



Attendance and Punctuality Policy

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1.1		

1. Introduction

- 1.1. The Academy is committed to providing a full and effective educational experience for all students. We believe that if students are to benefit from education, punctual, daily attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage.
- 1.2. The Academy actively promotes and encourages 100% attendance for all our students. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.
- 1.3. If there are problems which affect a student's attendance, we will investigate, identify and strive in partnership with parents and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.
- 1.4. As per s576 of the Education Act 1996 : a "parent", in relation to a child or young person includes any person-
 - a. who is not a parent of his but had parental responsibility for him/her, or
 - b. who has care of him/her.

2. Legislation

- 2.1. The Education Act 1996 requires parents/carers to ensure their children receive effective, full- time education, either by regular attendance at school or otherwise. Schools and Academies are responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session.
- 2.2. The government expects:
 - a. Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence;

- Ensure every student has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- b. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- c. All students to be punctual to their lessons.

2.3. These requirements are contained in:

- a. The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- b. The Education (Student Registration) (England) Regulations 2006
- c. The Education (Student Registration) (England) (Amendment) Regulations 2010
- d. The Education (Student Registration) (England) (Amendment) Regulations 2011
- e. The Education (Student Registration) (England) (Amendment) Regulations 2013
- f. The Education (Student Registration) (England) (Amendment) Regulations 2016

3. What you can expect from All Saints Academy:

- a. We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- b. We will work closely with parents/carers where student's absence is cause for concern.
- c. We will support students to achieve good attendance and punctuality.
- d. We will support students returning to school after prolonged absence.

4. What All Saints Academy expects from students:

- a. To attend regularly and on time.
- b. To be punctual.

5. What All Saints Academy expects from Parents/Carers:

- a. To ensure their child attends the Academy on those days it is open, punctually, dressed in full uniform and equipped to learn.
- b. To ensure their child attends every day the Academy is open unless they are too ill to do so.
- c. To avoid arranging holidays during term time.
- d. To immediately inform the Academy if their child is unable to attend.
- e. To avoid making medical appointments during school time as far as possible.

6. Managing Attendance

- 6.1. An attendance award system is used within the Academy and attendance rewards will take exceptions for 'authorised absence' into account, which are students whose absence marks relate to a recognised impairment (as the Disability Discrimination Act requires us to treat those with a disability 'more favourably') or those students granted leave for religious observance.

7. Punctuality

It is the responsibility of parents/carers to ensure their child attends full time education and arrives at the Academy on time. Punctuality is monitored by the Academy and parents will be contacted if their child is not arriving to the Academy on time. Any child that arrives late to the Academy will be issued with a 20-minute House Detention (after school) for the same day. If a child persistently arrives after the registers close, cases will be referred to the EWO who may consider issuing a Penalty Notice.

8. Authorised Absences

- 8.1. Absences from school will only be classified as authorised for the following reasons:

- a. Genuine illness
- b. Unavoidable medical / dental appointments
- c. Days of religious observance
- d. Exceptional circumstances, such as bereavement or marriage of an immediate family member
- e. Seeing a parent who is on leave from the armed forces
- f. External examinations
- g. When Traveller children go on the road with their parents

9. Absences during Term Time

- 9.1. Permission must be sought in advance to take a student out of school during term time, which can only be requested from a parent/carer with parental responsibility and with whom the child normally lives.

- 9.2. If the circumstances relating to this request are considered exceptional and the absence is authorised by the Academy, the authorising of the absences

will be conditional on the child's attendance being satisfactory up to the date covered by this request. If the Academy withdraws the authorisation due to the attendance dropping to an unacceptable level, the parent/carer will be informed of this in writing.

- 9.3. If a request is refused and the child is taken out of school, this will be recorded as an unauthorised absence, which may then be liable to a penalty notice, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

10. Truancy

It is the legal responsibility of parents/carers to ensure their child attends all lessons as required. Parents/carers will be informed by the Attendance Officer if their child has been identified as truanting from the Academy. Persistent cases may be referred to the EWO who may consider issuing a Penalty Notice.

11. When Attendance Causes Concern

- 11.1. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.
- 11.2. The Academy will utilise the support of the Inclusion, Attendance and Welfare Service (IAWS), where attendance is a concern. The IAWS service can support and advise parent/carers who may be experiencing difficulties with their child's attendance.
- 11.3. If attendance continues to be unacceptable, the Academy, with support from the IAWS, will instigate the legal process as per the flow chart in Appendix B.
- 11.4. For continued unacceptable attendance the local authority may make the decision to issue a Penalty Notice, requiring a parent to pay a fine of up to £120 per parent/carer. In certain circumstances, a parent/carer may be prosecuted and be required to attend the Magistrates Court where they could face up to 3 months imprisonment and/or a fine of up to £2,500. The parent/carer will be given every opportunity to improve their child's attendance and they will receive a written warning before any legal action is taken.

Appendix A: All Saints Academy Attendance Management Procedures

1. Attendance Management Procedures

- a. Morning registration starts at 8.40am and continues until 9.10am. Children are expected to arrive at 8.35am ready for the start of morning registration. Children arriving between 8:40 and 9.10am are deemed as late 'before registration closes' and will be issued with a late mark (L). Children arriving after 9.10am are considered late 'after registration has closed', they then lose their mark for the whole session and it is recorded as 'unauthorised' (U).
- b. Afternoon registers open at 12:15 pm until 12.30. Any child arriving to Period 3 after 12:30 pm will be considered late 'after registration has closed', they will lose their mark of the whole session and is recorded as 'unauthorised' (U).
- c. If your child is ill, or absent from school for any reason, it is expected that parents/carers will contact the relevant attendance phone number or main school reception in the morning before 8.30am to inform the school of the reason for absence. If your child is unwell, please give details of the illness.
- d. The school has an answerphone and it is acceptable for a parent to leave a message. If no message has been received, the automated attendance line will contact the parent and a text message will be sent.
- e. Routine appointments i.e. dental check- ups, eye tests should be made out of school hours or during school holidays. For any appointments during the school day, please bring in your child's appointment card/letter; the office staff will take a copy and this is added to your child's school record.
- f. If the absence is for more than one day the school should be kept informed on a daily basis. If a student is absent due to illness for more than three days, the parent will be asked to provide an appointment card/prescription indicating that the student has been seen by a medical professional. The reason for this is that when a student is quite unwell for sustained periods of time, we, as a school, are obliged to demonstrate that we have followed the absence process. This is not about the school doubting what a parent has said, it ensures that when the Education Welfare Officer (EWO) visits the school to monitor student attendance below 90%, we can speak on behalf of the parent and explain the circumstances surrounding a student's low/erratic attendance or prolonged absences.
- g. Parents will be contacted on the first day of absence whenever any student is absent without reason, or persistently late, and will be reminded, if necessary,

of their legal responsibility for ensuring that a child of compulsory school age attends school regularly.

- h. The Attendance Officer/Head of House has responsibility for following up any concerns for attendance, informing parents where there are concerns regarding attendance, and for reporting persistent problems to the designated senior leader.
- i. Attendance concern letters will be sent home where a child's attendance drops below an acceptable standard and if not addressed this will lead to legal action being started.

Appendix B: Attendance work streams

Daily	
Deputy Headteacher	<ul style="list-style-type: none"> ✓ Knows the day's attendance % by 9.30am each day and the year to date % each day ✓ Makes calls on any safeguarding attendance concerns and makes referrals to Gateway, police as appropriate
Attendance officer	<ul style="list-style-type: none"> ✓ Alerts safeguarding team to any students on 'Attendance watch list' who are absent. ✓ Contacts home for students for whom parents/carers have not made contact. ✓ Uses attendance phone call micro-script to address attendance concerns. ✓ Sends text messages home for non-attendance. ✓ Run absence list and distribute. ✓ Refresh of attendance data in order to send out appropriate attendance concern letters (linked documents SIMS). ✓ Alerts Deputy Head of any unsuccessful home visits (from SSOs).
Head of House	<ul style="list-style-type: none"> ✓ Knows the day's attendance % for their House by 9.30am. Knows the names of students in their House who are not in school that day. ✓ By end of day have an updated list of students who were still not in school despite phone calls and home visits by SSOs. ✓ Gives SSOs direction for attendance interventions to be put in place to secure students back in school who were absent previous day <p>Eg:</p> <ul style="list-style-type: none"> - Call parent at end of day to set up a reintegration meeting for first thing - Ask parent to accompany student into school first thing for a meeting to ensure attendance

	<ul style="list-style-type: none"> - Conduct a home visit by 9.20am if student failed to attend.
Student Support Officers (SSOs)	<ul style="list-style-type: none"> ✓ Knows the day's attendance % for their House by 9.30am. Knows the names of students in their House who are not in school that day. ✓ Check the absence list by visiting classrooms of relevant students. ✓ Phone calls for all students not in school where there has been no communication from family to school prior. ✓ Arrange home visit for second day of consecutive absence (where appropriate) and complete the Academy section of contract; also 'no answer' letter. ✓ If no contact can be made following home visit and whereabouts of child is unknown then reported to safeguarding lead/team.
Weekly	
Deputy Headteacher	<ul style="list-style-type: none"> ✓ Knows the weeks attendance % by Monday at 9.30am (for previous week) and the year to date %. ✓ Meets with Heads of House for Pastoral Briefing. ✓ Meets with EWO weekly for accountability.
Attendance officer	<ul style="list-style-type: none"> ✓ Publishes Attendance tracker and Summary spreadsheets to SLT, HOH and SSOs. ✓ Posts attendance concern letters home and links to linked documents (SIMS).
Head of House	<ul style="list-style-type: none"> ✓ Analyse attendance data and identify students who are a priority and decide upon appropriate actions. Look for students persistently in red, students below 95%. ✓ Liaise with SSO and ensure clarity on actions and interventions for attendance.
Student Support Officer (SSOs)	<ul style="list-style-type: none"> ✓ Analyse attendance data and identify students who are a priority and decide upon appropriate actions. Look for students persistently in red, students below 95%. ✓ Liaise with HOH and ensure clarity on actions and interventions for attendance. ✓ Weekly meeting with EWO
Fortnightly	
Deputy Headteacher	<ul style="list-style-type: none"> ✓ Meet with Heads of House for their Line Lead meeting and Inclusion meetings – attendance and actions for their year group are discussed and next steps set.
Half termly	
Deputy Headteacher	<ul style="list-style-type: none"> ✓ QA attendance contracts ✓ Celebration 97% or higher attendance AND improved attendance.

Attendance officer	<ul style="list-style-type: none"> ✓ Publish half termly attendance summary report ✓ Post 97%-100% celebration attendance letters.
Head of House	<ul style="list-style-type: none"> ✓ Celebration Assemblies with an attendance focus... 100% certificates, winning year group etc. ✓ Be clear on year group attendance for half term
Student Support Officer (SSOs)	<ul style="list-style-type: none"> ✓ Update 97% and higher celebration year group ✓ Be clear on year group attendance for half term ✓ Review actions on attendance spreadsheet.

Appendix C: Attendance Action Steps

Authorised absence

Concern	Action	Information follow-through	Staff responsible
6 sessions (1 session being either am or pm session) of absence (authorised)	Attendance Monitoring GREEN Letter (Appendix I) sent home.	Letter uploaded to SIMS as 'Attendance Letter 1 (date)' by AO.	Attendance Officer / Deputy Head
12 sessions of absence (authorised)	Attendance Warning AMBER Letter (Appendix J) sent home.	Letter uploaded to SIMS as 'Attendance Letter 2 (date)' by AO.	Attendance officer / Deputy Head
Student Support Officer (SSO) Attendance meeting	Attendance meeting is arranged in AMBER letter. Attendance contract is drawn up and signed.	Contract uploaded to SIMS as 'HV attendance contract (date)' by SSO.	Attendance officer / Student Support Officer
18 sessions of absence for illness (code I)	Attendance Medical Withdrawal letter (Appendix L) is sent by Attendance officer.	Letter uploaded to SIMS as 'Attendance Medical letter (date)' by AO.	Attendance officer
Continued absence (if unauthorised trigger has not been hit)	Attendance officer alerts Head of House to those students who have failed to provide medical evidence and have further unauthorised absence. Head of House attendance meeting. Attendance contract is completed in meeting. Failure to attend meeting (parent/carer/student) results in a non-attendance to attendance meeting letter (Appendix E) being sent home.	Contract uploaded to SIMS as 'Attendance Contract (date)' by SSO. 'Did not attend' letter copied and added to student file – SSO/HOH	Head of House / Student Support Officer / Attendance officer

Attendance Action Steps

Unauthorised absence

Concern	Action	Information follow-through	Staff responsible
Second day of absence	Attendance officer informs SSO that a home visit is required. SSO uses Home visit micro-script and completes the Attendance contract. If there is no-answer, a 'No answer' Home Visit Letter is posted.	Contract uploaded to SIMS as 'HV attendance contract (date)' by SSO. Copy and add 'no answer' letter to student file – SSO.	Attendance officer / Student Support Officer
6 sessions of unauthorised absence.	Attendance Monitoring GREEN Letter 1 (Appendix I) sent home.	Letter uploaded to SIMS as 'Attendance Letter 1 (date)' by AO.	Attendance Officer / Deputy Head / SSO
8 sessions of unauthorised absence	Attendance Warning AMBER Letter 2 (Appendix J) Attendance meeting is arranged. Attendance contract is completed in meeting. Failure to attend meeting (parent/carer/student) results in a non-attendance to attendance meeting letter (Appendix E) being sent home.	Contract uploaded to SIMS as 'Attendance Contract (date)' by SSO. 'Did not attend' letter copied and added to student file – SSO/HOH	Head of House / Student Support Officer / Attendance officer
10 unauthorised absence sessions	Attendance Persistent Absence RED Letter 3 (Appendix K) is sent by Attendance officer.	Letter uploaded to SIMS as 'Attendance Letter 3 (date)' by AO.	Attendance officer
Further unauthorised absence sessions (after Letter 3 is sent).	Education Welfare Service letter 1 – Contact made by Educational Welfare Officer (EWO).	Letter uploaded to SIMS as 'EWS Letter 1' (date)' by EWO.	Attendance officer / EWO
Further unauthorised absence sessions (after EWS 1 is sent).	Non-formal or formal meeting to be conducted (dependant on circumstances) which may lead to further legal intervention.		EWO / Local Authority

Appendix D: Attendance contract

SEE DOCUMENT

Appendix E: Non-attendance to attendance meeting letter

Dear (salutation)

Re: Attendance Meeting

You were invited to an Academy attendance meeting with your child/ward's Head of House on (date), which you were unable to attend.

Please find a copy of (student)'s attendance contract and record of attendance which we reviewed at the meeting in your absence.

(student)'s attendance will be continually reviewed and further unauthorised absences will lead to intervention from our Educational Welfare Officer. If there has been no significant improvement in attendance, then we will be passing this case over to the local authority in order to begin the first stage in legal proceedings.

I am hopeful we can improve (student)'s attendance with your support.

Appendix F: Attendance phone-call micro-script

Micro-script for attendance phone call

Hello [Parent's name].

I am [caller's name] from All Saints Academy

How are you doing today? We are worried as (Child's name) is not in school today. Are they doing okay?

If parent says they are sick

What a shame. I am sorry to hear they are unwell. Do you think they would be well enough to come into school now? If not we would advise you take them to the doctor.

If you could provide us tomorrow with the doctors appointment slip that would be helpful please.

If you do not think they require to see a doctor could you please accompany them into school now?

If parent says they are refusing to come into school

What a shame. If you tell them that (caller's name) is on the phone and would like to speak to them to encourage them to come in.

Hello (student's name)

How are you doing today? We are worried about you. I hear you do not want to come into school. Is everything okay? Tell me what is wrong. We can find a solution.

Why don't you come into school now to meet with me and we can put a plan in place that will help resolve those issues.

Great I will see you in 30 minutes.

If parent says they are out of the country with their child

Just like you, we want to do all we can to be sure [child's name] is successful in school and one way we can help make this happen is to be sure [s/he] gets to school each day. Allowing them to leave the country during term time is not helpful for your child's education. It can lead to court action. There are fines associated with this. When is their return ticket booked for? Can you email us a copy of it? We would recommend they return to the UK immediately to prevent any further action.

When [child's name] misses school [s/he] also misses valuable learning time and this can make [her/him] fall behind in [her/his] school work. We need to work together to prevent this happening.

If parent says they do not know where the child is. They thought they were in school.

Go and double check first that they are not in lesson or in another lesson

Did (child's name) leave in uniform this morning with intention of going to school? Have you tried their mobile number?

Look at who else in their year group/friendship group is not in school. Do you know who they could be with? Where they could be?

Can you go and look for them? Please keep us informed. We will contact the police if we are still unable to find them. We suggest you contact 101 if you are still unable to find them too.

Arrange for child to be escorted into school for a Head of House meeting when they've been found. Student to do an extended day in the Lighthouse as a sanction.

Appendix F: Home visit micro-script

Micro-script for home visit

Hello [Parent's name].

I am [staff name] from All Saints Academy

How are you doing today? We are worried as (Child's name) is not in school today. Are they doing okay? Are we able to come in to discuss how we can get (child's name) back into school?

If the parent refuses entry

I understand that you might have some reservations about us coming in. I do need to make you aware that we are concerned about (child's) attendance. We do want to have the opportunity to discuss any barriers and look at what support we can put in place to support (child) attending All Saints.

If (child's) attendance continues to be a concern, this will be referred to our Educational Welfare Officer and this will lead to court action.

Thank you for time – do not hesitate to get in contact with us if there is anything we can do to help (hand over DID NOT ANSWER letter / post letter).

Home visit

Thank you for inviting me in. (Use Attendance contract to structure discussion, gaining student and parent views on non-attendance, discuss what support has already been put in place and then propose next steps).

Possible next steps (not all applicable in all cases / check with DH/HOH prior to meeting)

- Resolution with student/staff member
- Referral to SEN / Inclusion
- Catch-up work
- Inform staff of concerns
- Arrangements for social time
- RTT
- Referral to external agency
- TAM meeting
- EHAT
- Financial support (e.g. uniform)
- Discussion with staff member at school (in event of issue being home-related).

I would like you to come in to school today (discuss options to get student into school). I am going to following up on your attendance each day for the next week and we can arrange a time to meet in order to discuss how things are going.

Appendix G: 'No answer' home visit letter

Re: Attendance Home visit

Student:

House:

Date of home visit:

Dear parent/carer,

Today a member of staff visited your property as a result of you child/ward's non-attendance at All Saints Academy. Attendance at school is a legal requirement for a young person's education and also to ensure that they are accounted for and safe.

If you require support with your child/ward's attendance; please do not hesitate to get in contact with us.

Our expectations:

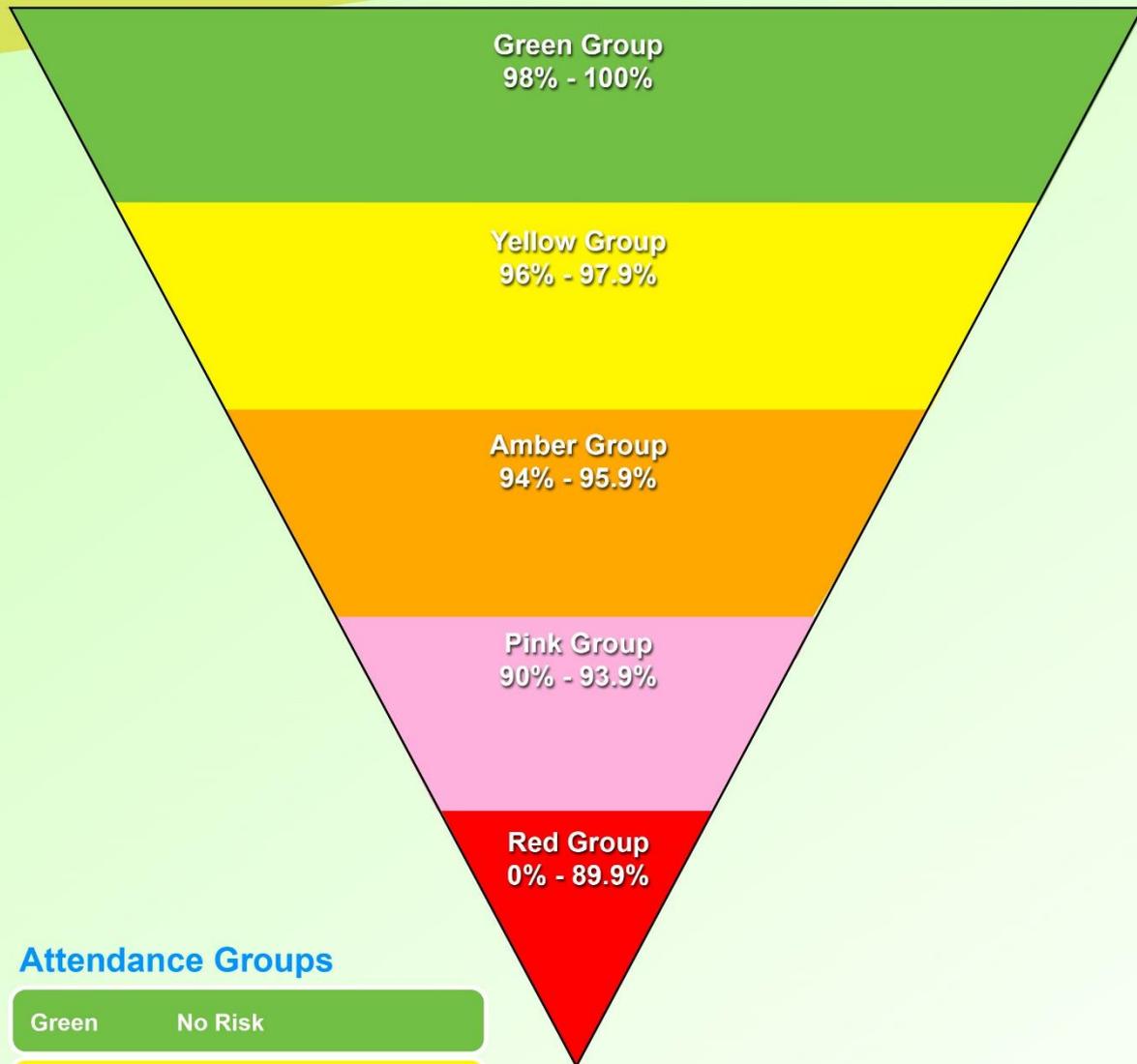
- The attendance target for all students at All Saints Academy is 97-100%.
- All students are expected in school at 8.35am.
- Students arriving after the register has closed will be registered as absent.
- Absences without a valid note will be unauthorised. The Academy should be contacted on the first day of absence. Official medical notes or appointment slips will be requested. Medical appointments should be made outside school time where possible.
- Avoidable absences will not be authorised. Holidays will not be authorised unless in exceptional circumstances. Leave of Absence should be applied for using a form that can be collected from the attendance office.
- The Academy must have up to date contact details; parents will receive a text by 11am if a student is absent without known reason.
- The Head of House or Student Support Officer should be contacted if there are attendance barriers.

Parents have a legal duty under the Education Act (1996) to ensure their child attends school regularly. In persistent cases All Saints Academy may have no option but to refer to the Educational Welfare Service in order to proceed with court action.

If there is anything we can do to support your child/ward attending school, please get in contact as soon as possible.

Appendix H: Attendance Triangle

ATTENDANCE TRIANGLE



Attendance Groups

Green	No Risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

Appendix I: Attendance Monitoring Letter 1

Date:

Attendance monitoring: Green Letter

Dear Parent/Carer

NAME:

ATTENDANCE PERCENTAGE:

Our records show that your child has 6 or more unauthorised absences and I am writing to advise you of the situation. One unauthorised absence session is either a morning or afternoon where a student is not in school.

You will be aware that regular and punctual attendance at school is vital so that pupils are able to take full advantage of the opportunities available to them. Additionally, it is the responsibility of the parent/carer to ensure that their child attends school regularly and punctually.

Our attendance policy is:

6 unauthorised absences: Letter home and offer of support

8 unauthorised absences: Supportive pastoral meeting with your child/ward's Student Support Officer (SSO).

10 + unauthorised absences: Meeting with our Educational Welfare Officer (EWO).

If you wish to discuss these absences or if there is anything we can do as a school to support you or offer any Early Help please contact the Attendance Line on 01752 705131 Alternatively, please get in contact with your child/ward's SSO (information can be found on our website).

Appendix J: Attendance Concern Letter 2

Date:

Attendance monitoring: Amber Letter

Dear Parent/Carer

NAME:

ATTENDANCE PERCENTAGE:

Following my previous letter advising you of our concern regarding **forename's** low level of attendance, unfortunately their attendance remains below the acceptable level expected for our academy. Regular and punctual attendance at school is vital

so that all students are able to take full advantage of the opportunities available to them.

Name's attendance is currently *****% and this means they have missed ***** days of school so far during this academic year.

We want to work with you to try and resolve the matter. Parents working together with their child/ward's school is often the most effective way of improving both attendance and learning.

In view of this, an attendance meeting has been arranged for time on Date to discuss what steps can be taken to improve the situation. Please confirm that you will be attending the school for this meeting using the contact details below.

I must remind you that you have a legal responsibility to ensure that name attends school regularly and punctually. If absences continue without evidence being provided that they are unavoidable, the academy must refer the matter to the Education Welfare Service who could initiate legal proceedings, if they consider it appropriate to do so.

We look forward to hearing from you.

Appendix K: Attendance Warning Letter 3

Date:

Persistent Absence - Red Letter

Dear <<Name Name>>

NAME OF YOUNG PERSON:

ATTENDANCE PERCENTAGE:

As a result of continuing low attendance, your child is now considered to fall into the category of a Persistent Absentee as designated by the criteria laid down by the Department for Children, Schools and Families.

The matter has now had to be referred to the Education Welfare Service, who will monitor attendance and will be looking for immediate and significant improvement.

To assist you in achieving this, the pastoral team would like to meet and agree a plan of action which will meet this aim on <<Date>> at <<Time>>. The Education Welfare Officer, <<Name Name>> may also be present at this meeting.

Please confirm your attendance at this meeting by contacting the school on <<**School Contact Details**>> on receipt of this letter.

We look forward to hearing from you.

Appendix L: Attendance Medical Withdrawal letter

Dear «salutation»

Attendance Concern (medical withdrawal letter) «forename» «surname» «reg»

I am writing to share my concern regarding the number of absences your child/ward has had from school. As a school we aim to have all our students attending 100% of the time.

Currently «chosen_name»'s attendance is recorded as % with [Click or tap here to enter text.](#) sessions of absence. Your child/ward's attendance means they are at significant risk of underachievement. **As of today, therefore, absences will only be authorised by the school if we are sufficiently satisfied that the reasons for the absence were completely unavoidable. You are invited to provide the school with additional information or documentation to enable us to make an informed decision regarding authorisation for each absence should you so wish.**

If you believe that your child/ward has an ongoing medical condition which keeps impacting on their ability to attend school fully, then we would ask that you talk to us about this and we will consider developing an Individual Health Care Plan with you and any appropriate health care professionals, to support your child with their education.

If you, the parent or carer, consider that there are other issues which impact on your child/ward's ability to attend school regularly then it may be possible for the school to access some additional support through Early Help. If you would like us to explore this with you then please get in touch.

Please contact me on the above contact details if you wish to discuss this further.

Appendix M: Registration expectations and actions

Concern	Action
First missed register	Reminder to take register send by Attendance officer. Failure to complete register in future will generate a

	referral to Head of House (tutor) or Head of Department (subject).
Second missed register	Reminder to take register send by Attendance officer. Head of House / Department copied in for discussion about missed register. Failure to complete another register in future will generate a referral to the appropriate member of the Senior Leadership Team (House / Department line lead).
Third missed register	Communication made by Attendance officer. Meeting held with SLT line lead. Failure to complete a further register will generate a referral to the Designated Safeguarding Lead/Deputy Headteacher.
Fourth missed register	Communication made by Attendance officer. Meeting held with Designated Safeguarding Lead/Deputy Headteacher. Failure to complete a further register will generate a formal disciplinary meeting with the Headteacher.
Fifth missed register	Formal disciplinary meeting with Headteacher.

1. Register Action 1

Dear (staff member)

It has been noticed that you have yet to complete your register for Period <N> on <Day><Date>. Please will you complete it retrospectively and confirm by reply when done.

Please be reminded that you are required to complete your registers in a timely manner to comply with statutory and safeguarding reasons. Registering students is a necessary part of keeping children safe in education; it is our responsibility to account for students at any point in the school day.

Failure to complete a register in future will generate a referral to your Head of Department/House.

2. Register Action 2

Dear (staff member)

It has been noticed that you have yet to complete your register for Period <N> on <Day><Date>. Please will you complete it retrospectively and confirm by reply when done.

Please be reminded that you are required to complete your registers in a timely manner to comply with statutory and safeguarding reasons. Registering students is a necessary part of keeping children safe in education; it is our responsibility to account for students at any point in the school day.

As this is the second occasion that a register has not been completed, your Head of House/Department has been copied into this email in order to have a discussion with you regarding this matter.

Failure to complete another register in future will generate a referral to the appropriate member of the Senior Leadership Team.

3. Register Action 3

Dear (staff member)

It has been noticed that you have yet to complete your register for Period <N> on <Day><Date>. Please will you complete it retrospectively and confirm by reply when done.

As this is the third occasion that a register has not been completed, you are now required to attend a meeting with a member of the Senior Leadership Team in order to have a discussion with you regarding this matter.

Failure to complete a further register will generate a referral to the Designated Safeguarding Lead/Deputy Headteacher.

4. Register Action 4

Dear (staff member)

It has been noticed that you have yet to complete your register for Period <N> on <Day><Date>. Please will you complete it retrospectively and confirm by reply when done.

Please be reminded that you are required to complete your registers in a timely manner to comply with statutory and safeguarding reasons. Registering students is a necessary part of keeping children safe in education; it is our responsibility to account for students at any point in the school day.

As this is now the fourth occasion that a register has not been completed, you are required to attend a meeting with the Designated Safeguarding Lead/Deputy Headteacher, in order to have a discussion with you regarding this matter.

Failure to complete a further register will generate a formal disciplinary meeting with the Headteacher.

5. Register Action 5

Dear (staff member)

It has been noticed that you have yet to complete your register for Period <N> on <Day><Date>. Please will you complete it retrospectively and confirm by reply when done.

Please be reminded that you are required to complete your registers in a timely manner to comply with statutory and safeguarding reasons. Registering students is a necessary part of keeping children safe in education; it is our responsibility to account for students at any point in the school day.

As this is now the fifth occasion that a register has not been completed, you are required to attend a formal disciplinary meeting with the Headteacher. You may wish to bring either a colleague or union representative to this meeting.