

The Shuttleworth Way Attendance Handbook

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Key terminology used within this document

CAMHS – Child and Adolescent Mental Health Services
CME – Child Missing Education
DSL – Designated Safeguarding Lead
EHCP - Education and Health Care Plan
EHE – Elective Home Education
EOTAS - Education Other than at School
EWO – Education Welfare Officer
EWS – Education Welfare Service
FAP - Fair Access Panel
FGM – Female Genital Mutilation
FTE – Fixed Term Exclusion
LA – Local Authority
PA – Persistent Absentee/Absence (Student with attendance of 90% or below)
PEx – Permanent Exclusion
PN – Penalty Notice
PRU – Pupil Referral Unit
SEN – Special Educational Needs
SLT – Senior Leadership Team

Overview and aims of this document

- To ensure attendance is given a high priority in the school.
- To provide clear information and procedures for all staff regarding attendance and punctuality.
- To support parental engagement in working *with* school staff to improve attendance and subsequent outcomes for students.
- To facilitate communication between the Attendance Team, Heads of Year and SLT.
- To provide a framework for attendance intervention incorporating the flexibility to meet the individual needs of students.
- To ensure regular, robust and focussed tracking of attendance of all students in the school
- To allow easy identification of attendance concerns and swift implementation of appropriate intervention.
- To enable rigorous monitoring of the impact of interventions.
- To provide a process to ensure timely and appropriate escalation of interventions where improvement is not demonstrated.
- To have a shared approach to how good and improving attendance is recognised and celebrated.
- To have clarity of roles and responsibilities across the school in relation to attendance.

Our attendance team

The following members of staff form the attendance team. This team is overseen by the Deputy Headteacher, K Lightfoot who also acts as the DSL for the school.

SLT Lead – Mr R Hinchliffe

Attendance Manager – Miss A Sadler – oversees all legal proceedings

Attendance Assistant – Mr J Graham – supports with students on AP, PTT and adjusted hours

Attendance Assistant – Mr B Hussain – supports with our vulnerable students

Home Visit Liaison Officer – Mrs P Lewis – supports with home visits for vulnerable and persistently absent students

The attendance team is directly supported by the Heads of Year and our Home Visits Officer.

Section 1 – Attendance procedures

Staff responsibility

| Responsibility | Description |
|-------------------------------------|--|
| Start of EVERY lesson | The register is to be taken within the first 7 minutes of the lesson. Any register not taken in this time will be sent a reminder message through BROMCOM. |
| Students late to lesson | Any student that arrives late to lesson, must be marked in on the register at earliest possible point. Students should be marked with a “L” code unless they have a note from a member of staff. Students should also be issued a “C1 – Late to lesson”. |
| Conflicting marks | Any student that was marked present for the previous lesson, but not present in yours, needs to be emailed to the Attendance Team. |
| Keeping or meeting a student | If you are speaking to a student which will cause them to be late to lesson, you must give the student a signed note to show the teacher of their lesson. |

The attendance team will monitor registers each period and send reminders as necessary. In some instances, they may send a reminder through BROMCOM, call the classroom, or physically visit.

IMPORTANT: IT IS THE RESPONSIBILITY OF EVERY MEMBER OF STAFF TO REGISTER ANY STUDENT WHO IS WITH THEM AT THE START OF EACH LESSON AND TO NOTIFY ATTENDANCE IF UNABLE TO REGISTER ELECTRONICALLY

Registers are legal documents and any amendments are recorded. This includes the date and time of amendment, the original mark and the amended mark, and the person who made the amendment.

Register tracking and escalation process

All staff will be trained on how to use BROMCOM and it is an expectation that they take registers accurately and promptly. In order to support all staff in achieving our legal responsibility with regards registers, staff will be monitored on their punctuality and accuracy to completing their responsibility.

At the end of each day the Attendance Team will review the registers for the day and send a list of those staff with late, incomplete or inaccurate registers to the Assistant Headteacher overseeing attendance. The AHT will review the list each day and arrange appropriate support or intervention for staff – see table below.

All interventions run term to term with staff who receive intervention resetting.

| Intervention | Staff Lead | Trigger | Description |
|--------------|------------------------|--|--|
| 1 | AHT Attendance | Missing, late, or inaccurate register logged | Email to member of staff outlining the issue and their responsibility. |
| 2 | Deputy Head/DSL | A further instance of a missing, late or inaccurate register | Management instruction issued to the member of staff about their responsibilities. |
| 3 | Headteacher | A further instance of a missing, late or inaccurate register | Formal disciplinary meeting. |

It is to be noted that there may be valid reasons for issues with registers and their completion. This will be explored during the first stage of intervention.

Students late to PE

If a student arrives late to PE and the class is already at the designated outdoor area, WALK will be called by the attendance team to escort the student to PE. Upon arrival, the teacher will radio attendance to let them know of the addition to the register. Where the lesson is taking place indoors (gym, dance studio, etc), the teacher will follow the normal procedure and mark the student in on the register.

Late gate and punctuality

Students are expected to arrive at school for 8.30am each morning. At 8.30am, all students are to be directed through the PE corridor door where a member of the attendance team will direct them to their form rooms. Prior to 8.30am, staff on duty at the front of school will be encouraging students to enter the building. This includes the woodland area at the front where a number of students “wait” for their friends.

At 8.40am, any student arriving will be held in the PE corridor and the attendance member on the door will record a “L” in the register. This will also trigger a late to school detention. At 9.00am, the member of the Attendance Team will move back to the reception area. The signing in and out will be completed on an iPad similar to staff.

Any student arriving after the register has closed at 9.30am (after the first lesson) will be marked as follows by the attendance team:

- without genuine reason for absence will be marked with code U – ‘Late after registers close’. This counts as unauthorised absence and a late detention issued.
- with genuine reason, i.e. appointment with confirmation or genuinely ill first thing (better late than never), will be marked with code M or I.

Signing out during the school day

Every student who leaves the school during the day must sign out with the attendance team. This is imperative for our safeguarding purposes. Students leaving for an appointment must be reminded to obtain a confirmation of the appointment if it has not already been provided. This is essential to authorising the absence. When absences for appointments are known in advance, the Attendance Team will deliver appointment passes to students with the time to leave lessons.

If a student leaves without permission, the attendance team must make every effort to contact home and inform parents/carers that their student has left site without permission.

Part time students

The attendance team will have a list of students with part time hours including their expected starting and finishing times. This will be used to cross reference for late to school or to ensure students do not sign out at the wrong time. This will be a working document that is regularly updated to ensure its accuracy.

Reporting Absence

Any absences should be reported through the Shuttleworth App, by email to the attendance team, or by phoning the school and leaving a voicemail. This will be checked each morning to ensure students receive the appropriate mark on the register. Students who are unwell will be given an “I” code, but these will be monitored for further development – see escalations process.

Daily absence procedures

The attendance team is responsible for ensuring all registers are completed and all students are accounted for by accurately updating BROMCOM accordingly. Reference should be made to the attendance and absence codes in Appendix 1 and the details of the cut off point for punctuality above.

| Time | Staff Lead | Task | Description |
|----------------|------------|-----------------------------|---|
| 7.30am-9.00am | JGM | Check messages | Check the app, voicemail and email for any absence and record accordingly. Send confirmation text for those reporting in the app. |
| 8.30am-10.00am | JGM | Late gate | See above section. |
| 8.40am-9.00am | ASR | Check AM registers | Ensure all AM registers have been completed and follow up where necessary. |
| 9.00am-10.00am | ASR | AM Conflicting marks | Run conflicting marks report and send to HOYs to actions. |
| 9.00am-10.00am | JGM | Confirm off-site provisions | Phone/email all providers where we have students and confirm if they attend. |
| 10.00am | ASR | Absence texts home | Send text messages (see appendix 3) for absent students. |
| 1.00pm | ASR | Second absence text home | Send text messages (see appendix 3) for absent students. |
| 2.45pm | ASR | End of day missing marks | Review any missing marks and input appropriate attendance code. Send final text to any students without a reason for absence. |
| 3.00pm | ASR | Missing or late registers | Run a list of staff with missing or late registers and send to AHT(Attendance). |
| Ongoing | ASR | Ongoing conflicting marks | Monitor registers each lesson for conflicting marks and attempt to resolve. |

Times given in the table above are approximates and the attendance team and other related staff should not take them as concrete times.

Leave of absence requests, including medical appointments

A leave of absence will only be authorised in exceptional circumstances (at the discretion of the Headteacher). Each application for a leave of absence will be considered individually on its own merit.

If a parent/carer or student requests a leave of absence, the HOY will first speak to the family to ascertain the importance of the leave of absence and where possible, ensure the child remains in school. In the first instance, all leaves of absence (including holidays) will be denied as attendance at school is directly linked to student academic success.

Where a referral needs to be made for a Penalty Notice, the Lancashire County Council procedures will be followed. At Shuttleworth, we will send a Penalty Notice warning letter when the student has 3 days of unauthorised absence in a 10 week rolling period. When the student reaches 5 days unauthorised absence in a 10 week rolling period, we will review the case and may issue the paperwork for a Penalty Notice.

For medical appointments, parents/carers should make these for outside of school hours. Where this is not possible, evidence needs to be produced of the appointment and failure to do so will result in the absence being unauthorised (“O” code).

Ideally parents will provide the medical appointment evidence prior to the appointment itself, if this is done it should be marked as “M” on the register with a note on BROMCOM detailing evidence received. e.g. Evidence received, dentist.

If at the time of signing out no medical appointment evidence is received, the student should be allowed to sign out, however this will be marked as ‘O’ on the register with a note in BROMCOMs stating awaiting evidence.

Section 2 – SLT Support

The attendance team is supported by an Assistant Headteacher who is overseen by the Deputy Headteacher and DSL. Each day/week/term a number of actions will be completed to support the drive to ensuring all students attend the best they can.

| Task | Staff Lead | Frequency | Description |
|--|-------------|-------------|---|
| Update attendance tracker | RHE | Weekly | Update the tracker with year to date attendance, review the data and set appropriate actions. See Appendix 4. |
| Arrange texts | RHE/Admin | Weekly | Send texts in line with those outlined in Appendix 3. |
| Update HOY reports | RHE | Weekly | HOY reports to contain weekly attendance figures. |
| Update Attendance interventions tracker | RHE/SSR/LPN | Weekly | Liaise with other stakeholders to ensure the information is accurate each week. |
| Attendance report | RHE | Daily | Run daily absence to clear codes then run session report to input into PN and I tracker. Daily actions for relevant staff. |
| Line Management (Attendance Team) | RHE/ASR | Bi-weekly | Review of attendance and raise any required actions. |
| Line Management (AHT and DHT) | RHE/KLF | Bi-weekly | Review of attendance and raise any required actions. |
| PA focus weeks | RHE/HOY | Half-termly | The last 2 weeks of the half term to be a PA focus looking at students that can either move out of PA or who are at risk. |
| Term rewards | RHE/HOY | Half-termly | See praise and rewards (Section 5). |
| Attendance letters | RHE/ASR | Half-termly | A letter sent to parents with their students' attendance and maximum possible attendance with consequences. See appendix 4. |
| CME | RHE | Weekly | Review attendance for persistent non-attenders and submit CME requests as appropriate. |
| Termly reports | RHE | Half-termly | Prepare a report to Governors and SLT outlining the current position of school attendance and any successes, and next steps (Appendix 9). |

Section 3 – Attendance interventions

Start of the year proactive interventions

At the start of each academic year, a letter will be sent to the parents of all students whose attendance was under 93% for the previous academic year. One of two letters should be sent;

- Letter 1 – Sent to those with previous attendance of 90% or below.
- Letter 2 – Sent to those with previous attendance between 90% and 92%.

As always, professional judgement and prior knowledge must be used in ensuring letters are not sent where it would be insensitive to do so (e.g. absence only due to bereavement of a close family member).

Student attendance tracker

The tracker will be updated each week by the AHT responsible for attendance. It will be populated with the following;

- Year to date attendance – compared to previous year and will look for successive rise and falls in individual attendance.
- Weekly attendance – looks at the attendance for the week only and used to look for broken weeks.

The main aim of the tracker is to support in identifying students and their absence patterns. A separate tracker will focus on the attendance escalation process. The document is a key document to be used by the attendance team in providing the appropriate support for students. Each day, the AHT Attendance will review the data and set appropriate actions. This could include attendance letters or other actions which are outlined in Appendix 4.

Late gate and punctuality

Students identified as be late on a regular basis will be placed on a monitoring intervention to improve their punctuality. Both form tutors and HOYs will take ownership of this and report back to the attendance team using the punctuality report.

Students will be identified through the following;

- Two late to school detentions in a week.
- No genuine reason for lateness (e.g. if there are issues with buses, students should not be penalised for this).
- The professional judgement and knowledge of the student to determine the appropriateness.

Home visits

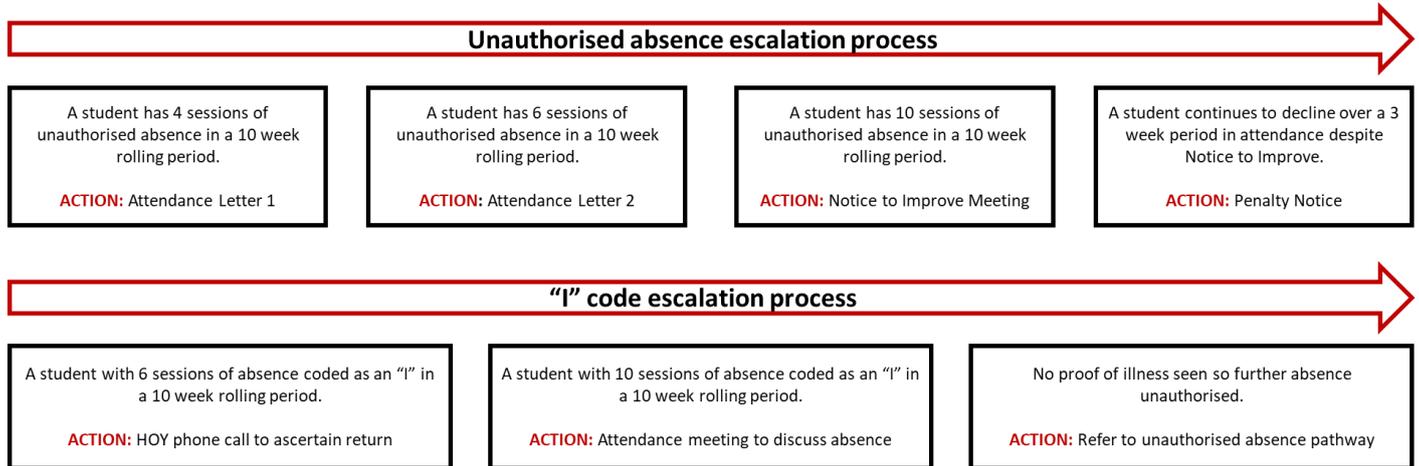
Home visits will be conducted by our Home Visit Liaison Officer. The daily list of who to home visit will be created in collaboration with the Attendance Manager and the Safeguarding Team. From an attendance perspective, it will focus on the students who have been absent without reason for a prolonged period, and those who are deemed vulnerable.

Attendance escalation process

To support with attendance concerns, the following escalation processes should be put in place. These escalations should take place alongside the formal escalation process to support good attendance within the school.

- Conversations with students
- Phone calls to parents/carers
- Well-being meetings/conversations

If barriers to attendance are identified using the above interventions, then the school should attempt to address these issues to prevent the problem from escalating. All interventions that are listed should be noted on the attendance contract.



NOTE: This is over a ten week rolling period.

Students at risk of PA interventions

Each half term for the final two weeks, students who are currently at risk of PA (between 90% and 92%) or are currently PA but can come out of PA, will be identified. These students will be a focus for the entire school to try and reduce the number of PA students.

The information to support and identify these students will be contained in the Attendance PA intervention tracker.

Whilst the encouragement and monitoring of these students is everyone's responsibility, there will be some key stakeholders during this monitoring process.

- HOYs – the role of the HOY will be to check in with the student each day and encourage them to continue their good attendance. They will need to find out if there are any issues and try to remove the barriers that exist.
- SLT – each year group has a member of SLT assigned as support. Where a student falls within their linked year group, the SLT member will also check in with the student each day.
- Form tutors – Tutors should work with the students in their form that are identified to encourage good attendance.
- Attendance team – first day absence calls to be made for any of these students that are absent from school to ensure the student comes in and is aware of the risk of PA.

On the tracker, when a student turns red and it says PA, this means that by the end of the term, they cannot get out of PA. In half term 4, this means that they will remain PA for the remainder of the year. In HT1-3, they still have the opportunity to move out of being PA. For the purpose of this intervention, once a student falls into PA, the focus should be turned to the remaining students.

Section 4 – Other

Child missing from education

If a child fails to attend school and there is reason to believe they have left the area, the following procedure should be followed.

- Notify the attendance team and safeguarding.
- Attendance team or safeguarding to make immediate enquiries as to the whereabouts of the child and the family before notifying the local authority.

NB: Refer to local authority CME procedures and DfE guidance for more information.

Elective home education

We firmly believe that students have the best possible chance at being successful in education when they are educated on site by our expert teachers. We are concerned that if parents choose to remove their children from the school, it is unlikely they will have access to the up to date educational developments and the student may not achieve the results they are capable of. Where the parent decides to EHE, the following must be adhered to;

- Notify the attendance team and AHT Attendance.
- Wording to be sent to the parents to confirm their choice along with advice on the risks of removing the student. If possible, a meeting is convened to discuss any barriers the school can support with.
- Letter from parent received by the school and processed to the local authority.
- Once confirmed by the local authority, the student can be removed from roll.
- A record of the students name will be kept on the EHE tracker as they may decide to return to school.

Exclusions and attendance

When an exclusion is logged on BROMCOM, the absence code “E” is automatically entered into the AM/PM roll call as appropriate.

Coding for a permanent exclusion:

- 6th - 15th day of a permanent exclusion - should be changed to Dual Registration (Main) by the data team, and coded D on the register.
- Days thereafter until the timescale for appeal has expired the student would remain as a “D” code.
- The student can be removed from roll the day after the appeal period has expired if no appeal is made, or when the LA confirm that they can be removed from roll following an appeal.

Part time timetables

On occasion, a student with complex needs may have difficulties within the school which impact on their attendance. There is still a legal responsibility for the school to provide an education and for the parent/carer to ensure regular school attendance.

The school in consultation with parent/carer and other stakeholders, can implement an appropriate part time timetable for a student. This, in most cases, will mean an amendment of the school day and will be recorded on the part time tracker. Any updates are to be made by the appropriate lead in school (Attendance, SEN, Behaviour).

Alternative provision

A student whose education is provided off-site via Alternative Providers (e.g. the heights, TAS) should be marked in the attendance register as 'B' code when the student attends and the relevant absence code if they don't. Daily contact should be made to ascertain whether or not every student has attended.

This will be updated on the AP tracker by the relevant staff lead.

Directions off-site

Students who are subject to a direction offsite will still be marked on the register as if they attended. It is the responsibility of the attendance team to ensure the student has arrived at their provision so the relevant entry can be made on BROMCOM.

Student mobility

The admin team is responsible for the onboarding and offboarding of students as they join and leave the school.

Child employability, child performance, sports and activity licensing

Children under statutory school leaving age who take part in entertainment performances and certain other activities need to be licensed. A licence will always be required if a child has to take time off school to take part in a performance or activity. The licensing requirements are designed to protect the child's health, education and welfare, and to ensure that the child is not being exploited or overworked.

A licence is not required for a child to have time off school to attend an audition or casting, but a parent/carer will need to make an application for leave of absence in the normal way.

- A Performance Licence is required for a child taking part in Television or Film; Theatre, Music or Dance
- An Activities Licence is required for a child taking part in a Modelling Assignment
- A Sports/Activities Licence is required for a child taking part in Sporting Events (this includes those students competing at high levels either in this country or abroad and requiring absence from school to do so)

All the above licenses are issued by the relevant Local Authority. Absence should not be granted without the relevant licence. All absence under this category must be coded as 'C' – authorised absence.

Section 5 – Praise, displays and raising the profile of attendance

Praise and recognition

A system of praise and recognition for attendance will be in place in each school. This is aimed at promoting the importance of good attendance and to encourage all students to always strive for 100%.

Praise and reward will be a mix of short, medium and long-term and include individuals, groups and the whole school.

| Reward | Frequency | Description |
|------------------------------|-------------|--|
| First day text | Half termly | Text to celebrate all those who attended for the first day. See Appendix 3. |
| 100% text (week) | Weekly | Weekly text to celebrate 100% attendance for that week. See Appendix 3. |
| 100% text (half term) | Half termly | Text to celebrate 100% attendance for the half term. See Appendix 3. |
| 100% text (term) | Termly | Text to celebrate 100% attendance for the term. See Appendix 3. |
| Form competition | Weekly | Reward (chocolate) to the winning form each week delivered by HOY/SLT. |
| Terrific 10s | Half termly | Last 2 weeks of a term with all those gaining 100% put into a prize draw. |
| Attendance raffle | Termly | Random prize draw each term whereby those with 95%+ can win a prize. |
| Form conversations | Weekly | Form tutors to praise those with good attendance each week (based on the week before). |
| 95% + reward | Yearly | Reward event. |
| 100% reward | Yearly | Reward event. |

Displays and promotional material

The importance of attendance will be on show throughout the school. Examples include;

- Form time board in form rooms. This will display the arrow on the right, with the form tutor each week, moving a gold star to the relevant section.
- A similar graphic will be present outside HOY offices showing the attendance for the forms in their year group.
- A slide to be put into assembly each week outlining the attendance of the year group by form, and celebrating any 100% achievers.



Appendix 1 – Common Attendance codes

The table below outlines the common attendance codes used at the school and how they link to authorised or unauthorised absences.

| Code | Definition | Present in school | Authorised |
|-----------|---|-------------------|------------|
| I | Present in school (morning or afternoon) | YES | YES |
| B | Attending any approved educational activity | YES | YES |
| C | Leave of absence for exceptional circumstances | NO | YES |
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated child employment abroad | NO | YES |
| D | Dual registered at another school | - | - |
| E | Suspended or permanently excluded and no alternative provision made | NO | YES |
| G | Holiday not granted by the school | NO | NO |
| I | Illness | NO | YES |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institute | NO | YES |
| K | Attending education provision arranged by the local authority | YES | YES |
| L | Late arrival before the register is closed | YES | YES |
| M | Leave of absence for the purpose of attending a medical or dental appointment | NO | YES |
| N | Reason for absence not yet established | NO | NO |
| O | Absent in other or unknown circumstances | NO | NO |
| P | Participating in a sporting activity | YES | YES |
| Q | Unable to attend the school because of a lack of access arrangements | - | - |
| R | Religious observance | NO | YES |
| S | Leave of absence for the purpose of studying for a public examination | NO | YES |
| U | Arrived in school after registration closed | NO | NO |
| V | Attending an education visit or trip | YES | YES |
| Y | Y1-Y7 for various reasons (see DfE guidance) | - | - |
| # | Planned whole school closure (e.g. school holidays, INSET days) | - | - |

Appendix 2 – One page summary of procedures

Staff responsibility

| Responsibility | Description |
|-------------------------------------|--|
| Start of EVERY lesson | The register is to be taken within the first 7 minutes of the lesson. Any register not taken in this time will be sent a reminder message through SIMS/BROMCOM. |
| Students late to lesson | Any student that arrives late to lesson, must be marked in on the register at earliest possible point. Students should be marked with a “L” code unless they have a note from a member of staff. |
| Conflicting marks | Any student that was marked present for the previous lesson, but not present in yours, needs to be emailed to the Attendance Team. |
| Keeping or meeting a student | If you are speaking to a student which will cause them to be late to lesson, you must give the student a signed note to show the teacher of their lesson. |

Attendance Team responsibility

| Time | Staff Lead | Task | Description |
|-----------------------|------------|-----------------------------|---|
| 7.30am-9.00am | ASR | Check messages | Check the app, voicemail and email for any absence and record accordingly. |
| 8.30am-10.00am | ASR | Late gate | See above section. |
| 8.40am-9.00am | ASR | Check AM registers | Ensure all AM registers have been completed and follow up where necessary. |
| 9.00am-10.00am | ASR | AM Conflicting marks | Run conflicting marks report and send to HOYs to actions. |
| 9.00am-10.00am | ASR | Confirm off-site provisions | Phone/email all providers where we have students and confirm if they attend. |
| 10.00am | ASR | Absence texts home | Send text messages (see appendix 3) for absent students. |
| 2.45pm | ASR | End of day missing marks | Review any missing marks and input appropriate attendance code. |
| 3.00pm | ASR | Missing or late registers | Run a list of staff with missing or late registers and send to AHT(Attendance). |
| 3.30pm | ASR | Daily absence figures | Run the blue sheet for attendance and the report for daily absence and send to AHT(Attendance). |
| Ongoing | ASR | Ongoing conflicting marks | Monitor registers each lesson for conflicting marks and attempt to resolve. |

Appendix 3 – List of texts

The table below outlines the common attendance texts to be sent home on a regular basis or when a student triggers a certain threshold.

| Text | Wording | When to send | Criteria |
|------------------------------|--|---|---------------------------------------|
| First day text | Thank you for your support in ensuring your child attended school today on the first day of the term. Your support in their commitment to be successful within their education is appreciated. Thank you and we hope to see the good attendance continue. | First day of each half term | 100% attendance on the first day |
| 100% text (week) | Congratulations, your child has achieved 100% attendance for last week. This shows their ongoing commitment to achieving the best education they can. We appreciate your support in this important aspect of school life. | Weekly | 100% attendance for the previous week |
| 100% text (half term) | Congratulations, your child has achieved 100% attendance for the half term. This shows their ongoing commitment to achieving the best education they can. We appreciate your support in this important aspect of school life. | Half termly | 100% attendance for the half term |
| 100% text (term) | Congratulations, your child has achieved 100% attendance for the full term. This shows their ongoing commitment to achieving the best education they can. We appreciate your support in this important aspect of school life. | Termly | 100% attendance for the term |
| Risk of PA text | Your child's attendance has fallen to between 90% and 92% which puts them at risk of being persistently absent. This will have an impact on how successful they are with their education. We value your support in ensuring they attend school every day. | Weekly – based on tracker | Attendance falls to between 90-92% |
| PA text | Your child's attendance has now fallen below 90% and they are now classed as persistently absent from school. A letter will be sent home with the next steps to support you and your child in improving their attendance, and as such, their attainment. | Weekly – based on tracker | Attendance falls to less than 90% |
| Appointment Text 1 | Thank you for notifying the school of the appointment. Please send proof of the appointment at your earliest convenience so we can authorise the absence. This can be a copy of the letter or the text confirming the appointment. | Appointment message but NO PROOF | |
| Appointment text 2 | Thank you for notifying the school of the appointment. We can see from the letter that the appointment is after 9.30am. Please ensure your child comes to school before to get their AM mark which means their attendance will not be affected. If they do not come in before the appointment the absence will still be authorised but will affect their attendance. | Appointment message with proof but the appointment is after 9.30am | |
| Illness text | Thank you for reporting your child as ill today. Please see the link to our guidance on sending in students who are unwell. If after following our illness guide it recommends they can come to school, please send them in their afternoon mark. INSERT LINK | Whenever an illness is reported | |
| Absence text 1 | Good morning, XXX is absent from school today. Please reply to this text with a reason for absence and we look forward to seeing them back in school. | AM once all registers are closed to all students without a reason for absence | |
| Absence text 2 | Good afternoon, XXX is still absent from school today. Please reply to this text with a reason for absence and we look forward to seeing them back in school. | 1pm – send to anyone without an absence reason | |
| Absence text 3 | Good afternoon, XXX has been absent from school today and we have not received any reason for this. As such, this absence will now be unauthorised until we hear from you with a reason for the absence. | 3.30pm – send to anyone still without an absence reason | |
| Thank you text 1 | Good morning, thank you for reporting an absence for XXX. This has now been received, and we look forward to seeing them back at school tomorrow. | Send to anyone who reports absence in the app ONLY | |

Appendix 4 – Attendance letters and actions

The table below outlines the common attendance letters to be sent home on a regular basis or when a student triggers a certain threshold. All letters will contain links to previous Y11s attendance and attainment.

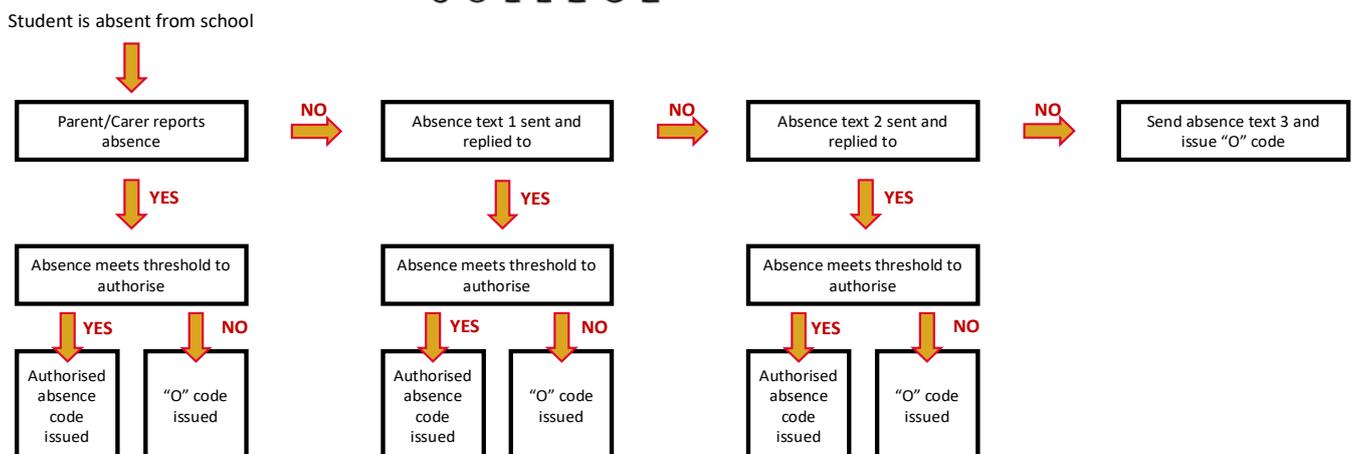
| Letter | Description | When to send |
|------------------------------------|--|--|
| Start of year letter | A letter outlining previous attendance linked to attainment. The letter also outlines the schools stance to term time leave and absences. | Start of the year |
| Previous risk of PA letter | A letter sent to all parents of students ending the previous year at risk of PA. The letter outlines some supportive measures to support students. | Previous year attendance of 90-92% |
| Previous PA letter | A letter sent to all parents of students ending the previous year PA. The letter outlines some supportive measures to support students. | Previous year attendance below 90% |
| Risk of PA letter | A letter sent to parents of students whose attendance shows a risk of PA. The letter will outline days absent, and measures to support students. | When attendance falls to between 90-92% |
| PA letter | A letter sent to parents of students whose attendance is now PA. The letter will outline days absent, and measures to support students. | When attendance falls below 90% |
| Attendance letter 1 | A letter outlining the fall in attendance below “good” and the steps to take to support students in not falling into risk of PA or PA. | 4 sessions of unauthorised absence in a 10 week rolling period |
| Attendance letter 2 | A letter outlining the concern around the further fall in attendance and supportive measures to help bring it back on track. | 6 sessions of unauthorised absence in a 10 week rolling period |
| Notice to improve letter | A letter outlining the concern in unauthorised absence a notice to improve over a 3 week period or a PN will be issued. | 10 session of unauthorised absence in a 10 week rolling period |
| Penalty notice letter | A letter outlining that a penalty notice is now being issued. | No improvement in the 3 week notice to improve |
| Unauthorised absence letter | A letter outlining that the holiday will be unauthorised and that a penalty notice will be issued. | When a student takes a term time holiday |

Appendix 5 – Reporting Absence Flow

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Headteacher



Reporting Absence



Appendix 6 – Illness guide for parents

Mrs. R. England
BA Hons NPQH
Headteacher



Illness guide for parents

 Go to school; if needed get treatment as required outside of school hours.
  Some minor restrictions for school attendance.
  Don't go to school and seek medical advice.

| Illness | Symptoms | Going to school | Getting treatment | What to do |
|---------------------------------|--|---|-------------------------------------|--|
| Asthma flare up | Worsening of usual symptoms |  | Follow your specific care plan | If it gets worse, seek medical advice |
| Sickness/diarrhoea | Stomach cramps, nausea, vomiting and diarrhoea |  | Pharmacy for appropriate medication | See GP if symptoms last more than two days |
| Upset stomach | Stomach cramps, bloating |   | Pharmacy for pain relief | Give pain relief before school and come in |
| Headache | Minor pain in the head area |  | Pharmacy for pain relief | Give pain relief before school and come in |
| Toothache | Pain in the tooth or gum surrounding the tooth |  | Pharmacy for pain relief | Give pain relief before school and come in |
| Other medical conditions | | | | |
| Chicken pox | Rash begins as small, red, flat spots that develop into itchy blisters. |  | Pharmacy for appropriate lotions | Return to school when sores are crusty |
| Common cold | Runny nose, sneezing, sore throat |  | Pharmacy for cold/flu tablets | Ensure good hand hygiene |
| Conjunctivitis | Teary, red, itchy, painful eye/eyes |  | Pharmacy for appropriate medication | Do not touch eyes, wash hands if you do |
| Flu | Fever, cough, sneezing, runny nose, headache, body aches and pain, exhaustion, sore throat |  | Pharmacy for cold/flu tablets | Ensure good hand hygiene |
| German measles | Fever, tiredness, raised red rash that starts on the face and spreads downwards |  | GP appointment needed | Return to school 4 days after on-set of rash |
| Glandular fever | High temperature, swollen glands, sore throat. Usually more painful than any before |  | GP appointment needed | Give pain relief before school and come in |
| Hand, foot and mouth | Fever, sore throat, headache, small painful blisters in side the mouth |  | GP appointment needed | Attend as normal but monitor symptoms |
| Head lice | Itchy scalp (may be worse at night) |  | Pharmacy for appropriate lotions | For live lice, apply treatment then return |
| Impetigo | Clusters of red bumps or blisters surrounded by an area of redness |  | GP appointment needed | Return to school 48 hours after antibiotics |
| Measles | Fever, cough, runny nose, watery inflamed eyes, rash |  | GP appointment needed | Return to school 4 days after on-set of rash |
| Scabies | Itching rash, commonly between fingers, wrists, elbows, arm |  | GP appointment needed | Return to school after first treatment |
| Scarlet fever | Fever, unwell, red tongue, sandpaper rash |  | GP appointment needed | Return 24 hours after taking antibiotics |
| Tonsillitis | Intense sore throat for more than one day |  | Pharmacy for appropriate medication | See GP if temperature is high for 48 hours |

Students can carry 2 doses of pain relief to support with managing pain. Our medical team are always on hand to support with administering medication and for advice.

Appendix 7 – Attendance Team roles and responsibilities

| ASR | JGM | BHN |
|--|---|--|
| <ul style="list-style-type: none"> Lead the Attendance Team Oversee legal proceedings processes including Notice to Improve meetings Liaise with PLS on home visits | <ul style="list-style-type: none"> Late gate Check attendance of AP students Check attendance of PT students Check attendance of DOS students | <ul style="list-style-type: none"> Make vulnerable student calls when absent Conflicting marks Internal provision (isolation) registers |

Appendix 8 – Missing student flow chart

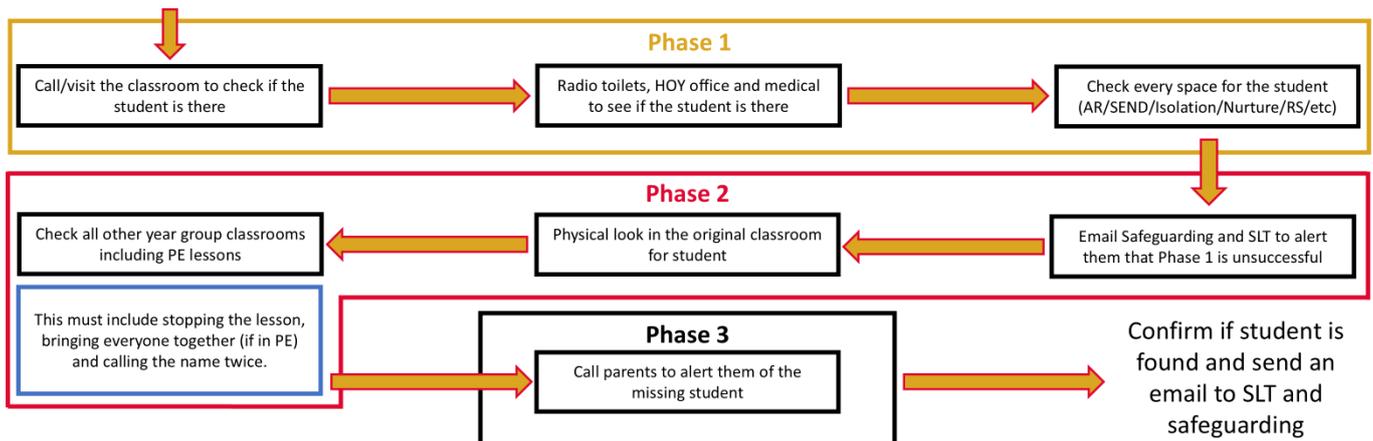
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BA Hons NPQH
Headteacher



Missing student workflow

| | |
|-------------|---|
| When | As soon as the conflicting mark occurs and the classroom has been called and checked for the student. |
| Who | Attendance Officer to complete the workflow directed by the Attendance Manager. |

Student is flagged as missing



Appendix 9 – Half Termly report template

| Attendance | |
|--|---|
| Attendance Legal Proceedings 2025/2026 | |
| Number of School Warning Notices issued | Letter 1 – 219 Letter 2 – 174 Notice to Improve – 101 |
| Prosecution applications | 30 |
| Of the applications to prosecute, 27 of these are from term time holiday absence. In addition, there are now a further 26 students who will be processed for penalty notices in the coming weeks. | |
| Prosecution applications accepted and pursued | 30 |

Pupil Attendance

Number of students removed for elective home education: 10



When looking at the attendance figures and the work done, it is worth remembering the phrase below:
"We are currently trying to turn an oil tanker with a speedboat."

As reported at the last meeting, there have been a number of procedural changes to how the attendance team work and the processes they follow. These are still in their infancy and therefore need longer to embed. A reminder of these changes are below:

| Overview of attendance actions | |
|---|--|
| Actions | Rationale and other comments |
| Updated whole school attendance policy | New attendance policy to be more in line with other LA schools. |
| Updated whole school attendance procedures – particularly around the process unauthorised absence | Attendance procedures now focus on students who have a certain number of unauthorised absences over a certain percentage of attendance. This is now in line with DfE and LCC guidance. |
| Created medical guidance for parents regarding illness | A guide created in line with Public Health England and our medical team. This is sent to all parents who report illness to advise them of when a student can return. Our home liaison officer also takes copies on all home visits. |
| Created a series of standard texts to parents regarding medical appointments | Students and parents were reporting medical appointments which were being authorised without proof. The texts now ask for proof and if the appointment is after 9.30am, to bring the students in for their AM mark. This will not affect their attendance. Many parents often choose to keep their child at home over coming to the mark which does count as an absence. |
| Created robust tracking and support mechanisms for staff through the Attendance Hub | The attendance hub is the new one stop place for all attendance matters. Here it outlines our current attendance and has links to all supporting documentation that staff can see. It also links to the trackers that are used to identify trends and patterns in attendance. These are analysed weekly for the weekly attendance report with a particular focus on those students who have more than one broken week at this early stage of the year. |
| Created attendance handbook for all related staff | The handbook is in the final stages of being completed. This outlines all the procedures and who is responsible for each. |
| Created missing student workflow | The missing student workflow has been revised to make it more efficient and ensure there is appropriate oversight of each stage. |
| Created daily attendance actions sheet | Secondary HOVs receive a sheet with their attendance, and any outstanding actions. This also includes the names for attendance letters to check for mitigating circumstances. |
| Tightening of processes (general) | For the first couple of weeks, RHE has regularly been with the attendance team looking at their daily workflow and making changes to ensure the team work in the most efficient manner. |

The next stages of attendance work need to focus on our relationships with parents and how we engage them to ensure that attendance at school is seen as a priority. Examples of how this will be done are below, this list is not exhaustive.

- Change the language used on absence calls to push parents to encourage a return to school.
- Ensure all parents follow the correct absence reporting procedure so that effective standard replies can be sent confirming the log but also encouraging a return to school.
- Creating dedicated time for HOVs to focus on attendance matters. HOVs are best placed to understand the challenges of our families who often have the strongest relationship with home.
- Embedding and utilizing the key attendance functions in **OnePage** to allow for more efficiencies.
- Create a series of attendance rewards that are communicated home in addition to celebrated in school.

- Finally,
- If we removed any student with an attendance of less than 80%, our whole school attendance would be **84.5%**.
 - If we removed any student with an attendance of less than 50%, our whole school attendance would be **50%**.



Comparison to last year up to this point

| Group | 2024-2025 (to now) | 2024-2025 Year | 2025-2026 (to now) |
|-------|--------------------|----------------|--------------------|
| WC | 90.1 | 88.5 | 87.9 |
| 7 | 92.1 | 89.5 | 92.5 |
| 8 | 90.5 | 89.0 | 87.5 |
| 9 | 89.2 | 88.2 | 86.7 |
| 10 | 89.1 | 87.0 | 85.7 |
| 11 | 89.4 | 87.2 | 85.6 |
| Boys | 89.9 | 88.4 | 86.3 |
| Girls | 90.3 | 88.6 | 87.6 |
| PP | 86.3 | 83.5 | 82.2 |
| SEN | 88.2 | 84.9 | 82.3 |
| EAL | 94.0 | 92.8 | 94.1 |

| Group | Term time holiday | Unauthorised | Illness | Less than 50% |
|-------|-------------------|--------------|---------|---------------|
| WC | 5.4% | 4.7% | 34.5% | 7.7% (64) |
| 7 | 7.6% | 2.5% | 45.4% | 3.4% (6) |
| 8 | 5.1% | 5.1% | 37.7% | 8.5% (20) |
| 9 | 6.1% | 5.3% | 33.2% | 9.2% (20) |
| 10 | 0.0% | 5.8% | 27.9% | 9.9% (20) |
| 11 | 5.1% | 5.4% | 32.4% | 8.1% (16) |

Some of the severely absent are no longer on roll – 19 of the 64 have 0% attendance.

Appendix 10 – Attendance meeting flow chart

Mrs. R. England
BA Hons NPQH
Headteacher



Attendance Meeting Guide

Please follow this guidance for completing attendance meeting or calls. Refer to the specific workflow to identify the steps that need to be taken and some wording that can be used to support the meetings/calls.

Absence due to illness

Student reaches 6 illness sessions in a 10 week rolling period

Consecutive days of illness

2 or more instances of illness

Make a phone call home

"Hello, I am calling about XXX and their absence. They have been ill for 3 days now and I just want to make sure everything is okay and if you have sought any medical advise so we can help get them back to school."

Make a phone call home

"Hello, I am calling about XXX and their absence. They have had a number of illness days and I just want to make sure everything is okay and see what we can do to help them maintain a good level of attendance."

Record the date of the call in Column AB and any relevant notes in Column AF on the PN&I Tracker.

Student reaches 10 illness sessions in a 10 week rolling period

Guidance for the meeting

In the meeting, please complete the following;

- Attendance contract due to illness
- Explore the reasons for illness and any support necessary
- Liaise with medical if appropriate

Unauthorised absence

Student reaches 10 unauthorised sessions in a 10 week rolling period

ASR to send HOY pack for the meeting and notify them that it needs to take place.

Day 1

Read the pack and familiarise with the details

Day 2

Hold the meeting and complete the contract

Guidance wording for the call

"Hello it's XXX from Shuttleworth College. I am calling about the Notice to Improve letter you received regarding the unauthorised absences XXX has had. Please can we book in a meeting to discuss these and the next steps to ensure they regularly attend school, or I am happy to discuss this over the phone.."

Guidance for the meeting

In the meeting, please go through the pack page by page. The pages are;

- Notice to Improve letter
- LLC legal guidance on fines and prosecution
- Section 7 of the Education Act 1996
- Log of all contact made home regarding attendance
- Log of any additional support already in place

Ensure you have read the pack prior to the meeting.