



Attendance Escalation Process

If attendance becomes a concern, we will:

- Write to you if your child's attendance is causing concern and/or where punctuality is a concern.
- Arrange a meeting so that you may discuss the situation with your child's Head or Year or our SLT Attendance Lead, Deputy Headteacher, Kate Thackray
- Consider and offer reasonable adjustments.
- Offer a Families First Assessment to ensure appropriate support is considered
- Create a personalised robust support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Seek advice, guidance and support from the Local Authority Statutory Attendance Support Team and consider appropriate legal sanctions, if attendance deteriorates following the above actions.

A new National Framework for Penalty Notices for school absence has been published by the Department for Education. The new national framework for penalty notices will come into effect from 19th August 2024 and will apply to all forms of unauthorised absence from school, including unauthorised holiday's during term time.

Specifically, the changes are:

- A new national threshold of **10 unauthorised sessions for any reason** (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. A penalty fine can be issued for any combination of unauthorised absences over a 10 week rolling period. They can be consecutive or non-consecutive and can span over two terms.
- A 'session' is equal to a morning or afternoon registration, therefore 5 days of absence = 10 sessions.

We shared the above information with all parents at the end of the summer term 2024, further information can be found here:

<https://thegrid.org.uk/assets/hcc-sapt-statutory-attendance-helping-parents-understand-penalty-notice-fines-for-school-attendance-september-2024.pdf>

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/penalty-notices-for-unauthorised-absence/penalty-notices-for-unauthorised-absence.asp>