



# Northampton School *for Boys*

---

## Attendance Policy

---

**Approved by:** NSB Trust

This policy is drawn from: Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities 2022 and Pupil Attendance in schools 2022; It is derived with support and collaboration with The Northants Police, Local Children's Safeguarding Board and West Northants Council

## Introduction

Regular school attendance is essential if students are to achieve their full potential. The school believes that regular attendance is the key to enabling students to maximise the educational opportunities available to them and to become resilient and confident adults who are able to realise their full potential and make a positive contribution to their community.

‘Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their 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 given permission for an absence in advance from the school.’ (***Working together to improve school attendance. Guidance for maintained schools, academies, independent schools and local authorities, 2022***)

## PolicyAims

1. To emphasise the importance of, and secure from students and their parents, maximum attendance at school to enable them to take full advantage of their educational opportunities
2. Provide information around start and close of the day, register closing times and the processes for requesting a leave of absence.
3. Provide information and contact details of the school staff who pupils and parents should contact about attendance on a day to day basis.
4. Explain the schools day to day process for managing attendance and punctuality.
5. Look at how the school is incentivising good attendance.
6. Explain how the school would look to support pupils with issues around attendance.
7. Understand the point at which Fixed Penalty Notices or other sanctions could be imposed
8. Understand the role of home and school and the importance of working together

## Importance of attendance

Student attendance is a national priority and is a key indicator of an effective school and, as such, will be scrutinised by Ofsted. National data clearly shows a correlation between high attendance and high examination performance.

‘The pupils with the highest attainment at the end of key stage 2 and key stage 4 have the higher rates of attendance over the key stage compared to those with the lowest attainment’ (***Working together to improve school attendance, 2022***)

Regular and punctual attendance of students at school is a statutory requirement under section 7 of the Education Act 1996. It is a legal requirement for parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child’s age, ability and aptitude and to any special educational needs the child may have.

Compulsory school age is defined as commencing at the start of term on or after a child’s fifth birthday and concluding on the last Friday in June of the school year in which the student becomes 16.

The school 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, bullying, behaviour and SEND.

## Structure of the School Day

### Structure of the School Day

Whilst at school, The Education (Student Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must be recorded whether the student was;

- Present
- Absent
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstance.

In simple terms school starts and students are expected to be in school in their Form rooms or in assembly by 8.40am.

When a student is late arriving for a session, a late mark will be recorded. There are two possible records depending on circumstances. If a student arrives in the morning session after 8:40 am but before 9:10 am, then the code L will be recorded for the session and the time of arrival will be recorded in the register as a comment. This code is statistically a "present" code and indicates that the student was present for the session.

Where a student arrives after 9:10 am, then a code U will be recorded. This code is statistically an "absent" code. In the afternoon session, the code L will be used between 2:05pm and 2:35pm and the code U will be entered for a student arriving after 2:35pm.

Given that there may be circumstances where statistically a "present" code (L) is recorded for a student for the session for a period between 8:40 am and 9:10 am even though that student was not at school, the school will normally record a lesson register within that session to indicate more precisely when the student was actually attending lessons. Once again, the school recognises a Safeguarding responsibility here to keep accurate records of the whereabouts of students on roll.

## Requesting a leave of absence

### Requesting a leave of absence

Any request for a leave of absence for a student must be in writing addressed to the Headmaster and submitted to the Year Team Leader/ Form Tutor to be forwarded on.

There are some circumstances where the school may authorise absences such as when a student is selected to represent the school by either the school or a schools-based organisation.

The Headmaster may also use their discretion when considering requests for a student to represent the county, region or country.

Each absence is looked at as an individual case and therefore any extenuating circumstances should be made clear in any request to the school.

## Absence Authorisation

Absence can only be authorised by the Headmaster and cannot be authorised by parents. All absences will be treated as unauthorised unless satisfactory explanation for the student's absence has been received.

The Headmaster has the authority to exercise discretion to authorise absence based on exceptional circumstances being presented.

### Professional Sport Absence

If a student is chosen to be part of a professional academy (e.g. football or rugby academy) which requires a regular commitment of time out of school such as a 'day release programme', then such absences must be formally requested directly to the Headmaster in the first instance.

The Headmaster may consider this request under Section 6 (4)a of The Education (Pupil Registration) (England) Regulations 2006 if the activity is 'of an educational nature' and the pupils will be 'supervised by someone authorised by the school'.

The Headmaster may use discretion on a case by case basis to authorise such an absence and may include a condition of signing an agreement about maintaining good academic progress, a good attendance rate and a good behaviour record.

If the Headmaster believes that these conditions are not being met, the school reserves the right to withdraw authorisation, and will notify both the parents and the organisers in writing.

The school will need to be satisfied that the persons in charge of the activity have been trained regarding safeguarding of children's welfare and can be authorised as a suitable person by the school. The school must also be satisfied to all other relevant safeguarding and welfare aspects of the provision by any club or association.

## Medical Appointments

At The school, we expect absences to be kept to a minimum. Routine medical and dental appointments should be arranged out of school hours wherever possible. Where appointments in school time are unavoidable, the school should be informed in advance. A "present" mark may still be awarded if the student attends for as much of the session as possible. It is always better to attend for some time, rather than missing the whole school day.

## Study Leave

During examination periods the school will normally set a revised timetable of attendance for some students. This will involve changing the expectation to attend school on a number of sessions over a period of time for particular students depending on their individual timetable of exams. Where a student has an exam during a session, or a timetabled study/revision session, then the student attending these will be recorded as present. Where there is no such timetabled activity for a session, then the student will be recorded as S (Study Leave). This is an authorised absence. In Y11, the arrangements for study leave will normally continue until the final Friday in June, after which the student is taken off roll.

## Exclusions

If your child is excluded from attending school, it will be counted as authorised absence. We will make arrangements for work to be sent home which will be detailed in an exclusion letter.

## Exceptional Circumstances

Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the school. The Headmaster will consider each request based upon the individual circumstances. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

## Unauthorised absence

### Holidays in Term Time

At The school, we have always said that the best place for students to make educational progress, to reach their potential and realise their ambitions is to be in the classroom learning. We strongly discourage holidays from being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. From September 2013 the government regulations changed and to this end **the Headmaster will NOT sanction holidays taken during term time.** This means that any requests from parents for holidays will be rejected and if any parents do take holidays during term time, the register will be marked as an unauthorised absence (code G).

The Headmasters decision is in line with the Education (Student Registration) (England) (Amendment) Regulations 2006. In addition, Education (Penalty Notice) (England) (Amendment) Regulations 2013 set out the procedures for Local Authorities to issue fixed penalty notices (fines) to each parent who fails to ensure their child's regular attendance at school. Each parent must pay £60 for each child within 21 days or £120 within 28 days. If payment is not received in this 28 day period for the offence of irregular attendance a fine of £1000 could occur on conviction.

The schools term time dates for the forthcoming year will be available on the school website or can be sought through the school reception.

All requests for leave of absence will be responded to in writing outlining the Headmasters decision.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be coded as unauthorised. In such cases the school may request the Local Authority issue a Penalty Notice or consider legal sanctions including prosecution.

If a student fails to return and contact with the parents has not been made or received, the school may take the student off the schools roll in compliance with Education (Student Registration) (England) Regulations 2013. This means that the child will lose their school place.

In accordance with the Education (Student Registration) (England) Regulations 2013, students can be deleted from the register when one of the following circumstances applies;

- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed

- Transfer between schools
- Student withdrawn to be educated outside the school system (Elective Home Education)
- Failure to return from an extended holiday after the school has tried to locate the student.
- A medical condition prevents attendance and return to the school before ending compulsory school age
- In custody for more than four months
- 20 days of continuous unauthorised absence and the school has tried to locate the student.
- Left the school but not know where he/she has gone after the school has tried to locate the student.
- Death of a student.

### **Child Missing from Education**

If a student has not attended for a period of 10 consecutive days, and there has been no explanation from parents/carers, despite attempts by the school to contact home, then the school will report the student as a Child Missing from Education to the Local Authority. This is part of the school's and the Local Authority's responsibility for Safeguarding.

### **Day to day contact for absence**

If your child is ill, parents must advise the school by telephone (01604 258691) or email [absence@nsb.northants.sch.uk](mailto:absence@nsb.northants.sch.uk) on the first day of absence and provide the school with an expected date of return and a brief nature of the reason for absence. Alternately you can call the main school switchboard and report a student absence (01604 230240) details of this can be found on the school website in the absence section under parents.

Mrs Tiller or Mrs Sharp will receive and process this information. This will be passed onto Form Tutor, Year Team Leader and Mr Armstrong (Assistant Head).

This should be followed up in the form of a written note from the parent to the Form Tutor upon the pupils return to school.

If there is a more in depth discussion needed around the absence or provisions upon the students return contact should be made though the Form Tutor or Year Team Leader.

The school asks that all students have a minimum of two contact numbers whom can be reached during the school day (one primary and one secondary) in order to follow up any attendance issues or for use in case of an emergency.

The Department for Education (DfE) has issued guidelines (School Attendance November 2013) to all schools detailing valid reasons for authorised or justified absences:

- When a child is ill or receiving medical attention
- Days of religious observance notified in advance
- Absence due to exceptional family circumstances (e.g. bereavement, serious illness)

Illness comes usually in a block of time over a continuous period. Medical evidence will only be sought if the school has a genuine and reasonable doubt about the authenticity of the illness.

If absence continues without explanation the school will attempt further contact to ensure the safeguarding of the pupil. Once attempts have been made via telephone and/or email and a home visit has unsuccessfully occurred the pupil will be reported missing from education (or if 10 days has elapsed with no contact).

### Managing attendance and punctuality

The vast majority of our students achieve over **96%** attendance and this is seen as a **minimum target**. Student attendance is closely monitored at The school and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

At The school we require students to aim for unbroken weeks of attendance (i.e. those where the student is marked present on all ten sessions – a session is either one morning or one afternoon). Students should aim to NOT have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.

Students with unsatisfactory punctuality will also be highlighted by Form Tutor or Year Team Leader and support will offered to ensure this is improved in the first instance.

The school will seek to avoid students falling into the Persistent Absentee (missing 10% or more) category by identifying students whose attendance is giving cause for concern at statistical thresholds. The school will bring the attendance rate to the attention of the parent/carer and seek ways in which working together the attendance rate can be improved.

#### Reported Attendance Targets

As a result of the school's minimum attendance target being 96%, we will use the following guidance in reporting to parents each year in the Form Tutor's report comment on attendance:

| <u>Percentage present</u> | <u>Comment</u> |
|---------------------------|----------------|
| 100%                      | Outstanding    |
| 96 -99.9%                 | Good           |
| Below 96%                 | Unsatisfactory |

The Form Tutor will apply discretion in cases where absence has been unavoidable but, even so, every absence means lessons missed, learning interrupted and progress dented.

### Roles and Responsibilities

Outstanding attendance levels are achieved as a result of staff, students and parents working closely together with a sense of shared responsibility.

**Attendance secretary (Mrs Sharp) and Assistant Attendance secretary (Mrs Tiller):** responsible for acting upon information as received from parents on the first day of illness. Operates the signing in and signing out record for those arriving late or leaving early and entering this record onto the registers. Contacts home on day 2 of an absence where no communication has been received from parents/carers (day 1 in the case of those students whose attendance is of concern i.e. missing for 10% or more).

**Form Tutor:** responsible for keeping an up-to-date and accurate register of attendance and punctuality for morning and afternoon sessions for each student in the form. Essential point of contact for communications about absences. Receives, records and files messages from parents and communicates these to others as appropriate. Contacts parents/carers where information has not been given about absences. Promotes the value of good attendance. Monitors students' attendance and punctuality weekly and intervenes with students whose attendance is showing cause for concern.

**Year Team Leader:** promotes the values of good attendance to the whole year group. Monitors weekly attendance and punctuality statistics for the year group. Oversees intervention and support for those students whose attendance is starting to show cause for concern. Works directly with the form tutor concerning those students who are Persistent Absentees (missing for 10% or more) and those who are in danger of becoming persistent absentees. Sets up Parent Contracts as necessary and ensures formal records are kept for any EIPT involvement. Works with EIPT as necessary.

**Assistant Headteacher responsible for attendance (Mr Armstrong):** coordinates work of YTLs so that procedures and processes are fit for purpose and consistently applied. Develops the promotion of good attendance amongst students, staff and parents. Monitors the attendance of Persistent Absentees through the weekly returns, ensuring that Action Plans are in place and being followed. Delivers staff training on attendance issues as appropriate. Organises termly focus weeks on attendance and punctuality. Leads the Attendance development of the Welfare Development Plan. Supports YTLs on work regarding Parent Contracts and work with EIPT.

**SENDCO:** If there are students with significant medical issues which adversely affect their attendance at school, the SENDCO will work with Hospital and Outreach, as well as other relevant agencies, to support the student's attendance at school or educational provision elsewhere.

### **Sixth Form**

Sixth Form students, whilst beyond legislation regarding compulsory attendance at school are, nevertheless, subject to the same high expectations as the rest of the school. In the case of absence, the Attendance Secretary will contact home in the same way as for Years 7 to 11 on the second day of absence.

### **Roles and Responsibility of the Parent**

- Talk to your child about school and education. Take a positive interest in your child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage your child to have high aspirations and plan for the future.
- Follow the school Attendance Policy by contacting the school if your child is absent to inform the school of the reason for the absence and expected date of return.
- Follow up any absence with a note.
- Try to avoid unnecessary absence. Wherever possible make appointments for the doctors or dentist outside of school hours.
- Ask the school for help if your child is experiencing difficulties.
- Inform the school of any change of circumstances that may impact your child's attendance.
- Support the school by taking every opportunity to become involved in your child's time at school.
- Form a positive relationship with the school and acknowledge the importance of your child receiving the same messages from both school and home.



- Encourage a routine at home which includes bed times, home learning, preparing for the next day and school uniform.
- Avoid taking your child out of school during term time for reasons such as holidays as this will be unauthorised.
- When requesting authorisation for term time absence, ensure a written letter with the detailed exceptional circumstances is sent to the Headmaster in good time.
- Ensure the school has a minimum of two contact numbers in case of emergency.

## Incentives for good attendance

To promote good attendance and to emphasise its importance in Years 7-11 the school presents certificates at the end of Term 2 and Term 6 for 100% attendance. The certificates are presented by Year Team Leaders and become part of the student's record. Prospective employers and Colleges of Further Education view attendance as an important indicator of motivation/attitude and the Certificates are very valuable evidence of reliability.

During the course of the year individual rewards and House points to form groups are allocated for excellent attendance.

Attendances and absences are also included in Form Tutor reports home on an annual basis.

## Supporting attendance

The school recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school.

Any student with an attendance issues would be supported by using the model below (see appendix 1). The school expects as a minimum 96% attendance from all of our students but are aware this may not always be possible due to extenuating circumstances or the need to overcome short or long term difficulties to achieve this target.

'Persistent Absence was defined as a pupil missing 10% or more of school. This is the equivalent of 1 or more days a fortnight across a full school year.'

***(Working together to improve attendance, 2022)***

It also reported following a recent audit that persistent absence is correlated with crime. The Audit Commission reported that a quarter of school age offenders have persistent non-attendance records and that persistent school non-attendance is associated with child and adolescent mental health difficulties.

It is therefore vital that we at The school tackle this issue robustly in order to reduce the number of students missing 10% or more of school over the year, whatever the reason for their absence (appendix 2).

Particular focus will be given to those students who are absent from school more than they are present. These students may have significant barriers to attendance and these will be prioritised in regards to interventions and support.

In any case of attendance concern, we understand that students may be failing to attend school for a variety of reasons. Some reasons may be outside the immediate control of the school, but as a school we aim adopt good practice and appropriate responses within the school to identify the needs which can help to improve attendance. The importance of early identification, assessment and intervention cannot be over emphasised.

In the first instance the school may invite parents to a meeting to discuss the issues behind the absences and stress the importance of improved attendance and look to discuss voluntary support the pupil needs to overcome any barriers to their attendance. If the attendance rate does not improve over a predetermined period of time, the school will seek to establish formal support, this could take the form of a Parenting Contract, Early Help Assessment or Education Supervision Order with the pupil having set targets for future attendance (appendix 1).

A Parenting Contract is a voluntary written agreement between the parent and the school and possibly the Local Authority. The aim of the contract is to investigate ways to improve your child's attendance and will generally last between 3-12 months but could be longer if required. If a parent refuses to sign the contract or the student fails to meet the targets set, it can be used as evidence if the Local Authority decides to prosecute.

Should there be no improvement or limited engagement with the formal support the school would look at social care involvement (where there are safeguarding issues) or look to involve The Educational Inclusion and Partnership Team (EIPT) for attendance support (appendix 3). EIPT supports the Local Authority in carrying out their statutory duties with regards to promoting regular attendance at school.

Irregular attendance raises complex issues as it leads to students missing important lessons and therefore not fulfilling their true potential. It also places children at risk and may result in them being drawn into patterns of anti-social or criminal behaviour. Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our students.

### **Pupils with medical conditions or special educational needs and disabilities**

The school recognises 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. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.

Our aim is to have sensitive conversations in developing good support for pupils with physical or mental health conditions as a priority. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. These conversations would also feature the range of strategies the school could offer internally to help support the student.

The school will also consider whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.

## Fixed Penalty Notices

The Local Authorities statutory responsibility to oversee school attendance means they have the legal powers to carry out legal enforcement measures through the work of the Education Inclusion and Partnership Team (EIPT). If as a school we believe that a student is demonstrating persistent irregular or non-school attendance or unauthorised term time absence, then the school may refer the case to the EIPT.

The EIPT will seek to enforce that parent/s of any student of compulsory school age who fails to achieve regular attendance will be considered for legal processing unless there are extenuating circumstances.

The EIPT will pay due consideration to the Education Act 1996 Section 443 and 444 - Failure to Ensure Regular Attendance:

5. Parents who fail to comply with a school attendance order issued by the Local Authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
6. Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
7. Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
8. Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000)

Fixed penalty notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided.

Fixed penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence or offences, which should usually be the parent or parents with day to day responsibility for the pupil's attendance.

Fixed penalty notices are intended to prevent the need for court action and should only be used where a fixed penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances

of the offence (e.g. an unauthorised holiday in term time).

### **When are they used?**

- When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 school week period; (a school day is two sessions -morning and afternoon) or
- When a pupil has a series of unauthorised absences leading to irregular attendance

This includes:

- Any absence marked in the register as unauthorised.
- Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.
- An absence in term time which has not been authorised by the head teacher. The Government has directed that head teachers may only grant leave in exceptional circumstances.
- PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

If the school refers a period of absence that is longer than 15 consecutive school days, the Educational and Inclusion Partnership Team may consider that a penalty notice is not appropriate.

In these instances the matter may proceed to a prosecution. If a parent knows that their child is failing to attend school regularly and there is reasonable justification for not ensuring that their child attends then it is for the parent or carers to prove that reasonable justification.

An unpaid Penalty Notice (issued in accordance with the Local Authority Penalty Notice Code of Conduct (revised September 2016) may form part of the evidence towards prosecution.

### **Home school partnership**

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents/carers to:

- Do all you can to ensure your child arrives on time for morning and afternoon school. The first lesson begins at 8.40am and afternoon registration is at 2.05 p.m. Parents can be referred to the EIPT if their child persistently arrives late. We will monitor persistent late comers and there will be consequences for any student arriving late persistently.
- If your child is ill, notify the school **on the first day** with an estimation of the likely length of absence;
- Send in a written note with your child on the first day they are back at school. This should be given to the Form Tutor. This is required for our records and also authenticates the telephone message.
- Check your child's attendance records on the school website and notify us of any discrepancy, especially if a record displays an 'N' code as this means that we have not been informed as to the reason for the absence on this day.
- Get in touch at an early stage about any concerns you have about your child's attitude to school.

In return the school will:

- Contact home on day 1 of absence if no message has been received from home.
- Contact home over any unexplained absences
- Follow up promptly any concerns that parents pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in school

- If appropriate, involve the Additional Intervention Team to help students re-integrate into school after illness or other individual circumstances
- Regularly and consistently remind students of the importance of good attendance and punctuality
- Reward good or improving attendance and action any concerns promptly.

Approved by:

Governors Welfare Committee

Deputy Head, Pastoral  
Assistant Headteacher, Pastoral

Matt Kneeshaw  
Craig Armstrong



# Northampton School *for Boys*

## Appendix

### Attendance Policy

### Addendum COVID-19

Approved by:

Date:

Review Date:

Governors' Welfare Committee

November 2022

November 2023

## **Introduction**

This document is an addendum to the school attendance policy. It replaces aspects of the policy documents on recording attendance during the outbreak.

For ease of reference, it explains and illustrates changes made to regulations governing school attendance registers in relation to coronavirus (COVID-19) for use in the 2022 to 2023 academic year. It should be read in conjunction with the attendance policy which gives advice on other usual attendance matters and processes that remain in force.

## **Attendance expectations**

From the start of the autumn term 2022 student attendance is mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for **3 days** after the day they took the test, if they can.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

All covid absences will be recorded as i in SIMS and the covid@nsb email address is now being deleted so please do not use this. Parents have been told to report covid absences on the student absence line. These will have a red flag comment left in the SIMS register.

## **Local lockdown**

If rates of the disease rise locally, we may need to prevent some students from attending. The school will be required to follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown.

## **Remote education**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will offer them access to remote education. We keep a record of and monitor engagement with this activity.

Approved by:

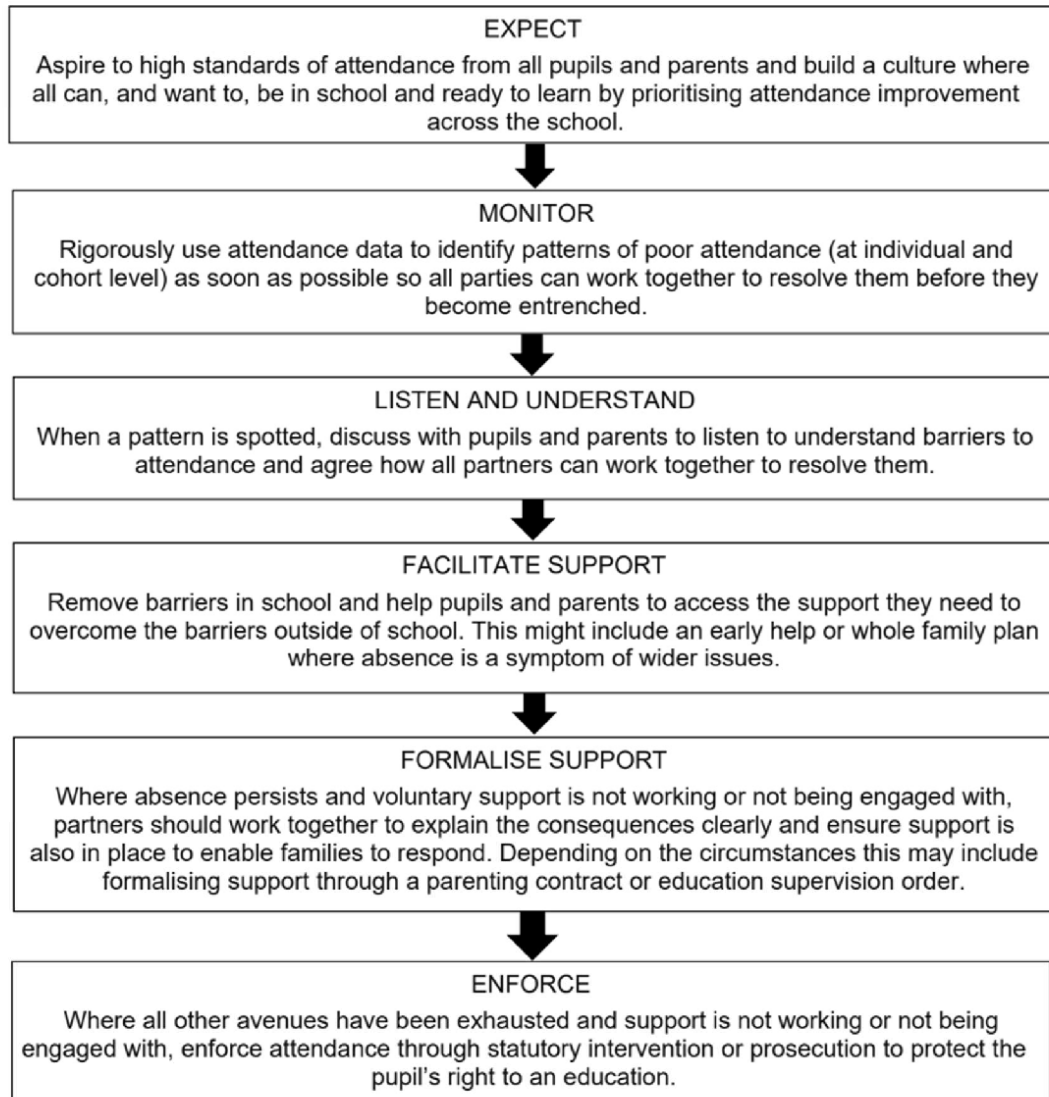
Governors Welfare Committee

Deputy Head, Pastoral  
Assistant Headteacher, Pastoral

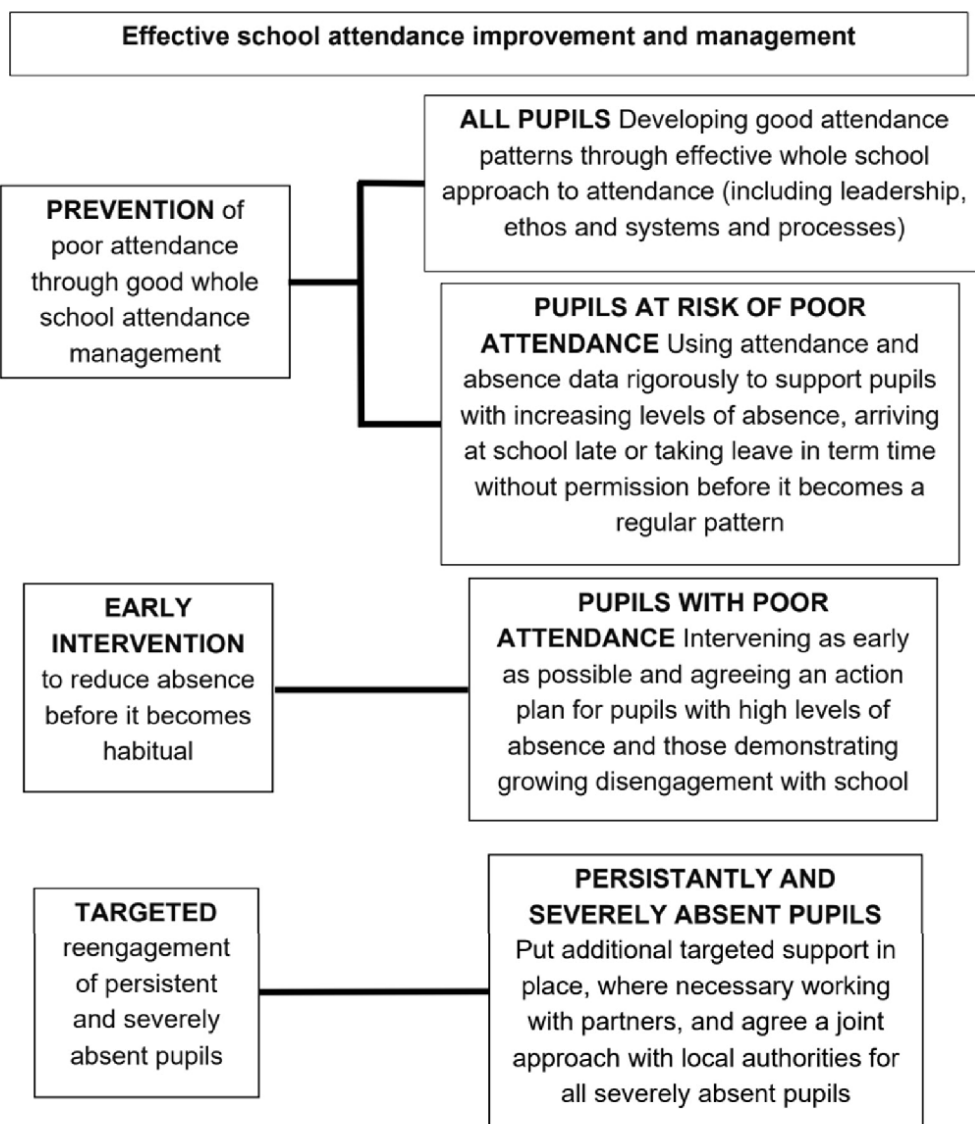
Matt Kneeshaw  
Craig Armstrong

## Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:







## Section 6: Attendance legal intervention

89. As absence is so often a symptom of wider issues a family is facing, schools, trusts and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

