



Inspire Academy



Attendance and Registration Policy	
Policy Ref	Educ004
Status	
Purpose	
Committees	Staff and Pupil Wellbeing, Local Governing Body
Other linked policies	Behaviour, Safeguarding and Child Protection, Missing Child and Risk Assessment Policies.
Issue Date	September 2024
Review Date (every two)	September 2026

Aim

1. At Inspire Academy we aim to bring out the best in every child. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and to become confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Rationale

2. The Academy aims to assist all pupils to reach their learning potential and we believe that children are more likely to maximise their achievement and attainment if they attend on time and regularly. We recognise that by working together, parents and the Academy can improve a pupil's life chances by ensuring their frequent and punctual attendance. Good attendance is important because statistics show a direct link between higher achievement and good attendance. Children who attend school regularly find school routines and school work easier to cope with. As a result, our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding and good behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

Legal Framework

3. 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.

4. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. 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.

Principal - Mrs L Armstrong

Mossley Road, Ashton under Lyne, OL6 9RU

T. 0161 339 7822 • E. inspire@victoriousacademies.org • W. www.inspireacademyashton.org.uk • @Inspire_Ashton

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5. The Education (Pupil Registration) (England) Regulations 2006, require 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 approved educational activity; or
- Unable to attend due to exceptional circumstances.

6. The Academy works with Tameside educational welfare services to monitor and pursue any attendance concerns. To support good attendance the Academy will:

Monitor attendance daily

7. The Academy will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular uninterrupted attendance is vital to the child's educational progress.

8. The Academy opens at 8.45 and all external gates and doors are locked at 9.00 for the safety of all the children.

9. Registers will be called twice daily at the start of each morning and afternoon session and will be kept open for a maximum of 45 minutes, from 8.45am – 9.30am (in accordance with DfE guidelines). Registers are taken in electronic format using Arbor. Should the Arbor platform be inaccessible staff will take a paper register and update the system once Arbor is back on line. In the event of staff absence due to illness or training, office staff will update Arbor following the completion of a paper register by the cover staff.

10. Any children arriving after 9.00am will enter via the main entrance and will be given a late mark on the register by office staff. The reason for late arrival will be entered on the electronic register as a 'note'. Any children arriving after 9.30am will be given an unauthorised absence for the morning session.

11. After all registers have been submitted at 9.15am, any absences that are unaccounted for are then investigated. A text and email is sent to primary guardians asking them to confirm why their child is absent. If this is not replied to, then a follow up phone call is made.

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12. Attendance information entered into Arbor will be cross-referenced with names on late slips, emails and absence messages left on the Academy answer phone.

13. The office staff liaise with the Principal or Deputy Principal regarding any attendance concerns or patterns and next steps are decided.

Monitor attendance weekly

14. Should a class teacher or member of the office staff have particular concerns about a child's attendance or punctuality, this will be raised with the academy's attendance manager who will escalate it to the Principal or Deputy Principal if necessary.

15. The academy's attendance manager or the Principal or Deputy Principal will phone primary guardians and discuss attendance concerns. If they are unable to make contact, a home visit may be carried out. A home visit may also be carried out if a member of staff is concerned about a child's welfare or if the child has not been by school staff for a number of days.

16. These discussions will be recorded on Arbor and if there are safeguarding concerns, also on My Concern.

17. Every Friday morning, an email is sent to any primary guardians who have not contacted school regarding their child's absence. If parents fail to respond to this email within 7 days, the absence will be marked as unauthorised (Appendix A).

18. An attendance code report is ran weekly. If a child has 5 sessions of G (holiday), O (unauthorised absence) or U (arrived late after 9.30am) within a 12-week period, a letter is sent to warn primary guardians that 10 sessions of G/O/U may result in a penalty notice (Appendix B). If a child has 10 sessions of G/O/U within a 12-week period, a Notice to Improve letter is sent to primary guardians (Appendix C) and primary guardians are invited into school to discuss ways to improve attendance.

19. If a child has been absent for 5 consecutive days or more with illness, they may be asked to provide medical evidence to authorise the absence.

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Additional Monitoring

20. Every half term, attendance is reviewed by the attendance manager alongside the Principal or Deputy Principal. Children with attendance lower than 90% are considered to be 'persistent absentees' and their primary guardian will receive a letter to inform them that their attendance is below the expected level and will now be monitored (Appendix D).
21. Letters are also sent to primary guardians of children with punctuality concerns (Appendix E).
22. In cases where sufficient improvement has not been shown after receiving the letter in Appendix D, primary guardians will receive a further letter (Appendix F) inviting them in for an attendance meeting where an attendance improvement plan will be written (Appendix G). Attendance improvement plans are reviewed after 6 weeks. If a primary guardian fails to attend the attendance meeting, the plan will be written in their absence and sent to them via email.
23. In cases where sufficient improvement has not been shown after receiving the letter in Appendix E, primary guardians will receive a further letter (Appendix H) to advise them that the Educational Welfare Officer is monitoring the child's punctuality.
24. In cases where a child has remained as a 'persistent absentee' throughout one full academic year, a letter will be sent to advise primary guardians that from the new school year starting in September, only absences with supporting medical evidence will be authorised (Appendix I). This will cease when their attendance improves to 90% or higher.
25. Where there is a noticeable improvement in attendance or punctuality of children who are being monitored, a thank you letter is sent to primary guardians in recognition of this. (Appendix J)
26. Prosecutions are submitted in cases where all of the above steps have been followed and there has not been substantial improvement in attendance.
27. Each term, primary guardians are informed in their child's school targets about their attendance to date. The reporting dates run from the beginning of the academy year until the week before the end of the term.
28. Where attendance of pupils in Nursery falls below 85%, staff will consider whether their

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place should be removed and offered to another pupil.

Categorising absence

29. 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 Academy and cannot be authorised by primary guardians. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

30. Primary guardians should advise the Academy by telephone on the first day of absence and provide the Academy with an expected date of return. Parents should continue to phone school daily throughout the period of absence. Alternative arrangements will be agreed with non-English speaking parents/carers.

31. Absence will be categorised as follows:

- Illness In most cases a telephone call or a note from the parent informing the Academy that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.
- Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the Academy day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to their child's form teacher.
- 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.
- Excluded (No alternative provision made) Exclusion from attending the Academy is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Expected First Day of Attendance

32. The Academy will enter pupils on the admission register on the first day on which the Academy has agreed, or been notified, that the pupil will attend. If a pupil fails to attend on the agreed or notified date, the Academy must establish the reason for absence and mark the register accordingly. The Academy has procedures for following up these absences.

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Family Holidays

33. From the 1st September 2013, the new legislation gives **no entitlement** to parents to take their child on holiday during the term time. Any exceptional circumstances are to be submitted in writing and will be referred to the Governing Body for consideration. The Principal is no longer able to authorise up to 10 days absence for the purpose of a holiday in term time. Requests for leave in term time should only be authorised in 'exceptional' circumstance. The DFE are anticipating that not many absences for leave in term time are authorised by schools.

34. All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return.
- Those parents must contact the Academy should any delays occur.
- That the child's place may be withdrawn if the family do not return as expected.

35. If a pupil fails to return and contact with the parents has not been made or received, the Academy may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their Academy place.

36. If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases the Academy may issue a Penalty Notice.

37. Only in **exceptional circumstances** will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the holiday needs to be taken during term time.

Religious Observance

38. Due to the multi-faith nature of British society, the Academy recognises 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. It is reasonable for a parent to allow their children not to attend the Academy on any day of religious observance if recognised by the parent's religious body. Parents are requested to give advance notice to the Academy if they intend their child to be absent.

39. However, in the interests of fulfilling the academic requirements of the school and limiting the

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authorised absence rate of the school, it is identified as reasonable that no more than **one day** be designated for any individual occasion of religious observance/festival and **no more than three days in total** in any academic year. Any further absence will be categorised as unauthorised.

Unauthorised Absence

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

41. Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday;
- Shopping for uniforms or not having uniform available to wear;
- Having their hair cut;
- Closure of a sibling's school for INSET (or other) purposes;
- "Couldn't get up";
- Illness where the child is considered well enough to attend the Academy; or
- Holidays taken without the authorisation of the Academy.

Deletions from the Register

42. 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 Academy is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- 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

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local authority have tried to locate the pupil.

43. The Academy will follow the Local Authority Children Missing Education Protocol when a pupil's whereabouts is unknown.

Roles and Responsibilities

44. The Academy believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

45. As such, the Local Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- 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.
- Ensure that attendance data is reported to the Trust and Local Authority or Department of Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the Academy has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

46. The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.

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Inspire Academy



- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return attendance data to the DfE as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of intervention.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions should legal proceedings be instigated.

47. Class Teachers/Pastoral Staff will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Analyse attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies 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.

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48. Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the Academy if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of Academy hours.
- Ask the Academy for help if their child is experiencing difficulties
- Inform the Academy of any change in circumstances that may impact on their child's attendance.
- Support the Academy; take every opportunity to get involved in their child's education, form a positive relationship with the Academy and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, homework, 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 their child on holiday during term-time, where this is unavoidable; send a written leave request to the Academy in advance of booking the holiday.

Using Attendance Data

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

50. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. We will share attendance data with the DfE and OfSTED as required.

Support Systems

51. We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make the Academy aware of any difficulties or changes in circumstances that may affect their child's attendance and or

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behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the staff identify any additional support that may be required.

52. The Academy also recognise that some pupils 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.

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

- Discussion with parents and pupils
- Attendance improvement plans
- Referrals to support agencies
- Pupil Voice Activities
- Friendship groups
- PSHE
- Additional learning support
- Behaviour support
- Early Help Assessments

54. Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Academy will consider the use of legal sanctions.

Legal Sanctions

Prosecution

55. A penalty notice is a suitable intervention in circumstances of parentally condoned truancy where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example, it could be used where a parent has failed to engage in any supportive measures. It will be particularly useful as a sanction at an early stage before attendance problems become entrenched and where the Local Authority considers that a prosecution would be too heavy handed.

56. The usual response to a first offence should be a warning rather than a penalty. However, a penalty notice can be issued without a warning in exceptional circumstances. These should be agreed with the Team Manager on behalf of the LA Lead for Behaviour and Attendance.

57. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular

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school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Attendance Improvement Plan (Anti Social Behaviour Act 2003)

58. An attendance improvement plan is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The plan will outline attendance targets and will detail agreed actions that will help to achieve the target. The plan will be reviewed regularly. The plan can be used as evidence in a prosecution should parents fail to carry out agreed actions. Attendance improvement plans will be used in accordance with Tameside's Parenting Contract Protocol.

Penalty Notices (Anti Social Behaviour Act 2003)

59. Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve
- A pupil is repeatedly late to school after the register has closed.

60. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Tameside's Penalty Notice Protocol.

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Appendix A

Dear Parent/Carer of ****

RE: Absence from School

We are writing to you following ****'s absence from school on ****

You did not contact school to confirm the reason for **Student(s) First Name**'s absence from school. Please respond to this letter in writing within 7 days to confirm the reason for absence. If the reason for absence is due to illness/medical reasons, please provide evidence of the same. If we do not receive your written response within 7 days the absence will be marked as unauthorised.

At Inspire Academy we aim to bring out the best in every child. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and to become confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

We look forward to hearing from you as soon as possible.

Kind Regards

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Appendix B

Dear Parent/Carer

RE: ***** DOB: *****

I am writing to inform you that your child has had ******* unauthorised absences in the last 12 weeks. When a pupil reaches 10 sessions of unauthorised absence in a 12-week period, the parent is eligible to receive a penalty notice. We inform parents/carers in advance of reaching this point so that you are able to take preventative action. Please see the guidance below which gives more information about penalty notices.

Penalty Notices for Non- school attendance

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 12-week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice of £120, which is reduced to £60 if paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

If we can support you in any way to improve your child's attendance and punctuality, or if you wish to discuss this matter, please do not hesitate to contact us.

Kind Regards
Mrs L Armstrong
Principal
Inspire Academy

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Appendix C

At risk of a Penalty Notice

Student Name:

Date of Birth:

Dear *****,

We have recently reviewed **** attendance record and have noted that **** has had at least ten sessions (5 School days) of unauthorised absence within a 10-week period.

Inspire Academy shares the government's determination to raise levels of student attendance and attainment in order to ensure the best possible start in life for every child. As the parent/carer of a child who is a registered student at this School, you hold legal responsibility for ensuring your child attends school regularly.

The Antisocial Behaviour Act 2003 affords Thameside Local Authority the power to issue a Penalty Notice to the parent/carer of any child who fails to attend School regularly. A Penalty Notice is an early deterrent that is intended to prevent further periods of unauthorised absence from occurring.

For the first offence committed under the new legislation, the rate of a penalty notice is now £160 if paid within 28 days, reduced to £80 if paid within 21 days.

For the second offence committed under the new legislation, the rate of a penalty notice is now £160 with no option for the second offence to be discharged at the lower rate of £80.

Failure to pay a Penalty Notice may result in prosecution.

It is important that you are aware that this is a warning and not a fine.

If your child's attendance does not improve, a referral will be made to Thameside Local Authority where your child's attendance will be officially monitored. Any further unauthorised

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absences during this period may result in a Penalty Notice as detailed above. In order to prevent this, any further absences from school must be supported by medical evidence.

Support and guidance around attendance is always available from school. If you have any specific queries in relation to this letter please do not hesitate to contact me.

Yours sincerely,

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Appendix D

To the parent/ carer of **XXXX** DOB: **XXXX**

I am writing to express my concern over the number of occasions that **XXXX** has been absent from school. Please find enclosed their latest Attendance Report where you will see that their current attendance is **XXXX%**. This percentage is taken from the start of the school year in September 2021.

At Inspire Academy, we expect the level of school attendance for all primary aged pupils to be no lower than 97%. Good attendance and punctuality helps pupils to fulfil their potential and gives them a chance of a better future.

We are aware that **XXXX** has been absent from school due **XXXX** however we have a duty of care to inform you of their attendance. Children with attendance below 90% are classed as having **persistent absence**. As your child's attendance is currently below our school target, the school and the Education Welfare Officer will now closely monitor your child's attendance; this could lead to a prosecution or a Penalty Notice if your child's attendance does not improve. We will look at ways to support you and work with you to improve your child's attendance.

Penalty Notices for Non- school attendance

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 12 week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice of £120, which is reduced to £60 if paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

I am sure you share my concern and would wish to work with the school to improve your child's attendance to give them the best chance of reaching their potential. If we can support you in any way, or if you wish to discuss this matter, please do not hesitate to contact us. We look forward to seeing an improvement in your child's attendance.

Principal - Mrs L Armstrong

Mossley Road, Ashton under Lyne, OL6 9RU

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Kind Regards

Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

Mossley Road, Ashton under Lyne, OL6 9RU

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Appendix E

To Parent/Carer of **XXXX**
RE: **XXXX** DOB: **XXXX**
Date **XXXX**
Punctuality Concerns

I am writing to advise you that we are concerned about your child's punctuality at school, as **XXXX** has been late 20 times in the last 6 school weeks.

I am sure that you wish to support the teachers in setting high standards for your child. Their prompt arrival will ensure they have the same opportunity of success as other pupils whilst also creating good habits for the future. Across school, all children start the day with a 'Morning Task' and if this is not completed, vital learning for that day is missed. We would like to work with you to address this and help to ensure that **XXXX**'s punctuality improves to a level that will better support academic progress. School doors open at 8:45am and to be on time, your child must be through the gate by 9.00am. Children who arrive after this time must report to the school office where they will be registered with the late mark.

Any pupils who arrive after the close of the register at 9:30am must also report to the school office where they will be asked to provide a reason for the late arrival. If no satisfactory reason is provided, (such as a medical appointment) this will be marked as an unauthorised absence. Please note that you are at risk of a penalty notice or prosecution should your child repeatedly arrive late after the close of the register.

A penalty notice can be issued for failure to ensure your child's regular attendance at school contrary to section 444(1) of the Education Act 1996. If issued, the penalty notice is £60 if paid within 21 days and will increase to £120 to be paid within 28 days. This will give you the opportunity to pay a penalty notice instead of being prosecuted. Failure to pay this fine may result in prosecution for the offence stated and subject to a fine of up to £1000.

We are monitoring punctuality across the school and will be contacting the parents of pupils arriving late to establish the reasons why and offer support and advice to help improve their time keeping. It is essential that we work together to prevent the situation escalating any further so if you would like to discuss this letter or any support you need, please phone the school office on 0161 339 7822.

Principal - Mrs L Armstrong

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Yours sincerely,

Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

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Appendix F

To XXXX Parent/Carer of XXX DOB: XXXX

I am writing to express my concern regarding the number of occasions that XXXX has been absent from school. Please find enclosed their latest Attendance Report where you will see that their current attendance is XXXX%. This percentage is taken from the start of the school year in September XXXX.

At Inspire Academy, we expect the level of school attendance for all primary aged pupils to be no lower than 97%. Good attendance and punctuality helps pupils to fulfil their potential and gives them a chance of a better future.

Children with attendance below 90% are classed as having **persistent absence**. We alerted you to this earlier in the academic year but unfortunately, there has not been a sufficient improvement in their attendance. As a result of this, we would like you to attend a meeting with Mrs Booth and our Education Welfare Officer to complete an Attendance Improvement Agreement, which will be reviewed within 6 weeks. Any further absences could lead to a prosecution or a Penalty Notice if your child's attendance does not improve. Your meeting is on XXXX.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so may result in Tameside Metropolitan Borough Council taking legal action against you in the Magistrates Court. Should your child fail to attend regularly and punctually the school may refer to the Local council Education department for consideration in relation to prosecuting you for an offence under the Education Act 1996. Conviction of an offence under section 444 (1) may result in a fine of £1000. Under section 444 (1A) convictions may result in a fine of £2,500 or a prison sentence.

I am sure you share my concern and look forward to working with you to make improvements.

Kind Regards
Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

Mossley Road, Ashton under Lyne, OL6 9RU

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Appendix G

Attendance Improvement Plan

Pupil: XXX D.O.B: XXX Current Attendance XXX%
Present: XXXX

Date: XXX Date of next meeting: XXXX

<p>What is working well?</p> <p>X</p>	<p>What are we worried about?</p>
<p>What would good look like?</p>	<p>What needs to happen?</p> <p>If XXX fails to attend school regularly and punctually, school will refer the matter to the Borough Solicitor for consideration in relation to prosecuting you for an offence under the Education Act 1996. The Borough Solicitor may consider an offence under section 444(1) of the education Act 1996 which carries a maximum fine of £1000. If the Borough Solicitor determines that there is sufficient evidence to prosecute you for an offence under section 444(1a) of the Education Act 1996 for knowingly allowing your child to fail to regularly attend school, this would carry a sentence of a maximum 3 months imprisonment and or a fine of £2,500.</p>
<p>Why is good attendance so important?</p> <p>Without good attendance and punctuality your child will miss out on valuable learning opportunities. We all want the best outcomes for your child ensuring they are safe, learning and increasing their chances of good outcomes and therefore improving their life chances.</p>	

Principal - Mrs L Armstrong

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Appendix H

To the parent/ carer of **child's name, D.O.B**

Date

Punctuality Concerns

I am writing to advise you that it has been 6 school weeks since I last wrote to you regarding ***'s punctuality.

Unfortunately, since the date of my previous letter *** has been late a further *** times, including *** times after the register has closed which has resulted in an unauthorised absence mark.

We have passed your details on to our education welfare officer to monitor your child's punctuality.

It is essential that we work together to prevent the situation escalating any further so if you would like to discuss this letter or any support you need, please phone the school office on 0161 339 7822.

Yours sincerely,

Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

Mossley Road, Ashton under Lyne, OL6 9RU

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Appendix I

Parent/Carer of
Dear Parent/Carer of

Child's Name: «forename» «surname» **Form:** «reg»
Attendance (last academic year): «percentage_attendance»%

Inspire Academy has been working hard to improve the attendance of all pupils and as a result we have a significant number of pupils who have excellent attendance. It is widely recognised that this will impact positively on educational outcomes and future life chances; therefore, we want to encourage parents to ensure that their child attends school every day.

All pupils' attendance is closely monitored by the school. We fully appreciate that there may be occasions when a pupil's attendance is affected due to exceptional circumstances or other unforeseeable events that may occur. In these cases, support and advice will always be available from the school. In some cases, we may decide to record a pupil's absence as unauthorised where appropriate.

Parents/carers of pupils whose attendance falls below our expectations may receive formal warning letters from school as an early deterrent to prevent further unauthorised absence from occurring.

Your child's attendance fell below 90% in the last academic year and our school target is 97%. Therefore, we will be unable to authorise any absences in the first half term of next academic year, unless they are accompanied by supporting evidence e.g. medical appointment card, copy of prescription or prescribed medication. This will be reviewed at the end of the first half term (week commencing 24th October) and if your child's attendance is in line with the school target, absences can be authorised again when they return after the October break.

If you wish to discuss this any further or require any support, then please contact school.

Yours sincerely

Kind Regards
Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

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Appendix J

To the parent/ carer of **child's name**,



I am writing to thank you for the improvement in your child's attendance since I last wrote to you. We recognise and appreciate that you have made efforts to get your child in school on time every day and as a result of the improvement, **you no longer require an absence improvement plan/ your child can now be given an authorised absence when they are ill/ your child's attendance is no longer being monitored.**

The importance of parents and school working together can not be underestimated and has markedly positive impact on our children. Thank you for supporting us in improving your child's attendance and please continue to work with us for the benefit of your child moving forward.

Kind Regards

Mrs L Armstrong
Principal
Inspire Academy

Principal - Mrs L Armstrong

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