David Ross Education Trust
Broadening Horizons

Humberston Academy
Attendance Policy Appendix

The academy's aims and objectives.	Humberston Academy recognises the fact that regular attendance and academic success go 'hand in hand'. Therefore, it is mandatory upon Humberston Academy to ensure that: (i) Registration procedures are rigorous and comply with the DfE regulations. (ii) Accurate attendance statistics are compiled to inform future targets for student attendance. (iii) Unauthorised absences are promptly detected and followed up. (iv) Long term absentees are successfully reintegrated on their return to Humberston Academy Parents are responsible in law for ensuring regular and punctual attendance of their children. **Our aims are:** • To strive to maintain the excellent Humberston Academy/school attendance through a whole-school approach. • To ensure that regular attendance assists students to be successful learners. • To reduce attendance barriers and re-engage our students and families. • To build positive relationships with our parents and carers to support excellent student attendance. **ATTENDANCE TARGET: 96%**
Roles and responsibilities of staff and members of the Academy Scrutiny Committee.	**Roles and Responsibilities:** • **Mr Shoubridge (Principal)** – overall responsibility for the academy in terms of attendance and the decisions made regarding attendance strategies and improvements. To liaise with the designated senior leader responsible for attendance, ensuring all students are safeguarded effectively, and to quality assure/be strategic in monitoring attendance and punctuality. • **Miss Manners (Vice Principal - Designated Senior Leader responsible for Attendance and DSL)** – to lead on the attendance strategy for the school through a

whole-school approach with a targeted focus on key students and sub-groups, and ensuring attendance interventions are implemented swiftly to reduce a risk of attendance decline. To line manage the attendance team (attendance information officer and two attendance welfare coordinators) ensuring they are confident, accurate and effective in their attendance operations. Daily communication and weekly line management meetings with the attendance team to discuss strategic approach to attendance, reviewing/actioning any intervention for any attendance trends which may be safeguarding concerns and referring to necessary agencies (social care/ police). Meetings have focuses upon: the school's strategic approach and analysis of individual or sub-group attendance.

- **Form tutors –** register student attendance every AM/ PSHE lesson and to build positive relationships with students promoting excellent attendance (relational approach). Implement necessary early interventions such as: phone calls home, 1-1 relational conversations with students, parental meetings, Tutor Attendance Report, support wellbeing/ SEND referrals, to reduce attendance barriers. Tutor intervention often starts between 95-97% attendance to try reduce any further decline below 95%. Tutors are to flag any attendance concerns to their Head of Year, SLT link, attendance team and DSL as appropriate (levelled response).

- **Heads of Year (HOY) –** to analyse and review attendance trends for their year groups and quality assure effective and timely intervention is occurring. HOY are the escalation of attendance concerns from the tutor and implement further intervention as necessary e.g. 1-1 relational conversation, HOY attendance reports, phone calls home, parental meetings and supporting attendance SAP meetings and reviews as necessary. HOY intervention often starts between 90-95% attendance to try reduce any further decline between 90%. A student whose attendance is below 90% is known as a PA student (persistently absent).

- **SLT links to specific year groups** – SLT members are assigned to a year group (Y7 – Miss Smith, Y8 – Mr Aird, Y9 – Miss Burrows, Y10 – Mr Lee and Y11 – Mr Winn). These staff members support their year group attendance and have close liaison with the HOY and year group teams. SLT links support quality assurance of attendance interventions and further support/ implement interventions as required (e.g. in parental/ SAP meetings, 1-1 Relational Conversations, phone calls home).

	• **Mrs Chuck (Attendance Information Officer)** – processing attendance on Bromcom a daily basis and ensuring all student attendance is logged accurately and effectively. To ensure every child is registered every period of the day and no missing registers. To alert the AWCs/ relevant staff to any attendance trends that require intervention. Mrs Chuck is operationally involved in the admissions process and processing leave of absence (LOA) forms, in conjunction with Miss Smith (admissions/ appeals) and Mr Shoubridge (LOA – Leave of Absences). • **Mrs Downing (Y7/8/9)** and **Mrs Gibney (Y7/ 10/11) Attendance Welfare Co-ordinators)** conduct home visits and interventions with students and families daily to improve attendance and safeguard absent students, aiming to reduce attendance barriers and re-engage students, parents/carers. Interventions include: 1-1 relational conversations, phone calls home, Attendance Report, SAP (School Attendance Panel) Meetings, completion of Early Help Assessments and liaison with the Local Authority. The Attendance Team will focus particularly on students where their attendance is below 90% (following Tutor and Head of Year intervention). • **Class teachers/ TAs/ Keyworkers** - register student attendance accurately (statutory duty) each period and to support/flag any attendance concerns to the tutor in the first instance, prior to the HOY, SLT link and attendance team, supporting and implementing necessary interventions. • **Deputy Designated Safeguarding Leads** - to support in identifying attendance trends/ patterns which may be safeguarding concerns, and actioning intervention as early as possible, and referring to any possible external agencies such as social care or police. • **Student Services (SGM) –** to build positive relationships with students promoting excellent attendance and implementing necessary interventions to reduce attendance barriers, such as: phone call home, 1-1 relational conversations with the students, parental meetings, wellbeing referrals. • **SEND team / key workers** – to support and reduce attendance barriers for SEND students, and flag any emerging attendance concerns at the earliest opportunity. • **Mr Winn (Assistant Principal for Behaviour) –** line manager of HOYs, to ensure that HOYs are encouraging excellent attendance and HOY/tutors are supporting and challenging attendance through

	completing timely interventions accordingly following year group analysis. • **Miss Smith (Assistant Principal for Wellbeing and Personal Development)** – line manager of SGMS, to ensure that the SGMs are supporting student attendance and completing the necessary wellbeing referrals to external agencies to reduce attendance barriers. • **Mr Ashford (Chair of Governors) and Mr Hopkins (governor with responsibility for attendance)** – attends ASC/ governor meetings, and will accompany SAP meetings as necessary. • **Parents/ carers** – have a legal duty to ensure their child attends full-time education. Parents/carer must work with the academy in order to support and increase their child's attendance, which may involve: telephone calls, parental meetings, referrals (e.g. wellbeing or SEND), School Attendance Meetings or Early Help Assessments. • **Students –** have a legal duty to attend full-time education until they are 18 years of age. Students will have 1-1 relational conversations with their key adults as appropriate: Tutors, Head of Year, SLT Link, the Attendance Team.
The name and contact details of the academies designated senior leader responsible for attendance.	• **Miss Manners -** lmanners@humberstonacademy.co.uk Telephone: 01472 319990
Information and contact details of who pupils and parents should contact: • About attendance on a day to day basis • For more detailed support on attendance	**Parents/ Carers:** Parents/ carers must report a child's unplanned absence each day by either: **(a)** Ringing 319990, option 1 or leave a message on the answerphone. **(b)** Email hua-attendance@humberstonacademy.co.uk or send an MCAS message (My Child At School). Please note that when absence is emailed, you may receive a telephone call for verification or to offer further support. Humberston Academy must be informed of any absence **by 8:30am.** • If a parent/carer wishes to discuss attendance concerns, please contact their attendance welfare co-ordinator on the email below or ring 01472 319990 option 1: - **Mrs Downing (Y7/8/9 Attendance Welfare Co-ordinator) sdowning@humberstonacademy.co.uk** - **Mrs Gibney (Y7, 10/11 Attendance Welfare Co-ordinator) lgibney@humberstonacademy.co.uk**

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If a parent/carer wishes to discuss a leave of absence (including holiday request), please complete the leave of absence form and contact Mrs Chuck (Attendance Information Officer) schuck@humberstonacademy.co.uk if you have any questions.

Pupils:

If a child wishes to discuss their attendance, they must speak to their form tutor in the first instance.
If a child wishes to discuss pastoral support to increase their attendance in school, they need to firstly discuss with their form tutor, prior to speaking to their Student Guidance Manager.
If attendance concerns emerge following Tutor intervention, the Head of Year and Attendance Team will be involved to best support the child, in order to reduce attendance barriers and re-engage students.

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<td>The academy's attendance and punctuality expectations of pupils and parents.</td>
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Start of Day:
Students must be on site by 08:30 each day, ready for line-up in their year group areas. Tutor time starts from 08:35. If students arrive to their tutor room or line-up after 08:35, they will be marked late.

End of Day:
Students are dismissed from period 5 lessons at 15:05.

Register Opening Time: 8:40am.
Register Closing Time: 9:10am.

Day Structure:
<table>
<tr><th>Time</th><th>Activity</th></tr>
<tr><td>8:30 - 8:35am</td><td>Line-Up</td></tr>
<tr><td>8.35 - 8.55 am</td><td>Registration</td></tr>
<tr><td>8.55 - 9.10 am</td><td>DRET Reads</td></tr>
<tr><td>9.10 - 10.10 am</td><td>Period 1</td></tr>
<tr><td>10.10 - 11.10 am</td><td>Period 2</td></tr>
<tr><td>11.10 - 11.30 am</td><td>BREAK</td></tr>
<tr><td>11.30 - 12.25 pm</td><td>Period 3</td></tr>
<tr><td>12.25 - 1.20 pm</td><td>Period 4</td></tr>
<tr><td>1.20 - 2.05 pm</td><td>LUNCH</td></tr>
<tr><td>2.05 - 3.05 pm</td><td>Period 5</td></tr>
</table>
Punctuality:
It is imperative for every student to be punctual to morning registration and every lesson in order to have a purposeful start. Lateness demonstrates a poor attitude to learning and this is not in line with the Academy's ethos. "Slow to arrive means slow to learn" and this is totally contrary to the
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	Humberston Academy ethos. The DRET attendance initiative is 'arrive and strive'. All students are expected to be in Tutor time by 8:35am each morning. A student is marked late to class (each lesson) if they arrive 5 minutes after the warning bell with no valid excuse. **Leave of Absence:** If parents/carers need to request a leave of absence, please complete the leave of absence form (also located on our website).
The academy's day to day processes for managing attendance and absence.	At present, Humberston Academy uses the software package 'Bromcom' for the registration of all students in Years 7–11. **Parents/ Carers:** Parents/ carers must report a child's unplanned absence each day by either: **(c)** Ringing 319990, option 1 or leave a message on the answerphone. **(d)** Email hua-attendance@humberstonacademy.co.uk or send an MCAS message (My Child At School). Please note that when absence is emailed, you may receive a telephone call for verification. Humberston Academy must be informed of any absence **by 8:30am.** **No Communication:** If no communication has been made with the academy via the attendance email or on 01472 319990 regarding a child's absence, an MCAS (My Child At School) message will automatically be sent to parents/carers with parental responsibility prior to 9:45am. The same applies if there are two N (absent) codes for tutor time and period 1 lesson. **Follow-up on no communication:** The attendance team will continue to try contact the parent/carer via telephone to explore their reason for absence, prior to a home visit. **Attendance Welfare Co-ordinators and Home Visits:** Our Attendance Welfare Co-ordinators play a crucial role in assisting Humberston Academy maintain high standards of attendance and support students with attendance barriers. Home visits will occur by the Attendance Welfare Co-ordinators if still no communication is made with a parent/carer. Our high priority students will be prioritised accordingly. If a child has been absent for 3+ days a welfare check at home may occur to see if further support can be implemented (even if there has been communication each day). We wish to support students' return to the academy as best as possible.

If there is still no communication from parents/ carers on the home visit, the safeguarding team will then follow the safeguarding procedures and liaise with relevant agencies as required, e.g. Integrated Front Door (Children's Services) and the police.

Recording Attendance:
The attendance team will use codes to register attendance and absence, in relation to the national codes stated in the 'Working Together to Improve School Attendance, August 2026' DfE latest guidance. Working together to improve school attendance - GOV.UK (www.gov.uk)

Planned Absence:
A parent/ carer must contact in advance through email (hua-attendance@humberstonacademy.co.uk), MCAS or 01472 319990 option 1 to report a planned absence.

If your child has a medical appointment, **evidence must be provided** and sent into the Attendance team before appointments are attended. We would expect your child to attend school pre and post appointment to ensure they are maximising their learning time. Following receiving the medical evidence, we will code accordingly.

Leave of Absence and Holidays in Term-Time:

If parents/carers request a leave of absence, please complete this LOA form (also accessible on our website or by the QR code below).

The principal is responsible for considering requests for a leave of absence. These will usually only be granted where the request is to take part in a regulated performance, to attend an interview, for study leave or consideration of a temporary part-time timetable. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request.

The Trust is committed to maintaining an overall attendance of 95% or above in line with **OFSTED** guidelines. There are 190 statutory school days a year; therefore, there are 175 other days (weekends and school holidays) available for holidays which would not have a negative effect on a child's education. For this reason, and in line with the new national framework, no holidays will be authorised in term time except in very exceptional circumstances.

Penalty Notices can be issued under the following legislation:

	Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise. Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act. In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice. Since August 2024 the Department for Education introduced a national framework for considering a penalty notice for any child who has had 10 half days of absence (10 sessions) within a 10 week period without the school authorising this. This means that we have to consider a referral for a fine every time a child reaches this limit. A penalty notice is a fine of £160 if paid within 28 days, reduced to £80 when paid within 21 days. If a second penalty notice within a three-year period is issued, there is a flat fine rate of £160. If a penalty notice remains unpaid this may lead to prosecution through the Magistrates' Court. Please see the summary on the last page of this policy. ***"Every day, half-day and lesson matters."*** **Please see check our term-dates on our website to ensure holidays are planned for when your child is not due to attend school.** **Long Term Absences:** Humberston Academy recognises its role in ensuring that children who are absent for a lengthy period due to illness, family bereavement, breakdown in the family unit (as examples), are supported during their absence and on their return to Humberston Academy. Humberston Academy cannot have a set procedure for reintegration since all circumstances are different. Humberston Academy would explore internal and external support and remain proactive and solution focused. Humberston Academy's approach is therefore flexible but always has the same goal in mind: If a reintegration is not possible following extensive internal and external support, then attendance proceedings would occur (penalty notice or a prosecution). **Attendance Concerns:** If any member of staff has a concern regarding attendance, they must flag this concern with the relevant Tutor, HOY, attendance or safeguarding team and direct to the relevant team depending on the level of concern. In an urgent or serious case, the attendance and safeguarding teams will respond accordingly, in relation to the following policies: • DRET child protection and safeguarding policy • HUA child protection and safeguarding appendix • DfE Children Missing in Education. and missing child protocol). • NEL Children Missing From Education

PUNCTUALITY

- **AM Lates:** A child is marked late if they are not in Tutor time by 8:35am.
- **Class Lates:** A child is marked late if they are not in lesson 5 minutes after the warning bell.
- A child will have an **unauthorised mark for their morning session if they arrive after 9:10am** (tutor time has ended), which is inline with the new attendance guidance. It is essential that your child is on time to ensure they maximise learning time and have a purposeful start to their day. **Your child will have 50% attendance on the relevant school day, if they arrive after 9:10am** (without medical/ equivalent evidence).

Punctuality Policy Overview:

- A 'C2 AM late detention' is issued to a student who is late to Tutor time or has a U code in P1 (late after 9:10am). A break time detention is to be completed on this day.
- A 'C2 Class late detention' is issued if a student is late to 1 or 2 class lates in a day. The 'C2 Class late detention' is completed the following day.
- If 3+ class lates are issued in a day. A 'C3 Class late detention' will be completed after school (24 hours notice).
- The attendance team and member of SLT supervises the break time detention room.
- A student completes the 10-minute C2 detention providing they arrive on or before 11:15am. Anyone arriving on or after 11:16am will have a C3 detention automated.
- If 3+ AM lates are issued in a full term (two half terms) or 3+ class lates in a week, a student will receive a 'C3 detention' (1 hour after school) and will be placed on Tutor Punctuality Report.
- If 5+ AM lates are issued in a full term (two half terms) or 5+ class lates in a week, the student will be placed on HOY Punctuality Report, prior to this escalating to the SLT link for the year group. The Head of Year will also organise a meeting with the student and parents/ carers to try resolve the punctuality concerns.

AM Lates Protocol:

No. of AM Lates	Education and Consequence
1+	Each AM late is an **instant 10 minute detention at break time** on that day (C2 AM Late). Student to complete restorative work whilst in detention. Failure to arrive to late detention by 11:15am will result in escalation to C3 Detention (1 hour detention after school – C3 AM Lates). MCAS' to be sent to parents/ carers to inform of their late detentions.
3+ AM Lates in a Term	**Tutor punctuality report (intervention)** for further monitoring, analysis and support to resolve barriers to punctuality. **Tutor to call home (intervention)** regarding punctuality and explore/resolve barriers. **Attendance 1:1 Meeting conducted by Tutor.** 3+ AM lates in a term is a 1-hour detention after school (C3 AM Late detention) with 24 hour notice.
5+ AM Lates in a Term	**HOY punctuality report** triggered and **HOY meeting to occur with parent/ carer and student (interventions).**

Class Lates Protocol:

No. of Class Lates	Education and Consequence
1+	A class late is **10 minute detention at break time the following day** (C2 Class Late). Student to complete restorative work whilst in detention. Failure to arrive to late detention by 11:15am will result in escalation to C3 Detention (1 hour detention after school – C3 Class Lates) MCAS' to be sent to parents/ carers to inform of their late detentions.
3+ Class Lates in a Day	**Tutor punctuality report (intervention)** for further monitoring, analysis and support to resolve barriers to punctuality. **Tutor to call home (intervention)** regarding punctuality and explore/resolve barriers. **Attendance 1:1 Meeting conducted by Tutor.** 3+ class lates in a day is a 1-hour detention after school (C3 Class Late detention) with 24 hour notice.
5+ Class Lates in a Week	**HOY punctuality report** triggered and **HOY meeting to occur with parent/ carer and student (interventions).**

	Persistent Lateness and Daily Punctuality Reports: Persistent lateness is firstly explored and intervention offered by the Tutor primarily, prior to any escalated intervention or sanction being initiated in line with the Behaviour Policy (see table below). AM lateness is tracked over a period of 2 half terms (one full term) and is reset. All students are aware of why punctuality is important and the support/interventions that take place, and in turn consequences if their punctuality does not improve. Our approach is to be alert to any patterns of lateness and to intervene early with interventions by your child's key adults, wherever possible. Students who are persistently late, will be placed on a Tutor punctuality report (3 lates) or a Head of Year punctuality report (5+ lates) in order to support and monitor the child more closely. Following Head of Year intervention and the attendance team intervention, the child will be escalated to Assistant Principal responsible for behaviour, with support from the Vice Principal responsible for attendance.
The academy promotes and encourages good attendance in the following ways.	**At Humberston Academy we promote consistent excellent attendance through the following ways:** • Student: staff relationships – building a sense of belonging and fulfilment. We wish for all students to feel valued and part of the community. • Attendance letters sent half termly or at appropriate intervals throughout the year. • Weekly Attendance Bulletin (within the Tutor Bulletin) – this is sent to tutors every Monday by 8:30am with relevant attendance data on for tutor groups, year groups and house groups to create a sense a competition (weekly and accumulative). • Assemblies – attendance figures are also shared in every year group and House assembly. • Line-up – Attendance is promoted in line-up at least every Monday, sharing who won the weekly Bingo prize, highest tutor/ year or House attendance. • MCAS messages – sent weekly to those parents/ carers where their child's attendance has increased 3 weeks consecutively. • Staff understanding absence and reducing attendance barriers – actioning intervention (SEND, wellbeing, transport) ensuring students can access the curriculum. • Attendance Trackers – displayed in every tutor room, monitoring tutor group, year group and house attendance. • Tutor, Attendance, Student Guidance Manager, Head of Year conversations/ meetings. • Attendance 1:1s (attendance team) - ATT 1-1 MEETs. • Home Visits – attendance team conduct welfare visits (HOME VISIT).

- Attendance concern/ persistent absence / severely absent letters sent home – under 90% (PA) and under 50% (SA).
- Inter-House Competition – weekly, termly and overall year trophy.
- Attendance percentages are sent home with assessment (KPI) reports.
- Attendance phone calls (to support, challenge and reduce attendance barriers)
- Displays around the academy to increases visibility and the importance of excellent attendance.
- Attendance rewards (see below).

<u>Attendance Rewards</u>

Weekly:

- If a child receives 100% attendance for the previous week, they receive a **raffle ticket** to place in a reward box (choice of 3 prizes). Prizes are decided via Student Voice. Every two terms (Christmas, Easter and Summer) one raffle ticket is drawn out of each box and they win the prize.

- **100% Weekly Tutor Group Attendance** - If any **tutor group** gains **100% attendance for a week,** they will receive a **tub of sweets/ chocolates.**

- **Tutor Room Attendance Door Signs -** Every **Monday morning** Tutors receive a door sign displaying their Tutor group's attendance for the previous week. The door sign is colour-coded dependent upon their attendance. Every Tutor group wishes their sign to be green or pink!

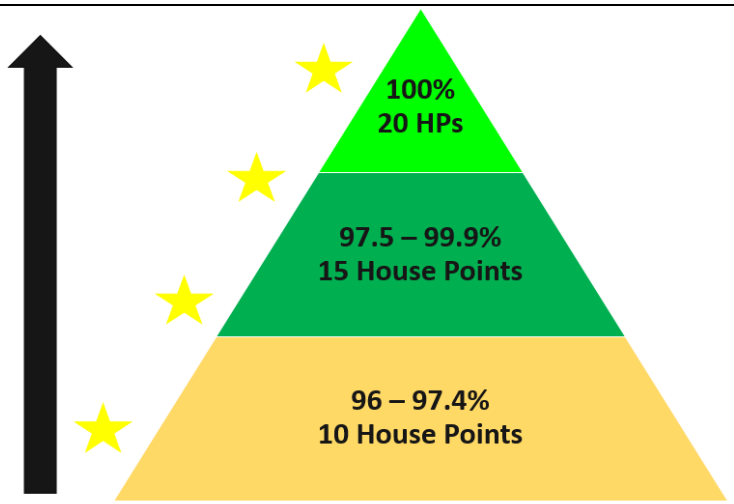
Attendance % and Colour
100%
96-99.9%
92 - 95.9%
92% and below

- **Weekly Spin the Wheel** – one student in every year group who achieves **100% attendance** in the previous week, will be chosen at random to **spin the 'wheel of opportunity'** in assembly and **win 1 of 7 prizes.** Prizes were chosen by **student voice. Prizes include:** free dessert, £10 Amazon voucher, HUA water bottle, golden ticket to leave 5 minutes early, chocolate/ sweets, queue jump and a further spin! The excitement for who has been chosen each week is quite something!

- **Weekly Attendance BINGO -** specific weekly challenges are promoted in assembly a week in advance. Results from the weekly challenge is shared in assembly every week! If a Tutor group achieve a challenge, they can tick off a bingo square. When the Tutor group achieves a 'full house' they gain a non-uniform day for the whole of their Tutor group! So far Mr Bogie's Tutor group are leading the way, ticking off 4 squares, and having only two more to go!

Termly:

- **House Points:** Every term, the attendance term will reward students who have met the relevant attendance thresholds with the appropriate number of House points. Over the academic year, students have the chance to receive 120 points for just attending school.

	 • **Attendance Certificate**: Any student with 100% attendance for the term will receive a certificate in their rewards assembly. • **Inter-House Attendance:** Every term, the Head of House delivers an assembly which will include House attendance figures. House captains to receive trophy for that point in time in the academic year, prior to the overall winning House at the end of the academic year! • **Attendance Prize Draw:** One student is drawn at random from each prize box and announced in the rewards assembly. Student voice choose the attendance prizes. • **Festive Incentives**: At different points in the year we offer rewards such as Christmas selection boxes or Easter eggs for those students with excellent attendance and the most improved attendance. **Annual Rewards:** • **Zero Heroes:** Students with zero absences and zero negative behaviour points receive a Zero Hero framed certificate in their end of year rewards assembly. • **Rewards Day:** Attendance percentages are accounted for within the four-tiered approach for the annual rewards day. The higher a student's attendance, the more likely they will qualify for the higher tiers (e.g. off-site rewards trips).
The academy's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.	Each week, attendance data (%) and information is reviewed by the form tutors primarily (within the Tutor Bulletin or through DRET AI software tools), which includes: tutor group, year group and House group attendance, a list of students with 100% weekly attendance (for raffle tickets), and individual student attendance and punctuality figures. The DfE use 5% attendance bands to monitor student attendance and Humberston Academy have adopted a model in line with this.

WHOLE SCHOOL APPROACH AND STRATEGY TO ATTENDANCE:

In the overview table below, it demonstrates who the appropriate staff member is to support and lead on attendance for an individual student. As the student's attendance declines, the team around the child builds. For example, the Head of Year would then become involved following the Tutor, prior to the attendance and safeguarding teams.

Wave Level	ATT %	Staff Member Responsible
Wave 1 Identify, Assess and Prevent	**95% - 100**	**Tutor**
Wave 2 Early Absence Support	**90% - 95%**	**HOY**
Wave 3 Formalised Support	**85% – 90%**	**AWO/ AIO**
Wave 4 Formalised support /Legal Action	**Less than 85%**	**AWO/ AIO/ LA**

The **relevant outcome/ intervention** at each wave level would be actioned and these include:

ATT-01	Tutor Relational Conversation
ATT-02	Attendance Tutor Report
ATT-03	Communication Home
ATT-04	Letter 1
ATT-05	HOY Relational Conversation
ATT-06	Attendance HOY Report
ATT-07	HOY Communication Home
ATT-08	Student Voice
ATT-09	Letter 2
ATT-10	AWO Relational Conversation
ATT-11	SAP Meeting
ATT-12	Medical and Mental Health Support
ATT-13	EBSA
ATT-14	Early Help Assessment
ATT-15	Notice to Improve
ATT-16	FPN
ATT-17	Letter 3
ATT-18	Trust Case Work
ATT-19	Home Visit
ATT-20	LA involvement
ATT-21	ESO
ATT-22	Final Warning
ATT-23	Prosecution
ATT-24	Holiday Prosecution
ATT-25	Home Visit

	Tutors communicate with their students, praising for excellent attendance and will explore/discuss attendance for individual students as necessary and make communication with home. Tutor group and year group attendance figures, in addition to House group ranking, are placed on the Tutor group's attendance tracker in their Tutor room. This creates a sense of competition and belonging with students' Tutor and House groups. Tutors and class teachers know to raise any worries/concerns over pupil attendance to the attendance and safeguarding teams, and within their pastoral meetings on a Thursday morning. If patterns and trends emerge for individual students following Tutor and Head of Year intervention, the attendance welfare co-ordinators will liaise with parents/carers to explore cases further and whether Humberston Academy can support to reduce attendance barriers and re-engage the student, parents/carers. Following extensive support with parents/ carers, the aim for their child's attendance to increase and no longer be a PA student. However is there is non-engagement from the student/family, or a lack of improvement, this may mean SAP meetings and more formal proceeding will have to be implemented. The SLT member responsible for attendance holds weekly line management meetings with the attendance team to monitor whole-school attendance and to review individual students accordingly. Attendance is also at the forefront of every Head of Year, Safeguarding, Curriculum or SEND meeting.
The academy's strategy for reducing persistent and severe absence.	**Persistent Absence (PA):** The Department for Education states that any child with 10% absence or more of their possible sessions is classed as a Persistent Absentee or PA. Therefore, a persistent absentee is a student who has attendance under 90%. Absence may be due to: • Acute illness; • Chronic illness; • Medical and dental appointments; • Holidays, whether with the Principal's permission or not; • Religious observance; • Suspensions (exclusions); • Lateness after the register closed (which is unauthorised absence); • Absences which cannot be authorised because they are illegal, whether the parent is aware or not 'The links between attendance and achievement are strong. Pupils with persistent absence are often those unlikely to attain at school and stay in education after the age of 16

	years. They are also significantly more likely to engage in antisocial behaviour and youth crime and are more at risk of other negative outcomes (including teenage pregnancy and drug and alcohol abuse)'. DfE Standards website. **PA Strategy:** Each term/ relevant intervals a Tutor/ HOY/ Attendance letter is sent home to parents/carers depending on their child's attendance and in addition to the appropriate outcome (e.g. 1-1 relational conversation, phone call home, letter, report). However, if a child has 10%+ of absence a PA letter is sent home. Parents/carers are reminded of how their child can gain pastoral support from their: Tutor, Student Guidance Manager, Head of Year and SLT link, alongside the attendance welfare co-ordinators. The attendance welfare officers will support each child (and family) accordingly to increase their attendance, by supporting to reduce attendance barriers. The support from external services may be used such as: • Cudox (counselling) • School nurse • Compass Go • We Are With You • Specialist Advisory Service • Integrated Front Door See further external agencies on our pastoral and safeguarding pages on the Humberston Academy website, in addition to the HUA safeguarding appendix. If absence persists and greater support is needed, an attendance meeting with be held in school with the team around the child. Meetings such as a School attendance panel (SAP) may be held in order to set out attendance targets. If these targets are not met and attendance fails to improve, it may lead to a penalty notice or a prosecution. Where a pupil is classed as severely absent or at risk of becoming severely absent (>50% absence) then the academy will work together with the family and local authority to ensure that a plan is in place to improve attendance. This may involve the completion of an Early Help Assessment in order to gain further support around the child and family.
The academy will seek fixed penalty notices for absence and other sanctions in the following circumstances	Since August 2024 the Department for Education introduced a national framework for considering a penalty notice for any child who has had 10 half days of absence (10 sessions) within a 10 week period without the school authorising this. This means that we have to consider a referral for a fine every time a child reaches this limit. A penalty notice is a fine of £160 if paid within 28 days, reduced to £80 when paid within 21 days. If a second penalty notice within a three-year period is issued, there is a flat fine rate of £160. If a penalty notice remains unpaid this may lead to prosecution through the Magistrates' Court. Please see the summary on the last page of this policy.

	Please see the summary page at the end of the policy.
Any specific needs of certain pupils and pupil cohorts.	At Humberston Academy it is our intention to apply our policies fairly and consistency. However, we will always consider the specific circumstances and the individual needs of the child prior to making any formal decision. This will include consideration of the Equality Act 2010 and the UN Convention on the Rights of the Child as part of Humberston Academy's legal obligations.

Summary of Fixed Penalty Notice Fines

First offence

The first time a Penalty Notice is issued for term time leave or low attendance the amount will be:

£80 per parent per child if paid within 21 days.

£160 per parent per child when paid within 28 days.

Second offence

(within a rolling 3-year period)

£160 per parent per child to be paid within 28 days.

Third offence (and any further offences within rolling 3 years)

The third time a Penalty Notice is issued the case will be presented straight to the Magistrates Court. Fines of up to £2500 per parent per child can be issued.

Note: Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a failure to safeguard a child's education

5 consecutive days of term time leave

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days. Inset days are school days and can be included in the 5 or more consecutive days if there was intent to be absent for term time.

The local authority can issue fines for less than 5 days, under certain circumstances.

10 sessions of unauthorised absence in a 10 - week period

Penalty Notice Fines will be considered when there have been 10 sessions (1 session is an AM session or a PM session, 1 day = 2 sessions) of unauthorised absence in a 10-week period. This can go over school holidays.

Per parent per child

Penalty notice fines will be issued to each parent (including step parents) for each absent child.

For example, 3 siblings absent for leave during term time will result in each parent receiving three separate fines.