
Southend-on-Sea School Attendance

Guidance for Southend Schools and parents/carers of compulsory school age
September 2021

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About the Guidance

This guidance has been produced for Southend schools, academies, and alternative education providers to give detailed information regarding all aspects of school attendance. In addition, parents may also find the information helpful, and schools can direct parents to various sections to support their work to improve pupil attendance.

The School Attendance Service is committed to the principle that all children have the right to a suitable education and that regular, full time school attendance is vital to enable young people to achieve their ambitions through education, training, and life-long learning.

The School Attendance Team offer support, information, advice, and guidance to all schools to maximise school attendance, through a whole school approach. Alongside our support to schools, the team also provide early support and interventions to families and pupils and where required formal sanctions to return a pupil to regular attendance.

The School Attendance Team which sits within The Access & Inclusion Service, is responsible for fulfilling the Local Authorities statutory duties with regards to school attendance. The service operates a traded service for early support and interventions to schools and families, including casework.

In addition to the traded service, the School Attendance Team work with all schools in seeking formal sanctions through Penalty Notices and Prosecution, where there is evidence of help, support, interventions, and written warnings to parents.

This policy relates to:

- a) Parental responsibility to ensure their children of compulsory school age who are registered at school are punctual and attend regularly;
- b) The school's duties and responsibilities to identify and reduce patterns of pupil absence and whole school systems to improve attendance;
- c) The delivery of the Local Authority's duties in responding to irregular attendance and persistent absence.

Legislation & statutory Guidance

- [The Education Act 1996 - sections 434\(1\)\(3\)\(4\) & \(6\) and 444](#)
- [The Education Act 2002 section 175](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) and subsequent amendments 2010, 2011, 2013, [2016](#)
- [The Education \(Penalty Notices\) Regulation 2004](#) and [The Education \(Amendment\) Regulations 2013](#)
- [School attendance: DfE Guidance for maintained schools, academies, independent schools, and local authorities August 2020](#)

- [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2021 to 2022 academic year DfE guidance July 2021](#)
- [School attendance parental responsibility measures: DfE Statutory guidance January 2015](#)
- [Improving school attendance: support for schools and local authorities, DfE Guidance July 2021](#)
- [Understanding and dealing with issues relating to parental responsibility: DfE Guidance September 2018](#)

Section 1: Parents' responsibilities to ensure regular school attendance

Parents and carers have a legal duty to ensure that their children of compulsory school age (age 5 – 16) receive a suitable full-time education. It is also important that parents encourage their child's regular and punctual attendance at school. If a child is registered at a school, then it is vital that they attend on a regular basis.

It is important that everyone works together to help children obtain the best possible start in life with a good education. Parents should work in partnership with the school, notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have as soon as possible, so they can be addressed quickly.

If a parent has concerns about their child's attendance that the school is not responding to, they can talk to a member of the team within the School Attendance Service by emailing SchoolAttendance@Southend.gov.uk or telephoning 01702 212336.

Alternatively, if a parent is need of help and support, an Early Help Family Support practitioner is on duty every day between 9am and 5.30pm, and can be contacted on 01702 215783 or via EarlyHelpContactPoint@southend.gov.uk.

Parent/Carer Advice

What is compulsory school age?

Compulsory school age starts the first day of term after a child's fifth birthday. A child ceases to be of compulsory school age on the last Friday in June, in the school year that a child reaches 16 years old. This is usually in year 11.

When can my child miss a day from school?

The only times your child can miss school is:

- They are too ill to attend school;
- You have advance permission from the school (including holidays, religious observation, dental and medical appointments, study leave, or your school has made other arrangements to be educated off-site);
- You are following Public Health's advice in Circumstances related to COVID-19 (please refer to the most recently published DfE guidance);

- Your child has been excluded from school (please refer to [Southend's guidance on exclusion](#)).

Where your school has not given advance permission and your child does not attend school, they will be recorded as absent. It is up to the Headteacher of your child's school to decide whether the absence is authorised or unauthorised.

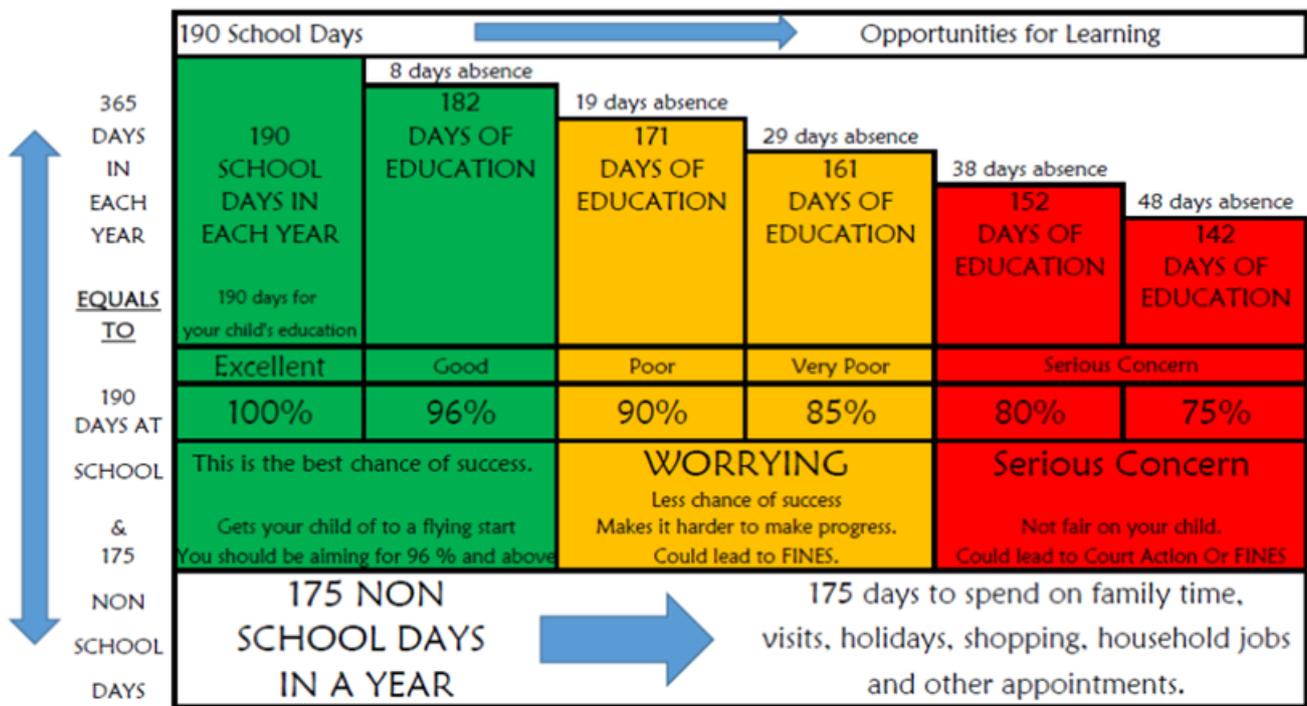
Parents can be given a fine or prosecuted in court if their child has unauthorised absences. The school will have tried to speak to you and will have sent warnings before any legal action is taken against you. Please use this opportunity to discuss any concerns you have and reasons why your child may not be attending school regularly. Working in partnership with the school as soon as possible is the best way to get support and improve the outcomes for your child.

Can I book a holiday in term time?

There are 175 non-school days (13 weeks) where parents and carers can take family holidays and days out without missing time from school. Headteachers should only authorise holiday or leave during term-time in exceptional circumstances.

If a parent believes their circumstances for requesting days off in term time are exceptional, they should put requests in writing to the school as soon as possible. If you go on a holiday without the authorisation of the Headteacher, you may be liable to pay a fine and/or be prosecuted for non-attendance.

Every day missed from school can impact on your child reaching their full potential. The below chart is a guide of days missed and levels of concern.



Please help us to help you. If you are worried about your child's school attendance, then staff are available at school and within the local authority who can help and support you. Gaps in education can mean your child will not reach their full potential.

Definition of a parent in law

[Section 576 Education Act 1996](#) defines a 'parent' as:

- All biological parents of the child (even if they do not have Parental Responsibility and even if the child does not reside with them);
- any person who is not a parent but has Parental Responsibility for the child (for example through a Residence Order, Child Arrangements Order, Special Guardianship Order, Step-Parental Responsibility Order, Adoption Order or Care Order);
- someone who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Therefore all these people have the duty to ensure a child of compulsory school age receives a suitable education and as such, all could receive legal sanctions if the child or young person does not attend school.

Further Advice

For more information about your rights and responsibilities, along with possible legal sanctions for not attending school, please visit the [Child Law Advice](#) website.

Section 2: Schools and Academies

This guidance sets out the principles underpinning an effective whole school strategy for attendance, along with actions that schools may consider when improving attendance for all pupils, pupils at risk of persistent absence and pupils who are persistently absent (PA). Schools are advised to read this in conjunction with DfE Guidance [Improving school attendance: support for schools and local authorities](#) Updated 27 September 2021 and DfE Guidance [School Attendance](#).

Duties and Responsibilities

The Department for Education (DfE) states that:

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects schools to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;

- Act early to address patterns of absence; and,
- Provide full details to the Local Authority of every registered pupil of compulsory school age who:
 - Fails to attend the school regularly; and/or
 - Has continuous unauthorised absence from school for 10 days or more

Expectations of Schools

For a school to achieve and maintain high levels of attendance schools need a whole school approach which demonstrates clearly, to parents, staff and governors, the importance of pupils and staff attending school on a regular and punctual basis.

All schools should have an attendance policy relating to their school expectations, core values and vision for attending school. A successful whole school approach is one which is fully integrated and forms a part of daily school life and ongoing discussions relating to progress. Every member of staff should actively take a role in promoting good attendance and understand the links to safeguarding and keeping children safe.

Every school should have a designated Attendance Lead or Champion who holds a senior position within the school leadership team. Where an Attendance Officer is in post, this officer should be supported by the Attendance Lead to prioritise early identification in patterns of absence and targeted action in line with the attendance policy and ensuring escalation where there is limited or no improvement.

When inspecting schools, Ofsted inspectors are keen to see that a school can evidence progress and the ability to sustain excellent attendance levels that are consistently better than the average levels being recorded nationally. A key part of achieving excellent attendance levels is ensuring that teaching and learning is consistently good, and that the curriculum engages and meets the needs of all pupils who are on roll at the school.

All literature provided to parents such as school prospectus, attendance and behaviour policies, home school agreements, newsletters, and website information, should convey clear messages about how absence affects attainment, wellbeing, and wider outcomes, and how to access help and support. Communications should also include regular reminders about expectations, sanctions and rewards, including at least annual reminders regarding leave during term time and the issuing of penalty notices (refer to the published [Southend Code of Conduct](#)). Parents and carers should be advised that the local authority regularly monitors school attendance and that parents/carers may be invited into school to meet with either the Attendance Lead, Headteacher or the local authority School Attendance Officer, should their child's attendance fall below 93%. Schools must keep evidence of each occasion that one of these communication methods is used as it may form evidence when pursuing formal sanctions.

The school attendance register

Schools are required to take attendance registers twice a day, once at the start of the first (morning) session of each school day and once during the second (afternoon) session.

Within the school attendance policy it should state how long the registers will remain open, and this should be shared with parents and applied consistently. The length of time a register is kept open is not stated in law and should be for a reasonable length of time but not for the majority or all the session. A suggested period would be 30 minutes from the start of the session.

Schools are required to record pupil attendance and absence in line with the specific codes set out within [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) and subsequent amendments, and any recent DfE statutory guidance. In their register, schools are required to record whether pupils are:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

Where a pupil of compulsory school age is absent, schools have a responsibility to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Indicate in their register whether the absence is authorised by the school or unauthorised
- Identify the correct code to use before entering it on to the school's electronic register, or management information system

Where a pupil is regularly or persistently absent, in addition to their own systems for following up and where appropriate challenging absence, schools are also required to report the details of any irregular pupil attendance to the local authority, providing full details of the pupil, the reasons for absence and whether absences are authorised or unauthorised.

A full list of attendance codes and their meaning can be found in Appendix 1 – School attendance codes.

Data Analysis by Schools

Regularly analysing school level data is the key to identifying absence patterns and will enable schools to work with pupils who have attendance levels that are a cause for concern. Analysis can be drawn down in different ways by utilising the school's information management system reports. Examples of different analysis can be by percentages of individual pupils or by grouping such as, year group or subject areas; vulnerable pupil groups such as SEND, free school meals, young carers, EAL, and pupils open to social care; by specific absence code; gender; days; or individual family and friendship groups. It is therefore important that class teachers in primary, and tutors, year and subject leaders in secondary all take an active interest and role in identifying patterns of absence and not leave this solely to the role of the attendance officer or leader.

Schools need to decide what attendance level thresholds will attract further investigation, for example below 93%, and decide who, in terms of members of staff, will be responsible for speaking with pupils

and parents about absence and responding in a consistent way in accordance with the school's policy.

The escalation of procedures to address absence needs to be:

- understood by pupils, parents, and carers
- implemented consistently
- reviewed regularly

It is important that schools regularly review their data against the published information to be able to show that they have a good understanding of how their school compares with other primary, secondary, or special schools nationally. It is also important for schools to be able to demonstrate a clear understanding of whether their attendance data is improving and the reasons which may be attributed to this improvement; or deteriorating, and the context which has led to this negative pattern and what strategies are in place to improve outcomes.

Irregular attendance at school is usually an indicator of an unmet need and places a pupil at higher risks of vulnerability and from becoming a child missing from education. Reasons for absence can be related to underlying health needs, Special Educational Needs and Disabilities pupils (SEND), mental health, bullying, exploitation or wider additional needs within the family or the pupil's environment. To be successful in addressing and improving school attendance, early identification and support is vital.

In addition to individual school attendance reporting and monitoring, Southend-on-Sea Local Authority collates all reported pupil attendance of 70% or less and compares these pupils with other risk factors such as exclusion, reduced hours from school, accessing alternative provision and other vulnerabilities. Pupils with high risk indicators are heard at the Local Authority's Children Missing Education Case Management Group where schools may be asked for additional information.

All schools are asked to return information on all chronic non-attenders, in particular those with 30% attendance or less, and specifically what the school is doing to ensure the safety and wellbeing of the pupil and increase their access to education.

Vulnerable and Disadvantaged Pupils

When analysing attendance and absence data, staff should be mindful of pupils that are statistically more likely to be at risk of irregular attendance. The DfE's research into [Supporting the Attainment of Disadvantaged Pupils](#) identifies that successful schools have effective strategies for identifying early help and rapid response systems to address poor attendance. This includes staff contacting home immediately when a pupil fails to arrive on time. Where the problem persists, staff work with families to address any barriers they face in getting their children to school. Examples of effective school practice can also be found in [Improving Attendance at School](#) by Charlie Taylor.

Schools should seek to identify any significant gaps in the attendance and/or attainment levels of Special Educational Needs and Disabilities pupils, Free School Meals pupils, Children in Care/Looked After Children, English as an Additional Language, Pupil Premium Grant pupils, and children subject to a Child

in Need or Child Protection Plan and demonstrate where there are significant gaps, what strategies have been put in place to reduce and address any concerns.

Where a child with irregular attendance has an Education Health Care Plan (EHCP), and/or is open to social care as a Looked After Child (LAC), Child in need of Protection (CP) or a Child in Need (CiN), or open to the Youth Offending Service (YOS), the school should report these concerns to the named local authority officer such as the SEN Coordinator, social worker, youth offending officer and the Virtual School. This not only alerts the service to a vulnerable child's absence but also promotes working in partnership to reduce any barriers to attending school and improve a child's attendance through multi-agency plans and where appropriate joined up challenge. Do not assume that agencies are aware of a child's absence.

If a vulnerable pupil is continuously absent and the school is unable to make contact with the family or remains unsatisfied by the response of parents, alert the key professionals as soon as possible, rather than the statutory 10 consecutive days.

For pupils with SEND schools are advised to refer to the Southend agreed [SEND Guidance and Protocols](#) with particular focus on the [SEND Shared Expectations](#).

For pupils who are Looked After Children please refer to the [Virtual Schools Attendance and Persistent Absence Policy](#) and associated [appendices](#).

Prevention

Using the school's attendance data and school policy, schools can create a clear process of escalation to ensure that additional needs and vulnerabilities are identified and supported without delay. By setting clear thresholds and aligned support strategies, schools can ensure a fair and consistent approach is adopted as well as who, within the school staffing structure, will take responsibility for intervening once various thresholds are met.

First day contact systems are useful, where a parent has not provided a reason for a pupil's absence and can quickly establish when a child is truanting from school, or where a parent is struggling to get a child into school and requires additional help and support.

A clear policy with thresholds and responses for different levels of absence allows the school to be both consistent with expectations for both staff and parents and pupils. Thresholds should identify when parents can be expected to be informed of concerns and determine when they would be invited into school to meetings and agree a plan of action to improve attendance.

When parents/carers are invited into meetings to discuss absence, the purpose will be to establish any barriers to learning and attending school. A plan of action should be agreed so that all parties are clear on what is expected following the meeting and who is responsible for ensuring that agreed actions are carried out within school and/or at home and the timescale for improvement. Best practice action plans include the desired outcomes and associated actions for the child, the parent, and staff within the school,

ensuring all are clear on expectations. An example attendance support meeting action plan can be found in Appendix 2 - Example Attendance Support Meeting Action Plan.

When considering the identified barriers to attending school, schools should consider completing the Graded Care Profile 2 tool where there are concerns a child may be suffering from neglect, including educational neglect. In addition, engaging with parents to complete an Early Help Family Support Assessment (EHFSA) should be considered as early as possible where initial strategies have not been successful in reinforcing regular and punctual attendance. This is especially relevant where parenting or other environmental factors or additional needs are limiting a pupil's success in attending school. The Early Help Family Support Team, where cases are open to them, work in partnership with the School Attendance Team, where each service area retains responsibilities for both support and challenge. Information regarding Early Help thresholds and different levels of need can be found [online](#).

Effective plans also identify a target attendance percentage for the period under review. This needs to be realistic and achievable when considering any additional health needs and identified barriers, and the current level of attendance. Setting targets focussing on just the period under review, allows the pupil and parents to focus on an achievable target and where realistic achieve 100%.

When staff talk about attendance percentages with parents or pupils, it can be difficult for them to understand why there are concerns. For example, 89% is usually seen as a positive achievement in an examination or test, whereas 89% attendance would warrant a significant level of concern. Parents, carers and pupils will need to understand that a child with 89% attendance at the end of an academic year will have missed 21 days of school (over four school weeks of learning missed) and classed as a persistently absent student.

The review period of plans will depend upon the individual needs of the pupil and family and the level of concern of their absence. For a pupil with 90% attendance, six weeks may be an appropriate period in which to review how effective the plan is. A child with chronic attendance issues may require a weekly meeting to review progress against the plan and intervene with changes in response to needs or achievements.

Where a parent/carer fails to attend meetings with the school, formal letters and action plans should be devised by the school and sent out to each person(s) holding parental responsibility or day carer responsibility, to the family home so that the school can evidence that they have taken steps to notify the parent(s) or carer(s) of concerns and have provided them with advice on what expectations are in place.

Pupils and parents need to understand very early on what actions and sanctions will be applied if expected improvement is not achieved. In addition to sanctions, it is just as important to recognise where improvements have been made and acknowledge these formally with positive communications and rewards.

Rewards

For rewards to be effective they need to be relevant to the pupil and applied consistently. Best practice would be to engage pupils in consulting on the attendance policy, practice, and rewards (as well as sanctions), and ensure that rewards are meaningful and recognised by pupils.

Promoting school attendance and publishing weekly/monthly class or year group attendance can motivate both staff and pupils to attend school more regularly. Peer challenge can be a healthy response to increasing whole class attendance, but where there are chronic pupil absences for known reasons schools may need to remove some pupils from their data to ensure that pupils do not become disengaged in incentives or peer challenge reinforces a pupil to not attend school.

Popular incentives can be mascots (especially those designed and named by pupils) or attendance stars and cups, that move around each week to the class or form with the best attendance and are clearly displayed on doors or in a special area within the classroom.

Younger pupils may appreciate an additional reward such extra playtime or access to specific resources, as where older pupils may associate more with jumping the lunch queue or having access to healthy treats. Local examples of these are primary schools that have special resource boxes to be used in extra play or golden time. One secondary school had the school kitchen staff bake a special (healthy) cake for the form with the best monthly attendance, where kitchen staff became involved in celebrating success and presenting the treats to the form during tutor time.

Other examples are where schools place pupil's names in a lottery, or through other internal reward systems reviewed each term, with physical rewards, acknowledgements of success, involving local businesses to sponsor prizes. With these incentives not only pupils with 100% have the opportunity for accessing rewards but also those with sustained attendance targets.

Quality reward badges continue to hold presence with most pupils (where they are allowed to be worn and displayed on uniform), along with end of year celebrations, such as afternoon tea with the Headteacher or special trips outside of the usual school day. Consult with pupils (especially those with under 90% attendance) regarding what rewards have meaning and try to embed these within systems within school. In addition, keep rewards fresh and under review as incentives soon become stale without energy and enthusiasm from staff to ensure that they are still relevant and have meaning to their pupils.

There are many examples of successful rewards operating within the Borough, schools are advised to talk to their peers regarding what works well in relation to celebrating attendance achievements and share best practice.

In addition, staff also respond well to rewards and are key in raising attendance so ideas to motivate and reward your staff will also reap rewards.

Sanctions

There are many interventions that schools use to help parents get their children to school regularly, but when these are unproductive, schools need to have effective sanctions.

Prior to making a referral to the Local Authority, it is important that schools have worked with, or at least attempted to work with, parent/carer(s) to improve attendance and there is recent evidence of this.

Where improvements in attendance are insufficient, schools must provide a formal letter warning of the possible legal implications of irregular attendance and advising of the possibility of a referral to the local authority. Each warning letter should relate to one pupil only (i.e., each parent should receive one warning letter per child in the case where there are multiple siblings on roll).

All schools wanting to issue Penalty Notices under the Southend Code of Conduct as a deterrent to taking leave during term time, must evidence again that all literature has been provided to parents, such as: school prospectus, attendance and behaviour policies, home school agreements, newsletters, and website information, includes the warning that parents may be issued with a Penalty Notice if leave is taken without permission and provide annual written reminders of where to find this information.

Schools must also ensure that once a parent has submitted a request for leave during term time which has not been agreed due to no evidence of exceptional circumstances, they must then provide parents with a warning letter and expectation of actions should they continue to take the time out of school.

For unauthorised leave during term time schools can refer into the Access and Inclusion School Attendance Team to issue a penalty notice where there have been 10 sessions (5 consecutive days) or more of unauthorised absence due to leave taken during an academic year and where attendance is below 90% during the preceding 10 weeks before the leave was taken.

For unauthorised absence or truancy, schools can refer into the Access and Inclusion School Attendance Team for issuing a penalty notice when the referral criteria of below 90% attendance with 10% of unauthorised absence in the proceeding 10 weeks (during the current academic year) have been met.

Penalty notices can also be issued following a schools Attendance Panel meeting. These are usually meetings led by a senior school leader, school governor and when purchased under the traded service, a local authority officer. For a penalty notice warning to be issued at such a panel, there must be unauthorised absence of 10 school sessions or more within a 10-week period (term time) prior to the panel meeting. Schools must issue a Formal Warning letter on schools headed paper (or the LA where it forms part of the traded service) that reflects the agreed plan and states the sanctions that may be implemented. This warning will remain in place for 10 school weeks. School can then refer to the School Attendance legal intervention officer to issue the Penalty Notice on the first unauthorised absence after the parent has received the warning letter and there is evidence that any plan identified at the panel meeting had been implemented. Schools should refer to Appendix 5 – Request to issue a Penalty Notice

following the schools Attendance Panel. The published Southend [Code of Conduct](#) should be referred to for full information on issuing penalty notices and suggested template letters and guidance.

There are various reasons for school absence, and it is important to acknowledge that statutory intervention will not be appropriate in every case. Where a child is looked after by the local authority, legal action for non-attendance at school is not an available course of action. However, school absence for this cohort is taken very seriously and schools are urged to work closely with the Virtual School and the pupil's social worker to improve pupil attendance.

Southend schools can provide their own sanctions through letters, meetings, parent contracts, home visiting and formal attendance panels, or may choose to purchase the traded service of the local authority School Attendance Team. Where schools provide these sanctions and challenge independently of the LA, schools must keep all evidence of all communications with the parent as these will form any evidence when issuing penalty notices or pursuing non-school attendance through the magistrate's court. The Headteacher should be aware that where evidence is used from the school, the Headteacher may be required to attend Court if requested by the Magistrate and as such must be available when cases are presented to the court.

Under the revised traded service, schools purchasing under 3 hours a week, must independently prepare all evidence to be presented to the Court evidencing school interventions and communications with parents to increase pupil attendance.

For Schools purchasing 3 or more hours from the School Attendance traded service their allocated officer will lead on all evidence presented to the court and where requested can fully participate in attendance support meetings, attendance panels and lead on attendance action plans.

School Attendance Traded Service

The attendance service will support schools with a range of strategies to improve and maintain whole school and individual pupil's attendance. The Service offers schools training, support, and casework, the aim of the school attendance service is to successfully return children to school and uphold the rights of children to access their education.

When purchasing the School Attendance service there will be a range of options available to help support whole school and or individual school attendance. The traded offer to school, has been amended to provide more flexibility and response to individual school needs in direct response to school feedback from consultation. For the full breakdown of traded service packages school should visit the [Southend learning Network](#).

The traded offer is broken into four options: 1 Prevent; 2 Prevent Plus; 3 Prevent, Support and Challenge; and 4 Bespoke. Below are some examples of the range of options available via the traded service:

- Warning letters to parents of children with persistent unauthorised absence and/or with persistent lateness.
- Operate 'Late Gates' with a member of school staff.
- Provide parent school drop-in's/surgeries for parents in need of advice or support relating to school attendance.
- Attend school Parent Coffee Mornings, Parent Evenings and New in-take meetings supporting school attendance expectations.
- Recognition and reward letters to pupils with improved attendance.
- Attend and support school celebration assemblies.
- Attendance Support Meetings and leading on plans and signposting to agencies including EHFS.
- Phone calls and unannounced home visits for continued absences, with actions and recommendations for the parent and follow up interventions.
- Individual case work to meet with parents and young people to reduce and remove barriers to attending school, through relationship building, support and challenge.

Schools wishing to discuss accessing the traded offer or amending their current agreement, should contact the School Attendance Team Leader by emailing SchoolAttendance@Southend.gov.uk or telephoning 01702 212336.

Section 3: Formal Legal Interventions

For schools purchasing the traded Prevent, Support and Challenge package, this section is for information only, as your attendance officer will lead on all initiating, compiling, and presenting all evidence for formal interventions either through penalty notices or prosecution through magistrate's court.

Pre-referral for Penalty Notices or Prosecution

In most cases parentally condoned absence is the result of complex circumstances that require assessment, support, and challenge (refer to section on Prevention).

From the outset, all school contact with parent/carer(s) regarding school attendance should be treated as potential evidence as it can form a part of any subsequent penalty notice or prosecution case. Prior to any referral, schools are required to have worked with, or at least attempted to work with, parent/carer(s) to improve attendance. Good quality evidence would include:

- First day calling contact logs
- Referrals to other agencies (including dates of recorded safeguarding concerns)
- Letters and meeting invites to parent/carer(s)
- Minutes from meetings / home visit contact notes

Conversations with parent/carer(s) regarding school attendance matters should be documented; dated; clearly identify all parties present and signed. To be admissible in court and prove good service, letters

must never be sent home with the child or via the book bag, they should always be sent via Royal Mail post, under separate cover to each parent/carer. First class post should be used where a warning of legal action is contained within the correspondence.

Referral to School Attendance Service for Prosecution

Upon referral, the referrer will be required to confirm that the school has worked with the family, or attempted to work with the family, to remove barriers to attendance and can provide evidence listed above. Additionally, colleagues will be required to confirm their understanding that, should the penalty notice not be paid, it will be the school's responsibility to provide sufficient evidence of pre-referral work to enable the Local Authority to proceed with a prosecution for irregular school attendance under S444 Education Act 1996; without such evidence, should the penalty notice not be paid, further action will not be possible.

The School Attendance Service regrets it is unable to accept referrals where the referral requirements have not been satisfied. If a referral is not accepted, the school will be contacted and reason provided for why action cannot be taken, advice for next steps, and the referral returned.

Requests for a First Warning to be issued prior to requesting a Planning Meeting

Requests to issue a First Warning Letter to parents should be carefully considered and only submitted for those cases where the school believes the necessary preventative work has been carried out with the parent/carer and evidence gathered. The following are required for the Warning to be issued.

- The referral criteria of below 90% with 10% of unauthorised absence in the proceeding 10 weeks (during the current academic year)
- A copy of a letter sent to each parent/carer warning of a referral to The School Attendance Service (dated within the previous 2 weeks)
- An up-to-date accurate attendance record

Following receipt of the request, an officer will carry out agency checks and issue the First Warning. If appropriate, School will receive a copy via email.

If after a maximum of 4 weeks attendance continues to cause concern and absences are unauthorised, school can then notify the School Attendance Service via email with an update of continued school work copies of any letters sent and an up-to-date registration certificate. A Pupil Planning Meeting will then be arranged, and school notified of the date and time via a letter sent by email.

At the meeting, the parent/carer will be issued with a Final Warning letter and an action plan to improve attendance, which may have actions for school, other professionals, parents, and child.

Prosecution

Following the Pupil Planning Meeting, if there's no improvement in attendance and there is sufficient evidence provided by the school and deemed appropriate, a prosecution under section 444(a) Education Act 1996 will be instigated. The Headteacher will be required to complete the witness statement and certified extract and send to the School Attendance Service to put forward to the Legal Team.

It is important that the school continues to work with the family, carrying out first day contact, sending letters, arranging meetings etc. Again, it is vitally important that the attendance service is kept updated of any incidents or changes to family circumstances which could be used as mitigation throughout this period. Just prior to the court hearing the school will be asked for updated information and attendance certificate. Please note, the courts require an attendance certificate directly from the school system, data shared through the School 2 School (B2B) system cannot be used in this instance.

Court dates and witnesses

Whilst the Local Authority liaises regularly with the courts and strives to minimise delays between the decision to prosecute and the actual hearing date, schools do need to be aware that the Local Authority has no control over allocated court dates, and they can fall some weeks or even months in the future.

It is important that schools understand the potential for any member of school staff who has had contact with the family may be asked to provide an additional witness statement. Should the case go to trial, they will be called to provide evidence in court. The Headteacher is the only member of the school who can provide evidence on the accuracy of the registers as they hold overall responsibility. Therefore, in the event of a trial, they too are likely to be required to attend court.

Following court

Following the court hearing, the school is notified of the outcome. Usually, the case is then closed to the Local Authority (unless open under the traded service) and the school continue to work with the family, generating evidence and re-referring if appropriate. In some circumstances, depending on the sentence received, families would still be supported by the LA. An example would be if a parenting order was granted by the magistrate. If there is a conditional discharge placed upon the parent/carer, the School Attendance Service will not close the case as the court would expect a swift return to court should attendance not improve, and further unauthorised absences be recorded. The school will need to continue to work with the family, sending regular attendance certificates home, and keeping a copy of all letters sent, so that sufficient supporting evidence is generated. The school is required to keep the School Attendance Service updated of a pupil's attendance and the school's involvement, to ensure swift action should attendance not improve.

No further role for The Access and Inclusion School Attendance Service

For those cases where there is either no role for the School Attendance Service or legal intervention is simply not appropriate, an officer will discuss the case with the school, signpost to other agencies such as Early Help Family Support, suggest strategies and provide advice before closing the case.

Referral for Penalty Notices as an alternative to Court Action

The Education (Penalty Notices) Regulations 2007 includes a requirement that every local authority must draw up and publish a Code of Conduct for issuing penalty notices.

It is important to note, if upon receipt of a referral, the School Attendance Service believes the information submitted indicates another course of action may be more appropriate, they will contact the school to discuss further, prior to any action being instigated. This may be particularly relevant where a family is open to social care or other statutory services.

Attendance Panels and Pupil Planning Meetings

Careful consideration is needed before calling an Attendance Panel and issuing a Final Warning letter to ensure the case meets the threshold for issuing a penalty notice and prosecution if unpaid. The school needs to be assured the necessary preventative work has been carried out with the parent/carer and evidence gathered, all of which should be prepared in advance of an attendance panel meeting. At the Attendance Panel a Final Warning letter must be issued. Where a parent does not attend the meeting, the Final Warning must be sent via first class mail to all parents/carers with responsibility and day to day care of the pupil. If there is any subsequent unauthorised absence and the Southend Code of Conduct is met, a penalty notice may be requested. The issue of a Penalty Notice under Section 23 of the Anti-social Behaviour Act 2003 is an alternative to prosecution and enables parents to discharge potential liability for conviction for that offence by paying a penalty. The requirements are:

- The referral criteria of below 90% with 10% of unauthorised absence in the proceeding 10 weeks (during the current academic year)
- A copy of a letter sent to each parent/carer warning of a referral to the School Attendance Service
- An up-to-date accurate attendance record

In addition to Attendance Panels, penalty notices can also be issued where there are further unauthorised absences after a Final Warning is issued at a Pupil Planning Meeting. The same requirements apply as above.

Refer to Appendix 3 - Final Warning Letter and Appendix 5 – Request to issue a Penalty Notice following the schools Attendance Panel

Unauthorised Leave During Term Time

Schools must ensure that all literature provided to parents, includes the warning that parents may be issued with a penalty notice if a holiday is taken without permission. If the decision is made not to

authorise a parental request, a letter to the parent confirming that a leave of absence has not been authorised must be sent by the Head Teacher and include a warning that a penalty notice may be issued.

For unauthorised leave during term time schools can refer into the School Attendance Team to issue a penalty notice where there have been:

- 10 sessions (5 consecutive days) or more of unauthorised absence due to leave taken during an academic year; **and**
- where attendance is below 90% during the preceding 10 weeks before the leave was taken.

Refer to Appendix 6 – Request to issue a penalty notice for leave of absence taken in term time for referring to the School Attendance legal intervention officer

AttendanceLegalInterventions@southend.gov.uk

Following Penalty Notice issue

Once the Local Authority has issued a penalty notice, if it remains unpaid at the 21st day, a new invoice will be raised and sent to all parent/carers reminding them that the penalty notice is outstanding and warning them it has now increased to £120.

Penalty Notice paid

Once a penalty notice is paid, an officer will advise the school and close the case. It is important that the school continues to work with the family and if there remain ongoing attendance concerns, carrying out first day contact, sending letters, arranging meetings etc, to ensure there is sufficient evidence available should a further referral be necessary.

Penalty Notice not paid

If a penalty notice remains unpaid on the 28th day, an officer will request an up-to-date evidence pack from the school including any evidence generated both prior to referral and since. It is important that the school continues to work with the family carrying out first day contact, sending letters, arranging meetings etc. If there are ongoing attendance concerns whilst the case is open to the School Attendance Service, the service must be kept fully updated.

It is extremely important that schools immediately inform the School Attendance Service if they become aware of any change in family circumstances, including address, following referral. This is particularly vital if parent/carer(s) provide any mitigation, as any change in circumstances may have a bearing on decisions taken.

Fast Track to Attendance

The Fast-Track Framework is a time-focused model of best practice which concentrates on early intervention in cases of persistent non-attendance and aims to ensure a faster more effective approach

to the implementation of strategies to tackle this behaviour and the underlying causes. Where the parents/carers fail to bring about the necessary improvement, legal proceedings are initiated.

The Aim is:

- To ensure the intervention strategies are put into place early to tackle school attendance problems
- To ensure parents who fail to cooperate or are unwilling to work with the school/LA are identified sooner and action taken to make sure they take responsibility for their child's school attendance

Criteria for Fast Track

The pupil being considered for Fast Track should

- have an attendance rate of 90% or less within the previous 10 weeks
- have unauthorised absences of 10 sessions or more
- is not 'looked after' by the local authority
- school has evidence of pre-referral work undertaken by the school
- the parent or pupil has not identified any valid reasons or barriers why they cannot attend school on a regular and punctual basis

The school should have systems in place as part of their attendance data analysis to swiftly identify pupils who meet the criteria for fast track. Where parents identify concerns or barriers to attending school, such as bullying, SEND, parenting or other additional needs requiring support, the fast track framework would not be appropriate and instead the school should work with the pupil, parent and carers to provide support, advice and signposting to services to remove barriers and improve attendance.

Appendix 4 – Fast Track to Attendance Legal Intervention Referral Form should be completed at each stage and if the pupil doesn't reach the agreed attendance target at week 8, the referral and all supporting evidence should be submitted to the School Attendance Legal Intervention Officer.

Case meets criteria

The school will invite parents into school for an Attendance Support Meeting, the purpose of this meeting is to make an informal assessment of the situation, identify any barriers preventing the pupil from attending school, and to ascertain if there are any reasons why the Fast-Track process should not be followed.

Where the parent/carers attend the meeting, an attendance action plan (or parent contract) will be drawn up, attendance target identified, and the plan/contract signed by parent and school. Where parents fail to attend the meeting, a letter should be sent home, outlining expectations and attendance target.

A four-week review period will be given for improvements to be made with the review meeting date set at the meeting.

At review meeting (week 4), if no improvements have been made, and no sound reasons of mitigation from the parents or statutory services shared, a Final Warning will be issued by the school.

A further review of 4 weeks will be given to track improvement from the date of Final Warning.

Week 8, where satisfactory improvements are evidenced, no formal action will be taken. School will continue to review and support the family through their usual attendance systems. Case closes to Fast Track.

Where no or insufficient improvements are made, a referral (Appendix 4) is sent to the School Attendance legal intervention officer and either a Penalty Notice will be issued by the Local Authority, or the case will be taken through to prosecution.

In summary:

- Week 1 Attendance Support Meeting, agree action plan and attendance target
- Week 4 Attendance Support Review Meeting
 - Target met, close to Fast Track, monitor and support through usual school systems
 - Target not met, issue Final Warning, school continue to provide support
- Week 8 Review attendance against target since issuing Final Warning
 - Target met, close to Fast Track, monitor and support through usual school systems
 - Target not met, school to complete Appendix 4 – Fast Track to Attendance Legal Intervention Referral Form and provide all supporting evidence

All referrals for legal interventions should be emailed to AttendanceLegalInterventions@southend.gov.uk

Who to Contact

General enquiries

Schools purchasing the traded service, should contact their named Attendance Officer in the first instance:

Ann Andrews	01702 212502	annandrews@southend.gov.uk
Debbie Reynolds	01702 212150	DebbieReynolds@southend.gov.uk
Hayley Thornton	01702 212103	hayleythornton@southend.gov.uk
Jayne Adams	01702 534392	JayneAdams@southend.gov.uk
Kimberley Stevens		KimberleyStevens@southend.gov.uk
Louise Keeble	0 1702 215668	LouiseKeeble@southend.gov.uk
Marc Howson	01702 534398	marchowson@southend.gov.uk
Ronnie Rattner	01702 215789	ronnierattner@southend.gov.uk

For general attendance enquiries from schools not purchasing the traded service please email the School Attendance Team on SchoolAttendance@southend.gov.uk

Legal Interventions

For schools wishing to enquire or make referrals for legal interventions such as penalty notices or prosecution, please contact the legal interventions School Attendance Officer on

AttendanceLegalInterventions@southend.gov.uk

For any other enquiries or to raise a concern or complaint, please contact:

School Attendance Team Leader

Jacqui Lipyeat 01702 212336 JacquiLipyeat@southend.gov.uk

Head of Access and Inclusion

Cathy Braun 01702 215066 cathybraun@southend.gov.uk

Links

Statutory Guidance

- [School attendance: DfE Guidance for maintained schools, academies, independent schools, and local authorities August 2020](#)
- [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2021 to 2022 academic year DfE guidance July 2021](#)
- [School attendance parental responsibility measures: DfE Statutory guidance January 2015](#)
- [Improving school attendance: support for schools and local authorities, DfE Guidance July 2021](#)
- [Understanding and dealing with issues relating to parental responsibility: DfE Guidance September 2018](#)

Southend Guidance and Traded Offer

- [School Attendance Service | Southend Learning Network](#)
- [Southend Code of Conduct](#)
- [SEND Guidance and Protocols](#)
- [SEND Shared Expectations.](#)
- [Virtual Schools Attendance and Persistent Absence Policy](#) and [appendices.](#)
- [AV1 unit hire](#)

Legal or Independent Advice for Parents

- [Child Law Advice](#)
- [Special Educational Needs & Disability Information, Advice & Support Service](#)
- [Southend SEND Local Offer](#)

Appendix 1 – School attendance codes

The following codes are used by schools when taking registers, further details are available in the Department for Education’s School Attendance advice:

Code	Reason
Present at School	
/	Present (AM)
\	Present (PM)
L	Late (before registers closed) marked as present
Present at an Approved Off-Site Educational Activity	
The activity must be of an educational nature approved by the school and supervised by someone authorised by the school (not a parent/carer)	
B	Approved educational activity as pupil being educated off site (not dual registration). Education must be supervised by a suitable education professional (not the parent/carer) and measures are in place to ensure safeguarding.
D	Dual registered (at another establishment) - not counted in possible Attendance
J	Approved educational activity as pupil is attending interview with prospective employer or another educational establishment
P	Approved education activity as pupil is participating in an approved supervised sporting activity
V	Approved educational activity as pupil is at an organised educational visit or trip
W	Approved educational activity as pupil is attending work experience
Authorised Absence from School	
C	Authorised absence authorised by the school for reasons not covered by any other authorised absence code, this code should only be used in exceptional circumstances
E	Authorised absence as pupil is excluded, but still on the admission register, with no alternative provision made
H	Authorised absence due to authorised family holiday
I	Authorised absence due to illness (NOT medical or dental etc. appointments)
M	Authorised absence due to medical / dental appointments where a whole session is missed. Where a pupil has an appointment and arrives late during a session, they should be marked as late (L if authorised and U if unauthorised)

Authorised Absence from School	
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to Gypsy, Roma, and Traveller absence

Unauthorised Absence from School	
G	Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed session/s for a reason that has not yet been provided
O	Unauthorised absence as the school is not satisfied with the reason given for the absence, has not authorised the absence and it is not covered by any other code / description
U	Unauthorised absence as pupil arrived after registration closed

Registration Marks Not Counted in Possible Attendance Statistics	
X	Non-compulsory school age absence in possible attendances
Y	Unable to attend due to exceptional circumstances
Z	Pupil not yet on roll
#	Planned whole or partial school closure

Special Amendments in Recording Attendance Related to COVID-19 Academic 2021/2022	
X	Pupil is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC
I	Pupil unable to attend because they have a confirmed case of COVID-19
Y	Pupil unable to return due to being detained abroad (i.e. unable to get a flight due to COVID)
X	Pupils required to be in quarantine on arrival in, or return to, the UK

Additional information for schools relating to COVID-19 absences

In line with public health advice, pupils with symptoms related to coronavirus must self-isolate and schools should strongly encourage pupils to take a PCR test. The school should record the pupil as code X in the register whilst this is being pursued.

If schools are not satisfied with the reason as to why the pupil is not in school, or where a pupil may be reporting symptoms on a frequent basis, schools should follow up their concerns by requesting

supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the school attendance guidance for schools, informing the parent the absence is unauthorised.

Pupils who have been in close contact with someone who has tested positive, do not need to self-isolate. They should instead get a PCR test and should only self-isolate if they test positive. (Where positive the I code is used)

Where pupils are well enough to do so, schools are required to provide remote learning until they are safe to return to school.

For further information, refer to DfE Guidance [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2021 to 2022 academic year](#). In addition the DfE have also released a set of [sub codes for when recording non-attendance related to coronavirus](#). These are

Special Amendments in Recording Attendance Related to COVID-19 Academic 2021/2022	
X01	Non-compulsory school age pupil not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
X02	Pupil self-isolating with coronavirus (COVID-19) symptoms This code is used for pupils who are self-isolating because they have symptoms of COVID19 but they have not yet had a positive test.
X05	Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory) This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health and Social Care (DHSC) red list rules .
X06	Pupil who is clinically extremely vulnerable if shielding is advised Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school. DHSC / PHE Guidance on protecting people who are clinically extremely vulnerable from COVID-19 .
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in government advice This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.
X08	Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

Special Amendments in Recording Attendance Related to COVID-19 Academic 2021/2022

X09	Pupil or student required to self-isolate as a close contact of a confirmed case This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months. There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.
I01	Illness This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.
I02	Illness confirmed case of coronavirus (COVID-19) This code is used for pupils who are absent because they have tested positive for COVID19.

Appendix 2 - Example Attendance Support Meeting Action Plan

Attendance Support Meeting Contract	
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Child Name		Date of Birth	
School		Year Group	

Parent (1) Name:		Date of Birth	
Parent Address		Relationship to child	
Phone number		Email address	
Parent (2) Name:		Date of Birth	
Parent Address		Relationship to child	
Phone number		Email address	

Is the family open to any other service?	Yes		No		Name of Service:	
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Do the family currently have a CIN or CP plan	Yes		No		Name of Social Worker:	
--	-----	--	----	--	-----------------------------------	--

Initial Meeting Attendance %		Initial Meeting Unauthorised absence %	
Review date		attendance target %	

Review Meeting Attendance %		Review Meeting Unauthorised %	
Target met	Yes		No

If the above target is not met, or is not going to be met within the review period then one or more of the following actions may be taken:

- Local Authority Officer to commence home visiting
- Attendance Panel to be held with view to issuing a Penalty Notice
- Case meets Fast Track requirements and referred to Local Authority for issuing a Penalty Notice

- Pupil Planning Meeting to be held to address concerns in a Legal Forum which could lead to a Prosecution being brought against you. Should this happen, you would incur a criminal record and sanctions set out by the Magistrate.

Has the child been seen within the last 10 days? If no, what has been put in place to see the child to assess safety and welfare?	Yes		No	
--	------------	--	-----------	--

Is parental mental or physical health a barrier to school attendance?	Yes		No	
--	------------	--	-----------	--

Is the child a Young Carer?	Yes		No	
------------------------------------	------------	--	-----------	--

Unmet Special Educational Needs, a high percentage of children with poor attendance, exclusion and reduced timetables have special education needs.

Has an EP assessment been requested?	Yes		No	
When was it reviewed?	Date:			
Are the targets SMART to meet all barriers to learning?	Yes		No	
Does the plan identify action for school and all agencies involved?	Yes		No	
Has the school requested EHCP assessment?	Yes		No	

Consider strengths, challenges, and barriers to school attendance
Discussion:

Plan:

--

Signed by [parent, School,pupil]

Sent to parent by:

Email / Post

Appendix 3 - Final Warning Letter

Dear (Parent/Carer)

Penalty Notice Warning Letter - The Anti-Social Behaviour Act 2003 Section 23(1)

This is to inform you that your child, [child's name], [DOB], a registered pupil at [.....] School is not in regular attendance at school.

Plan agreed at the Attendance Panel / Fast Track Attendance Support meeting:

-
-

In the event that your child has a further unauthorised absence in the next 10 school weeks the local authority will, without further reference to you consider issuing a penalty notice to each parent.

The Penalty notice is £60 for each child identified in this letter, to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120 per child. If the higher penalty is not paid within 28 days, the Access and Inclusion School Attendance Team will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Please contact me by [date] to discuss if there are any special circumstances that you feel should be taken into consideration before referring the case to the Local Authority for the issue of Penalty Notices.

Yours sincerely

Head Teacher

Appendix 4 – Fast Track to Attendance Legal Intervention Referral Form

To be completed by school and sent to AttendanceLegalInterventions@southend.gov.uk

Name of child	
Date of birth	
Name of parent/s to be included in the Meeting	
Date of birth of parent/s	
Address of child	
Address of parent if different	

Criteria for Fast Track

The pupil being considered for Fast Track should

- have an attendance rate of 90% or less within the previous 10 weeks
- have unauthorised absences of 10 sessions or more
- is not 'looked after' by the local authority
- school has evidence of pre-referral work undertaken by the school
- the parent or pupil has not identified any valid reasons or barriers why they cannot attend school on a regular and punctual basis

The school should have systems in place as part of their attendance data analysis to swiftly identify pupils who meet the criteria for fast track. Where parents identify concerns or barriers to attending school, such as bullying, SEND, parenting or other additional needs requiring support, the fast track framework would not be appropriate and instead the school should work with the pupil, parent and carers to provide support, advice and signposting to services to remove barriers and improve attendance

List below all communications and activities to support family overcome the barriers to attending school prior to Attendance Support Meeting.

To be completed by school	Copy attached (<input type="checkbox"/>)
Number of Letters sent to parents	
Number of Home visits conducted	
Number of phone calls made	

Confirmation that all school policies are up to date with the new guidance in accordance with the Southend Code of Conduct and Attendance Policy and your policy has been shared with parents

Week 1.

Attendance Support Meeting

Where parents fail to attend the meeting, a letter should be sent home, outlining expectations and attendance target. A four-week review period will be given for improvements to be made with the review meeting date set at the meeting

Date of Meeting	
Did parent(s) attend	
Attendance %	
Mitigating reasons for absence (please list)	
Attendance Target	

Week 4.

Review Attendance Support Meeting

If no improvements & no mitigation, a Final Warning should be issued

Date of Meeting	
Did parent(s) attend	
Attendance %	
Mitigating reasons for absence (please list)	
Attendance Target	

Week 8.

School Review

Satisfactory improvements - no formal action. School continues to review and support the family. Case closes to Fast Track.

Insufficient improvements - referred to LA

Action - Penalty Notice / Prosecution to be agreed by Team Leader				
Date of Review				
Attendance %				
Target Met Yes / No	Yes		No	
Any new mitigating reasons for absence (please list)				
Date referral sent for legal action				

List below all what's been done to support family overcome the barriers to attending school during the preceding 8 weeks.

Copy attached	
Outcome from communications	
Number of Letters sent to parents	
Number of Home visits conducted	
Number of phone calls made	

I confirm the above information and attached documents to be an accurate account of events and parent (s) named on page one meets the criteria for Fast Track legal intervention by the School Attendance Team

Signed by (Headteacher)	
School	
Date	

Appendix 5 – Request to issue a Penalty Notice following the schools Attendance Panel

	To be completed by head teacher	Tick when checked (team leader)
Name of child		
Date of birth		
Name of parent/s to be named on the Notice		
Date of birth		
Address		
Address of parent if different		

Dates Attendance Panel took place following unacceptable levels of unauthorised absence of 10 school sessions or more within a 10 week period (term time) prior to the panel meeting.		
Registration Certificate attached detailing current attendance		
Copy of warning letter issued by head teacher (attached)		
Confirmation that all school policies are up to date with the new guidance in the Southend code of conduct and this has been shared with parents		

I confirm that to the best of my knowledge the above information is accurate and that I wish for the Access and Inclusion School Attendance Team to issue a Penalty Notice to the parent/s of the above child in accordance with the guidelines issued in the Southend code of conduct

Head Teacher Signature	
School	
Date	
Print Name	

Return to AttendanceLegalInterventions@southend.gov.uk

Appendix 6 – Request to issue a penalty notice for leave of absence taken in term time

ALL the below sections must be completed and returned to AttendanceLegalInterventions@southend.gov.uk for the legal interventions officer to process the request. (The request will be returned if not fully completed)

	To be completed by head teacher	Tick when checked (team leader)
Name of child		
Date of birth		
Name of parent/s to be named on the Notice		
Date of birth		
Address		
Address of parent if different		
Dates of leave (10 sessions (5 consecutive days) or more of unauthorised absence due to leave taken during an academic year)		
Attendance is below 90% during the preceding 10 weeks before the leave was taken		
Copy of leave request from parent (attached)		
Copy of warning letter issued by head teacher (attached)		
Confirmation that all school policies are up to date with the new guidance in the Southend code of conduct and this has been shared with parents		
I confirm that to the best of my knowledge the above information is accurate and that I wish for the Access and Inclusion School Attendance Team to issue a Penalty Notice to the parent/s of the above child in accordance with the guidelines issued in the Southend code of conduct		
Head Teacher Signature		
School		
Date		
Print Name		

Return to AttendanceLegalInterventions@southend.gov.uk