



## ATTENDANCE POLICY

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## 1. Aims

In accordance with our Mission Statement, as part of the FCJ family and as a Catholic and Christian Community we have in place a whole school policy which seeks to promote the maximum attendance of all pupils at Upton Hall. This policy document provides the basis for good practice within the school for monitoring and facilitating good attendance and punctuality.

At Upton Hall, we firmly believe that for a pupil to reach her full educational achievement, a high level of school attendance is essential. We will consistently work towards our target of at least 97% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

Reducing absence is an integral part of our work and we will:

- promote our pupil's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that our pupils succeed while at school
- ensure that our pupils have access to the widest possible range of opportunities when they leave school.

## 2. Legislation & Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The governing body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headmistress to account for the implementation of this policy.

### 3.2 The Headmistress

The headmistress is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Reviewing pupil leave of absence requests and deciding whether there are exceptional circumstances
- Making decisions about fixed-penalty notices, where necessary

### **3.3 The Director of Pupil Development (Assistant Headteacher)**

The assistant headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the headmistress and governors
- Supporting staff with monitoring the attendance of individual pupils
- Works with the LA attendance team to tackle persistent absence
- Issuing fixed-penalty notices, where necessary

### **3.4 The Attendance Officer**

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the director of pupil development
- Reviews the absence line each morning and codes absence appropriately
- Sends truancy alerts and unexplained absence notifications out via SIMS InTouch in a timely manner each morning and afternoon as part of the school's safeguarding procedures
- Notified the Designated Safeguarding Lead of any vulnerable pupils who are absent

### **3.5 Heads of Year**

- Monitors attendance data across a year group and at an individual pupil level
- Reports concerns about attendance to the director of pupil development
- Arranges calls and meetings with parents to discuss attendance issues
- Create attendance plans that support pupils in getting to school in a prompt and timely manner

### **3.6 Form Tutors**

- Monitors attendance data across a form group and at an individual pupil level
- Reports concerns about attendance to the relevant Head of Year
- Discusses attendance with pupils in their form, and actively seeks ways to improve attendance and punctuality

### **3.7 Subject staff**

- Recording attendance on a daily basis, using the correct codes
- Notifying the director of pupil development and the attendance officer of any unexplained absences in a timely manner via the school email system
- Challenge pupils who are late to lessons

### **3.8 School Office Staff**

- Take calls from parents about absence and records this appropriately on the school system
- Assist in the initial school site search conducted when a pupil's absence is unexplained
- Ensure that each pupil who is late on 2 occasions in 1 week without good reason is placed on school detention

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. Registers are a legal document and as such are to be completed as set out in this policy, using the codes established by the DfE. This system will be used to identify patterns of irregular attendance.

We will take our attendance register at the start of each lesson. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.00am. The register for the second session will be taken at 1.55pm and will be kept open until 2.00pm.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7).

Parents/carers who are reporting that their daughter is absent should either call the absence line 0151 641 8133 or email the attendance email address: [attendance@uptonhall.org](mailto:attendance@uptonhall.org), or for 6th form absences email [sixthform@uptonhall.org](mailto:sixthform@uptonhall.org). Parents/carers should always include their daughter's first and last name and form group when reporting an absence. Parents/carers should not report the same absence in multiple ways.

Parents/carers should not use the UHS email address, the year group email address (except for 6th form) or email the heads of year, form or class teachers to report absence.

When a pupil is unwell, the exact nature of the illness needs to be given to school. A report of a pupil being "unwell" will result in the absence being unauthorised. If a pupil is unwell, the school may ask the pupil's parent/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. A medical certificate is required for absence of 5 days or more.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers should send planned absences for medical appointments or requests for leave of absence to [attendance@uptonhall.org](mailto:attendance@uptonhall.org) or [sixthform@uptonhall.org](mailto:sixthform@uptonhall.org). Please attach the appointment letter or text where possible. Alternatively, appointment letters or notes from home for years 7-11 can be brought to Mrs Kershaw for authorisation, or Miss Baguley, Mrs Crone or Mrs Hall for 6th form.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

When a pupil is late twice in 1 week without good reason, they will automatically be placed on school detention the following week. Persistent lateness will be referred to the LA attendance team. If a pupil persistently arrives after registration has closed the LA attendance team may take action against parents/carers and a fixed penalty notice may be issued.

### 4.5 Following up absence

Each week on Friday the attendance officer will email attendance data for the week to all school staff. On Monday each week during lesson 1, it is responsibility of the form tutor to resolve any discrepancies and follow up any missing absence notes in their form.

Where any pupil we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phone call or email
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 4.6 Reporting to parents

Parents/carers will be notified of their daughter's attendance percentage when they receive both progress sheets and an annual report. They may also track their daughter's attendance through the use of the SIMS parent app. Parents/carers will be notified if their daughter is absent from school and no reason has been given, in a timely manner.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headmistress will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the headmistress must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the headmistress will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the headmistress' discretion and a maximum of 10 days can be authorised in any school year. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The headmistress will consider the impact on the pupil's academic progress of any absence whether the leave falls within any formal examination periods. Absence will not be authorised unless it is rare, short, unavoidable, and significant.

Only the school is empowered to authorise absence and where permission is not granted the absence will be regarded as unauthorised and a record of this will be kept on the pupil's school record. Where a pupil is absent without permission having been requested from the headmistress in writing, the absence must be recorded as unauthorised.

Examples of exceptional circumstances where leave may be granted during term time include:

- Funeral of parent, grandparent or sibling – the headmistress will use her discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled
- Sudden loss of housing through eviction or domestic violence - up to a maximum of 3 days
- Serious illness of a close relative – only if Headteacher is satisfied that the circumstances are truly exceptional
- Religious observance – The Education Act 1996 S444(3) (c), states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”.
- Weddings of parents and siblings – weddings can be arranged at weekends or during school holidays; however we acknowledge that there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave will only be authorised for this purpose when the headmistress is satisfied that there is a valid reason for holding the wedding during term time. In difficult family situations the headmistress may use her discretion in granting leave, for example where natural parents are separated, and in new relationships and it may cause a child further difficulties if she is excluded from a wedding.

Examples of circumstances NOT considered as exceptional

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is terminally ill. Medical evidence may be requested.
- Pilgrimages by parents. These are rare but can result in children being away from school for significant periods of time.
- Holidays taken in term time due to lower cost/parental work commitment.

## 5.2 Reducing persistent absence

At Upton Hall, an attendance panel is employed in order to challenge poor attendance. There are three levels:

Level	Action	Follow-up
<b>Level 1</b>	Attendance dips below 92%. Pupil interview with form tutor and head of year with letter sent to parents informing them that the meeting has taken place	Monitored for a further 4 weeks and if there is no improvement, move to Level 2
<b>Level 2</b>	Parent and pupil interview with the director of pupil development. The head of year will create a formal attendance plan.	Monitored for another 4 weeks and if there is no improvement, move to Level 3
<b>Level 3</b>	Parent and pupil interview with the director of pupil development and LA attendance officer, with explanation of possible legal action. The LA prosecution officer may also be in attendance. Attendance plan to be updated by the head of year.	Monitored for another 4 weeks and if there is no improvement, initiate legal proceedings

## 5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the headmistress, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

At Upton Hall we ensure a whole school approach to promoting attendance by:

- seeking to develop and maintain an atmosphere of welcome, mutual respect and order so as to encourage maximum attendance
- delivering clear messages about expectations, routines and consequences to new pupils and families through prospectus and transition events
- using physical presence to reinforce routines and expectations on arrival and departure
- regularly communicating expectations for attendance and punctuality and school performance through regular channels of communication with staff, pupils and parents
- establishing and monitoring implementation of rewards for attendance and punctuality and sanctions for absence and lateness
- monitor implementation of policy and practice, for example through:
  - form time drop in
  - shadow late gate
  - planner checks
- monitor whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)
- develop good support for pupils with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- engage pupils in consultation on attendance policy, practice, rewards and sanctions
- ensure that parents fully understand the demands and responsibilities of elective home education

## Pupils at risk of persistent absence

When pupils are at risk of being classed as persistently absent, we will:

- establish robust escalation procedures which are initiated before absence becomes a problem, for example by:
  - sending letters to parents/carers
  - having a weekly form tutor review
  - creating formal attendance plans
  - engaging with LA attendance team
  - using fixed penalty notices
  - engaging with children's social care staff, including virtual school heads and social workers where appropriate
- establish a range of evidence-based interventions to address barriers to attendance
- monitor the implementation and quality of escalation procedures and intervention strategies
- evaluate the impact of escalation procedures and seek robust evidence of the escalation procedures that work and that reflect the school context best
- attend or lead on attendance reviews in line with our school attendance panel
- engage governors in attendance panels to reinforce messages and outline relevance in terms of training and employment.



## Pupils who are persistently absent

When pupils are persistently absent, we will:

- establish clear and effective service level agreements with external partners to support pupils with persistent absence, including:
  - local authority education welfare and attendance services
  - alternative providers
  - youth services
  - school nursing and mental health professionals
  - children's social care staff where appropriate
- establish good relationships with a network of external agencies to support vulnerable pupils including those with persistent absence, for example:
  - mental health charities
  - mentoring organisations
  - young carers association
- engage in or lead on attendance reviews and clinics in line with escalation procedures

## 7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning by 8.30am if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence spans several days, parents/carers should contact the school absence line at the start of each day.

If a pupil's absence continues to rise without a valid reason, we will consider involving the LA attendance team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum on an annual basis by Mrs N Griffiths (assistant headteacher, director of pupil development). At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Guidelines for Parents

Very simply, if your daughter does not attend Upton Hall she will not achieve. We want all pupils and 6<sup>th</sup> Form students to achieve high levels of attendance and give themselves the very best chance in life. There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in extreme circumstances to miss a day's education. If your daughter misses one session in a week (remember, there are two sessions per day) her attendance will be 90%. This may look acceptable but it means she will miss 19 days of education in a year and risk dropping one grade in each of her GCSE exams (DfE research statistics).

We take absence seriously. We use targeted intervention with pupils whose attendance falls below our target of 97% or better. We use SIMS InTouch to contact parents/carers to request explanations for absence. Parents should make sure that we have up to date phone numbers and email addresses in school so that they receive these alerts; this is a crucial safeguarding mechanism. If a response is not received then the absence will be unauthorised and appropriate safeguarding measures will be taken.

### **Absence to be granted only under exceptional circumstances**

From September 2013, schools may **not** grant leave of absence during term time unless there are 'exceptional circumstances'. **Therefore, the headmistress can no longer authorise holidays or extended leave.**

This is the result of amendments that have been made to the 2006 pupil registration regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, which came into force on 1 September 2013. The 2013 amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of 10 school days.

In addition, Upton Hall School will be pursuing fixed-penalty notices with parents/carers where a pupils' school attendance is at an unacceptable level. This is in line with amendments that have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. Furthermore, if the absence is not authorised then the pupil may be deleted from the roll after 20 school days. In such an event the parent/carers would have to re-apply for a place at the school.

### **Punctuality**

We want to work closely with parents to make clear to all our pupils the message that attending punctually will mean higher levels of attainment. Arriving just 5 minutes late every day equals 3 days of education lost over the whole year. Arriving half an hour late every day is equivalent to 18 days' absence. No employer would tolerate this.

**It is vital we work to teach our pupils the value of attending Upton Hall at 8.30am each day.**

### **Unplanned absences**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7).

Parents/carers who are reporting that their daughter is absent should either call the absence line 0151 641 8133 or email the attendance email address: [attendance@uptonhall.org](mailto:attendance@uptonhall.org), or for 6th form absences email [sixthform@uptonhall.org](mailto:sixthform@uptonhall.org). Parents/carers should always include their daughter's first and last name and form group when reporting an absence. Parents/carers should not report the same absence in multiple ways.

Parents/carers should not use the UHS email address, the year group email address (except for 6th form) or email the heads of year, form or class teachers to report absence.

When a pupil is unwell, the exact nature of the illness needs to be given to school. A report of a pupil being “unwell” will result in the absence being unauthorised. If a pupil is unwell, the school may ask the pupil’s parent/carers to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. A medical certificate is required for absence of 5 days or more.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **Planned Absences**

Attending a medical or dental appointment will be counted as authorised as long as the pupil’s parent/carer notifies the school in advance of the appointment.

Parents/carers should send planned absences for medical appointments or requests for leave of absence to [attendance@uptonhall.org](mailto:attendance@uptonhall.org) or [sixthform@uptonhall.org](mailto:sixthform@uptonhall.org). Please attach the appointment letter or text where possible. Alternatively, appointment letters or notes from home for years 7-11 can be brought to Mrs Kershaw for authorisation, or Miss Baguley, Mrs Crone or Mrs Hall for 6th form.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil’s parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please go to section 5 to find out which term-time absences the school can authorise.

## Appendix 3: Schedule of review dates 2023-2024

Day	Date	Review Term	Letter Level	Task
Monday	16/10/2023	Autumn	Punctuality Term 1	Run Late report and send to NGR
Wednesday	18/10/2023			NGR/Heads of Year inform SMA of decisions for punctuality letter
Friday	20/10/2023			Send punctuality letter
Monday	18/12/2023	Autumn	Punctuality Term 2	Run Late report and send to NGR
Wednesday	20/12/2023			NGR/Heads of Year inform SMA of decisions for punctuality letter
Friday	22/12/2023			Send punctuality letter
Friday	15/12/2023	Autumn	Level 1	Autumn (pre-Christmas) Level 1 Attendance Review data capture
Friday	15/12/2023			Email to HoY to review pupils liable for letter
Tuesday	19/12/2023			Deadline for review decisions (midday)
Wednesday	20/12/2023			Autumn Level 1 Attendance letters sent (follow-up 24/01/24)
Wednesday	20/12/2023			Pupils added to Level 1 Provision on Provision Map
Wednesday	24/01/2024	Autumn	Follow-Up (Level 2)	Autumn Level 1 Attendance Follow-up data capture
Wednesday	24/01/2024			Email to HoY to review pupils on Follow-up
Friday	26/01/2024			Deadline for review decisions (midday)
Friday	26/01/2024			Autumn Level 2 Attendance letters sent (follow-up 01/03/24)
Friday	26/01/2024			Pupils added to Level 2 Provision on Provision Map
Monday	12/02/2024	Spring	Punctuality Term 3	Run Late report and send to NGR
Wednesday	14/02/2024			NGR/Heads of Year inform SMA of decisions for punctuality letter
Friday	16/02/2024			Send punctuality letter
Friday	09/02/2024	Spring 1	Level 1	Spring 1 (pre-Feb half-term) Level 1 Attendance Review data capture
Friday	09/02/2024			Email to HoY to review pupils liable for letter
Tuesday	13/03/2024			Deadline for review decisions (midday)
Wednesday	14/02/2024			Spring 1 Level 1 Attendance letters sent (follow-up 20/03/24)
Wednesday	14/02/2024			Pupils added to Level 1 Provision on Provision Map
Wednesday	20/03/2024	Spring 1	Follow-Up (Level 2)	Spring 1 Level 1 Attendance Follow-up data capture
Wednesday	20/03/2024			Email to HoY to review pupils on Follow-up
Friday	22/03/2024			Deadline for review decisions (midday)
Friday	22/03/2024			Spring 1 Level 2 Attendance letters sent (follow-up 01/03/24)
Friday	22/03/2024			Pupils added to Level 2 Provision on Provision Map
Friday	01/03/2024	Autumn	Follow-Up (Level 3)	Autumn Level 2 Attendance Follow-up data capture
Monday	04/03/2024			Email to HoY to review pupils on Follow-up
Wednesday	06/03/2024			Deadline for review decisions (midday)
Wednesday	06/03/2024			Contact Ann-Marie Dennis to arrange meetings
Wednesday	06/03/2024			Autumn Level 3 Attendance letters sent (follow-up 17/04/24)
Wednesday	06/03/2024			Pupils added to Level 3 Provision on Provision Map
Thursday	14/03/2024			Level 3 Attendance Panels
Monday	25/03/2024	Spring	Punctuality Term 4	Run Late report and send to NGR
Wednesday	27/03/2024			NGR/Heads of Year inform SMA of decisions for punctuality letter
Thursday	28/03/2024			Send punctuality letter
Wednesday	17/04/2024	Autumn		Autumn Level 3 Attendance Follow-up
Friday	22/04/2024	Spring 2	Level 1	Spring 2 (pre-Easter) L1 Attendance Review data capture
Friday	22/04/2024			Email to HoY to review pupils liable for letter
Tuesday	26/03/2024			Deadline for review decisions (midday)
Wednesday	27/03/2024			Spring 2 Level 1 Attendance letters sent (follow-up 08/05/24)
Wednesday	27/03/2024			Pupils added to Level 1 Provision on Provision Map
Friday	03/05/2024	Spring 1	Follow-Up (Level 3)	Spring 1 Level 2 Attendance Follow-up data capture
Friday	03/05/2024			Email to HoY to review pupils on Follow-up
Tuesday	07/05/2024			Deadline for review decisions (midday)
Wednesday	08/05/2024			Contact Ann-Marie Dennis to arrange meetings
Wednesday	08/05/2024			Spring 1 Level 3 Attendance letters sent (follow-up 12/06/24)
Wednesday	08/05/2024			Pupils added to Level 3 Provision on Provision Map

Wednesday	08/05/2024	Spring 2	Follow-Up (Level 2)	Spring 2 Level 1 Follow-up data capture
Wednesday	08/05/2024			Email to HoY to review pupils on Follow-up
Friday	10/05/2024			Deadline for review decisions (midday)
Friday	10/05/2024			Spring 2 Level 2 Attendance letters sent (follow-up 14/06/24)
Friday	10/05/2024			Pupils added to Level 2 Provision on Provision Map
Thursday	16/05/2024			Level 3 Attendance Panels
Friday	17/05/2024	Summer 1	Level 1	Summer 1 (pre-May half-term) Level 1 Attendance Review data capture
Friday	17/05/2024			Email to HoY to review pupils liable for letter
Tuesday	21/05/2024			Deadline for review decisions (midday)
Wednesday	22/05/2024			Summer 1 Level 1 Attendance letter sent (follow-up 26/06/24)
Wednesday	22/05/2024			Pupils added to Level 1 Provision on Provision Map
Monday	20/05/2024	Summer	Punctuality Term 5	Run Late report and send to NGR
Wednesday	22/05/2024			NGR/Heads of Year inform SMA of decisions for punctuality letter
Friday	24/05/2024			Send punctuality letter
Wednesday	12/06/2024	Spring 1		Spring 1 Level 3 Attendance Follow-up
Friday	14/06/2024	Spring 2	Follow-Up (Level 3)	Spring 2 Level 2 Attendance Follow-up data capture
Friday	14/06/2024			Email to HoY to review pupils on Follow-up
Tuesday	18/06/2024			Deadline for review decisions (midday)
Wednesday	19/06/2024			Contact Ann-Marie Dennis to arrange meetings
Wednesday	19/06/2024			Spring 2 Level 3 Attendance letters sent (follow-up 17/07/24)
Wednesday	19/06/2024			Pupils added to Level 3 Provision on Provision Map
Wednesday	26/06/2024	Summer 2	Level 1	Summer 2 Level 1 Follow-up data capture
Wednesday	26/06/2024			Email to HoY to review pupils on Follow-up
Thursday	27/06/2023			Level 3 Attendance Panels
Friday	28/06/2024			Deadline for review decisions (midday)
Friday	28/06/2024			dbvp8
Friday	28/06/2024			Pupils added to Level 1 Provision on Provision Map
Monday	15/07/2024	Summer	Punctuality Term 6	Run Late report and send to NGR
Wednesday	17/07/2024			NGR/Heads of Year inform SMA of decisions for punctuality letter
Friday	19/07/2024			Send punctuality letter
Wednesday	17/07/2024	Spring 2		Spring 2 Level 3 Attendance Follow-up

*In addition to this schedule, further attendance interventions will take place on any date, should a pupil's attendance be of significant concern.*