

# Attendance Policy



ASHLAWN  
SCHOOL

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**Owner:** Lorna Pountney - Assistant Principal  
**Approved by:** AIM Board

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	Approved	✓

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This policy has been written in accordance with the Working together to improve school attendance guidelines.

## 1. Values and Ethos

Ashlawn is an inclusive school. We pride ourselves in providing a high quality education for all of our students, regardless of the challenges that they have faced or will face in life. We do this through the development of the team that works with our Students every day and the curriculum that they follow.

We believe in educating for life, providing our learners with the skills to become positive contributors to their community. Our broad curriculum provides students with opportunities to gain the skills, knowledge and leadership experience that support their lifelong learning and highest aspirations, but also to ensure that they are able to grow as individuals. We model the positive behaviors of kindness and loyalty by being helpful and considerate in the way we work together.

We value all members of our community, treat each other with respect and kindness, and are considerate of the beliefs and values that each of us hold. We actively teach understanding, acceptance and celebration of our Students' and staff uniqueness.

We challenge each other, every day, to improve and reach for excellence. We actively plan to create within our community the courage and desire to develop and stretch ourselves, a curiosity for understanding the world and our place within it, and a joy of learning. We recognize the need to support one another to achieve this. In this way, we ensure that no-one is left behind.

Ashlawn is committed to providing an education of the highest quality for all its students and recognizes this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. All staff will work with students and their families to ensure each student attends school regularly and punctually. We recognize that parents have a vital role and there is a need to establish strong home-school links and communication systems.

## 2. Legislation and Guidance for Year 7-11

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:

- Part 6 of **The Education Act 1996**
- Part 3 of **The Education Act 2002**
- Part 7 of **The Education and Inspections Act 2006**
- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

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- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 this policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Aims

- To ensure students have high and punctual attendance to ensure continuity and progression in their learning.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, students and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up attendance.
- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

## 4. Key Facts

- There are 190 school days each year and 175 other days for shopping trips, birthday treats and non-urgent appointments and holidays.
- One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.
- Ten days of holiday leave a year is the equivalent of two whole terms of education missed.
- Fifteen minutes of lateness a day equals one whole year of education missed.
- Half a day a week missed during Years 10 and 11 can mean the loss of a grade for every GCSE taken.
- Students are expected to be in school from 08:45 until 3:20
- Full attendance leads to the best educational outcomes – we therefore require parent/carers to give Students the best chance of success by making sure their child is in school every day and on time.

## 5. Definitions

In this policy there are some key definitions which will be used, we have referenced the meaning of these terms below for ease of understanding:

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- **Persistent Absence** - Where a student's attendance figure reaches 90% or below, they are deemed as 'persistently absent' from school.
- **Severe Absence** - Where a student is absent from school more than they are present, therefore with an attendance figure of 50% or below, they are deemed as 'severely absent'.
- **Parents** - For the purpose of this policy a parent means; All natural parents, whether they are married or not, any person who has parental responsibility for a child or young person and any person who has care of a child or young person (i.e. lives with and looks after the child).
- **Vulnerable Students** - For the purpose of this policy vulnerable students are those who;
  - Have a social worker or previously had a social worker;
  - Is a Child In Care
  - Are Children with an Educational Health Care Plan (EHCP);
  - Are Children who are severely absent (their attendance in school is 50% or below).
- **Home Visit** – A visit which will take place by 2 staff members when a student has been absent for more than 5 days.
- **Welfare Visit** – A visit which will take place by 2 staff members when a student has been absent from school with no contact from parents and no reason for absence has been provided.

## 6. Statutory/Legal Guidance

The law entitles every student of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend **every day** that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Education (Student Registration) (England) Regulations 2006 was amended by Education (Student Registration) (England) Regulations in 2013 only allowing Principals to authorise leave of absence (for any purpose) in exceptional circumstances. **Holiday requests will not be granted.**

**If a child who is of compulsory school age who is registered at school and fails to attend regularly at the school, his parent is guilty of an offense [Section 444 \(1\) Education Act 1996](#)**

## 7. Safeguarding

Knowing where children are during school hours is an extremely important aspect of safeguarding. Absence can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay.

We will always follow up with parents/ carers when students are not at school. This means we need to have at least two up to date contact numbers for parents. Parents should remember to update the school as soon as possible if their numbers change. Each half term a message will be sent via Edulink to make sure we still have the most up to date contact information.

Ashlawn recognises that inappropriate authorisation of absence can be as damaging to a student's education as unauthorised absence as it will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm.

Ashlawn will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

**A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school and evidence of absences may be requested, such as medical evidence.**

## 8. Absent from Education (Formally known as Child Missing in Education)

In response to the guidance in Keeping Children Safe in Education (2023) leaders have ensured that:

1. All staff understand what to do when students do not attend regularly.
2. Appropriate policies, procedures and responses for students who go missing from education (especially on repeat occasions) are in place.
3. Staff know that travelling to specific regions could be an indicator of FGM or extremism
4. Procedures are in place to ensure that we always inform the local authority when we plan to take students off-roll or when they:
  - leave the school to be home educated
  - move away from the school location
  - remain medically unfit beyond compulsory school age

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- are in custody for four months or more (and will not return to school afterwards); or are permanently excluded

We will ensure that students who are expected to attend the school but fail to take up the place, will be referred to the Local Authority.

When a student leaves, we will record the name of the student's new school and their expected start date.

Staff will monitor unauthorised absence and take appropriate action including notifying the Local Authority, particularly where students go missing on repeated occasions and/or are missing for periods during the school day. Staff will be alerted to signs of students at risk of travelling to specific regions, female genital mutilation, forced marriage or extremism.

## 9. Vulnerable Students

Vulnerable students include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who a child in care
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance. This might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services or who have previously received support from children's social care services (as identified by local authorities)
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - care leavers
  - children and young people in a family circumstance presenting challenges for them, such as drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse
- others at the provider and local authority's discretion including Students and students who need to attend to receive support or manage risks to their mental health

Ashlawn routinely monitors the attendance of vulnerable students. If we have concerns about students, we work closely with outside agencies to ensure parents understand the importance of good attendance and attendance procedures. There are a number of ways we may monitor the attendance of vulnerable students in addition to the universal daily process of monitoring attendance for all;

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- a. **Watch List** - Vulnerable students are included on the schools internal 'watch list', the attendance of these students is monitored on a lesson-by-lesson basis and absences are reported to the appropriate staff member immediately and contact is made with parents/carers as needed.
- b. **Daily School Contact** from the attendance team to parents/carers (and any external professionals such as social workers) for absences of vulnerable students or those at risk of persistent or severe absence.
- c. **Warwickshire Flexible Learning Team** – Head of Year and Welfare Leads are in regular communication with the Flexible Learning Team to ensure ill health students are engaged and progressing. The attendance of these students is captured daily.
- d. **Dual Registration** - Ashlawn maintains its responsibility to ensure that students who are dual registered are attending each day and progressing with their education.
- e. **SEND** – Students who have special education needs or disabilities who are poor attenders are monitored through the internal referral and monitoring panel (RAMP). At regular meetings, attendance is discussed, tracked and interventions are put into place by the SENCO.
- f. **Severely Absent Students** - Students who are severely absent are assigned an Attendance Officer who makes regular contact with the Student and family to support them in removing the barriers to attendance and engage them back into school. All contact and agreed interventions are robustly recorded and the impact is monitored regularly.

## 10. Roles and Responsibilities

### Students

We expect all students to be punctual and maintain high levels of attendance (95% or above) throughout their time at Ashlawn School. They are expected to adopt a mature and responsible approach to their own attendance and punctuality and understand the consequences to their achievement if they do not attend regularly and punctually. Students should arrive at the school ready to learn in accordance with our code of conduct and attend all lessons.

### Parents

We expect all parents to ensure their child understands the importance of punctuality and school attendance and how this will help them in the future. Parents should contact the school if there are any issues which might affect their child's attendance, punctuality, or learning. Parents should always contact their child's school on the first day of absence and work in partnership with the school to ensure regular attendance.

We ask all parents to avoid taking holidays in term time and this academic year we will be working with Warwickshire County Council to issue fines for those students who have unauthorised holidays during term time.

### Designated Safeguarding Lead

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If a student is 'frequently missing/goes missing from home' this is an indicator of a potential safeguarding issue. Having a clear and effective attendance practice is the first key protective factor for students. As such all-attendance concerns are recorded on the A Star Attendance system and will be monitored by the Attendance Officer, and then referred to a Designated Safeguarding Lead (DSL). The attendance officer will also review the attendance of vulnerable students on a regular basis, and follow-up any attendance concerns, referring to a DSL when appropriate.

## **The Principal and Senior Leadership Team**

The Principal and Senior Leadership Team are responsible for ensuring this policy is implemented consistently across the school. They will convey high expectations for attendance and punctuality at all times. They will also support and challenge throughout the academic year to establish good registration practice. The Principal and Senior Leadership Team is responsible for monitoring school-level absence data and reporting it to the School Governors.

## **Form Tutors**

Form tutors will ensure their registers are maintained in accordance with The Education (Student Registration) England regulations 2006. Electronic registers are taken by form tutors using Edulink. Form tutors will promote outstanding levels of attendance and punctuality with students through tutor group activities and positive conversations. They will establish the clear link between good attendance and academic achievement with students at all times, using the school's rewards system when appropriate.

## **Teachers**

Teachers will take their registers on time and accurately. If a student is present, they will be marked with a present code 'P', if they are absent and have not attended school all day they will be marked with an absent code 'N'. If they have been in school but are absent from the lesson, then they will be marked with a truancy code '3' which indicates that the Student is present but may be truanting. If a student is late to a lesson, then this will be recorded on Edulink with a late code 'L' and the minutes late to lesson will be entered.

## **SENCO**

The SENCO will monitor the attendance of all SEND students, particularly those students with an Education Health and Care Plan (EHCP). Where there are attendance concerns the SENCO will liaise initially with the relevant Head of Year. The SENCO will ensure that there is effective support for children with medical conditions, mental health problems and special educational needs. Where such issues are identified as a barrier to students attending school, the SENCO will develop an attendance plan in conjunction with the relevant year team. Such a plan may include the intervention of external agencies.

## **Key Stage Leads**

It is the responsibility of the Key Stage Leader to have an overview of attendance within each year group and act upon any concerns raised by subject teachers, form tutors, Head of Year or the Attendance Officer. For example, when poor attendance is impacting a student's academic progress.



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## **Welfare Lead**

Welfare Leads will convey clear messages about expectations, routines and consequences to students and their families regarding attendance. They will reinforce routines and expectations with students on their arrival and departure to school. They will also promote the regular attendance and excellent punctuality of students by addressing any barriers that may prevent good attendance or punctuality. Welfare Leads will liaise with the Attendance Officer where attendance is a concern particularly where a student is absent from school for more than three days. They will also liaise with families and offer extra support to families and students when attendance issues arise. They can refer to external agencies and lead on Early Help meetings when required. When needed the Welfare Lead will also attend 'Home' and 'Welfare Visits' with the Attendance Officer.

## **Attendance Officer**

The Attendance Officer will monitor student's attendance throughout the school daily. They will use SIMS and A Star Attendance system to highlight all students that have any attendance concerns. The Attendance Officer will work closely with the Welfare Leads and Head of year to help improve student attendance and to also help support families. When required the Attendance Officer will send Stage 1, 2 or 3 letters home. The Attendance Officer in collaboration with the Welfare Lead or Head of year will complete welfare visits and home visits when required. These will all be documented on the A Star Attendance system.

The Attendance Officer will also work closely with the Head of Year, Form Tutors, DSL, and the Senior Leadership Team.

## **Attendance Administrator**

The Attendance Administrator will input all absence messages received from parents via Edulink and voicemail. They will input these onto SIMS. They will work closely with the Attendance Officer and update them with any concerns raised. The Attendance Administrator will monitor outstanding registers and N codes from lessons that day.

## **10. Daily Attendance Procedures**

### **a) Registers**

Registers are taken each AM and PM session, within the first 5 minutes of the lesson. Non-attendance is identified each morning and afternoon as well as within every lesson.

In the morning if the student has not arrived in school and the school have not been informed of a reason the following actions will be taken;

- A text message will be sent to the parent/carers:  
If no appropriate response is received:
- A telephone call will be made on the second day of unexplained absence  
If no appropriate response is received:
- A home visit will be completed on the 3rd day of the unexplained absence.

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## b) Absence and Punctuality

Parents are required to contact the school as soon as possible to inform us if a Student is to be absent or late on EACH day that the Student is eligible to attend.

This can be done via;

- Telephone – 01788 532831
- Edulink App

AM registers close at 09:15 if a Student arrives late past this time without valid reason they will be marked as 'Unauthorised' (Arrival after registration)/U code.

The attendance team together with form tutors and Heads of Year will monitor lateness to lessons and truancy during the school day. When a student is late to a lesson this will be recorded on Edulink with the minutes of lost learning as a number. This will be monitored weekly and minutes of lost learning will be set as an after school detention on a Friday. Parents will be notified via email and students will be allowed to leave once the time has been recovered.

If a student internally truants a lesson during the school day and there is no off site appointment pre recorded then a 60 minute detention will be set for the following evening. If a student is late to their lesson without a note then they will be issued with a late detention on a Friday. The time spent in detention will reflect the minutes late over the course of the week.

Where parents are phoning in daily to report Student absence the school will follow an 'explained absence process'. An explanation from a student's parent does not mean an absence becomes authorized. The decision whether to authorize an absence will always rest with the Principal/ Attendance Officer. The decision will be made using [Guidance - Working Together To Improve School Attendance](#).

In the case of illness for more than six consecutive days, in order to authorize this period of absence the school will require medical evidence such as the following: medical appointment card/letter; proof of a prescription (medication label/container) showing the date prescribed, or a receipt of medication purchased for their child.

## 11. Home Visit/Welfare Visit

The school may in certain situations conduct 'Home' visits or 'Welfare' visits in order to fulfill the school's statutory duty to safeguard students. Where a welfare visit is required, two members of staff will visit the student's home address in order to check in and ensure they are safe and well and to deliver an Ashlawn School calling card. Welfare visits will always be conducted during school hours by two or more members of staff who will have their identity badges available for inspection. Staff are required to see a student whom the school has concerns about and may check in with neighbor's or conduct any other

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reasonable checks to establish the whereabouts of a student. Wellbeing visits may be conducted in the following circumstances:

- In a situation where a student does not attend school and parents have not given a valid reason for absence.
- Where a student has been absent from school for a period of three days or more.
- Where the school has reason to believe there may be safeguarding concerns for the student.
- Where the school has reason to believe the student may not be at home or that parents/carers may have not declared a holiday being taken during term time.

## **Medical Evidence**

The school fully supports student's welfare and medical conditions and if a student has a chronic, persistent or recurrent health issue, the year group pastoral team or the schools Attendance Officer can arrange for a meeting with parents/carers to discuss what additional support can be offered to help a student access school. If a student's attendance falls to a level that is likely to adversely affect their long-term educational success the school will arrange to discuss this with parents /carer and may ask for medical evidence for any future absences. This will enable the school to provide suitable care in school and support our coding process. Students with medical conditions should attend school as per normal and the school will make any reasonable adjustments required to meet their needs (depending on need / resource), however the school Attendance Officer cannot simply accept parental information without the correct medical evidence.

## **Reasonable Adjustments**

Ashlawn has a legal obligation under the [Equality Act](#) to support students who have an EHCP with reasonable adjustments, making sure they can benefit from what the school offers in the same way as a Student who isn't disabled. Ashlawn will not discriminate against a disabled Student because of something that is a consequence of their disability.

Ashlawn will always work with the student, their family and any other professionals involved to agree the necessary support. We will record what reasonable adjustments have been agreed and ensure all staff who work with the student are aware. All adjustments will be regularly reviewed to make sure that they're effective in helping the student whilst at school. For students with a diagnosed (SEN) need, these reviews will take place as part of the regular SEN reviews and will be recorded as usual.

Schools are not legally obliged to provide reasonable adjustments for students who aren't disabled, but we will work to provide similar support where needed. For example;

- A student who experiences anxiety may need a Key member of staff to meet and greet them prior to lessons starting.

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- A student who has had an operation recently may find it useful to leave lessons 5 minutes early
- Students may be provided with “Early Leave” cards, that will allow them to avoid main transition times in corridors between classes
- Where required, a short period of phased timetabling to allow a transition back into school and to attend full-time, where the student is in school but does not attend all lessons, working with the student to support any anxieties they are experiencing during time not spent in class
- Some students are offered a “meet and greet” at the school gate to support transition back into school after period of absence

Working with students to make these adjustments can increase attendance and improve behaviors.

## **Authorization of absence**

We are advised by government legislation and Local Authority guidance that attendance can only be authorized if the following applies:

- Medical reasons - please note medical evidence and/or a parental written note will be asked upon return to school for students whose attendance falls below the schools expected threshold (95%). ***Medical evidence will always be required on the 6th day if a student has five consecutive days absence from school due to illness or the student's attendance is below 90%***
- Religious celebration observation
- If transport provided by the school/Local Authority cannot bring the student to school.
- Attendance at an interview

Absences may also be authorized for the following reasons, but this will be at the discretion of the attendance team and the Principal:

- Where a leave of absence has been completed by parent/carers and is agreed by the Principal
- Where a student has a medical appointment that cannot be changed e.g. a consultant appointment
- When the Student has no fixed abode, their parent is engaged in a trade which requires them to travel, the student has attended school as often as the nature of the trade permits and the student has attended 200 sessions in the preceding 12 months
- Other exceptional circumstances e.g. family bereavement, elite sporting scenarios and for a limited period.

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## Medical Appointments

Where possible, appointments should be made out of school hours or in school holidays. However, we realize this is sometimes not possible. Students should come into school before and after appointments to ensure they miss as little lesson time as possible. If possible, we ask that if these appointments are made during the school day please try and book the appointments between 10:30-12:30. Students should sign in at Reception and sign out at Reception.

## Leave of absence during term time

The regulations regarding Leave of Absence (The Education (Student Regulations) (England) Regulations 2006 as amended by Education (Student Regulations) (England) (Amendment) Regulations 2013.) advice:

The Principal **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

## Expectations

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- The Principal will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Principal the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).

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- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/Studentnonattendance>).
- It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totaling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

## **Attendance Intervention**

### **Stage 1 – 95% and below**

- Stage 1 letter sent.
- Mentoring with Students from form tutors, and Welfare Leads
- Motivational meeting may be held to encourage and promote good attendance

### **Stage 2 – Will be sent if attendance continues to drop after a stage 1 letter has been sent.**

- Stage 2 letter sent. Actions can include Motivational interview, internal target set, Head of Year meeting or contact, attendance lead meeting or contact
- Meetings will be arranged to discuss barriers to attendance and support that can be put in place to remove these. Referrals to external agencies as needed
- Referrals to external agencies as needed

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- Praise postcards/letters used if attendance improves following intervention.

## **Stage 3 – 90% and below – PERSISTENT ABSENT**

- Stage 3 letter sent. Compulsory medical evidence required for every absence.
- Actions at this stage can include Attendance lead panel meetings, Casework from Warwickshire attendance service, internal target, WAS letter outlining potential next steps if attendance does not improve.
- Meetings will be arranged in school to discuss barriers to attendance and support that can be put in place to remove these.
- Referral to external agency as needed.
- Praise letters used if attendance improves following intervention.
- If there is no improvement a stage 3 final letter will be sent which may lead to WAS casework and prelegal target issued. Parents may face legal action and a Fixed penalty notice (FPN).

## **Stage 4 – 50% and below – SEVERE ABSENCE**

- Compulsory medical evidence required for every absence
- An attendance case manager will be assigned and have weekly contact with the Student and family. Barriers to attendance will be discussed and formalised support put in place to remove these barriers.
- Referral to external agency as needed
- Stage 4 letter sent which may lead to WAS traded casework, pre-legal targets set by WAS
- Parents may face legal action and a Fixed Penalty Notice (FPN).

This chart is a guide and each case will be assessed and reviewed depending on each Students' individual needs and which interventions will be most effective in supporting them to improve or maintain positive attendance. Early intervention will be sought so students can be supported meeting their attendance targets. The nature of student absence is crucial when applying this approach and individual circumstances will be considered. Parents can also book to see the attendance officer at the year group Parent consultation evenings, or by visiting the Ashlawn website and booking a 'Talk to us about attendance' online meeting. These can be booked to discuss any queries or questions which parents may have regarding attendance

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## **Attendance Letter Links**

*Please See links below to a copy of each letter*

*Stage 1 Initial concerns letter -*

*Stage 2 ongoing concerns letter -*

*Stage 3 Serious concerns letter -*

*Stage 4 Referral letter -*

## **Sixth Form Attendance & Punctuality**

This policy applies to Year 7-11 however we will continue to monitor sixth form students under the same guidance.

If a student is persistently absent (below 90%) this could jeopardise their place at Ashlawn School Sixth form. We would hold a meeting with parents to discuss this before a final decision is made.

## **Attendance Incentives**

Ashlawn promotes and incentivises good attendance on a continual cycle throughout the school year as we know it is vital to celebrate attendance on a regular basis. Examples of the way Ashlawn promotes good attendance includes:

- Attendance praise letters sent home for improved attendance.
- Assemblies celebrating individual, tutor or year group attendance.
- Prizes given to individuals, tutor groups or houses based on attendance. This is not based solely on the highest attendance but may include the most improved attendance over a set period of time.
- Reward afternoons such as 'film afternoon' - Stickers, stamps, postcards, or other forms of recognition for excellent or improved attendance.

\*Incentives are regularly reviewed and mirror the rewards systems used across the school.



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## Coding

Code	Definition	Reason
/ . \	Present am/ Present pm	Student is present in registration
L	Late Arrival	Student arrives before the register has closed
B	Off site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual Registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organized, or approved, by the school
W	Work Experience	Student is on a work experience placement
C	Authorized leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorized Holiday	Student has been allowed to go on holiday due to

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		exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/Dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study Leave	Student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveler community is traveling, as agreed with the school
6	LDD	Present code for when a student is in LDD

G	Unauthorized Holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 student's absence

# Ashlawn School

U	Arrival After registration	Student arrived at school after the register closed
X	Not required to be in school	Student 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 student is in custody
Z	Student not on admission register	r Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day
3	Internal Truancy	The student is in school but is truanting the lesson.
4	Internal Suspension	The students has been placed in internal isolation as a consequence to poor behaviour.
5	Off timetable with a member of staff	The student is with a member of staff but is not in their lesson at present.