

# Attendance Roadmap

Wren's Nest Primary School

In line with the DfE Statutory Guidance (in force from 19th August 2024), we will continue to offer a supportive, stepped, attendance approach. **We will continue to offer a welcoming ethos with high expectations for all.** We will assess data to identify absence trends and use preventative discussions/meetings with families to listen, understand and support them, enabling us to remove barriers together. Where needed, we will formalise support to nurture improvement with Attendance Contracts, and as a last resort, we will consider intensifying support and/or enforce legal sanctions.

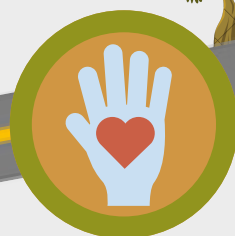
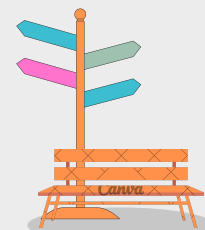


Did you know, arriving after the register has closed (30 mins from school starting) = an absence?



## STEP 1 – Identify, Assess and Prevent

Our daily actions and processes aim to promote relationship building with children and families to prevent absence. This involves monitoring data trends and absence patterns to inform our conversations with you (and your child where age allows). The trigger for conversations is where absence is at risk of reaching the new National Threshold **(10 sessions (10 half days/5 days) within a 10 week rolling period)**. Other daily actions involve promoting attendance positively, using praise and incentives, swift absence follow up, email or letter communication to raise your awareness of emerging concerns, processing requested or unrequested 'Term Time Exceptional Absence' and doing Home Visits to meet our safeguarding duties as required.



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

## STEP 2 – Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to prevent further absence occurring. Discussions and meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using discussions &/or meetings to create a supportive action plan. An Early Help Assessment (EHA) may be required for some support to be accessed along with a Team Around the Family (TAF) Meeting Process

Roadmap by Sharon Templeman

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



## STEP 3 – Formalised Support

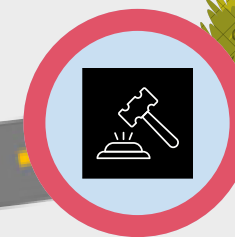
Where absence continues and initial support needs to be increased, an Attendance Contract (AC) will be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent further escalation. Achievable and individual targets will be set and reviewed regularly. Medical and/or other information will be actively sought at this point if required to work collaboratively with you and other agencies. An AC can run alongside other meetings e.g., TAF meeting.



## STEP 4 – Warnings – Concerns Remain

Where STEP 2 or STEP 3 support has been unsuccessful and/or declined, a 'Formal Warning' if Attendance Contract (AC) or a 'Notice to Improve' Letter has failed, will be issued to reinforce the need for immediate improvement. A Family Court Order such as an Education Supervision Order will also be considered as an alternative to prosecution.

Did you know, good attendance increases academic success?



## STEP 5 – Legal Action – No Improvement

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

### Potential Penalty Notices

**1st Offence** (after 19th August 2024) of Term Time Leave and/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.  
**2nd Offence** within 3 years (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available.  
**3rd Offence** within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to **Magistrates' Court** under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record.

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