



Attendance (Students) Policy

Reviewed: September 2023	Next review due: September 2024
Governing Body Committee: N/A	CLT contact: Jenni Howard
Policy adopted by the Full Governing Body on: N/A	

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. Recording attendance
5. Authorised and unauthorised absence
6. Strategies for promoting attendance
7. Attendance monitoring
8. Support Systems.....
9. Links with other policies
 Appendix 1: attendance codes
 Appendix 2: Absence Request Form
 Appendix 3: Personalised Attendance Plan
 Appendix 4: Penalty Notices leaflet.....

1. Aims

We are committed to meeting our obligation with regards to attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

At Torpoint Community College we strive for all student attendance to be above 97%.

Learning: Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring regular attendance at college is the parents' legal responsibility and permitting absence from college without a good reason creates an offence in law and can result in prosecution.

Safeguarding: Children may be at risk of harm if they do not attend College regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this college, promoting the welfare and life opportunities for our students encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend the College on a regular basis will be considered as a safeguarding matter. We have three basic attendance expectations for all our students:

- Attend school regularly
- Attend school punctually
- Attend school prepared for learning

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data

- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The Designated Senior Leader responsible for attendance is Mrs Jenni Howard, she can be contacted via email howard.j@torpoint.cornwall.sch.uk or call 01752 812511 ext 227

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Associate Assistant Headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer can be contacted via email absence@torpoint.cornwall.sch.uk or call 01752 812511 ext 200

3.5 Tutors/Subject staff

Tutors/subject staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Every morning during morning registration student attendance will be recorded and the attendance officer will be informed by the end of the registration period of any absences.

Tutors will:

- Positively promote good attendance
- Form positive relationships with students and parents.
- Talk to students about their attendance and offer support
- Raise concerns with HOY if patterns of absence are arising

3.6 College admin staff

School admin staff will:

- Take calls from Parents /Carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from Parents/Carers to the pastoral team in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Contact the school if they have any concerns about their child which will impact on their attendance
- To support the college's attendance policy and to actively promote and encourage good attendance.

3.8 Students

Students are expected to:

- Attend school regularly
- Attend school/lessons punctually
- Attend school/lessons prepared for learning

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Absent
- Attending an approved off-site educational activity
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The college day starts at **8.45am** and we expect students to be in their tutor groups for that time.

After 30 minutes the registers will be closed. In accordance with the regulations, if a student arrives after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark and will be marked as unauthorised absence (unless a satisfactory explanation and evidence has been provided). On arrival after tutor time students must report to reception to sign in for safeguarding purposes.

The afternoon session register will be taken during period 5 with their subject teacher at **14.20pm**.

Teachers during lessons 1-5 will also take a register. If a student is absent from a lesson and it is not coded on the register the teacher will email the name of the student using the 'missing students' email address. This will inform the Attendance Manager, reception, the staff in the Medical Room and the Behaviour Support Team.

4.2 Unplanned absence

The student's Parent/Carer must notify the college of the reason for the absence on the first day of an unplanned absence by **9.00am** or as soon as practically possible.

This can be done by calling the College or contacting us via email : absence@torpoint.cornwall.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's Parent/Carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and Parents/Carers will be notified of this.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's Parent/Carer notifies the school in advance of the appointment. This can be done by calling the College or contacting us via email : absence@torpoint.cornwall.sch.uk

However, we encourage Parents/Carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of college for the minimum amount of time necessary. It is not acceptable for students to be absent from college all day to visit their local GP.

The student's Parent/Carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher or tutor getting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Students are aware that as a college we expect them to be punctual to registration and all lessons. Where students are late, are expected to apologise to the teacher. All lateness to lessons will be recorded on the class register. Where there is no reason for lateness students will be issued with a lunchtime detention. Where students have more than 3 late detentions in a week this will be escalated to an After College Detention. Parents/Carers will be contacted by Tutor/Head of Year where lateness is an ongoing concern. Lateness is also reported to parents via interim and full academic reports.

4.5 Following up unexplained absence

Where any student we expect to attend College does not attend, or stops attending, without reason, the College will:

- Call/Email the student's Parent/Carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may liaise with external agencies e.g. contacting the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session (see appendix 1 for attendance codes)
- Call the Parent/Carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels through a number of different methods:

- Through first day absence calling
- All written academic reports show attendance figure (both interim and full academic)
- Current up to date attendance figures are also available on the Sims Parent App.

When your child's absence falls below 97% and is a cause for concern, we will write to inform you of their attendance figure and offer support. For some students with continued patterns of absence or lots of illness we may also write to you and request medical evidence for absences, alongside inviting you to a meeting with the HOY.

5. Authorised and unauthorised absence

Every half-day absence from the college has to be classified by the College (not by the parents), as either AUTHORISED or UNAUTHORISED.

Authorised absences are mornings or afternoons away from College for an appropriate reason like illness, medical/dental appointments which unavoidably fall in college time, emergencies or other unavoidable cause.

Unauthorised absences are those which the College does not consider reasonable and for which no authorisation has been given. This type of absence can lead to meetings with parents and/or the Education Welfare Office (EWO) or in extreme cases legal proceedings. This includes:

- parents/carers keeping children off college unnecessarily
- truancy before or during the college day
- absences which have never been properly explained
- children who arrive at the College too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed

Whilst any child may be off college because they are ill, sometimes they can be reluctant to attend College. Any problems with regular attendance are best sorted out between the college, the parents and the child. There are lots of support strategies the College can use to help improve attendance.

Persistent Absenteeism (PA)

In line with the DfE, the college uses the term persistent absentee for a student who misses 10% or more across the Academic Year for whatever reason. Absence at this level will impact negatively on any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly and any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be invited in to meet with the HOY.

Severe Absenteeism (PA)

In line with the DfE, the College uses the term Severe Absentee for a student who misses 50% or more across the Academic Year for whatever reason. Absence at this level will impact on a child's attainment and is a safeguarding concern.

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. Exceptional circumstances may include Service personnel returning from/scheduled to embark upon a tour of duty abroad. compassionate circumstances e.g. family illness, family crisis such as marriage break-up. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

The College considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence. An Absence Request Form can be collected from the college reception. The headteacher may require evidence to support any request for leave of absence. The Headteacher will consider whether to give permission for the absence and you will receive a letter or email within 7 working school days confirming whether the absence is authorised or unauthorised. Any period of leave taken without the agreement of the College, or in excess of that agreed, will be classed as unauthorised. A Penalty Notice may also be issued by the Local Authority.

Valid reasons for **authorised absence** include (not an exhaustive list):

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Flexi schooling provision – a formal request must be put in writing to the headteacher which includes details of how the Parent/Carer will fulfil their educational responsibilities

Unauthorised absences

Torpoint Community College believes the greater the attendance, the greater the achievement and will therefore not authorise absences for the following circumstances (not an exhaustive list):

- Holidays/ holidays already paid for
- Any type of shopping
- Looking after siblings/unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Visiting relatives
- Visiting relatives staying with you.
- Attending a concert

5.2 Legal sanctions

The College or local authority can fine parents for the unauthorised absence of their child from college, where the child is of compulsory school age. Parents/Carers can commit an offence if they fail to ensure

the regular and punctual attendance of their child at the school which the child is registered, unless the absence has been authorised by the school.

Section 7 of the Education Act 1996 states that *'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:*

(a) to age, ability and aptitude and

(b) to any special educational needs he/she may have

either by regular attendance at college or otherwise'.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The law does not grant parents/carers an automatic right to take their children out of school during term time.

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Penalty Notices

A Penalty Notice is a fine that can be issued under section 444A and section 444B of the Education Act 1996. The fine is issued per parent, per child for:

- Leave of absence of 12 school sessions /6 school days or more (within any 100 school session period) during term time, without authorisation from the school, for a holiday for example
- Unauthorised absence of 12 school sessions /6 school days or more (within any 100 school session period) of absence from school, either when a parent fails to provide an explanation, or an explanation is provided but the school consider it insufficient to authorize
- Unauthorised lateness of 12 school sessions /6 school days or more (within any 100 school session period), resulting from arrival at school late (after the register has closed)
- NB A Penalty Notice can be issued for any combination of the above reasons, where the unauthorised absence from school results in 12 sessions /6 school days or more (within any 100 session period)

Or, when:

- A student is observed in a public place during school hours, in the first five school days of a period of exclusion from school, without reasonable justification

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a

headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The College has a wide range of strategies in place to promote and reward good attendance as well as support students to improve their attendance.

First Day Absence calls. Every morning our attendance team will contact Parents/Carers of students who are not in College and who have not contacted the College to inform of us the reason. We will always follow up on unexplained absences to ensure that Parents/Carers are aware the student is not in college and to ensure that the child is safe.

Tutor attendance sessions. Every student is made aware of their current attendance figure by their tutor. Each week tutors will talk with students about the College's expectations in respect of attendance, what their current attendance is and the impact of poor attendance. Tutors will celebrate excellent attendance and will talk 1-1 with students whom we have attendance concerns. These conversations allow us to decide on the appropriate next steps and to tailor the appropriate support for a student.

Personalised Success Trackers. Every student has a personalised Success Tracker on which they record and monitor their own attendance figure. They update the bar chart weekly. Students are reminded of the global expectation for students to be 95% or above. For students on reduced timetables their attendance against target is used.

Percentage	Colour	Comment
99-100%		Learning maximised
97-98.9%		Very few learning opportunities missed
93-96.9%		Risk of underachievement. Fair amount of learning missed
90-92.9%		High risk of underachievement. Significant amount of learning missed
<90%		Extreme risk of underachievement. Persistent absentee

Celebrating excellent attendance. Students with excellent attendance will receive rewards in recognition, in our termly rewards assemblies. We also reward students who have made improvements to previously concerning attendance levels. Students start afresh each half term allowing more opportunities for them to receive incentives for 100% attendance in any half term or term.

Attendance displays/assemblies. We have displays around the College that promote good attendance and remind students of its importance. Regular assemblies are held throughout the year to promote and celebrate good attendance. Highest attending tutor groups are rewarded as well as individual attendance rewards.

Letters around absence. Good communication is important to us and we believe that working with Parents/Carers is essential to improving student attendance. When your child's absence falls below 95% and is a cause for concern, we will write to inform you of their attendance figure and offer support.

For some students with continued patterns of absence or lots of illness we may also write to you and request medical evidence for absences, alongside inviting you to a meeting with the HOY. This is to ensure that we can code absences correctly and that as a College we are listening to you and tailoring our support effectively.

Attendance meetings. Where students are a cause for concern and are at risk of becoming a persistent absentee, we will invite Parents/ Carers into college to meet with the HOY. In this meeting will we listen to your concerns, aim to identify the barriers to attending school regularly and look at suitable support options. The aim of the meeting is to strengthen the relationship between the school and Parents/Carers and look at how we can work together to achieve the best outcome for the student.

Lates. Students are aware that as a College we expect them to be punctual to all lessons. Where students are late, they are expected to apologise to the teacher. All lateness to lessons will be recorded on the class register. Where there is no reason for lateness students will be issued with a late detention in line with college policy. Students with no lates are eligible for rewards in our termly rewards assemblies.

Attendance improvement Plans. When a student's absence becomes a concern, we will meet with the student and Parent/Carers to draw up an attendance improvement plan. This means that the student's individual circumstances and needs can be taken into consideration and the challenges can be addressed systematically. The personal attendance plan will aim to identify suitable targets to allow individual successes to be celebrated along the way while ensuring that the next steps are made clear.

If a student's attendance continues to be a concern, at this stage, the College will seek advice from the Education Welfare Officer on legal procedures which may include penalty notices or court proceedings.

7. Attendance monitoring

Heads of Year are monitoring and analysing attendance and absence data for students each week. With the support of designated senior leader responsible for attendance they are identifying and tailoring our support packages to meet the needs of particular students.

7.1 Monitoring attendance

The College will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The College will:

- Analyse attendance and absence data weekly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

- The College will:
- Provide regular attendance reports to tutors, HOY and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Attendance Support

As a College we recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in College, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

TCC also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The College will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Personal Attendance Plans
- Punctuality/ Attendance report cards
- Referrals to support agencies
- Pastoral mentors
- Friendship mediation
- Personalised Reward systems
- Time limited reduced time-tables where we have medical evidence
- Additional learning support
- Behaviour support
- Access to the Student Support Centre

If you would like to discuss any ongoing attendance concerns:

Year 7: Miss Lindup - lindup.c@torpoint.cornwall.sch.uk

Year 8: Mrs Gardener- gardener.s@torpoint.cornwall.sch.uk Year 9: Mrs Hext-
hext.l@torpoint.cornwall.sch.uk

Year 10: Miss Shiel - shiel.e@torpoint.cornwall.sch.uk

Year 11: Mrs Howard - howard.j@torpoint.cornwall.sch.uk

Assistant Head of Year: Mrs Lewis - lewis.s@torpoint.cornwall.sch.uk

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

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

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

Torpoint Community College

Absence Request Form

Child's Name(s)		
------------------------	--	--

Before completing the section overleaf please read the following carefully:

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have parental responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If you do not have parental responsibility and/or normally live with the child you must seek the consent of the parent/carer who does and that person should complete the form. Schools will only consider requests from the person with parental responsibility.

Things you need to know about requesting leave:

- The absence request form must be returned to the office for the attention of the attendance officer a minimum of 15 days prior to the absence.
- If your absence request is declined and you still decide to take your child out of school it will be marked as **unauthorised absence** and we will notify Cornwall Council who may decide to take legal action against you. A Penalty Notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine per child, per parent of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. The council may also apply for the costs incurred in taking the matter to court.

When deciding whether to allow term time leave, for any reason, the College will consider the following:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taking during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed.

Torpoint Community College believes the greater the attendance, the greater the achievement and will therefore not authorise absences for the following circumstances (not an exhaustive list):

- Holidays/ holidays already paid for
- Any type of shopping
- Looking after siblings/unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting
- Visiting relatives

Absences will be authorised for the following reasons (not an exhaustive list):

- Genuine illness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional circumstances such as bereavement
- Seeing a parent who is on leave from the armed forces (subject to confirmation from the Commanding Officer or Welfare Officer)
- When Traveller children go on the road with their parents.

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their child. However, research suggests that children who are taken out of school may never catch up on the learning they have missed. To put it into context, if your child misses two weeks of school for a holiday every year, this adds up to more than two terms over the child's whole time in school.

By making sure that your child attends school as much as possible you are ensuring that:

- Your child has the same education and opportunities as everyone else in their class.
- Your child won't need to worry about catching up on work or falling behind by missing an important lesson.
- Your child does not miss any important tests/assessments/ homework deadlines.
- Your child will be given any important information/letters sent home about parents evenings or trips at the same time as all other children.
- Your child won't miss out on the activities at the start and end of term which are often fun and a chance to develop friendships

If you wish to apply for leave of absence during term time please provide the following information:

Child's name:Tutor Group:Year:

Child's name:Tutor Group:Year:

I request absence from (date).....to (date).....

My child will return to school on (date).....

This section must be completed

Please fully explain the exceptional circumstances that you would like the College to consider:

Name of parent(s)/carer(s):

.....

Signature of parent(s)/carer(s): Date:

What happens next:

- Please return this completed form to the College for the attention of the Attendance Manager.
- The Headteacher will consider this request making a decision in accordance with our Attendance Policy.
- We will inform you of the outcome within 7 working days via a letter.
- Please do not make any bookings until you have received a reply.

For official use only

<u>Attendance Manager</u>	<u>Headteacher</u>
Date form received:	Request approved: Yes/No
Date Letter sent to Parent / Carer:	Headteacher's Signature:
SIMS Updated on (date):	Date:

Appendix 3: Personalised Attendance Plan

Attendance Improvement Plan

Please note: It is important to capture a full picture of support offered over time. Therefore, rather than deleting or editing historical entries, it is better to add subsequent interventions or updates to the plan along with the date that these were added. Copies of this document should also be kept on cpoms

Name of Student	
Year group/tutor	
Meeting (circle as appropriate)	Early Intervention Meeting Attendance Improvement Meeting Attendance Strategy Meeting
Staff supporting with attendance plan and roles	
Date plan was agreed	
Attendance history	
Include details of attendance percentages (broken down by attendance code where appropriate), details of trends or patterns over time and any historical factors that might be relevant.	
Current risk factors/current barriers to attendance	

Strategies to be implemented by the school

Details of strategy (including date commenced)	Purpose of implementing strategy	Member of staff responsible
E.g. daily wake-up calls for two weeks, starting from 16 th October	E.g. to establish an effective morning routine	E.g. parent support worker to carry out calls

Expectations of the student

Details of expectations	How this has been communicated to the pupil?	Monitoring arrangements (who by and when?)
E.g. set an alarm for 7 a.m. every day	E.g. discussion with attendance officer and ongoing reminders	E.g. attendance officer will monitor this daily

Expectations of the family

Details of expectations	How this has been communicated to the pupil's family?	Monitoring arrangements (who by and when?)
E.g. for parents to phone school before 9 a.m. to report the reason for any absence	E.g. expectations explained during face-to-face attendance meeting and agreed by parents	E.g. attendance officer will monitor this daily

External support

Details of agency/partner	Support being offered	Date support commenced
E.g. social care	E.g. Early Help referral has been made as mother is reporting that she feels overwhelmed	E.g. referral made 2 nd November - currently awaiting first contact

Record of attendance reviewing meeting	
Date of review	
Individuals present	
Situation since last review	
Milestones achieved since last review	
Areas discussed	
Outcome of meeting (tick as appropriate)	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage
Date of next review	

Individual Attendance Audit

Name of pupil			
Date of audit			
Audit carried out by			
Potential barrier to attendance	Has this been explored?	Could this be a factor in the pupil's poor attendance?	Notes
Health-related issues			
Medical problems	Yes / Not yet Who by? When?	Yes / Unsure / No	
Poor medical care	Yes / Not yet Who by? When?	Yes / Unsure / No	
Disability	Yes / Not yet Who by? When?	Yes / Unsure / No	
Poor mental health	Yes / Not yet Who by? When?	Yes / Unsure / No	
Poorly controlled medical issue(s)	Yes / Not yet Who by? When?	Yes / Unsure / No	
Pregnancy	Yes / Not yet Who by? When?	Yes / Unsure / No	
Potential substance abuse	Yes / Not yet Who by? When?	Yes / Unsure / No	
Health issues caused by unsanitary	Yes / Not yet Who by?	Yes / Unsure / No	

environment or poor housing	When?		
Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	

Home-related issues

Young carer	Yes / Not yet Who by? When?	Yes / Unsure / No	
Caring for younger siblings	Yes / Not yet Who by? When?	Yes / Unsure / No	
Potential substance abuse in the home	Yes / Not yet Who by? When?	Yes / Unsure / No	
Parental mental health issues	Yes / Not yet Who by? When?	Yes / Unsure / No	
Potential domestic violence in the home	Yes / Not yet Who by? When?	Yes / Unsure / No	
Potential abuse/neglect	Yes / Not yet Who by? When?	Yes / Unsure / No	
Financial issues in the home	Yes / Not yet Who by? When?	Yes / Unsure / No	
Unable to afford/obtain correct uniform	Yes / Not yet Who by? When?	Yes / Unsure / No	
Homelessness	Yes / Not yet Who by? When?	Yes / Unsure / No	

Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	
---------------------------------------	-----------------------------------	----------------------	--

Academic issues

Poor academic performance	Yes / Not yet Who by? When?	Yes / Unsure / No	
Undiagnosed or suspected Special Educational Needs and/or Disabilities (SEND)	Yes / Not yet Who by? When?	Yes / Unsure / No	
Unmet academic needs	Yes / Not yet Who by? When?	Yes / Unsure / No	
Issues with staff	Yes / Not yet Who by? When?	Yes / Unsure / No	
Frequently excluded	Yes / Not yet Who by? When?	Yes / Unsure / No	
Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	

Social issues

Bullying	Yes / Not yet Who by? When?	Yes / Unsure / No	
Issues with peer group	Yes / Not yet Who by? When?	Yes / Unsure / No	

Issues with personal relationships	Yes / Not yet Who by? When?	Yes / Unsure / No	
Potentially involved in gangs/criminal activity	Yes / Not yet Who by? When?	Yes / Unsure / No	
Doesn't feel safe on journey to/from school	Yes / Not yet Who by? When?	Yes / Unsure / No	
Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	

Transport problems

Too far to travel	Yes / Not yet Who by? When?	Yes / Unsure / No	
Lacking a reliable means to get to school	Yes / Not yet Who by? When?	Yes / Unsure / No	
Cannot afford transport costs	Yes / Not yet Who by? When?	Yes / Unsure / No	
Doesn't feel safe on school/public transport	Yes / Not yet Who by? When?	Yes / Unsure / No	
Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	

Pupil factors

Low self-esteem/ confidence	Yes / Not yet Who by? When?	Yes / Unsure / No	
Low aspirations	Yes / Not yet Who by? When?	Yes / Unsure / No	
Poor morning routines	Yes / Not yet Who by? When?	Yes / Unsure / No	
Poor sleeping patterns	Yes / Not yet Who by? When?	Yes / Unsure / No	
Gender/sexuality anxieties	Yes / Not yet Who by? When?	Yes / Unsure / No	
Other (give details below)	Yes / Not yet Who by? When?	Yes / Unsure / No	

What happens if a Penalty Notice is not paid?

If a Penalty Notice is not paid within the 28 days of issue (as per the dates listed on the Penalty Notice), Cornwall Council will progress the matter to the Magistrates' Court, for the offence of failing to ensure regular attendance, NOT for failure to pay the fine.

If found guilty:

- under section 444(1), it can result in the parent being fined up to £1000
- under section 444(1A), it can result in the parent being fined up to £2,500 and/or receiving a custodial sentence of up to 3 months

Cornwall Council may also apply for costs incurred in taking the matter to court.

Contact us

Education Welfare Service

educationwelfare@cornwall.gov.uk

01872 323 400

www.supportincornwall.org.uk/families

www.facebook.com/TFFCornwall



@tffcornwall



Together  for Families

Penalty Notices

A guide to Education Welfare Services for parents and carers



If you would like this information in another format or language please contact:

Cornwall Council, County Hall,
Treyew Road, Truro, TR1 3AY

e: customerservices@cornwall.gov.uk

t: 0300 1234 100



www.cornwall.gov.uk/togetherforfamilies

April 2022: jn52374
Photo © iStockphoto.com

What is a Penalty Notice?

A Penalty Notice is a fine that can be issued under section 444A and section 444B of the Education Act 1996. The fine is issued per parent, per child for:

- Leave of absence of 12 school sessions /6 school days or more (within any 100 school session period) during term time, without authorisation from the school, for a holiday for example
- Unauthorised absence of 12 school sessions /6 school days or more (within any 100 school session period) of absence from school, either when a parent fails to provide an explanation, or an explanation is provided but the school consider it insufficient to authorise
- Unauthorised lateness of 12 school sessions /6 school days or more (within any 100 school session period), resulting from arrival at school after the register has closed

NB A Penalty Notice can be issued for any combination of the above reasons, where the unauthorised absence from school results in 12 sessions /6 school days or more (within any 100 session period)

Or, when:

- A pupil is observed in a public place during school hours, in the first five school days of a period of exclusion from school, without reasonable justification

Who can be issued with a Penalty Notice?

Parents and carers of a child can be issued with a Penalty Notice. The definition of a 'parent' as set out in section 576 of the Education Act 1996: By virtue of this section 'parent' includes: all natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and any person who, although not a natural parent, has care of a child. Having care of a child means a person who lives with and looks after a child, irrespective of what their relationship is with said child.

How much is a Penalty Notice fine?

A Penalty Notice carries a fine of £60.00 if paid within 21 days of issue, doubling to £120.00 if paid after 21 but within 28 days.

Penalty Notices are issued per parent, per child.

Therefore, for example, if there are two parents and two children, the fines will total £240.00 if paid within 21 days and £480.00 if paid after 21 days but within 28 days.

Can a Penalty Notice be paid in instalments?

No. Penalty Notices must be paid in full, within the designated dates. However, if a parent has more than one child and is therefore issued with more than one fine, they can pay the fines separately if they wish.

Who is responsible for issuing Penalty Notices?

It is a Headteacher's decision whether or not to authorise an absence and, if their decision is not to authorise, they have the right to request a Penalty Notice in line with their attendance policy process. Cornwall Council's role is to check that the evidence submitted is compliant with Cornwall Council's Code of Conduct for Education Related Penalty Notices and, if so, to issue as appropriate.

Can a parent appeal a Penalty Notice?

There is no statutory right of appeal once a Penalty Notice has been issued. If you believe that the Penalty Notice should not have been issued, you should make contact with the school or academy that your child attends at your very earliest convenience after receiving the Penalty Notice. If you wish to discuss the Penalty Notice procedure, you can contact Cornwall Council's Education Welfare Service on **01872 323400**, or email **educationwelfare@cornwall.gov.uk**

How is a Penalty Notice paid?

Penalty Notices can be paid by card by calling the office on 01872 323400. Alternatively, payment can be made by cash or cheque at any Cornwall Council Information Service. If the 21st/28th day for payment falls on a weekend or bank holiday, payment will be accepted at the same rate on the following working day.

Attendance Policy Summary

We have 3 basic expectations of all students:

- ✓ Attend school regularly
- ✓ Attend school punctually
- ✓ Attend school prepared for learning

What is the role of Parents/Carers in maintaining good attendance?

Make sure their child attends every day on time

Call or email the school to report their child's absence before 9.00am (absence@torpoint.cornwall.sch.uk)

Where possible make appointments for your child outside of the school day

Contact the school if they have any concerns about their child which will impact on their attendance

To support the college's attendance policy and to actively promote and encourage good attendance.

For any term time absence to complete an Absence Request Form– the headteacher will only authorise absence in 'exceptional circumstances'

What does good attendance look like?

>95%

Students are actively encouraged to aim for attendance of 95% or above.

As a college we aim to support all students and will tailor our provision to meet student needs where there are additional factors which are a barrier to attendance

Who are the key staff I should contact if I am worried about my child's attendance?

Tutor

Head of year / Assistant Head of year

College Attendance Officer

The designated senior leader responsible for attendance: howard.j@torpoint.cornwall.sch.uk

<90%

Persistent Absentee

<50%

Severe Absentee

Attendance	Attendance Actions
99-100%	Learning maximized. Students will receive reward certificates in termly assemblies
97-98.9%	Very few learning opportunities missed. Students will receive reward certificates in termly assemblies. Tutors will speak with student around absence and any support needed.
93-96.9%	<u>Risk of underachievement.</u> The College will write to all parents and inform them when attendance drops below 93%. HOY will look at data and identify any patterns of absence or causes for concern. Previous academic years attendance data will also be consulted.
90-92.9%	If attendance continues to fall the college may request medical evidence. Where students are a cause for concern and are at risk of becoming a persistent absentee , Parents/ Carers will be invited to meet with staff.
<90%	If a student's attendance continues to be a concern, at this stage, the college will seek advice from the Education Welfare Officer on legal procedures which may include penalty notices or court proceedings. Personal Attendance Plans will be used to support students whose attendance is a continued cause for concern.

Safeguarding: Children may be at risk of harm if they do not attend college regularly.

Safeguarding the interests of each child is everyone's responsibility