



THE
ADEYFIELD ACADEMY

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The Adeyfield Academy Website

Attendance and Punctuality Policy

Date: February 2026

Review Date: February 2027

Co-ordinator: Miss L Sach

Signed by..... Dawn Mason (Headteacher)

Signed by..... Kim Bristow (Chair of Governors)

1. Aim

Our academy aims to meet its obligations with regards to academy attendance:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The academy's vision is "Learning Without Limits". We believe that outstanding attendance is essential for allowing students to succeed and achieve their full potential.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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. Objectives

- To provide an effective and efficient system for monitoring attendance and punctuality
- To recognise the external factors which influence student attendance and work with parents and the academy to address these
- To encourage students to take full advantage of their educational opportunities by attending the academy regularly

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students , where appropriate
- Holding the Headteacher to account for the implementation of this policy
- Link Governor is Vicki Blackburn who meets with the Attendance Lead every term to question and challenge practices and outcomes

4.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

4.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- The designated senior leader responsible for attendance is Miss L Sach and can be contacted via attendance@adeyfield.aetrust.uk

4.4 The attendance officer

The academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Using the Attend software to regularly communicate with families on their student's attendance and punctuality
- Advising the Assistant Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices
- The attendance officer is Ms T Christie and can be contacted via attendance@adeyfield.aetrust.uk

4.5 Class teachers/form tutors

Form Tutors and Classroom Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the MIS System.

4.6 Academy Admin staff

Academy admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the academy system
- Transfer calls from parents to the Attendance Team, Head of Year or Student Support Officers in order to provide them with more detailed support on attendance

4.7 Parents/carers

Parents/carers are expected to:

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time by 8.30am
- Call the academy to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return including for Sixth Form Students
- Provide the academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Form Tutor, who can be contacted via Edulink or the Head of Year

4.8 Students

Students are expected to:

- Attend every timetabled session on time

5. Recording attendance

5.1 Attendance register

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student 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 also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.30am and ends at 3pm. Students 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 9am. The register for the second session will be taken at 12.20pm and will be kept open until 12.40pm.

5.2 Unplanned absence

The Student's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by emailing the academy attendance staff at attendance@adeyfield.aetrust.uk.

Academy procedure:

- Parents are contacted by the Attendance Administrator where students have failed to arrive by 9am and notice of their absence has not been received. The Attendance Administrator will use a combination of both Edulink messages or phone calls and will then continue to follow up from 9.15am onwards until contact is made
- When the parent/carer fails to report an absence three days in a row, and staff are unable to make contact on the phone, a home visit is carried out where possible, a letter is posted through the door asking parents to contact us and if required a referral to the safeguarding team completed
- Authorisation of absence will require a written note from parent/carer, the parent/carer to make contact over the phone, or a medical note outlining the date and time of any appointment
- Students can be spoken to about their attendance by The Attendance Officer, Form Tutor, Head of Year and Senior Leadership Team
- The academy will monitor and evaluate both individual student and whole academy attendance
- When attendance continues to fall, the academy sends letters home inviting parents/carers in for an attendance meeting
- In severe cases of persistent absence, parents will be invited to a legal attendance meeting chaired by The Senior Leadership Team

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy 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.

As per the NHS guidance (Appendix 2) students can still attend the Academy with coughs, colds, headaches and whilst on their periods. Additional information can be found on 'A parent's guide to keeping kids healthy this school term' to ensure students are not missing out on their education.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the academy in advance of the appointment. This will be unauthorised if the academy is not notified in advance. To notify the academy of a dental or medical appointment, parents/carers should contact via email or Edulink.

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

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

5.4 Lateness and punctuality

A student 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

Students are expected to be in the academy by 8.30am at the latest and to register with their Form Tutor at 8.30am. From 8.30am-8.55am a member of staff will greet students in the main reception and they will be classed as late. Students in years 7-11 who are late without a valid reason communicated by parents will need to complete a break time detention and a notification of this will be sent home to inform parents via Edulink.

- If students arrive after 8.55am they must sign in at reception using the inventory electronic sign in screen
- In Years 12-13 all lateness is managed by the Head of Sixth and will be sanctioned accordingly
- Students who arrive after 9.00am parents need to contact the academy explaining their late arrival. If no note is received, this becomes an unauthorised absence.
- Persistent offenders will be placed on punctuality report and if no improvement will have letters sent home and are discussed with the Head of Year with regards to further action and sanctions
- If a student has 10 unauthorised late marks (U code) in a rolling period of 10 school weeks, they will receive an FPN
- Students who arrive more than 5 minutes late to a lesson, without a note from a teacher will be sanctioned with a 10 minute detention to be completed at break time
- Students who arrive more than 10 minutes late to a lesson, without a note from a teacher or being on the Out Of Class Form will be sanctioned with a 60 minute truancy detention to be completed after school

5.5 Following up unexplained absence

Where any student we expect to attend the academy does not attend, or stops attending, without reason, the academy will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the student's emergency contacts, the academy may

contact 101 to alert the police

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the academy will consider involving an education welfare officer and where appropriate foster carers and/or social workers including Youth Offending Team Officer and/or Hertfordshire Attendance Improvement Officer
- Carry out a home visit where possible, and if the student is not seen, a letter will be posted through to the door asking parents to contact us and if required a referral to the safeguarding team completed
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 7.2 below), as appropriate

5.6 Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels via 4 weekly attendance letters and scheduled reports. Daily attendance and punctuality information is also available on Edulink.

6. Celebrating student attendance

- Students with 100% attendance will have their names displayed on the attendance noticeboard board in the main foyer
- Students who have 100% attendance will have their names entered into a raffle for a chance to win a prize every two weeks
- Students with outstanding attendance will be rewarded each term with an attendance reward event
- Form Groups will compete each week to achieve the attendance target and the winning Form will be rewarded with a prize and points will be awarded in the build up to the half term competition
- Students who achieve more than 97% attendance, <5 behaviour points and a set number of achievement points for a half term will be offered the opportunity to attend a Conduct Reward Trip
- Individual Attendance Challenge Group students will be offered smaller rewards for individual progress and achievement of a target(s)

7. Authorised and Unauthorised absence

7.1 Approval for term-time absence

The Headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as an evident that could not be avoided or a particularly enriching experience that would be of significant benefit to the student. Examples of exceptional circumstances include the death/terminal illness of a close relative and religious observance.

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form which is accessible via the academy website - "Authorised Absence Request Form" under 'Parents /Carers' -> 'Attendance' as an attachment at the bottom of the page.

The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

If a holiday request is refused and a student is then absent for fifteen or more consecutive sessions an FPN warning letter will be issued and parents could be fined.

If a student is absent for more than five days a welfare check will be completed by members of the attendance team and this will be updated on CPOMs so that the safeguarding team is aware.

7.2 Legal sanctions

The academy or local authority can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory school age. See Appendix 3 for information from Hertfordshire County Council.

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

7.2.1 Penalty notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice 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 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

7.2.2 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

8. Supporting students who are absent or returning to school

8.1 Students absent due to complex barriers to attendance

The academy will:

- Liaise with students and families regularly to support their return to school
- Look at a range of strategies to support and remove or reduce barriers to school
- Work with the Hertfordshire County Attendance Improvement Officer to support students
- Follow the county policy with regards to Fixed Penalty Notices

8.2 Students absent due to mental or physical ill health or SEND

The academy will:

- Liaise with students and families regularly to support their return to school
- Include the SEND department in discussions about the students who are absent due to their SEND or mental/physical ill health
- Refer families to SEND specific charities and support for their children
- Look at a range of strategies to support and remove or reduce barriers to school
- Work with the Hertfordshire County Attendance Improvement Officer to support students
- Follow the county policy with regards to Fixed Penalty Notices

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

8.3 Students returning to school after a lengthy or unavoidable period of absence

The Form Tutor will:

- Inform teachers if a student is due to be off school for a long period of time so that work can be provided for their return to school
- Liaise with the family during their period of absence to provide a pastoral check-in
- Depending on the situation, the attendance and safeguarding teams may also arrange meetings and home visits to support

9. Attendance monitoring

9.1 Monitoring attendance

The academy will:

- Monitor attendance and absence data half-termly, termly and yearly across the academy and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-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 academy will compare attendance data to the national average, and share this with the governing board.

9.2 Analysing attendance

The academy will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

The academy will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to Form Tutors, to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance. See Appendix 4 for more information on the impact of absence on academic outcomes and loss of learning.

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- See Appendix 4 for further interventions including letters and meetings

10. Monitoring and review

This policy will be reviewed every two years by the policy coordinator and the Senior Leadership Team. At every review, the policy will be shared with the Governors.

Appendix 1: Attendance codes

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

Attending the school

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

Penalty Notice Fines for School Attendance are changing!



With the introduction of the new Department of Education (DfE) National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

Parent refers to anyone with parental responsibility and may include carers, step-parents, grandparents or any other adult with parental responsibility.

National Threshold

There will be a single consistent national threshold for when a penalty notice **must** be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for term time leave of absence or unauthorised absence the amount will be:

- £160 per parent, per child paid within 28 days
- Reduced to £80 per parent, per child if paid within 21 days

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and fines up to £2,500
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'

The Adeyfield Academy
Attendance

ATTENDANCE

EDUCATION + ATTENDANCE + EFFORT = **ENDLESS POSSIBILITIES**

⇒ More time in school means more time to learn, develop, grow and time to become the **very best you!**
 ⇒ Low attendance means drastically reducing life chances!

96-100%	EXCELLENT ATTENDANCE On target for achieving 5 STAR ATTENDANCE ACTION: Daily Attendance and absence monitoring
93-95%	50 MISSED LESSONS Form Tutor review and discussion. Head of Year attendance monitoring. ACTION: Letter sent to parents / carers about attendance concerns
90-92%	100 MISSED LESSONS Head of Year attendance meeting and Head of Key Stage attendance monitoring. ACTION: Letter sent to parents / carers informing about attendance meeting. Follow up letter sent outlining meeting actions. Student meets with Head of Year outlining targets.
85-89%	150 MISSED LESSONS Local Authority attendance monitoring. ACTION: Head of Key Stage attendance meeting with parents / carers, letter sent home with summary of agreed actions to improve attendance and potential fine.
BELOW 85%	200 MISSED LESSONS Local Authority ACTION , Attendance Officer involvement. ACTION: Letter sent to parents / carers warning of Fixed Penalty Notice following 15 sessions of absence*. Once reached, a Fixed Penalty Notice will be issued to the Local Authority.

LEARNING WITHOUT LIMITS ★★★★★

*As per policy at time of print.