the care of the local authority;
  - children from minority ethnic groups;
  - traveller children;
  - children with carers responsibilities;
  - pregnant schoolgirls and teenage parents.
  - sick children
  - children in alternative provision

Bath and North East Somerset Council – Attendance Well – Being Support Service (AWSS) have outlined the actions which need to take place prior to a referral. A flow chart of these school based intervention can be found below.

## SCHOOL LEVEL INTERVENTIONS



### Appendix 6 – Procedures for first day of absence.

Procedures completed by the Attendance Improvement Officer when a student does not arrive at school.

- Registers will be completed by staff promptly for the tutor period and lesson 1
- Listen to absence calls and read absence messages / emails.
- Bring together registers, lates, absence calls - produce the list of children absent with no explanation.
- Start first day emails/messages for children absent without explanation.
- For students without explanation call everyone on the contact list and leave messages if there is a voicemail option.
- Call the contact list at least once .
- By this stage, because there is a good contact list (2 numbers minimum) there will probably have been a reply.
- Notify the allocated social worker if it is appropriate for the student.
- Make a home visit for:

Day 1 – LAC, CP, CiN students and identified vulnerable students.

Day 2 – All other students

If you cannot get an answer, refer to the Assistant Headteacher for consideration of a referral to AWSS.

## Appendix 7: Students being added to or removed from school roll

What happens if a student leaves Wellsway School and is removed from the school roll?	Further Information
<ul style="list-style-type: none"> <li>• = action is required by a member of staff</li> <li>• <b>Parents/Carers</b> should confirm in writing to the <b>Principal</b> that they will be removing their child from the school roll and the date when this will happen.</li> <li>• The <b>Principal</b> will make the <b>AP (Student Support)</b>, <b>PA to Principal</b> and <b>AIO</b> aware of their intentions to remove their child from roll.</li> <li>• If a member of staff is aware that parent(s) or carer(s) may be intending to remove their child from the school then the <b>AP (Student Support)</b> should be notified. The <b>AP (Student Support)</b> will then make the <b>Principal</b>, <b>PA to Principal</b> and <b>AIO</b> aware of any information received in relation to removing a student from roll.</li> <li>• If required the <b>AIO</b> will investigate the case and request notification in writing to the <b>Principal</b>. The <b>AIO</b> will circulate an email to <b>AP (Student Support)</b>, <b>HoH</b>, <b>LM</b>, <b>Tutor</b>, <b>EA to Principal</b> and <b>AC</b> clarifying the parent's intentions and if appropriate the date when this will happen.</li> <li>• The <b>AIO</b> will contact the student's new school to receive confirmation that they are attending. The <b>AIO</b> will notify <b>AHT (Student Support)</b>, <b>HoH</b>, <b>LM</b>, <b>Tutor</b>, <b>EA to Principal</b> and <b>AC</b> that the student is attending the new school.</li> <li>• The <b>EA to Principal</b> will notify the <b>LA</b> with the appropriate student details. See Further Information Part 1, Part 4 (Children Missing Education) and Part 5 (Home Education).</li> <li>• <b>EA to Principal</b> will remove the student from roll – See Further Information Part 2</li> <li>• <b>EA to Principal</b> will amend the admissions register – See Further Information Part 3</li> <li>• <b>AIO</b> will complete the Safeguarding Spreadsheet which highlights students being removed from roll. The <b>AIO</b> will alert the <b>Designated Safeguarding Lead (DSL)</b> that a student has been removed from roll. The <b>AIO</b> will support the <b>DSL</b> to ensure child protection records are transferred</li> </ul>	<p><b><u>Part 1. Duty to inform the LA of deletions</u></b></p> <p>As of 1 September 2016 all schools must inform their LA when a student is removed from the roll. These requirements are set out in the Education (Pupil Registration) (England) (Amendment) Regulations 2016.</p> <p>As part of this return, the PA to Principal will tell the LA:</p> <ul style="list-style-type: none"> <li>• The student's full name</li> <li>• The full name and address of any parent with whom the student normally resides</li> <li>• An emergency contact telephone number for any parent with whom the student normally resides</li> <li>• If the student is due to change his/her address, the name of the parent with whom he/she will be residing, the address, and the date from which the student will live at that address</li> <li>• The name of any other school at which the student is registered, or is due to be registered, and the date on which the student first attended or will attend</li> <li>• The ground under regulation 8 under which the student's name is being deleted from the register. <b>See Part 2 for list of the 'grounds'.</b></li> </ul> <p><b><u>Part 2. Deletion of a student of compulsory school age from the roll</u></b></p> <p>Before a student is deleted from the admissions register The PA to Principal will review the circumstances under which a student of compulsory school age can be legally deleted from the admission register.</p> <p><b><u>Deletion of a student of compulsory school age from the roll/admission register</u></b></p> <p>The amended Education (Pupil Registration) (England) Regulations 2006 set out the circumstances under which a student of compulsory school age can be legally deleted from the admission register. Deletion can take place if a student:</p> <p>Is registered at the school in accordance with the requirements of a school attendance order and another school is substituted for it, or the order is revoked by the local authority (LA) on the ground that arrangements have been made for the student to receive efficient full-time education otherwise than at school</p> <ul style="list-style-type: none"> <li>• Has been registered as a student at another school, except where it has been agreed by the proprietor that the student should be registered at more than one school</li> <li>• Is registered at more than one school and has ceased to attend the school, and the proprietor of any other school at which he/she is registered has given consent to the deletion</li> <li>• Has ceased to attend the school and the proprietor has received written notification from the parent that the student is receiving education otherwise than at school</li> </ul>

<p>to the new school if appropriate, and the spreadsheet is updated</p>	
<p><b>What happens when a student joins the school roll either during transition between year 6 and 7 or as a result of an in year admission?</b></p> <ul style="list-style-type: none"> <li>• = action is required by a member of staff</li> <li>• In the case of Bulk Admissions to the forthcoming Year 7, B&amp;NES School Admissions will provide <b>PA to Principal</b> with a spreadsheet including details of all places offered. This usually occurs at the end of February/beginning of March. On the direction of the LA, <b>PA to Principal</b> will upload the incoming year group to SIMS in the format of ATF (Admissions Transfer File). This information will be monitored and any students who do not arrive for the Induction Day in early July or on the first day in September will be investigated by the <b>AIO</b> s/he will update <b>PA to Principal</b>. The <b>PA to Principal</b> will contact the parent/carer and if appropriate the case will be referred to the LA accordingly.</li> <li>• For In Year Admissions (current Years 7-11) <b>Principal</b> will advise <b>PA to Principal</b> and <b>AP (Student Support)</b> if decision is made to offer a place. The admissions process is followed by <b>PA to Principal</b>. Details of the new starter will be added to the admissions register by <b>PA to Principal</b> including anticipated start date (this may be changed if necessary should an alternative start date be arranged at the pre-admission meeting between HOH, student and parents). The addition to the register will be made from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school.</li> <li>• If a student fails to attend on the agreed or notified date, the <b>AIO</b> will establish the reason for the absence and mark the attendance register accordingly. The <b>AIO</b> will update the <b>PA to Principal</b> if a new student does not attend. The <b>PA to Principal</b> will then update the local authority.</li> <li>• The <b>PA to Principal</b> notify the local authority within five days of adding a student's name to the admission register</li> <li>• All new starters appear as 'Current' students on Bromcom on their first day on roll. In the case of In Year admissions, their file is uploaded (by Student Support Admin Officer) to SIMS as a CTF (Common Transfer File) having liaised with their previous school.</li> </ul>	<ul style="list-style-type: none"> <li>• Has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered</li> <li>• Has been granted leave of absence and:</li> <li>• Has failed to attend the school within the 10 school days immediately following the expiry of the period for which such leave was granted; and</li> <li>• The proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and</li> <li>• Both the proprietor and the LA have failed, after reasonable enquiry, to ascertain where the student is</li> <li>• Is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the student nor his/her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age</li> <li>• Has been continuously absent from the school for a period of not less than 20 school days and:</li> <li>• At no time was his/her absence during that period authorised by the proprietor; and</li> <li>• The proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and</li> <li>• Both the proprietor of the school and the LA have failed, after reasonable enquiry, to ascertain where the student is</li> <li>• Has been detained as a result of a final court order or order of recall for not less than four months and the proprietor does not have reasonable grounds to believe that the student will return to school at the end of that period</li> <li>• Has died</li> <li>• Will cease to be of compulsory school age before the school next meets and either:</li> <li>• The relevant person has indicated that he/she will cease to attend the school, or</li> <li>• The student does not meet the academic entry requirements for admission to the school's sixth form</li> <li>• Has, in the case of a student at a school other than a maintained school, an academy, a city technology college or a city college for the technology of the arts, ceased to be a student of the school</li> <li>• Has been permanently excluded from the school</li> <li>• Has been admitted to the school to receive nursery education, but has not transferred to a reception, or higher, class at the school</li> </ul> <p><b><u>Part 3. Recording change of school in Admission Register</u></b></p> <p>Where a parent notifies the school that the student is registered at another school or will be attending a different school, the PA to Principal will record in the admission register:</p> <ul style="list-style-type: none"> <li>• the name of the other school, and</li> <li>• the date of when the student first attended, or is due to start attending, that school.</li> </ul> <p><b><u>Part 4. Children At Risk Of Missing Education</u></b></p> <p>All schools must notify the local authority when a student's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register.</p> <p><b><u>Part 5. Home Educated Children</u></b></p> <p>On receipt of written notification to home educate, the PA to Principal will inform the student's local authority that the student is to be deleted from the admission register using the protocol stated above. The AIO will submit the 'Exit' form to the LA.</p>

## Appendix 8: Guidance for when a child stops attending due to medical conditions

- = action is required by a member of staff

### **B&NES Guidance**

#### **Responsibilities of Wellsway School**

Wellsway School are responsible for ensuring the provision of suitable education for all children and young people on their roll.

Wellsway School must have an established system in place to challenge or support persistent absence which parents/carers attribute to illness.

Wellsway School are responsible for informing the Local Authority of young people when we have had an unexplained absence from education for 10 days or who have a medical need and a likelihood that their absence will continue beyond 15 days. Notification is usually to the Children Missing Education Service, which will pass on information about sick children to the Hospital Education and Reintegration Service.

Wellsway School are responsible for a student's education if they have the following:

- Hospital admission,
- CAMHS/medical consultant referral
- AWSSS referral following termly data screening (I & B codes).

#### **Action Required**

- Referral to the Hospital Education & Reintegration Service would follow by the HoH following receipt of supporting medical evidence from a consultant.
- Initial discussions would take place with the student, parents/carers, CAMHS/medical consultant and school/academy about assessment and provision.
- HERS teaching would start with the student as soon as possible.
- HERS will collect and collate existing educational assessments and curriculum work and liaise with school staff on the desired curriculum areas and if necessary examination boards.
- Discussions could take place around the completion of a Common Assessment Framework if necessary.
- Appropriate levels of HERS teaching are identified.
- Regular review meetings/TAC meetings take place to include HERS, CAMHS, medical consultant/GP, and a reintegration plan agreed and a lead professional identified.

Reintegration with a structured plan back into school/academy to take place as advised by CAMHS, medical consultant or in exceptional circumstances education with HERS remains for the duration of schooling with a reintegration plan still in place.

Where advice and support is required, Wellsway School will contact Bath and North East Somerset Attendance and Well – Being Support Service (01225 394241) or LA Officer responsible for sick children and young people (01179864791, who will advise on the best way of meeting the child or young person's educational needs and the plans that should be drawn up. This advice is available to all schools/academies. Sarah Dunsford is the named officer responsible for the education of children and young people with additional health/medical needs – [sdunsford@broadlands-hers.org](mailto:sdunsford@broadlands-hers.org)

## **Appendix 7 – Key**

- AH = Assistant Headteacher
- HoH = Head of House
- LM = Learning Mentor
- AIO = Attendance Improvement Officer
  
- EA = Executive Assistant
- AWSS = Attendance and Welfare Support Service
- HERS = Hospital Education Reintegration Service

