NICHOLAS CHAMBERLAINE SCHOOL

Attendance and Punctuality Policy

Date: September 2020
Review Due: September 2021

Reviewed Annually

Regular attendance and punctuality are essential prerequisites for effective schooling. At Nicholas Chamberlaine School we strive to meet a whole school attendance target of 97% and provide a welcoming, caring environment in which each member of the school feels wanted and secure. This in turn will enable each student to realise his or her true potential. If good attendance is to be secured, the co-operation of everyone involved is essential. Teachers, students, parents, governors, Warwickshire Attendance Service (WAS), the LA and various outside agencies must work together to ensure success. To meet these objectives the school will maintain effective and efficient systems of communications.

Good attendance will improve the quality of school life by:

- Ensuring consistency in relationships
- Demonstrating the value placed on education by all participants
- Emphasising the value placed on each individual student by the use of an appropriate Behaviour Policy.

Aim of this policy

The aim of this policy is to create a culture in which good attendance and punctuality are the accepted norm.

- To improve the overall percentage of students attending school
- To reduce the numbers of persistent absentees, (A persistent absentee is when a student's attendance rate falls below 90%)
- To make attendance and punctuality a priority for all associated with the school
- Provide support, advice and guidance to parents and students
- To promote effective communication and partnership with Warwickshire Attendance Service, other services and agencies, parents and students.

Objective of this policy

The objective of this policy is to make good attendance and punctuality essential and integral to everyday school life. This will be done by:

- Supporting class teachers, the school management and administrators in promoting and monitoring good attendance and punctuality
- Informing students, parents and others of school policy and legal requirements, working in partnership
- Recognising the need of the individual student when planning reintegration following periods of absence.

Framework to assist in securing Good Attendance

- A clear statement of responsibilities and expectations
- Attendance and punctuality given high value in the life of the school

- Accurate recording in registers and checks to pick up post registration truancy
- Consistent adherence to follow-up procedures
- Formal monitoring procedures for the whole school and individual students
- Accessing external agency support, as appropriate
- Have clear procedures prior to referral to Warwickshire Attendance Service (WAS) (stage 1, 2, 3)

At Nicholas Chamberlaine School, we define key levels of attendance as:

98.1 – 100%	EXCELLENT - Parents receive a positive praise letter/telephone call home. Students will be rewarded and praised in school.
97 – 98%	GOOD Parents receive a letter/telephone call of praise & encouragement home. Students may be rewarded and praised in school.
92 – 96.9%	CAUTION NEEDS TO IMPROVE - Students' Form Tutors will talk to students and may contact parents to discuss attendance. Students may be mentored & monitored in school until attendance reaches 97%.
90 – 91.9%	WARNING - Students will be monitored. Heads of Year, Attendance Officer, SENCO may contact parents. Further absences may not be authorised without medical documentation.
89.9% or below	SERIOUS CONCERN 90% OR LESS IS PERSISTENTLY ABSENT (PA) - The school Student Care Team will contact & visit parents. Support will be offered to parents who will be asked to attend a meeting in school. A referral to Warwickshire Attendance Service (WAS) may be made. In some cases parents can be issued with a Penalty Notice Warning, Fines or Fast Track to Prosecution may be initiated.

Principles

We believe the following important principles underpin our approach to managing attendance:

- Students and parents/carers understand the issues and procedures for attendance and punctuality.
- All school staff, including governors, administrative and support staff understand the issues and procedures for attendance and punctuality
- Clear procedures for enabling pupils to come to school
- Parents/carers and students having the opportunity to raise concerns and feel comfortable to discuss these with school
- Attendance issues are addressed in the curriculum allocating resources e.g. time, people, space to support the policy
- Rewarding students who have for good attendance and those who strive to improve their attendance
- Identifying patterns of absence and intervening early. Patterns of attendance are established early in a school career. Children who miss significant amounts of their education in primary schools are more likely to non-attend later on. We will work

with our feeder primary schools to identify vulnerable students and families so we can give them support early.

- Sanctions for failing to ensure regular attendance are fully understood by the whole school community and parents/carers.

Processes

- Each year the school will examine its attendance figures and set attendance targets. These will reflect national attendance targets.
- This policy will contain within it all the procedures required to meet the school's attendance targets.
- Attendance will be regularly monitored and intervention strategies put into place to address and improve identified attendance issues.
- The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Roles & Responsibilities of the Student Care Team

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, students and the wider school community.

The Governing Body will:
- Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings in the Headteacher's Report/ Data Dashboard

- Ensure that attendance data is reported to the Local Authority and Department of Education as required
- Have clear systems in school to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are frequent procedures for collecting and analysing attendance data to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Headteacher will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Promote positive relationships with students and parents/carers
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Set attendance targets as part of the improvement plan and target-setting process to monitor progress.

- Ensure that strategies are in place to promote and implement the policy throughout the school.
- determine (in collaboration with the Attendance Lead and Attendance Officer) whether to authorise any proposed absences requested on the school's official form, or absences which have taken place for which no request was made
- notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- Initiate with appropriate staff strategies to improve attendance; - make an annual report with statistics to the governing body.

The Attendance Lead will:

- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Make staff aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Make periodic checks of the registers to monitor student absence
- Make regular checks on SIMs notes and the reasons for absence
- Ensure that unaccounted for absences are followed up
- Deal with issues of inadequate registering
- Works closely with our Attendance Officer to lead on attendance and allocate sufficient time and resource to this
- Liaise with feeder schools and others as required to best support families in ensuring good school attendance or look for patterns in order to intervene earlier to prevent non-attendance becoming an issue
- Return school attendance data to the Local Authority and Department of Education as required
- Report the school's attendance and related issues through termly reporting to the Head teacher and Governing Body
- ensure that the School Admission and Attendance Registers are available for inspection by HMIs, registered inspectors or LA officers
- Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Collate and analyse attendance data frequently to identify causes and patterns of absence
- Co-ordinate intervention strategies to reward positive and improved attendance.
- Work with the Year Head Leaders, Attendance Officer and Form Tutors to interpret the data to develop solutions and to evaluate the effectiveness of interventions
- Involve the local authority and develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

The Attendance Officer will:

- Oversee the first day contact system, using Connect Ed text messaging service
- Ensure that parents/carers of absent students are contacted daily where notification of absence has not been received.
- On the 3rd day of a student absence, through liaison with the Head of Year contact parent/carer.
- work with the Attendance Lead and Head of Years to ensure the efficient running of the system

- Provide regular attendance and punctuality data for relevant staff
- Be responsible for keeping a record of the interventions in place to encourage attendance and also generate all documentation including stage 1, 2 and 3 letters to parents/carers
- Prioritise those students known to have previous unauthorised absences or who are disadvantaged.
- Be responsible for the administration of the Leave of Absence procedure and referrals to WAS.
- make periodic checks of the registers to monitor student absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted for absences are followed up;
- notify parents as appropriate that if a student of compulsory school age fails to attend regularly his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;

Heads of Year will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- form positive relationships with students and parents/carers
- reward students for excellent and improved attendance
- Put in place support plans for young people returning from lengthy absences where necessary.
- ensure that all student absences are recorded and absence notes received from parents
- make regular checks on SIMs notes;
- ensure that all suspected truancy is followed up and dealt with
- contact parents over student absences where appropriate;
- alert any support agencies of safeguarding concerns and report as necessary

Form Tutors will:

- ensure that students are registered accurately
- ensure that students bring absence notes
- follow up cases of unaccounted for absence or unacceptable notes
- discuss attendance issues with selected students as part of the whole-school attendance monitoring systems and procedures
- keep the Head of Year informed of any signs of suspected truancy
- Inform the Head of Year of any possible underlying problems which might account for absences.

Classroom Teachers will:

- Check the attendance of students at their lessons
- Complete the attendance registers on SIMS at the start of every lesson.

Parental Responsibility and/or Day-To-Day Care

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering that the welfare

and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

The school expects Parents/ Carers to:

- Understand it is their legal responsibility to ensure that a student of compulsory school age attends school regularly.
- Provide school with an up to date address and telephone number to enable us to make contact. Advise us as soon as possible if you change any of your contact details.
- Contact the school on the first day of absence (024 7631 2308, option 1) **before the start of the school day** to let us know the reason for the absence and the expected date of return. Follow this up with a note where possible. This should be done on a daily basis, unless the absence is long term or it is known how long a child will be absent. Parents are also able to communicate via the MyEd App. This can be downloaded free via their relevant app store (e.g. App Store or Google Play)
- Ensure their child brings a signed note when they return to school after the absence. If the absence is a prolonged one, school can arrange to have work sent home to prevent students from falling behind. Absences of three days or more, parents may receive a call from a member of the Student Care Team, medical evidence may be asked to be provided, for example an official medical or dental appointment card, letter or prescription showing their child's name and the date.
- Ensure their child arrives at school in adequate time to enable a prompt start to their registration group. Those registering after registration has closed will be marked late in the school register.
- Talk to their son/daughter about their experiences in school and to take a positive interest in their child's learning and educational progress
- Instil the value of education and regular school attendance within the home
- Avoid unnecessary absences. Wherever possible make medical appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties
- Contact the school if their child refuses to attend. It may be because of an underlying psychological disorder, associated with anxiety, brought on, for example, by a change in circumstances such as the loss of a parent or sibling; a change of school or a real/imaged feeling of being bullied.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home learning, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking leave of absence during term-time.

Students are required to:

- attend regularly unless they are ill or have an authorised absence ('attending regularly' means registering before the attendance register is closed for the session)
- if possible inform the school of their absence on the first day of non-attendance
- bring an explanatory note on the day of return to school
- discuss with the tutor any planned absences well in advance (e.g. a family holiday)

- Make any request for leave of absence on the school's official leave of absence form.

Legal Issues

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

Parents are responsible for making this happen, either by registering the child at school or by making other arrangements, which provide an effective education.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. 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.

This responsibility is undertaken by Education Welfare.

The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at an approved educational activity; or
- Un-able to attend due to exceptional circumstances.

At Nicholas Chamberlaine School all Tutor Group registers will close at 9.10am

Afternoon registration takes place in Period 5 - the register will close 15 minutes after the start of Period 5.

Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness

In most cases a telephone call, text or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments

Parents /carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Dual Registration
Dual registration is meant to cover situations where two institutions have shared responsibility for the education of a given student, e.g. a child on Alternative Provision.

Excluded (No alternative provision made)
Exclusion from attending school is counted as an authorised absence. The child's /form tutor/Head of Year will make arrangements for work to be sent home.

Leave of absence during term time
The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

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

- 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.

- Head Teachers 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 and failure to do so will result in the absence being unauthorized which may result in legal action against the parent, by Fixed Penalty Notice.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorized which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.

- 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/pupilnonattendance).

- 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 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.

Religious Observance

We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

The Headteacher will review each application reasonably, and in consultation with the Attendance Lead, Head of Year and the parents.

The school expects advance notice, since religious festivals are likely to be fixed well ahead.

Administrative Codes

Unable to attend due to exceptional circumstances or planned whole of partial school closure

Adverse Weather

Recent winter weather conditions caused all kinds of problems for schools across the country and led to the government issuing new guidelines which came into force from September 2011. Schools will not be penalised if they are forced to close nor if they make every effort to stay open and their attendance statistics suffer accordingly.

Coronavirus (Covid-19) - school closures

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply. To make sure schools record this accurately and consistently, we have made changes to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'. This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)[3]
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.
- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil
- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority

We follow Warwickshire Council's Children Missing Education Protocol when a student's whereabouts is unknown.

Potential Child Missing Education (CME)

If no reason has been provided for an absence the N code will appear against the students name on the register. If a student has been absent for 3 days with no reason provided (N code) as this is potentially a CME. A member of the Student Care Team will contact the parents/carers by telephone. Calls to other contacts from the student's details should also be made in order to establish the student's whereabouts if necessary i.e. no response is received from parents/carers. If contact is not made with the parents/carers or other contacts, a letter should be sent requesting parents/carers to contact school and provide a reason for the absence. If the absence is still unexplained after 5 days a home visit should take place

If there are still concerns about potential CME at this stage the local authority would be contacted. The attendance will be monitored daily and further checks will continue. If the student still remains absent from school for 10 consecutive days without authorisation, whose whereabouts is unknown a referral will be made to the CME Team in Warwickshire. Form Tutors/Attendance Officer should monitor the attendance of students who are on a staged concern or on the alert list (attendance and safeguarding reasons) and inform the Head of Year Leaders on the day of absence.

Distance from School

A student will not have failed to attend regularly if the parent can prove that the school is not within walking distance (defined as two miles for children under 8 and three miles for children over 8), in each case measured by the nearest available route, and where the LA has not made suitable arrangements for:

- transport
- boarding;
- and - changing to another school nearer to the home.

Where there are such occurrences the Headteacher will consult with the LA, and the Chair of Governors as appropriate.

Un-authorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms/shoes
- Having hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school

Persistent Absentees (PA)

A pupil becomes a persistent absentee when they miss 10% or more schooling across the year for **whatever reason.** Absence at this level is doing considerable damage to any student's educational prospects, and we expect parents'/carers' 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.

Parents/carers will be informed of this by letter and where appropriate, will be invited to a meeting with the school's Attendance Lead/Head of Year in order to set targets for attendance and to explore opportunities to support the student and their families.

Discussions with any member of the Student Care Team may take place for any student at any time. A declining pattern or level of attendance may result in a letter from school informing parents/carers all further absences will not be authorised without medical confirmation – the school is responsible for authorising absence, not the parent/ carers.

Reintegrating Long Term Absentees:

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by pastoral staff
- The Form Tutor/mentor should let the student know how to get in touch, at any time during the school day, if they experience any difficulties.

The Year Leader, SENDco, Form Tutor and Attendance Officer monitors and reviews a student's return and keeps all staff updated – this is a shared responsibility. The Year Leader/SENDCo and Attendance Officer will consider a phased return where appropriate. Consideration needs to be given to any special needs the student may have and appropriate support identified.

Consideration must be given to providing a mentor (staff member/student)

Subject Teachers and Subject Leaders need to recognise a student's return and take any necessary steps to support their re-integration.

Use of Penalty Notices

School may request the Local Authority to issue Penalty Notices in respect of unauthorised absence in accordance with the local code of conduct.

The Local Authority will consider the issue of a Penalty Notice in those cases where a child's attendance has fallen below the level determined as the trigger for legal intervention AND it is considered likely that the issue of such a notice will bring about an improvement in attendance

Penalty notices may be used to tackle unauthorised absence in the following circumstances:-

- Where a parent/carer has chosen to take their child on holiday during term time when attendance is already low, especially where the absence will lead to the child missing public examinations e.g. GCSEs.
- Where following a truancy sweep, enquiries show that the school has recorded the student absence for that session as unauthorised.
- In cases where a student is persistently late for school after the register has closed.
- In cases where a student's parents/carers fail to work with the school and other services to improve attendance.

Penalty Notices will be issued where a pupil has 10 or more unauthorised absences in 100 sessions prior to the request for a Penalty Notice to be issued.   In all cases, the LA will issue Penalty Notices in accordance with the published Warwickshire Code of Conduct. A copy of this Code can be obtained on application to the Education Social Work service, 22 Northgate Street, Warwick, CV34 4SP.

Use of the Fast Track System

The Fast Track Process will be used when a student's percentage attendance is exceptionally low. Attendance will be monitored by the school for four weeks; parents/carers will be notified of this by letter. At the end of this period if there is no improvement the case may be referred to Warwickshire Attendance Service who will consider whether the case should be referred for prosecution. The result of this can be a substantial fine or in some cases, imprisonment.

Lates:

If a student arrives late to school in the morning and no reason has been provided by Parents/carer they may be issued with an After School Detention which takes place on the following day. The student will be given a verbal notification of this and parents/carers will be informed by text message. If they are persistently late, further intervention will be put in place, but failure to improve will result in further action being taken e.g. Penalty Notice Warning.

Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

The Pastoral Team will have weekly meetings to monitor students' attendance using the data collected to see if attendance has, stayed the same, improved or deteriorated. This student data will be used to trigger school action as set out in the escalation of intervention.

Attendance data will also be used to identify emerging patterns and trends to inform whole school/partnership strategies to improve attendance and attainment.

We will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998. Support Systems. School recognise that poor attendance is often a sign that there are more

serious issues going on in a child's life. This may be linked to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children. The school will implement strategies to support improved attendance.

Strategies used will include:

- Discussion with parents and pupils
- Attendance panels
- Attendance/punctuality report cards
- Referrals to support agencies
- Learning mentors
- Student Voice Activities
- Friendship groups
- Pupil Support Group (PSG)
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and students. Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, we will refer to Warwickshire Attendance Service and the use of legal sanctions will be considered.