The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

TRUST ATTENDANCE POLICY (PUPILS & STUDENTS) 2025

This policy template should be tailored by academies to meet their own needs. Blue type indicates the text that may require personalisation by individual academies. Any irrelevant blue text may be removed. The published version of the policy should be reformatted to black text for consistency.

When communicating with parents, please use template letters provided by the relevant LA for consistency.

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POLICY DOCUMENT	Trust Attendance Policy (Pupils and Students)
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Lead Member of Staff:	Trust Head of Governance
Approved by:	Trust Board
Date Approved:	July 2025
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Review Frequency:	In line with legislative changes

Mission Statement

All policies are written in line with our Trust Mission statement:

"Inspired by faith through love, friendship and joy."

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our pupils, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our pupils to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where pupils form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our pupils learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where pupils are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.

Change Control

Version	*Date*	*Author*	*Changes*
1.5	July 2025	Trust Head of Governance	Update to confirm that the policy aligns with DfE legislation and schools use DfE toolkit for schools to support communications.
1.4	July 2024	Trust Head of Governance	Updates in line with National Framework for Penalty Notices – 19 August 2024
1.3	July 2023	Trust Head of Governance	No changes required.
1.2	July 2022	Trust Governance Manager	Minor updates to align with the DfE's Working Together to Improve School Attendance May 2022 effective from September 2022. Page 14 - second bullet point from bottom of page, timescale updated to 'half term'.
1.1	July 2021	Trust Governance Manager	No changes required.
1.0	March 2020	Trust Governance Manager	First Draft

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Trust Attendance Policy (Pupils and Students)

The Trust Attendance Policy (Pupils and Students) is intended to support parents and carers in helping their children make maximum progress in the Bishop Konstant Catholic Academy Trust (*the 'Trust'*) academies. The Trust is giving a clear and consistent message that "Every Day Counts" and that attendance is essential in order to achieve in all aspects of life. The Trust expects all children on roll to attend every day, when the academy is in session, as long as they are fit and healthy enough to do so. The academy will do all it can to encourage children to attend and put in place appropriate procedures. The academy will follow clear, consistent procedures so that families and children have a detailed understanding of the policy.

Academy Mission Statement

Academies to include their own Mission statement here.

Safeguarding Statement

The Trust and its academies recognise their moral and statutory responsibilities to safeguard and promote the welfare of all children. They endeavour to provide safe and welcoming environments where children are respected and valued. They will act quickly and follow Trust procedures to ensure that children receive help and effective support, protection and justice.

The Law

This policy is written in accordance with the Department for education's statutory guidance 'Working Together to Improve School Attendance'.

The Government expects academies to:

- promote good attendance and reduce absence, including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled; and
- act early to address patterns of absence.

The Government expects parents to:

- perform their legal duty by ensuring their children of compulsory school age who are registered at an academy attend regularly.

The Government expects all pupils to be punctual to their lessons.

Definition of a Parent

A parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and
- Any person who has care of a child or young person i.e. lives with and looks after the child.

The relevant local authority and academy will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day to day responsibility for a child.

Prosecutions by Local Authorities

If a child of compulsory school age fails to attend regularly at an academy 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 relevant local authority.

The fines available to the courts if parents are found guilty of failing to secure their child's regular attendance include a level 3 fine of up to £1,000. If they are found guilty of knowing that their child is failing to attend regularly and failing to ensure the child does attend regularly, a level 4 fine, up to £2,500 can be issued and the court can also sentence them to imprisonment for up to three months. Local authorities have the power to prosecute parents of pupils found in a public place during school hours after being excluded. The fine is a level 3 fine of up to £1,000.

Penalty Notices

Penalty notices are fines of £80/£160 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the academy where they are registered or at a place where alternative provision is provided.

Penalty notices can only be issued by a headteacher or someone authorised by them, a local authority officer or the police. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Penalty notices can be used where the pupil's absence has not been authorised by the academy e.g. for an unauthorised holiday in term time. Penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the academy at the time of the exclusion of this and the days to which it applies.

Further information on penalty notices can be found on page 14.

Legislation

The legal powers and duties that govern school attendance and explain how they apply are contained in:

- The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Staff

The senior leader who is responsible for the school's strategic approach to school attendance is:
insert job title and contact details

The following members of staff should be contacted about attendance on a day to day basis:

Insert job title and contact details

The following members of staff should be contacted about more detailed support on attendance:

Insert job title and contact details

Recording of Attendance and Categorisation of Absence

Academies must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

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

The academy will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to the academy's electronic register, or management information system which is used to download data to the School Census.

Any pupil who is on roll but not present in the academy must be recorded within one of the following categories:

- Unauthorised absence – this is for those pupils where no absence reason has been provided, or whose absence is deemed to be without valid reason. Permitting absence from the academy without a good reason is an offence by the parent/carer. Only the academy can authorise absence. The academy will not assess all reasons as valid.
- Authorised absence – this is for those pupils who are away from the academy for a reason that is deemed to be valid (under the Education Act 1996). All requests must be made prior, where possible in writing, to the Headteacher, who reserves the right to decline such requests if the nature of the opportunity is deemed to be inappropriate.
- Approved educational activity – this is for pupils who are undertaking supervised educational activity off-site but with the approval of the Headteacher, for example, a sporting competition or private music exam.

The academy will not authorise absences for:

- Holidays in term time;
- Illness of other family members e.g. brother/sister;
- Shopping trips;
- Birthdays;
- Visiting relatives;
- Hair appointments;
- Lateness if registration is missed without explanation;
- Medical appointments that cannot be verified;
- No reason given.

The academy *may* authorise absences for:

- Illness (except where concerns are raised and medical advice does not align with this);
- Family bereavements;

- Medical and dental appointments where proof is available;
- Days of religious observance;
- Fixed term or permanent exclusion.

For all absence, the academy will require relevant documentation such as:

- Medical appointment information/doctor's notes;
- Flight documentation.

Special and exceptional circumstances must be discussed with the Headteacher. There will be no guarantee that this request for absence will be approved. If supporting documents are not received to confirm your child's reason for absence, then this will be recorded as unauthorised absence.

Arrival, Registration and End of School Day

The academy's arrival, registration and end of school day times and arrangements are:

- School begins at xx am
- The register is taken twice a day at xx am and xx pm.
- The register closes at xx am and xx pm
- The school day closes at xx pm

If a child arrives late, they should make their way to main reception with their parent/carer where staff will ask and record the reason for the late arrival. Late arrivals are monitored very closely and where there is continued lateness, the academy will invite parents/carers in to discuss the problem.

It is essential that children arriving late/leaving early are signed in or out from the office. The signing in/out register is used in the case of an emergency or fire drill.

If a pupil is late but the register is still open, they are marked as late. If the register has already closed when a pupil arrives late and without satisfactory explanation, it may be classed as an unauthorised absence. This may lead to legal action for not ensuring regular and punctual attendance.

Pupils who arrive late are missing an important part of the school day. Parents/carers are encouraged to help their child get off to the best start by helping them to be punctual and ready to begin the school day in a calm and happy frame of mind.

Punctuality is important because if, for example, a child arrives 15 minutes late each day, they lose almost 2 weeks of education a year.

Illness

If your child is ill, you are expected to contact the academy on the first morning of absence and every day after that. If you are unable to speak to a member of the Admin team, please leave a message when telephoning the academy. If the academy does not receive information about your child's absence, a member of staff will then contact you via telephone. If the academy still does not have a reason for absence, a home visit will take place from a Senior Leader (accompanied by the learning mentor usually) to establish the reason for your child's absence.

Where a child is absent for more than three days, the academy will make a follow up telephone call or send a text message to ask about their progress. At this stage, the academy would expect that your child has made a visit to the GP as this is a significant proportion of the academy's week and substantial learning has been missed. The academy's staff will expect to see documentation to support this absence; either a prescription or a note from the GP will be requested by the academy. If the academy does not receive supporting documentation your child's absence may be recorded as unauthorised.

Medical Appointments

The academy expects that, wherever possible, a child will attend a medical appointment outside school time. Doctors and Dental receptionists will usually try to accommodate, if requested. If this is something that cannot be prevented, the academy will need a copy of the appointment letter/card in order to authorise the absence. It is expected that the child will attend the academy prior to, or return after the appointment. Children who do not return to the academy after an appointment will be recorded as having unauthorised absence. The academy will authorise one session for most medical appointments and only in exceptional circumstances will absence be authorised for two sessions (a full day). Details of exceptional circumstances should be discussed with the Headteacher.

Term Time Holiday and/or Extended Leave

The law states that parents do not have a right to take their child out of the academy for a holiday and/or extended leave during term time.

Any absence from an academy will have an impact on a child's education. The Trust and its academies firmly believe that good attendance should be encouraged and promoted. The Trust and its academies adhere to Government legislation and will therefore not authorise any holidays and/or extended leave in term time.

There is no right time to have a holiday and/or extended leave during term time, as your child is missing out on learning time. **Only in exceptional circumstances will leave be granted.**

The Headteacher sets out the requirements for permission to be granted for term time leave. A leave of absence is granted entirely at the Headteacher's discretion.

This is in line with section 444 of the Education Act 1996, Local Authority guidance and agreed Trust Policy.

Unauthorised absence is accumulative and where unauthorised absence reaches 10 sessions (5 days) or more, within a rolling 10 school week period, a referral will be made to the Local Authority's Education Welfare Service. Where it is deemed appropriate, the Education Welfare Service will then issue a penalty notice on behalf of the academy.

The new National Framework for Penalty Notices (implementation date 19th August 2024) has brought about changes to the issuing of Penalty notices for both term time leave and irregular school attendance:

First Offence:

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days**.

Second Offence:

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 if paid within 28 days (no reduced fee for paying early).

(**Unpaid Penalty Notice's after 28 days may result in a parental prosecution)

Third Offence (within 3 years of the First Offence Penalty Notice):

On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

Procedure (for requests for absence during term time in exceptional circumstances):

- Any parents/carers wishing to apply for term time leave of absence (in exceptional circumstances) must apply to the Headteacher of the academy in advance and in writing by completing a pupil leave of absence request form which may be obtained from the academy.
- The academy will inform parents that arrangements for the potential absence should not be made without the prior agreement of the academy to authorise the leave (in exceptional circumstances).
- The academy will reserve the right to ask for proof of the leaving and return dates, as well as other supporting documentation.
- The academy will reserve the right to arrange a meeting between a senior member of staff and parents/carers to discuss potential extended leave and/or holiday plans.
- Where leave of absence is granted (in exceptional circumstances), the Headteacher will determine the number of days the pupil may be away from the academy.
- The academy will advise parents/carers whether the absence may be authorised in the event of a request for extended leave in exceptional circumstances.
- Where an absence is not agreed by the academy the parents/carers will be informed.
- Where parents fail to adhere to the academy's decision not to authorise leave of absence, the issue of a penalty notice will be considered. Please see page 14 for further information about the issue of penalty notices.
- The academy will promote the positive impact of not taking leave in term time.

Irregular School Attendance

In cases where a pupil begins to develop a pattern of absences, the academy will try to resolve the problem with the parents/carers. If this is unsuccessful, the academy will refer to other agencies e.g. School Nursing, if the problem appears to be medical, for example. In other cases, the academy will seek advice from the Education Welfare Service and/or other agencies, which can lead to pupils being fast tracked. In essence, this means that where attendance does not improve over an agreed period then a penalty notice will be served to the parents/carers.

The national minimum attendance level is 90%. If a child falls below this, they are considered to a be a persistent absentee and the academy must intervene to bring about rapid improvement. If a child is absent more than they are present (those missing 50% or more of school), particular focus will be given by all partners to support improvement.

Continuing Absence

Where an absence reaches more than 20 days, for example, extended leave not authorised by the Headteacher, a parent may lose their child's school place, which may result in them being removed from roll. This would mean that should the child return, parents/carers would have to re-apply for a place to the academy through the normal admissions route.

Non-statutory Lower Foundation (nursery) Irregular Attendance

Even though Nursery attendance is non-statutory, the Trust and its academies believe that good school attendance is vital from the minute any child begins receiving an education. Where absence becomes consistently irregular, the academy will work with parents/carers to address their concerns

e.g. meetings with Senior Leaders. However, if attendance continues to cause concern, other agencies may be involved to bring about rapid improvement.

Religious Observance

The Trust and its academies recognise the value of school attendance and of community cohesion. The Trust takes account of religious observance and the impact of its recognition on community cohesion when setting term dates and holiday patterns.

Promotion of Good Attendance and Attendance Rewards

The academy will use the following system to promote good attendance and reward pupils who have good or improving attendance. Whole school Initiatives could include:

- Attendance Shop – every half-term children with 100% attendance visit the 'Attendance Shop' and choose a prize, along with a certificate.
- Children with improved attendance, receive an 'Attendance Postcard' half termly.
- Attendance Trophy/Certificate is awarded each half term to the class with the best attendance record across a half term e.g. Autumn 1. The class also receives £20 as a prize, which they can use however they choose e.g. class party, new Golden Time toys/games etc.
- Attendance Teddy is awarded bi-weekly during Celebration Assembly to the class with the best attendance record, that week.
- 'SAM the dog' is used to encourage strong class attendance which is recognised each week in the academy's merit assembly.
- During the End of Year Awards, children who achieve 100% attendance (Outstanding) for the whole school year receive a certificate and a 'prize'.
- Recording of attendance within individual school reports to parents.

Procedure for Tracking and Improving Attendance

To support effective communication with families and promote consistent messaging, the academy will make use of the Department for Education's Attendance Communication Toolkit**.** This includes template letters, scripts, and guidance to help schools engage constructively with parents and carers about attendance concerns.

During any of the below activities, internal support may be provided, as well as external referrals to agencies, in conjunction with parents e.g. School Nursing, Early Help Hub and the Education Welfare Service, to provide the necessary support to ensure their child attends school every day.

In this section, provide details of the school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most (statutory requirement from Sept. 2022) e.g. How school tracks attendance daily, weekly, half termly, yearly. Thresholds, allocation and referral. Reporting on data. How school ensures that its work is effective e.g. meetings with families, review of plans, measure of impact.

In this section, include the school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the LA (statutory requirement to include this information from September 2022).

- **Day to Day (including unexplained absences and Child Missing Education):**
  - Make an initial response (ranging from: text message, telephone call and/or home visit) on the first day of absence. When a home visit is made, a calling card will be left to make the parents aware a member of staff has visited their house.

- The academy will endeavour to make all reasonable enquires to ascertain the whereabouts of the child and the reason for absence, as above. If the academy fails to make any contact with the parents, a member of staff may telephone the Education Welfare Officer or the Police to complete a safe and well check.
- In exceptional circumstances, where concerns are raised, a referral to Social Care Direct may also take place.

- **Weekly:**
  - Analysis of all absence and attendance codes for monitoring purposes.
  - Analysis of the Late Log detailing all late children. (Both before and after registration closes).
  - Phone calls and/or meetings, as required, to discuss individual circumstances, including lateness and/or absence.
- **Half-Termly:**
  - Send a 'Level 1 Attendance – Cause for Concern' letter which informs parents that their child's attendance has fallen below 90% (minimum national school attendance level) and is being closely monitored to ensure they do not become a persistent absentee.
  - Send a 'Level 2 Attendance – Cause for Concern – Meeting Request' letter which informs parents that their child's attendance has significantly fallen below 90% (minimum national school attendance level), has shown no improvement since the last half term or is consistently causing concern, after being closely monitored. These children are then classed as a persistent absentee.
  - Class Attendance is included on the School Newsletter weekly and updates are including on the newsletter regularly
  - Senior Leaders analyse and discuss attendance with all Class Teachers during half termly Pupil Progress Meetings.
  - Attendance data is reported to the Trust for analysis. Attendance is reported to the Academy Council (summary of statistics analysed for monitoring, assessing targets and implementing improvement), covering:
    - Individual class attendance
    - Whole school attendance
    - Persistent absenteeism
    - Analysis of groups of learners e.g. SEND
- **Yearly:**
  - During various points throughout the year, school attendance is reported through the School Census.
  - Attendance data is reported to the Trust for analysis.
  - Attendance is reported to all parents within their 'End of Year Report'.
  - A Yearly Attendance Summary is reported to the Academy Council (summary of statistics analysed for monitoring, assessing targets and implementing improvement), covering:
    - Individual class attendance
    - Whole school attendance
    - Persistent absenteeism
    - Analysis of groups of learners e.g. SEND

Children who cannot attend school because of health needs

The Government's policy intention is that all children, regardless of circumstance or setting should receive a good education to enable them to shape their own futures. Therefore, alternative

provision and the framework surrounding it should offer good quality education on par with that of mainstream schooling, along with the support pupils need to overcome barriers to attainment. This support should meet a pupil's individual needs, including social and emotional needs, and enable them to thrive and prosper in the education system.

The Government has issued statutory guidance which local authorities (LAs) must have regard to when carrying out their duty to arrange suitable full-time education (or part-time when appropriate for the child's needs) for children who are unable to attend a mainstream or special school because of their health. This duty applies to all children and young people who would normally attend mainstream schools, including academies, free schools, independent schools and special schools, or where a child is not on the roll of a school. It applies equally whether a child cannot attend school at all or can only attend intermittently.

LAs are responsible for arranging suitable full-time education for permanently excluded pupils, and for other children who – because of illness or other reasons – would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision and must have regard to this guidance.

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the LA – for example, where the child can still attend school with some support; where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school. The Government would not expect the LA to become involved in such arrangements unless it had reason to think that the education being provided to the child was not suitable or, while otherwise suitable, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. This might be the case where, for example, the child can attend school but only intermittently.

LAs are responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. This applies whether or not the child is on the roll of a school and whatever the type of school they attend. It applies to children who are pupils in academies, free schools, special schools and independent schools as well as those in maintained schools.

Further information for families can be accessed by contacting the relevant LA.

Children Missing Education (CME)

Children Missing Education (CME) are children of compulsory school age who are not on a school/academy roll and who are not receiving a suitable alternative education (for example at home). These children may be at a greater risk of harm. The Local Authority's Education Welfare Service is responsible for monitoring and tracking young people who are not in the education system, and for supporting their entry into a school/academy.

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation. Unauthorised absences will be monitored and followed up in line with the academy's attendance procedures, particularly where children go missing on repeated occasions. All staff are aware of the signs of risk and individual triggers including travelling to conflict zones, female genital mutilation (FGM) and forced marriage.

All pupils will be placed and removed from admission and attendance registers as required by law.

The academy will collect, where possible, at least two emergency contact numbers for each pupil. The academy will inform the local authority of any child removed from the academy's admission register. The academy will inform the local authority of any pupil who fails to attend for a continuous period in line with the local authority's procedures.

If a child goes missing from education the academy has a responsibility to make reasonable enquiries to find the child. If they are unable to do so they should refer to the Local Authority's CME Officer in the Education Welfare Service.

Including day to day attendance procedures, as well as cases of CME, the academy will:

- Make an initial response (ranging from: text message, telephone call and/or home visit) on the first day of absence. When a home visit is made, a calling card will be left to make the parents aware a member of staff has visited their house.
- Endeavour to make all reasonable enquires to ascertain the whereabouts of the child and the reason for absence, as above. If the academy fails to make any contact with the parents, a member of staff may telephone the Education Welfare Officer or the Police to complete a safe and well check.
- In exceptional circumstances, where concerns are raised, a referral to Social Care Direct may also take place.
- Inform the EWO if any child is absent for 20 consecutive school days and no reasonable explanation has been provided.
- Inform the local authority of any child removed from the academy's admission register.

Children who are collected late from the academy/are uncollected from the academy at the end of the day

If a child is not collected at the end of the school day, with no known reason, then a member of staff will contact the first parental contact to find out if there is a reason why their child has not been collected from the academy. If this first contact is unavailable, then other telephone numbers will be contacted from the list on the child's personal information. The academy, where possible, will ensure it has at least two emergency contact numbers.

If a child is collected later than 4pm, this will be internally recorded by the academy. Should this situation continue to reoccur, then the Headteacher will request a meeting with the parents.

When no contact can be made, the child will be distracted and placed into an after school club, or in a classroom, with members of staff to keep them calm. During this time, other members of staff will continue to try and make contact with the child's family. A member of the school's Safeguarding Team must be made aware.

In the rare occasions, where a child is not collected from the academy, at the end of the day, with no specific reasons, then the academy's Designated Safeguarding Lead would make a Social Care Referral, which may also include contacting the Police. During this time, the child and staff would stay in the academy, for as long as required, to ensure this situation was resolved correctly.

Missing Child

Due to other supervision procedures, there are a limited number of situations where a child could be missing and these are:

1. Where a child is separated from their class because they are genuinely lost, for example, during a class trip.

2. Where a child deliberately escapes from the academy grounds e.g. if they are unhappy or seeking attention.
3. Where a child is collected from the academy by an unauthorised adult.
4. Where a Y6 child, after walking alone, has not reached home or the academy.

Should a child become lost the following action must be taken:

- The member of staff must alert a Senior Leader immediately who must make enquiries of relevant members of staff as to when the child was last seen and where.
- Staff should keep calm and remember the welfare of the other children with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, as many other staff members must search the buildings and outdoor areas thoroughly starting with the immediate vicinity of where the child was last seen. The priority must be to find the child. Staff should keep in touch with mobile/internal telephones if available.
- If the child cannot be found within ten minutes:
  - The police are to be informed by the Headteacher or Deputy Headteacher, giving them necessary details.
  - If on a school trip, the lead member of staff should contact the academy to inform a Senior Leader that a child is missing. Appropriate advice and discussion will take place via telephone, as required.
  - The parents should be contacted and informed by a Senior Leader or member of Admin Staff. If a child is missing due to examples 2 and 4, under 'Missing Child' above, they should be asked to stay at home in case the child arrives and they should be asked to describe the most likely route from the academy to home and asked if there is any place that the child might usually go?
  - The parents should be asked to contact the academy immediately if the child turns up and inform them that the police have been called. The academy will explain that a member of staff will contact them if they have any more information.
  - The academy staff will continue to search, opening up the area of the search to places outside of the immediate school/location vicinity.

When the situation has been resolved, members of staff must review the reasons for it happening and ensure measures are taken to ensure that it does not happen again. An incident report will be completed and the academy will ensure that all of the details are passed on to the Headteacher immediately.

Collected by unauthorised adult

If the end of day collection system is followed correctly, then no child should be collected by an unauthorised adult.

All parents provide the academy with a 'list' of adults who are authorised to collect their child, on a regular basis, as well as the relationship of this person to the child e.g. Sandra Smith – Grandma. Only with the permission of parents, in writing, will children be released with an older sibling, aged 11 – 16 years old.

If for any reason, a parent is unable to collect their child from the academy, they must telephone the academy and state the name of the designated adult who will collect their child, as well as the relationship to the child. The Admin Staff will report this to the appropriate year group staff. When the designated adult picks up the child, they will be asked to provide their name, relationship to the child and the class password.

If a parent informs staff, when dropping their child off at the academy, that another adult will be picking up their child that evening, this again will be reported to the appropriate year group staff.

If any of the above information has not been received, a child will not be released under any circumstances and a member of staff will contact the child's parents to confirm the situation. If, however, a child is released to an unauthorised adult, then the following action must be taken:

The member of staff must alert a member of Senior Management who must make enquiries with relevant members of staff as to the circumstances and if it was the parent of another child who collected the pupil.

- If the authorised adult or parent is present in the academy, a member of staff will check with them whether they know who the collecting adult was, giving descriptions.
- If the authorised adult is not present in the academy, then they will be contacted by the Admin Staff and/or Senior Leader, to clarify the arrangements. However, if the situation remains unresolved, and a child has been released with an unauthorised adult, all efforts will be made to find the child/unauthorised adult. The Headteacher will contact the police, as appropriate.

When the situation has been resolved, members of staff must review the reasons for it happening and ensure measures are taken to ensure that it does not happen again. An incident report will be completed and the academy will ensure that all of the details are passed on to the Headteacher immediately.

Monitoring and Review by the Academy/Academy Council

- It is the responsibility of the Academy Council (Governors) to monitor overall attendance.
- The Academy Council will therefore examine closely information on attendance and absence provided and seek to ensure that the academy's attendance figures are as high as they could be.
- The academy will keep accurate attendance records on file and retained in line with the Trust Records Management Policy & Procedures.
- The class teacher is responsible for completion of the attendance register in the morning and afternoon sessions.
- A nominated member of staff is responsible for monitoring the attendance of each class and pupil.
- If the class teachers become aware of an unexpected pupil absence during the course of the school day, they will contact the office staff immediately.
- If there is a longer-term general worry about the attendance of a particular child, this will be reported to the nominated member of staff who will contact the parents/carers and discuss the pupil with the Education Welfare Officer.
- A nominated member of staff will inform the Headteacher on a daily basis of any absent children and also children from whom the academy had had no notification of absence from parents.

Penalty Notices

As mentioned earlier in this policy, the Trust and its academies have adopted a consistent approach to encouraging and promoting attendance. Where an academy is not satisfied with the reasons given for absence, the local authority will be asked to arrange the issue of a penalty notice.

Parents/carers and pupils are supported at the academy and by external agencies to overcome issues that prevent regular school attendance through a wide range of intervention strategies.

Where interventions fail, penalty notices are an appropriate intervention to get pupils back into an academy or alternative education.

Criteria for the issue of a Penalty Notice:

Circumstances in which a penalty notice might be issued include:

- Irregular school attendance;
- Overt truancy;
- Parentally condoned absences which are not authorised by the academy;
- Unauthorised holidays in term time;
- Persistent late arrival at the academy (after the register has closed);
- Being in a public place in the first five days of an exclusion;
- When improvements set out in a 'Notice to Improve' have not been made; and
- Pupils on the 'Fast Track to Attendance' scheme (which means 3 to 6 weeks have been given to improve the pupil's attendance).

A limit of no more than 2 penalty notices being issued to the same parent for the same pupil within a 3-year rolling period will apply.

Alternative action will be taken where the threshold is met for a third time within the 3-year rolling period. This will often include considering prosecution, or other attendance legal interventions.

In situations where a parent/carer meets the criteria for more than one penalty notice to be issued, because there is more than one child with irregular attendance, multiple notices may be issued.

To ensure consistent service of penalty notices the following criteria will apply in accordance with local authority guidelines:

- Where there are at least 10 sessions (half days) recorded as unauthorised absence due to a holiday in term-time; or
- Where a child has at least 10 sessions (half days) lost to unauthorised absence within a rolling 10 week school period. The 10 week period may span different school terms or academic years. A suitable circumstance is where a parent continually fails to provide a reasonable or acceptable explanation for a pupil's absence; or where a pupil has a record of unauthorised absence from school and the circumstances appear to have been avoidable; or
- Where a child who has been excluded is present in a public place during the first five days. A penalty notice will be issued if appropriate after considering the parent's action or inaction which led to the child being in a public place at a prescribed time, the parent's justification if any, and the parent's attitude to having failed to meet their statutory responsibility.

Payment of Penalty Notices:
Arrangements for payment will be detailed on the penalty notice. The first time a penalty notice is issued it will be charged at £160 per parent, per child if paid within 28 days of receipt of the notice, reducing to £80 if paid within 21 days. If the penalty notice is not paid in full by the end of the 28-day period, the local authority may prosecute the parent/carer.

The second time a penalty notice is issued it will be charged at £160 if paid within 28 days. There will be no reduction for early payment.

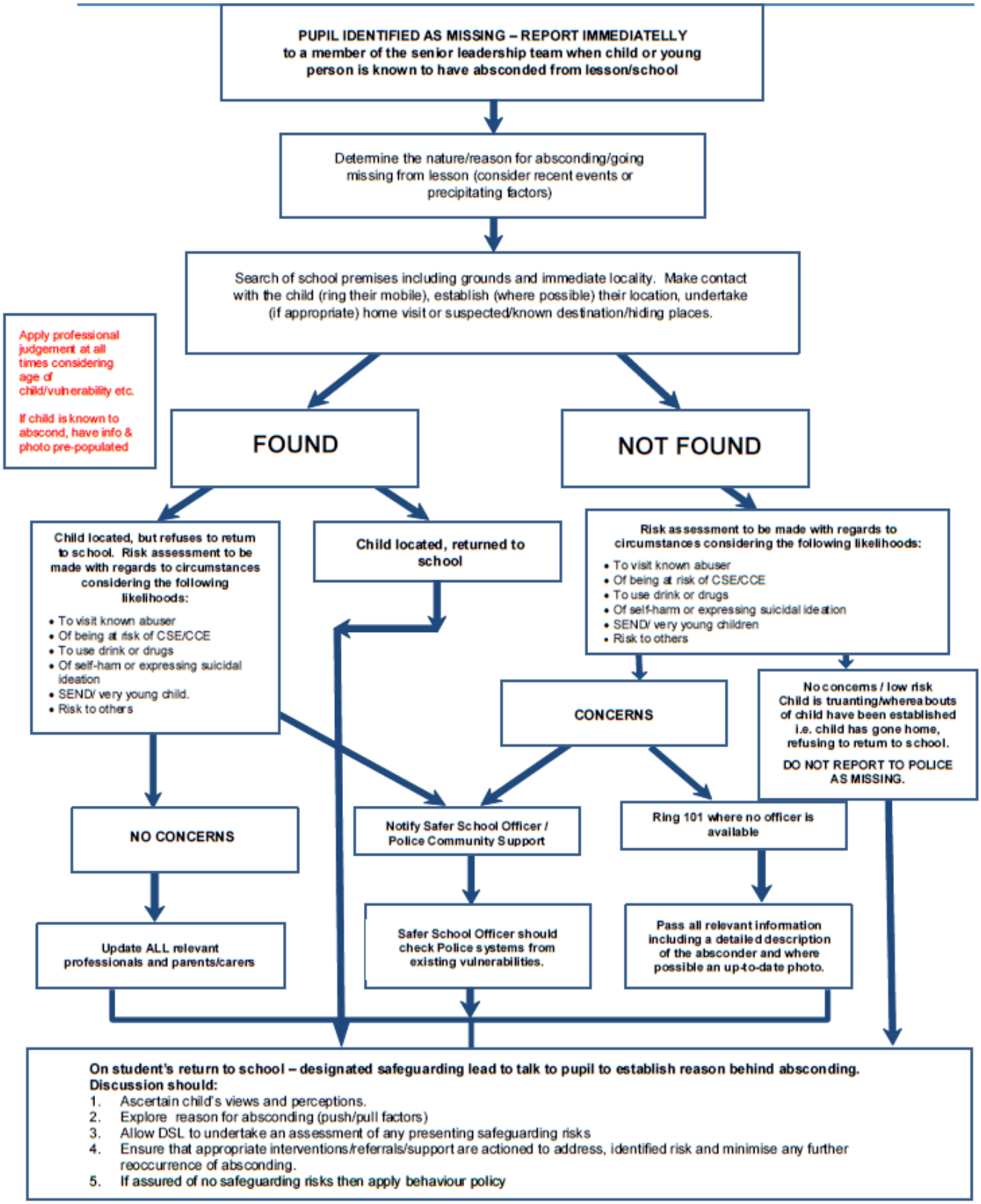
If a penalty is not paid, the fact a notice has been issued and unpaid can be used as evidence in a subsequent prosecution.

Retention of Receipts and Revenue Collection:

The local authority retains revenue from the Penalty Notice Scheme to cover the costs of issuing and enforcing notices or the cost of prosecuting recipients who do not pay.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD

Appendix 1: Reporting children and young people missing/absconding during the school day