



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

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Introduction and Background

Promoting school attendance is everyone's responsibility.

At Solihull Alternative Provision Multi Academy Trust we recognize that positive behavior and good attendance are essential to raising standards in pupil attainment and strive to provide every pupil with the best educational experience possible.

The Trust is a collective of Alternative Provision Academies for pupils who are at risk of eventual permanent exclusion or who are showing a level of potential disengagement from mainstream provision; which is placing them at risk of eventual permanent exclusion. The Trust offers pupils the opportunity to study a mainstream curriculum focused on academic subjects, in a much smaller environment than that on offer within the local authority.

Our vision is to ensure our pupils gain ground so that they regain what may have been lost in their previous experiences of education. Thus, taking them as far as they can go (and even further than they might think possible) academically, socially, emotionally, and morally.

The simple aim of The Trust is to re-engage its pupils into education so that they may progress into employment, training or further education. By accessing the same currency of qualifications, we enable them to re-engage with Post-16 provision. We identify and intervene with pupils across all secondary schools within the local authorities in which our academies operate, that are disengaging from mainstream education and make sure this intervention happens early enough so that the pupil has an alternative path (transferring to our Trust), that does not end in permanent exclusion.

The Importance of Good Attendance

It is well documented that children who attend school regularly have better outcomes in their attainment as well as their well-being and positive life experiences. School attendance is not merely a legal requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- *Academic Achievement:* Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- *Knowledge Acquisition:* School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- *Social Development:* School provides a vital social environment for children and adolescents to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- *Building Routine:* School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- *Teacher Interaction:* Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- *Preventing Knowledge Gaps:* Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- *School Engagement:* Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- *Legal and Parental Responsibility:* Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- *Community Well-being:* High levels of school attendance contribute to the overall well-being of communities.

Promoting and maintaining excellent school attendance is a whole school responsibility and our policy details the responsibilities of individuals and groups involved, as well as the procedures that are in place to ensure and monitor regular pupil attendance.

Our Aim - Supporting Attendance At Solihull Alternative Provision Multi Academy Trust:

We believe in developing good patterns of attendance and setting high expectations for the attendance and punctuality of all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognize the connections between attendance, attainment, safeguarding and wellbeing and work together to achieve the best possible outcomes for pupils at our schools.

Our aim is to work with pupils, parents and carers to support and address any reason for irregular attendance and address issues early. We hope with this early intervention and working together will ensure that any issues identified are addressed swiftly and successfully. Where the need for external support is identified, this could include liaising with other agencies such as the school nurses' team, child and family support workers, the local authority and other agencies available within the vicinity of the school.

To address any identified attendance issues effectively, schools across the Trust will implement a range of strategies such as early intervention, support for pupils and families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual pupils and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

All schools with Solihull Alternative Provision Multi Academy Trust endeavor to -

- promote a positive and welcoming environment where children feel safe, secure and valued
- promote and ensure children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled to enabling them to succeed both in school and in the future
- Raise awareness of the importance of good attendance and punctuality
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- Provide help and support for pupils and families where there are barriers to school attendance.

The Law:

The Education Act 1996 (section 444) states every child of compulsory school age is entitled 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.

When you register your child at school, you have a legal duty to ensure your child attends that school regularly. This means your 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 Department for Education has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance. The guidance can be found at -

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

The Department for Education also set out within a table of responsibilities the expectations on all individuals responsible for supporting and promoting attendance in schools. That information can be found at [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911117/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024.pdf)

This policy is also compliant with:

[The Education Act](#)

[The Education \(Pupil Registration\) \(England\) Regulations](#)

[Keeping Children Safe in Education](#)

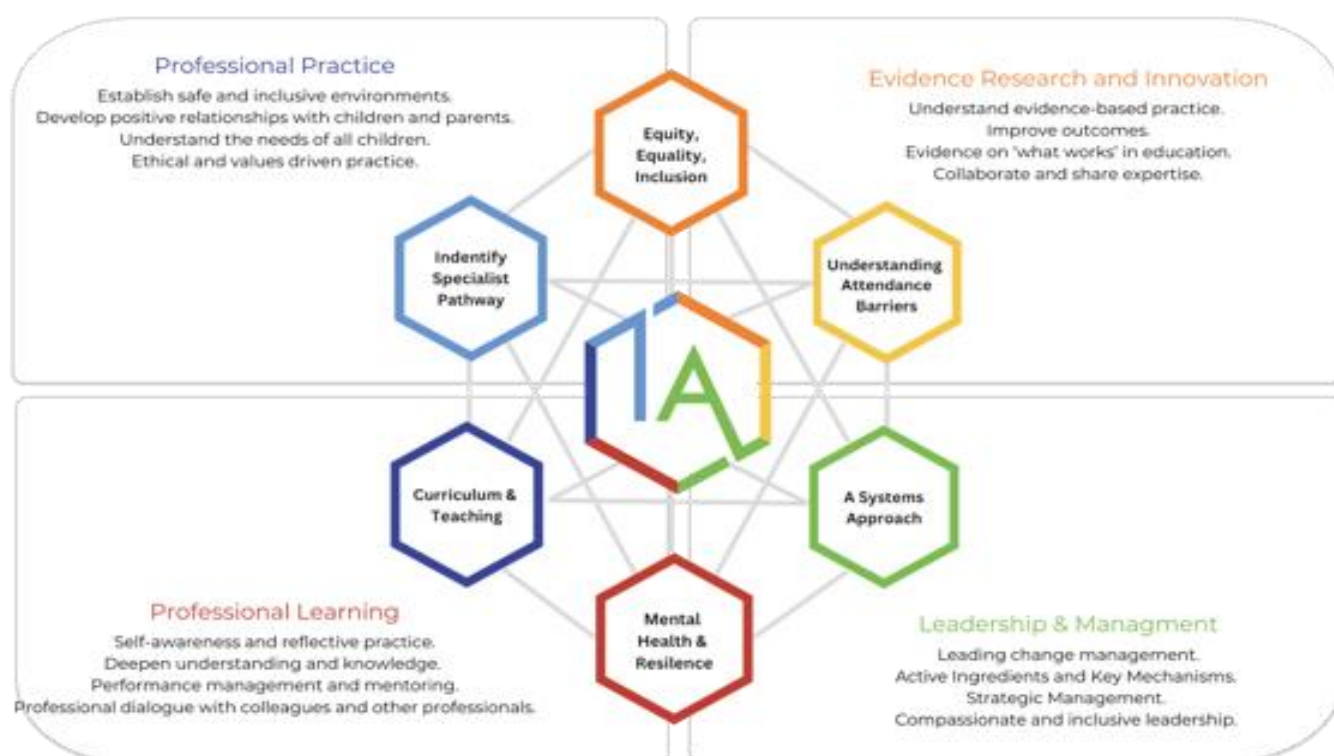
[Mental health issues affecting a pupil's attendance](#)

Inclusive Attendance:

Solihull Alternative Provision Multi Academy Trust is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Inclusive Attendance Professional Development Model

The Inclusive Attendance professional development model fundamentally guides our attendance approach. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.

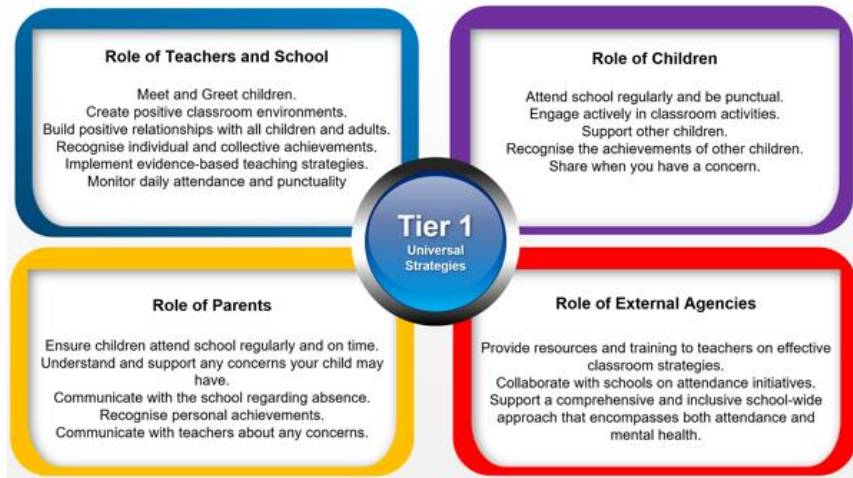


A Multi-Tiered System of Support

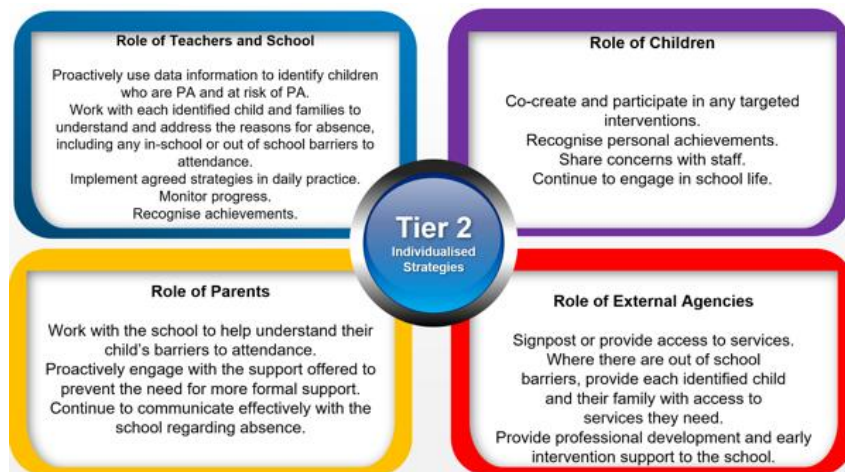
To guarantee a comprehensive approach to attendance, Solihull Alternative Provision Multi Academy Trust implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies

– including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

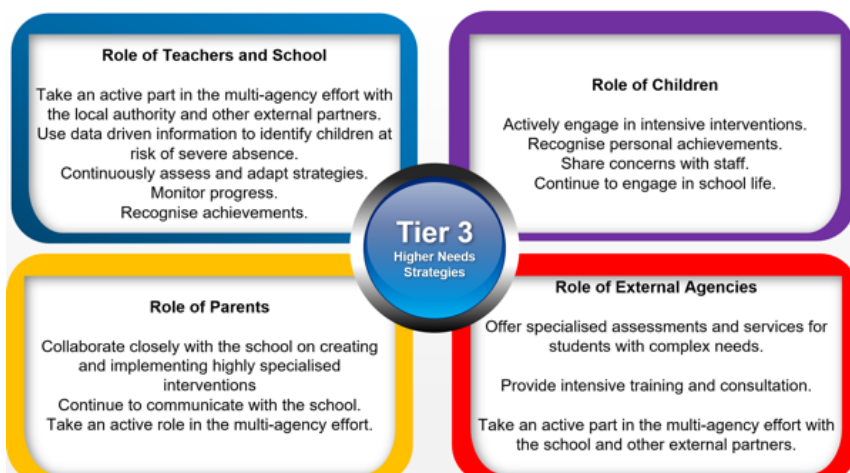
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Improving Attendance:

If we are concerned about your child's attendance, we will:

- Speak to your child in school
- Communicate this to you verbally and or in writing
- Write to you if your child's attendance and or punctuality is a concern
- Invite you into school to discuss the situation with our School Attendance Officer, Pastoral Team or Headteacher if absences persist
- Preparation of an Attendance Contract
- Create a personalized action/support plan to address any barriers to attendance
- Offer signposting support to other agencies or services if appropriate
- Liaise with any referring school that the pupil remains to be dual registered with to involve them in any actions we take around irregular attendance
- Liaise with the Local Authority/City Council on issues surrounding irregular attendance and review actions that school have taken to date
- When all avenues of support have been explored but have not been engaged with we may have to refer the matter of irregular attendance to the Local Authority/City Council for consideration of next steps such as prosecution or fixed penalty notices

To ensure that we instigate support at the earliest opportunity, detailed below is an illustration of when schools may begin to work through their escalation process and Tier System to address irregular attendance. This is not exhaustive as intervention and support will be explored and monitored on a case-by-case basis depending on individual circumstances. The aim of this is to ensure that avenues of support are investigated and offered at the earliest possible opportunity thereby removing barriers and reducing the risk of a pupil becoming persistently absent.

Daily Absence -	Text message from attendance team/telephone call.
5 days absence -	Letter to parent/s regarding irregular attendance.
9 days absence -	Pastoral telephone call – informal attendance meeting in school – preparation of Attendance Contract/Improvement plan
14 days -	Formal Attendance Meeting in school – review of Attendance Contract.
17 days -	Multi staff approach - Head Teacher/SLT meeting.
19 days -	Multi staff approach review with parent/carer. Liaison with schools' local authority.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, you as the parent/carer and the child. If as a parent /carer, you think your child is reluctant to attend school, then we will work with you and your family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

As Parents, you can support regular school attendance by:

- Making sure your child leaves for school with plenty of time to ensure they are not late for school.
- Support a positive and structured evening and morning routine.
- Making medical appointments, such as dental/doctors appointments, outside of school hours where possible.
- Supporting and encouraging your child by attending parents evenings and other events.
- Contacting the school to discuss any concerns regarding your child's attendance as soon as any issues arise.
- Working in partnership with the school to resolve any issues that are impacting on your child's attendance.

Promoting good and excellent attendance:

As a school we will reward good attendance and improved attendance regularly. This will be done through reward schemes adding points to our MIS system which contribute to termly and yearly rewards. This is also done by verbally congratulating pupils and making sure they know that their achievement has been recognised, telephoning and texting parents' carers to thank them for their support with this, certificates to mark achievements.

There is a clear link between good attendance at school and academic achievement. The Department for Education share through their document entitled *The Link Between Attendance and Attainment* that analysis shows that there may be gains in attainment by improving attendance by a single 5%. Regular attendance at school can also enhance the development of personal, social and emotional skills and will help pupils to embed good habits – which are important when looking to further their education or entering into training and employment.

Attendance and Punctuality Expectations at all schools within Solihull Alternative Provision Multi Academy Trust:

Parents/carers are expected to:

- Parents/carers are legally responsible for ensuring their child attends school regularly
- Parents/carers should ensure that their children arrive at school on time, with the correct equipment and in appropriate school uniform
- It is the parents'/carers' responsibility to inform school of the reason for a pupils absence on the first day of absence and any subsequent day thereafter
- All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their child
- Parents/carers should support school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time
- Parents/carers should be aware that they do not have the automatic right to take their child out of school for a holiday during term time
- Parents/carers to communicate with school and attend any meetings requested to address irregular attendance or punctuality issues

- Parents/carers are expected to attend meetings when requested and support the school in responding to irregular attendance
- Notify the school immediately of any change to telephone contact numbers and address details for you and your child

Pupils are expected to:

- Aim to have an excellent attendance and punctuality record
- Arrive to school every day that school is open - arriving on time and ready to learn
- Be in the correct school uniform
- Be punctual to all lessons and registration
- Pupils who arrive late must follow the correct procedures for recording their lateness and entering their lesson

Form Tutors/Class Teacher Expectations:

The Form Tutor and Class Teacher are the key staff members in promoting regular punctual attendance. The Form Tutor or Class Teacher will:

- Provide a good example by always being punctual to lessons and meeting pupils at the door – providing a welcoming environment
- Follow the Attendance Policy procedures when dealing with absences and punctuality
- Maintain swift action and effective communication with pastoral teams, attendance teams, safeguarding teams and school leaders on all attendance matters concerning the tutor or class group
- Ensure pupil recognition in relation to attendance and punctuality success
- Build a welcoming atmosphere in the classroom and provide support as necessary when students return after an absence

Pastoral Team

The Pastoral Team take responsibility for monitoring the attendance of pupils and regularly promote the importance of attendance and punctuality. They will:

- Ensure that their team is aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures
- Ensure that rewards and sanctions for attendance and punctuality follow agreed procedures and align to the Trust Behaviour and Attendance Policy
- Monitor and track the attendance of vulnerable groups
- Monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed
- Liaise effectively with the Attendance Manager and work together on ensuring that appropriate action is taken in the management irregular attendance and poor punctuality
- Have attendance as a regular item during pastoral meetings
- Ensure contact is made with parents/carers of irregular attendees – always placing support before sanction
- Support with home visits where required

Attendance Officer

The Attendance Officer is responsible for regularly checking attendance data and ensuring data is accurate and up to date. The Attendance Officer will:

- Ensure that data is input daily into the attendance management system
- Ensure that parents of absent pupils are contacted where notification of absence has not been received
- Respond to any parent /carer seeking support on attendance concerns

- Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales
- Be responsible for disseminating important attendance information including informing the Safeguarding Team, Attendance Manager, form tutors, pastoral team of which students are of concern; in-line with the agreed procedures and timescales
- Be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents/carers
- Be responsible for liaising closely with the Local Authority's Attendance/Inclusion Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up
- Be responsible for managing and maintaining attendance records and systems
- Support with home visits where required

Attendance Leader

The Senior Leader responsible for Attendance will promote good attendance and punctuality. They will:

- Regularly meet with their Line Manager reporting on progress and next steps planning
- Attend SAPMAT attendance meetings
- Implement the Inclusive Attendance framework ensuring this is monitored and actioned throughout The Trust year
- Provide training and support to staff
- Participate in pre-legal meetings
- Use attendance data to make links with attendance and academic performance
- Ensure that reference to attendance is included in all school documentation e.g. Academy newsletters, letters to parents, school prospectus, information booklets

Contact Details for school staff responsible for the strategic approach to attendance at Solihull Alternative Provision Multi Academy Trust are below

Name of Staff Member	Roles and Responsibilities	Contact Details
Mr James Morris	Director of Education	0121 709 5420
Gavin Cornell	Assistant Principal – Student Welfare/DSL	0121 709 5420
Mark Wilson	Governor for School Attendance.	0121 709 5420

Who else is Responsible for Attendance Issues in School

The name and contact details of the school staff you can contact on **day-to-day basis** at each site are detailed below –

School Setting	Staff Name	Role	Contact Telephone Numbers
Solihull Academy	Jeremy Brown Julie Young	Attendance Officer Attendance Manager	0121 709 5420
Saturn Centre	Jeremy Brown Julie Young	Attendance Officer	0121 709 5420 extension 3
Daylesford Academy	Carly Costa	Attendance Officer	0121 285 3070

Coventry Alternative Provision	Hannah Wilson	Family Liaison Officer	Herald site - 02476 101490 Wyken site 02476 101570
Apollo	Sarah Lay	Admin Officer/Receptionist	0121 709 5420

The name and contact details of the **Attendance Champions** who are our school staff members that you can contact for more individual support with attendance:

School Setting	Staff Name	Role	Contact Telephone Numbers
Solihull Academy	Gavin Cornell	Attendance Champion/Assistant Principal - Student Welfare/DSL	0121 709 5420
Saturn Centre	George Ward	Attendance Champion – Head of Centre/Teacher/DSL	0121 709 5420 extension 3
Daylesford Academy	Nicola Capok	Attendance Champion/Assistant Principal/Teacher/DSL	0121 285 3070
Coventry Alternative Provision	Zoe Johal	Attendance Champion/Deputy Head Teacher/DSL	Herald site - 02476 101490 Wyken site 02476 101570
Apollo	Leanne Maine	Family Support Officer	0121 709 5420 extension 4

Attendance and Punctuality - Daily Process for Managing Attendance

Each school site school day timings are detailed below –

School Site	School starts at	Registers taken at	Registers close at	School finishes at
Solihull Academy	8.45-9.00am	9am/12 noon	9.30am/12.30pm	2.40-2.45pm Mercury Provision (2.00pm)
Saturn Centre	9.00am	9am/12 noon	9.30am/12.30pm	2.00pm
Daylesford Academy	9.00am	9am/12 noon	9.30am/12.30pm	2.00pm
Coventry Alternative Provision	9.00am	9.15am/12.30pm	9.45am/1.00pm	2.40pm
Apollo	8.45am	9.00am/12 noon	9.30am	1.45pm

Procedures and Registers

The school register is a legal document and must be kept accurately and in accordance with legislation.

Attendance will be recorded in the register using the DFE's statutory attendance codes, please refer to Appendix 1 for coding information.

Registers close at each site 30 minutes after they have opened. Pupils arriving late to school after registers have closed will be marked as unauthorised on the register (code U).

Every school day has two registration marks that contribute to a pupils overall attendance figure, these are known as sessions. The morning session and the afternoon session. Every absence from school (known as a session) is marked by the school as either authorised or unauthorised. Attendance will be monitored not only on percentages but also the number of sessions missed from school. Examples and definitions of types of absence are detailed at the end of this policy.

Safeguarding Pupils and Attendance - First Day Absence Process and Safeguarding

The Trust has a duty to safeguard the welfare of all pupils. Any concerns about a child's attendance will be investigated promptly to ensure their well-being. Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

Parents must report absence to school on every day of absence.

If a pupil is absent from school parents must -

- Telephone school on the first day of absence before 9.15am and then every day of absence thereafter to report the reason for absence
- Ensure that your child returns to school as soon as possible after absence
- Provide any medical evidence, if requested, to school which may support the absence

If a pupil is absent, we will -

- Telephone or text you on the first day of absence and any day of absence afterwards when no contact has been received.
- If contact with parents/carers is unsuccessful we will contact other emergency contacts held by the school to determine the whereabouts of the pupil.
- Consider making a home visit to see the child and speak with them and parent/carer.
- If contact is still unsuccessful by all of the above methods and safeguarding protocols require this, we may contact the police or social care to request support with a home visit or making contact with you/your child.
- If safeguarding protocols are not urgent then a home visit will be conducted on the third day of absence and/or no contact from parent/s.

An illustration of our pupil absence and escalation process is detailed below -

DAY 1 ABSENCE
If no contact received – school to contact parent/s to obtain reason for absence - text message to be sent to parent/s. Liaise with Designated Safeguarding Lead to determine whether a visit needs to be conducted today.
DAY 2 ABSENCE
No contact received – school to contact parent/s to obtain reason for absence – text message to be sent to parent/s. Contact all other contacts held by school to try to establish safety of child and reason for absence. Liaise with Designated Safeguarding Lead to determine whether home visit is to be conducted today.
DAY 3 ABSENCE
No contact received – school to contact parent/s. Text message advising of absence to be sent. Contact to be made with other contacts that school holds. Liaise with Designated Safeguarding Lead – if a home visit has not been conducted it must be conducted today. Consider escalation to other agencies.
DAY 4 ABSENCE
No contact received - school to contact parent/s to obtain reason for absence – text message to be sent to parent/s. Make attempts with all other contacts to find out the reason for absence. Liaise with Designated Safeguarding Lead - home visit to be repeated if pupil not seen. If still not seen liaise with DSL to consider escalation to other agencies.

Punctuality

Poor punctuality is not acceptable and can contribute to further unauthorised absence.

Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

How we manage lateness:

- Pupils arriving after registers are taken are required to come into school via the school office to sign in and provide a reason for their lateness which is recorded.
- The registers will be closed 30 minutes after they have opened. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site - 'U', but this will **not** count as a present mark, and it will mean they have an unauthorized absence.
- Where lateness continues, the school will contact parents/carers.

To address poor and irregular punctuality, schools will deal with lateness as follows:

1st Late = wellbeing conversation with pupil

2nd Late = Further wellbeing conversation – exploration of an initial support plan

3rd late = discuss with parent/s

Unauthorized lateness could result in the school referring to the Local Authority/City Council for sanctions and/or legal proceedings. If your child has a persistent late record, you will be asked to meet with the attendance and pastoral team, but you can approach us at any time if you are having difficulties getting your child to school on time.

Requests for leave of absence (exceptional circumstances)

The law is very clear that you are not entitled to take your child on holiday during term time, and you are likely to be referred for legal action if you choose to do this.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances."

A leave of absence will not be granted in term time unless the reasons are deemed exceptional by the headteacher, irrespective of the child's overall attendance. Parent/carers will be requested to provide evidence of exceptional circumstances and asked to complete an absence request form (Appendix 2) and submit this to the school at least four weeks prior to the date of leave. Only the headteacher or his/her designate (not the local authority/city council) may authorise such a request. This form must be fully completed and received by school at the least four weeks prior to any absence.

Where a parent/ carer removes a child when the application for leave was refused, or where no application was made to the school, the issue of a penalty notice may be requested by the school. A Penalty Notice may be issued where there have been at least 10 consecutive sessions of unauthorised absence.

Deletion from School Roll

The Education (Pupil Registration) Regulations 1995 state that where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register.

Elective Home Education

Elective Home Education is a pathway that some parent/s may choose to take for their child's education. All schools within Solihull Alternative Provision Multi Academy Trust request that parent/s notify the school in writing if this is something that parents wish to proceed with. This letter must be sent to the Head Teacher at the school your child attends clearly stating the child and parents' details. In these circumstances, where such letter is received, the school will consult with the local authority and work closely with them and will only remove your child from school roll once elective home education provision and safeguarding is in place.

Absence Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. Termly attendance meetings take place to identify areas of concern and action plan steps that can be taken to improve.

We share information and work collaboratively with schools within our Trust, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Local Authority/City Council Attendance Support Services

As a school, we are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Local Authority has an Education Team/City Council Attendance Support Team who work with schools, families, and other professionals, to support parents/carers/pupils and schools to address barriers to attendance and reduce persistent absence/improve overall attendance.

As a parent/ carer, you are expected to work with the school and their Local Authority/City Council to address any attendance concerns. You should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority/City Council.

If attendance does not improve with support from school and all avenues of support have been explored, legal action may be taken in the form of a Penalty Notice, prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance. The school will endeavor, where possible, to solve attendance issues informally, before going down a formal / legal route. This could include preparation of an Attendance Contract which is a formal agreement between parents and the school or local authority to address irregular attendance, providing support as an alternative to prosecution. It is not legally binding but serves as a formal route to secure engagement with support when voluntary early help plans have not worked. An Attendance Contract aims to offer support rather than punishment.

If voluntary support or Attendance Contracts are unsuccessful, an Education Supervision Order (ESO) can provide formal legal intervention without prosecution. Before proceeding with an ESO, the school and local authority should exhaust voluntary support options and ensure the order would benefit the pupil and parent. Persistent non-compliance with an ESO can lead to prosecution in the Magistrates Court by the local authority.

Where there has continued to be irregular attendance and appropriate offers of support have not been engaged with by the parent or have not worked, school may request that a Notice to Improve is sent to parents to give a final chance to engage in support before any penalty notice is issued.

National Framework for issuing Penalty Notices

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and are not working to change behaviour, they are unlikely to be the most appropriate tool. Therefore, from the Autumn Term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a three year rolling period and any second notice within that period is charged at a higher rate – see below:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, prosecution under Education Act 1996 (legislation.gov.uk) may be considered.

For more information and details about the National Framework for Penalty Notices you can visit –

Solihull

[Code of conduct for Enforcement - September 2025](#)

Coventry

[Code_of_Practice](#)

Types of Absence

Absence = arrival at school after the register has closed or not attending school for any reason.

Authorised absence is where the head teacher has either given approval in advance for a pupil to be absent or has accepted an explanation offered afterwards as satisfactory justification for absence. Examples of authorised absence are when a genuine reason such as illness has been provided (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or another unavoidable cause accepted by the Head Teacher.

Unauthorized absences are absences which the school does not consider reasonable, exceptional, or unavoidable. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings. Examples of unauthorised absence may include absences which have never been adequately explained to the school leaders, pupils who arrive at school after the close of the register, shopping trips, birthdays, family events, looking after other children, holidays taken during term time without leave, other leave of absence in term time which has not been agreed by the Head Teacher.

Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absenteeism (PA)

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA, but this could be less days given individual pupil and family circumstances. We will follow internal school procedures.

Severe Absenteeism (SA)

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

If you would like to discuss anything in this policy, please contact us at school to discuss further. Good attendance is everyone's responsibility and working together means issues are identified and addressed quickly and effectively. Good attendance means your child will have their best educational outcome.

APPENDIX 1: School Attendance Codes

School Attendance Codes – Descriptions and Meanings – School Attendance (Pupil Registration) (England) Regulations 2024.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registering closed)	Present
B	Educated off site (NOT dual registration)	Approved educational activity
K	LA arranged provision other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or a trip	Approved educational activity
W	Work Experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (not medical or dental appointments etc)	Authorised absence
J1	Interview	Authorised absence
M	Medical/dental appointment	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registered closed)	Unauthorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by the LA	Not counted in possible attendances
X	Untimetabled session for non-compulsory school age pupils	
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable clause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (Planned closure)	Not counted in possible attendances



Name of School - _____

ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of four weeks' notice

Please note that there is no automatic right for pupils to be granted leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil: Date of Birth:	Year Group: Form:
Please detail below the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request with a member of the schools Senior Leadership Team. (Please attach any supporting evidence) 	
Address where staying: Name and contact of parent/carers who pupil will be staying with: 	

Please enter below the dates of the requested absence.

(first date of absence)/...../..... (last date of absence)/...../.....

Number of school days that your child will be absent from school

Signature of Parent/Carer completing request

.....

Name of Parent/Carer completing request

.....

Date

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.

For School Use:

Date received?

Previous requests for leave of absence Yes / No

Evidence provided for exceptional circumstance Yes/No

Arrange to meet with Parent/Carer Yes / No

Attendance %

Head teacher decision to authorise Y/N
Code

Date & time Address/Contacts /dates
checked?