



# **Watling Academy**

# **Student Attendance**

# **Policy**

Approved by: LSB & Trust

Date: Feb 23

Review Date: Jan 24

**Jan 23**

## 1 Rationale

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 at school.

As a school we must:

- 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
- ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- ensure all pupils to be punctual to their lessons

## 2 Introduction

Watling Academy believes that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become confident, independent and forward-thinking adults who are able to realise their full potential and make a positive contribution to their community. It is essential to our core value of **responsibility**. Watling Academy values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. Watling Academy recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## 3 Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

## 4 School Attendance Procedure

Students are expected to be in school by 8.40am and morning registration starts at 8:45am every morning. The morning registers will close at 9:15am. Individual class registers will also be taken by staff during each lesson using SIMS.

Daily attendance is monitored by the administrative and pastoral teams.

Parents/carers should notify the school via ParentMail, **email or telephone on every day of a student's absence**. This notification should be received before the start of the timetabled day. Parents/carers should inform the school of the reason for absence and when they expect the student to return.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

We will make a phone call home for every pupil who is absent if parents/carers have not already contacted us. We will call all numbers held on our system until we get a response. We will make home visits on the third day of absence if we have not been contacted by parents/carers. For previously identified vulnerable students we will complete a home visit on the first or second day of absence. During the home visit we will expect to see the child. If we do not see the child after 2 visits we will contact Social Services and complete a MARF if required. (This may be completed earlier for vulnerable students).

## 5 Absence will be categorised as follows

### 5.1 Illness:

In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. For lengthy absences over five school days, you will be asked to provide a medical note from your Doctor. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

### 5.2 Medical/Dental Appointments:

Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

### 5.3 Other Authorised Circumstances:

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package. This can only be approved at the discretion of the Headteacher.

#### 5.4 Fixed Term Exclusion (No alternative provision made):

A fixed term exclusion from attending school is counted as an authorised absence.

#### 5.5 Late Arrival to School:

Registration begins at 08:45m. The school gates close at 8:40am. Pupils arriving after this time will be marked as present but arriving late and must ensure they register with the Main Reception. The register will close at 09:15am (no more than thirty minutes after the opening of the register). Pupils arriving after the close of register will be recorded as late; this will not be authorised and will count as an unauthorised absence for that school session. The absence will be recorded as unauthorised if the pupil has arrived late after the registers close without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

#### 5.6 Unauthorised absence:

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

#### 5.7 Family Holidays and Extended Leave:

**Holiday during term time will not be authorised.** Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday. If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be unauthorised. In such cases the school will refer the matter to the School Attendance, Education Sufficiency and Access department at Milton Keynes Council who may **issue a Penalty Notice**.

Only in exceptional circumstances will absence be agreed. This is at the discretion of the Headteacher. In such cases consideration will also be given to cultural needs and family circumstances. In some cases granting leave may be considered justified, although this will not be considered for a holiday.

#### 5.8 Religious Observance:

Watling Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. Parents are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than

one day be designated for any individual occasion of religious observance/festival and **no more than three days in total in any academic year**. Any further absence will be categorised as unauthorized.

## 6 Persistent Absence

If your child takes too much time off school they will be categorised as PA or persistently absent. Missing school will impact on their academic progress and achievement as they will fall behind in lessons. **It is important to note that an average of 3.2 days of per half term will categorise a student as a persistent absentee.**

### 6.1 Traveller Absence:

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Milton Keynes, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time. Watling Academy will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months.

Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Watling Academy will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance. Watling Academy can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must

- 6.1.1 advise of their forthcoming travelling patterns before they happen; and
- 6.1.2 inform the school regarding proposed return dates.

Watling Academy will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return. Traveller children will be recorded as attending an approved educational activity when:

- 6.1.3 The child is on roll and attending another visited school
- 6.1.4 Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- 6.1.5 The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

## 7 Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- 7.1 The school is replaced by another school on a School Attendance Order
- 7.2 The School Attendance Order is revoked by the local authority
- 7.3 The pupil has ceased to be of compulsory school age
- 7.4 Permanent exclusion has occurred and procedures have been completed
- 7.5 Death of a pupil
- 7.6 Transfer between schools
- 7.7 When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system – Elected Home Education.
- 7.8 Pupil withdrawn to be educated outside the school system
- 7.9 Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- 7.10 A medical condition prevents their attendance and return to the school before ending compulsory school-age
- 7.11 In custody for more than four months (in discussion with The Youth Offending Team)
- 7.12 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil.
- 7.13 Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Watling Academy will follow Milton Keynes Council's Children Missing Education Protocol when a Pupil's whereabouts is unknown.

## 8 Using Attendance Data

Pupil's attendance will be monitored and will be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern. Every third week the Attendance Officer will provide all HOYs/ Assistant Headteacher with attendance data for the previous 3 weeks for each pupil within their Year Group whose attendance is under 90%. (Please note, this is the start of the cycle of action. There will be ongoing strategies that are put in place weekly for all students who are PA or indeed have an attendance figure less than 95%)

This pupil level data will be used to trigger school action as set out in the escalation of intervention. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Watling Academy will share attendance data with the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998 and are GDPR compliant.

## 9 Support Systems

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

school, for example, bereavement, divorce and separation. This will help the school identify any additional support that may be required.

Watling Academy recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance support plans
- Referrals to support agencies
- Pastoral mentors
- Friendship groups
- Time limited part-time timetables
- Additional learning support
- Behaviour Support
- Use of our inclusion unit
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

## 10 Governors:

The Local School Board will:

- Monitor attendance data and be aware of reasons for change and the action taken.
- Be aware of the action plans and progress towards reducing the number of persistent absentees.

## 11 Legal Sanctions

Where intervention fails to bring about an improvement in attendance, Watling Academy will notify the School Attendance, Education Sufficiency and Access department at Milton Keynes Council of the irregular attendance.

Watling Academy may invite parents to attend an attendance interview and issue a formal warning of a Penalty Notice.

**Parenting Contracts:** (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between the Local Authority (LA), school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should irregular attendance continue.

**Penalty Notices:** (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- Intervention has failed to bring about improvement and further unauthorised absence has occurred following written warning to improve.
- A pupils absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school.

A Penalty Notice gives the parent the opportunity to avoid a prosecution. A £60 fine, per parent/carer, per child must be paid within 21days. The fine increases to £120 per parent/carer, per child if paid after 21 days but within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

**Prosecution:** The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.



## Appendix 1

### Watling Academy Attendance Codes

The following codes are taken from the Department for Education (DfE) guidance on school attendance

Code	Definition	Example
<b><i>Present or Approved Educational Activity (AEA)</i></b>		
/	Present (AM)	The student is present at morning registration
\	Present (PM)	The student is present at afternoon registration
L	Late	Student arrived late but before the register closed
B	Educated off-site	Student is completing an approved supervised educational activity off-site
D	Dual registered	Student is attending session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in an approved supervised sporting activity
V	Educational trip or visit	Student is taking part on an educational trip/visit organised, or approved, by the school
W	Work experience	Student is on an approved work experience placement
<b><i>Authorised absence</i></b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
I	Illness	Student is absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a formal day of religious observance
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the Head of School
<b><i>Unauthorised absence</i></b>		
G	Unauthorised holiday	Student is on a holiday that was not approved by the School
N	No reason provided for absence	Temporary code for an unknown reason (if no reason given – marked as 'O')
O	Unauthorised absence	The School is has not approved this absence
U	Late after the register has closed	Student arrived at the School after the register closed
<b><i>Other codes used</i></b>		
Y	Unable to attend due to exceptional circumstances	The School is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Not on admission register	The register has been set up but the student does not yet attend the School
#	Planned school closure	Whole or partial School closure due to half term/bank holidays or INSET days

## Appendix 2

### **Attendance Concern Letter – before formal letter A-D begin**

Half - Termly attendance letter 90 – 95%

Dear <salutation>,

As part of our commitment to improving the attainment and wellbeing of our students we monitor attendance on a regular basis. During our regular monitoring of student attendance, we identify any pupil whose attendance causes concern.

I am writing to inform you that <Forename>'s attendance at the end of last term was between 90 and 95%, which could mean up to two full weeks missed a year. A student with 90% attendance misses nearly a year and a half of missed school over 13 years at school!

It is important that <Forename>'s attendance improves and they attend every day. If <Forename>'s attendance falls below 90%, they would be considered persistently absent from school. There are strong links between good attendance and educational success. Research has shown that students with no absence are significantly more likely to secure strong process at school.

If we can support you and <forename> in any way to achieve excellent attendance, please contact their Tutor.

Yours sincerely,

Attendance Officer/inclusion assistant

## Attendance concern letters – Letter A

### Level 2 Attendance intervention letter – first warning letter (letter A)

Dear <insert salutation>,

As part of our commitment to improving the attainment of our students we monitor attendance on a regular basis. During our regular monitoring of student attendance, we identify any pupil whose attendance causes concern.

<Forename>'s attendance has been monitored closely and is now below 90%, raising increasing concern about the amount of learning time missed. The government state that anything below 90% attendance below is considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

It is important that <forename>'s attendance improves and I would ask for your support in ensuring that <he, she> is attending the Academy. Every effort will be made to support <forename> if you feel <he, she> is experiencing difficulties that may be impacting <his, her> attendance. If there are any specific reasons behind absences of which we are unaware, please contact <name's> HoY.

We will continue to monitor <forename>'s attendance and expect this to improve in the coming weeks. Please do not hesitate to contact me or their Head of Year if you wish to discuss this further.

Yours Sincerely,

Attendance Officer/inclusion assistant

## **Attendance concern letters**

### **Level 2 Attendance intervention letter – first warning letter** **(Letter A2 – Anxiety)**

Dear <insert salutation>,

As part of our commitment to improving the attainment of our students we monitor attendance on a regular basis. During our regular monitoring of student attendance, we identify any pupil whose attendance is below the government's acceptable standard.

We are aware of the struggles that <Forename>'s has been or is currently having with attending school regularly, and we are extremely appreciative of your ongoing support and communication regarding <Forename>'s attendance. As part of our legal requirements as a school, we are expected to monitor student's attendance and inform parents when their child's attendance is at 90% or below. <Forename>'s attendance has been monitored and is now below 90%. The government state that anything below 90% attendance below is considered 'persistently absent' and there are many links between low attendance, personal wellbeing, and academic progress.

It is important that every effort is made to help support <forename>'s attend school when <she/he> can do so. Whilst we understand that this can sometimes be difficult for <forename> to achieve, we will put in place support strategies to help <forename> through this challenging time. If you wish to discuss further, please do not hesitate to contact <forename>'s HoY, or myself Miss Brammer.

We will continue to monitor <forename>'s attendance, with the consideration of <forename>'s specific situation and hope for their attendance to improve in the coming weeks.

Yours Sincerely,

Attendance Officer/inclusion assistant

## **Attendance concern letters – Letter B**

### **Level 3 Attendance interventions letter - Attendance Contract letter (letter B):**

Dear [insert salutation],

We contacted you recently to inform you that **<forename>**'s attendance was below 90% and cause for concern. **<His, Her>** attendance has been monitored closely and has not improved. I am increasingly concerned about this low attendance. Students with attendance below 90% are considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

In order to support **<forename>** to improve their attendance, I would like to invite you to a review meeting with myself and their HoY to discuss concerns and set improvement targets for the coming weeks. This meeting is intended to be a supportive discussion to outline ways to improve **<forename>**'s attendance and for us to create an Attendance Improvement Plan. The details of the meeting are below, please contact me if the date for the meeting is unsuitable:

**DATE**

**TIME**

It is important that **<forename>**'s attendance at the school improves and I would ask for your support in ensuring that **<he, she>** is regularly attending. I must remind you that regular attendance is a legal requirement and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible.

Please be aware that continued persistent absence will result in a referral being made to the Senior Authorising Officer at Milton Keynes Council to consider formal action. If you have any further questions, please do not hesitate to contact me.

Yours Sincerely,

Attendance Officer/inclusion assistant

## **Attendance concern letters – Letter C**

### **Level 4 Attendance intervention letter – Final Attendance meeting (Letter C)**

Dear <salutation>,

I am requesting that you attend a meeting to discuss <forename>'s attendance. Their attendance is currently <%attendance> and they continue to be regarded as persistently absent. You have previously been invited to attend meetings with their HoY and improvement plans have been discussed; however, this has not resulted in improved attendance for <forename>.

We request that you attend a meeting with \*\*\*\*\*, Attendance Officer/inclusion assistant and me, <Pupil's name>'s HoY. This is a formal Final Attendance meeting to discuss <forename>'s persistent absence from school. The details regarding this meeting are below:

**DATE:**

**TIME:**

This meeting will be used to explore the reasons for recent non-attendance, with the aim to agree a 4-week plan to improve attendance to Watling Academy. If you cannot attend the date or time given please let us know and we will endeavour to rearrange to a mutually convenient time. If you do not attend the meeting without contacting us, the meeting will be held in your absence.

If there is no improvement in attendance after this meeting or agreed actions are not met, then we are obliged to refer the case to the Senior Authorising Officer at Milton Keynes Council. They will contact you to organise a formal PACE\* meeting. The Council will then consider legal action that could result in a range of sanctions.

Yours sincerely,

Head of Year

## **Attendance concern letters – Letter C1**

### Level 4 Attendance intervention letter – Final Attendance meeting minutes (Letter C1)

Dear <salutation>,

Please find enclosed the minutes from our recent Final Attendance meeting regarding <forename>'s attendance at school. This meeting formally explored the reasons for recent non-attendance and we agreed a 4-week plan to improve attendance to Watling Academy. <forename>'s attendance is currently <%attendance> and they continue to be regarded as persistently absent.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, if your child's attendance does not improve the matter will be referred to the Local Authority who will consider commencing legal proceedings. This means that if there is no improvement after our Final Attendance Meeting, legal sanctions will commence and the Local Authority may invite you to a PACE interview. You will receive a formal caution interview as required by the PACE Act\* which could lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence. Please see the enclosed leaflet for more information.

It is essential that <forename>'s attendance to school improves.

Yours sincerely,

Head of Year

## **Attendance intervention letter – Letter D**

### **Level 5 Attendance intervention letter – Referral to the Senior Authorising Officer (Letter D)**

Dear <salutation>,

I am writing to advise you that <forename>'s attendance has not improved to meet the targets set at our Final Attendance Meeting, on <date of final attendance meeting>. As intervention at School has not been successful to secure regular attendance, I am now formally requesting the involvement of the Senior Authorising Officer at Milton Keynes Council who will contact you in due course to arrange a meeting.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, as your child's attendance has not improved the matter will be referred to the Local Authority who will consider commencing legal proceedings and may invite you to a PACE interview. You will receive a formal caution interview as required by the PACE Act\* which could lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence. Please see the enclosed leaflet for more information.

Yours sincerely,

Head of Year



## **Attendance intervention letter – Letter E**

### **Attendance intervention letter – Improvement overall attendance below 90% (Letter E)**

Dear **<insert salutation>**,

I am writing to inform you that we have seen a slight improvement in **<forename>**'s attendance over recent weeks, however their overall attendance remains below 90% and therefore they are still currently considered as 'persistently absent' from school.

We would like to commend **<forename>** for their improved attendance and urge a continued effort to ensure that their overall attendance to school continues to improve. It is important to note that there is a strong link between academic success and attendance and therefore an improved attendance figure will already have had a positive impact.

If we can support you and **<forename>** in any way to continue this improvement, please contact their HoY.

Yours sincerely,

Attendance Officer/inclusion assistant

## **Attendance intervention letter – Letter F**

### **Attendance intervention letter – Improvement to above 90% (Letter F)**

Dear **<insert salutation>**,

I am writing to inform you that we have seen an improvement in **<forename>**'s attendance over recent weeks and their overall attendance figure is now over 90%.

We would like to commend **<forename>** for their improved attendance and urge a continued effort to ensure that their overall attendance to school continues to improve. It is important to note that there is a strong link between academic success and attendance and therefore an improved attendance figure will already have had a positive impact.

If we can support you and **<forename>** in any way to continue this improvement, please contact their HoY.

Yours sincerely,

Attendance Officer/inclusion assistant

Level 3 attendance contract and Level 4 Final attendance meeting (level 5 is referral to Senior Authorising Officer)

Attendance Contract (Level 3)	
Student Name	
Date of meeting	
Present at Meeting	
Current concerns and issues impacting attendance	
Previous support	
Agreed actions	
Targets including review dates	
Any other relevant information	

Final Attendance meeting (Level 4)		
Name: _____ Year: _____ DoB: _____ Date Plan drawn up: _____ Present: _____		
Current Attendance ..... %	School absence authorised ..... %	School absence unauthorised ..... %
Current concerns and reasons for absence		
Background information		
Please tick and date any of the following that have been previously offered/completed		
<div> <input type="checkbox"/> Pre-arranged home visit to discuss how to improve attendance  <input type="checkbox"/> Referral to other agencies (please state )  <input type="checkbox"/> Communication with Tutor, Head of Year, Attendance Officer, other, to discuss attendance concerns, e.g. telephone call, e-mails, letters, meetings  <input type="checkbox"/> Alternative Curriculum  <input type="checkbox"/> Reintegration timetable    Any other relevant intervention offered (please detail): </div>		Date:

Plan to Improve attendance	
This should include and new intervention that either Watling Academy, parent or student feel would be beneficial	
Student agrees to:	
Parent/Carer(s) agree to:	
Watling Academy agrees to:	
Please give details of any other agencies currently involved and the work they are undertaking	
Agreed targets for the next 4 weeks (excluding Academy closures)	
Review Date	
<p><b>This is a formal attendance plan. Failure to achieve targets may result in referral to the Local Authority Attendance Officer who will formally review the case. This may result in legal action.</b></p> <p>Signed</p> <p>Parent/Carer:</p> <p>Watling Academy representatives:</p>	
<p><b>For use if parent(s)/carer(s) do not attend</b></p> <p>Date plan posted to parent(s)/carer(s):</p>	

## Appendix

### Formal Caution Interview Information for Parents

# Formal Caution Interview Information for parents

Milton Keynes Council



**attendance@milton-keynes.gov.uk** **Tel: 01908 254596**

This interview will be carried out following the guidelines given to Local Authorities by the Department for Education. The caution you will receive is given in accordance with Code C of the Police and Criminal Evidence Act 1984 (PACE).

In carrying out our duties in prosecuting parents for the non-attendance of their children, the Local Authority falls within the PACE Codes of Practice whenever they interview a parent about the non-attendance of their child with a view to obtaining evidence for a prosecution. The purpose of Code C is to ensure that interviews are carried out fairly. Therefore, prior to the interview you should be aware of the following:

#### **The offence**

Before asking any questions relating to a possible prosecution, the Senior Attendance Officer (Legal Interventions) leading the interview will explain to you the basis on which the interview is being conducted (i.e. which offence under the Education Act is



being considered, what the offence is and whether or not you understand what has been said). You will be made aware that you are not being held under arrest and are free to go at any time.

### **Your right to have legal representation**

You have the right to legal representation at the interview if you so wish. If you decide that you wish to have legal representation, the interview will be re-arranged to an appropriate time/date so that you can engage the services of a solicitor. However, you should be aware that this service is not covered by Legal Aid and will be at your own cost. You may bring a friend or associate to support you, but they will not be allowed to participate in the interview and will have to wait outside the room whilst the interview is in progress.

### **The caution**

The Senior Attendance Officer (Legal Interventions) conducting the interview will caution you in accordance with Code C of the Police and Criminal Evidence Act and satisfy himself that you understand the effect of the caution. Should there be a break in the interview, you will be reminded that you are still under caution when the interview resumes.

### **Interpreter**

If you have difficulty in understanding English and you wish to have an interpreter, Milton Keynes Council will arrange for a suitable interpreter to be present at the interview.

### **Record of interview**

You will be asked a series of questions and an accurate record will be made of the interview in writing. You will be given the opportunity to read this record and to sign it to verify that it is correct or to indicate which areas you consider to be inaccurate. This written record will then be copied and given to you at the meeting. Milton Keynes Council will then use its copy as an exhibit in its court documentation if/when you are prosecuted for the offence.

**attendance@milton-keynes.gov.uk**

**Tel: 01908 254596**



Children Missing Education  
Education, Sufficiency and Access  
Milton Keynes Council  
Civic, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ  
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M13340 January 2019

**Attendance intervention letter – Letter G**

– Referral to the Senior Authorising Officer (Letter G)

Dear <salutation>,

I am writing to advise you that <forename>'s has now accrued <state days> days of unauthorised absence. Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school. <state reason for unauthorised absence if known>

I am now formally requesting the involvement of the Senior Authorising Officer at Milton Keynes Council who will contact you in due course. This could mean, under the terms of the Anti-Social Behaviour Act, 2003, a Fixed Penalty Notice will be issued to you and a fine of £60 will become payable in 21 days or £120 will be payable after 21 days but within 28 days.

Please see the enclosed leaflet from Milton Keynes Council for more information.

Yours sincerely,

Head of Year



