

Hanley Castle Attendance Road Map

In line with the [DfE Statutory Guidance](#) (in force from 19th August 2024) Hanley Castle High School will offer a supportive attendance process based on a needs-led stepped approach. We will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends and use preventative meetings with families to listen, understand and remove any attendance barriers. Where needed, we will formalise support to nurture improvement with Attendance contracts and as a last resort we will consider intensifying support &/or legal sanctions.

Step 1—Identify, Assess & Prevent

Our daily actions and processes aim to promote relationship building with children and families to prevent absence. This involves monitoring data trends and absence patterns to inform our conversations. The trigger for conversations is where absence is at risk of reaching the new National Threshold (**10 sessions (10 half days/5 days) within a 10 week rolling period**). Other daily actions involve promoting attendance positively, using praise and incentives, swift absence follow-up, communication to raise awareness & completing home visits to meet our safeguarding duties as required.

Did you know, arriving after the register has closed (at 9.30a.m.) = an absence?

Step 2—Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to prevent further absence occurring. Discussions and meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using Student Success Discussions (student &/or parent) and Student Support Plans / Meetings. An Early Help Assessment (EHA) may be required for support to be accessed alongside other agencies.

Did you know, 90% attendance = approx. 95 missed lessons/hours of learning?

Step 3—Formalised Support

Where absence continues & initial support needs to be increased an Attendance Contract (AC) will be offered to formalise support. This is a 3-6 month plan of improvement to prevent further escalation. Achievable and individual targets will be set and reviewed regularly. Medical information will be sought at this point and we will work collaboratively alongside other professionals.

Did you know, 90% attendance = 4 weeks of absence over a year?

Step 4—Warnings—Concerns Remain

Where **STEP 2** or **3** support has been unsuccessful &/or declined, a 'Formal Warning' or a 'Notice to Improve' letter will be issued to reinforce the need for immediate improvement. A Family Court Order such as an Education Supervision Order will also be considered as an alternative to prosecution.

Step 5—Legal Action—No Improvement

Legal action (Penalty Notice or Prosecution) MAY be requested from the Local Authority (LA) if Unauthorised Term Time Absence is taken, or your child's overall absence continues to occur and reaches or exceeds the National Threshold for absence despite Steps 1-4 being attempted. Statutory Guidance states a referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain Intense Support.

PENALTY NOTICES AND LEGAL ACTION

NB. If you have had a previous offence in the last 3 years, it may be taken into account, meaning the LA may not offer you the first or second offences below.

1st Offence of Term Time Leave or Irregular Attendance (10 sessions of unauthorised absence or more) = Fine £160 per parent, per child if paid within 28 days. If paid within 21 days the fine is reduced to £80 per parent, per child.

2nd offence within 3 years = fine of £160 per parent, per child. Payable within 28 days, no reduction available.

3rd Offence within 3 years, **NO PENALTY NOTICE** considered. The case will be presented to the magistrates court under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2,500 per parent per child can be issued. Convictions for s444(1a) offences will show on DBS record.

Did you know, good Attendance increases academic success?

Please talk to us about how we can support you &/or your child at any time.