



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

CONTENTS

1. Purpose
2. Introduction and aim
3. Legislation
4. Registers
5. Procedure
6. What can parents / carers do to help and working in partnership with parents / carers
7. Absence Monitoring
8. Early Identification and Intervention: assess, plan, do and review
9. Medical absence
10. Lateness and Punctuality
11. Unauthorised Absence and Fixed Penalty Notice
12. Application for Exceptional Circumstances
13. Religious Observance
14. Enforced School Closure
15. Impact
16. Appendices

1. PURPOSE

- To promote excellent attendance and punctuality through a clear framework of expectations in terms of attendance, that is accepted by parents/carers, students, staff and governors.
- To engage the support of parents and carers in ensuring that their child/ren attend school regularly and that they arrive on time.
- To ensure good electronic records of attendance are kept through school registers and to take prompt action to follow up absences.
- To investigate and act immediately where unauthorised absence is confirmed or suspected.
- To monitor closely students with attendance and punctuality issues and to work with parents and carers and, where appropriate, other agencies to bring about improvement.
- To recognise and reward good and improved attendance and punctuality.
- To safeguard and promote the welfare of students.

2. INTRODUCTION AND AIM

Bishop Heber High School recognises the importance of good attendance and the impact it has on students' progress, enjoyment of learning, academic qualifications gained, relationships within school, choices in life and success in the future. Good attendance helps a child to realise their potential and ensures they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences. Our school policy and prospectus promote excellent attendance, which is recognised and rewarded as an achievement. We aim to ensure the highest levels of attendance and punctuality, in order that all students at Heber can take full advantage of the education provided to achieve their full potential. Irregular attendance undermines these opportunities and may place students at risk. The school monitors attendance to ensure quick and early intervention if a problem is identified.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

We recognise that whole school preventative and proactive approaches are key to promoting children's wellbeing and attendance. A student must attend school every day that they are required to do so unless an exceptional circumstance applies.

Our policy is accessible to leaders, staff, students and parents and is published on our school website. It will be sent to parents with any initial information when students join the school and reminded of it at the beginning of each school year and when it is updated. As the barriers to attendance evolve quickly, the policy should be reviewed and updated as necessary. In doing so, we will seek the views of students and parents. The Attendance & Punctuality Policy is based on the premise of equal opportunities for all.

3. LEGISLATION

Regular and punctual attendance at school is a legal requirement. Regular attendance is essential to enable children to maximise their educational attainment, opportunities and further development.

- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered student at a school fails to attend regularly at the school his parent is guilty of an offence".
- Section 576 Education Act 1996 - Meaning of "parent"

For the purposes of Education Law, the definition of a 'parent' and who is responsible for ensuring regular attendance to school is:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

4. REGISTERS

Registers provide the daily record of attendance of all students. They are legal documents and have to be marked twice daily. The register may be required in a court of law, for example as evidence in prosecutions for non-attendance at Bishop Heber High School.

'Education (Student Registration) (England) Regulations 2006' (section 6):

Schools must take the attendance register at the start of the first session of each school day, morning (a.m.) and once during the second session, afternoon (p.m.).



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

At Bishop Heber High School, the attendance register is taken at the start of the morning session of each school day (8.55 a.m. to 9 a.m.) and again at the end of the afternoon session (end of day 3.10 p.m. to 3.20 p.m.). One school day is marked as two sessions - morning and afternoon.

On each occasion it is recorded whether every student is:

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

The school should 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 Arbor as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

Although it is the parent / carer's responsibility to notify Bishop Heber of any absence, it is at the School's discretion how this absence is coded in relation to authorised or unauthorised absence. The School will mark the register using the codes as advised by the Department for Education (DfE) 'Working together to improve School Attendance Guidance' (for maintained schools, academies, independent schools and local authorities)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf (See Appendix 1)

Bishop Heber will follow the Cheshire West and Chester Council School Attendance Guidance for Schools – attendance care working (See Appendix 4).

5. PROCEDURE

Students are expected to attend Bishop Heber High School for the full 190 days of the academic year, unless there is good and approved reason for the absence.

There are two types of absence:

- Authorised (where the school approves a student absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all its students. If a child is absent, the parents / carers should inform the school on the **first day of absence** and each following day of absence, stating the reason.

First Day Contact:

It is the parent / carer's responsibility to inform Bishop Heber High School of the reason for a student's absence as soon as possible on the day of absence.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Parents/carers should leave a message before 8.30 a.m. via the absence hotline (01948 860571 option 2) or by emailing attendance@heber.org.uk. Parents / carers must also inform the Bishop Heber High School on every day of absence thereafter.

If no contact is received from a parent / carer on their child's first day of absence, Bishop Heber High School will send an absence text message and parents / carers will be expected to respond by 1.10 p.m. at the latest. Parents / carers may be contacted by telephone if no communication has been received.

The School Education Welfare Officer is Miss B Hughes: rbakerhughes@heber.org.uk

The name and contact details of the senior leader responsible for the strategic approach to attendance in school is Ms U Mort, Deputy Headteacher: umort@heber.org.uk

The Attendance Assistant will make contact with home when a child is absent, and the parent / carer has not notified the school of the absence. If no contact can be achieved or the reason for absence is not accepted, the absence will be unauthorised.

6. WHAT CAN PARENTS / CARERS DO TO HELP - WORKING IN PARTNERSHIP WITH PARENTS / CARERS

- Let Bishop Heber High School know straight away why your child is absent and each day thereafter.
- Home/school communication is extremely important in supporting your child to achieve and feel settled in school.
- Try to make any dental/GP or other appointments outside of normal school hours.
- Do not allow your child to stay off school unless it is unavoidable.
- Provide medical evidence for appointments attended.

WHAT CAN YOU DO IF YOU ARE WORRIED ABOUT YOUR CHILD'S ATTENDANCE?

- Talk to your child, it may be a reason that is easy to address
- Talk to your child's Form Tutor
- Talk to your child's Year Leader
- Request a meeting with Bishop Heber High School's Education Welfare Officer

It is pertinent that school and parents / carers work together with a shared plan and outcomes when supporting a child / young person's attendance and wellbeing. If, despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance.

At Bishop Heber High School we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children and young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

We will provide parents / carers with information about Emotionally Based School Non-attendance to discuss needs and strategies to support their child, as appropriate (see EBSN Parent Leaflet).

7. ABSENCE MONITORING

Bishop Heber High School robustly monitors and analyses attendance data to promptly identify and address possible concerns and allow for early interventions to support the child / family's underlying needs.

This will include:

- Weekly attendance code analysis
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker
- Monitoring of lesson attendance across all subjects
- 'Welcome back' meeting for all students that have been absent for 5 days – to check wellbeing and ensure there are no ongoing needs that will impact on attendance
- The use of data to target attendance improvement efforts to the students or student cohorts who need it most.
- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove barriers to attendance and when support will be formalised in conjunction with the local authority.

8. EARLY IDENTIFICATION AND INTERVENTION: ASSESS, PLAN, DO AND REVIEW

Every student has a right to a full-time education and Bishop Heber High School sets high attendance expectations for all students. Bishop Heber High School will consider the individual needs of students and their families who have specific barriers to attendance and will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

For any student who is absent from school it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including Form Tutors, members of the Attendance Team, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child or young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs such as a Strength and Difficulties Questionnaire (SDQ), SEND assessments and wellbeing assessments or may include the holistic needs of the family, such as a TAF assessment.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Assessments will include the views of the young person as well as parents / carers, and identify strengths (what is working well) and needs (what is working less well).

Information from assessments will inform an action plan with focussed targets developed in partnership with families and other services as appropriate. For example, Early Help and Prevention and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. Action plans should be personalised to effectively meet a young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, as well as specialist teaching and education services.

9. MEDICAL ABSENCE

Absences for medical appointments should be supported by medical evidence. Medical evidence can take the form of either a dated GP / Nurse / Hospital / Dentist / Orthodontist / Opticians appointment card, a dated note from the medical professional written in the student's planner, a compliment slip signed and dated, a prescription or proof of prescribed medication relating to the current illness (which should reference the student's name).

Absence due to sickness should be reported to the school by phone via the absence hotline (01948 860571 option 2) before 8.30 a.m. on the first day of absence and each day thereafter. The school should be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

Any medical absences in excess of 5 days (10 sessions) per academic year will need to be supported by medical evidence. If no medical evidence is received, then the absence may be recorded as unauthorised. The school will work with all families on an individual basis if medical absences exceed the maximum threshold.

If a medical absence is likely to be ongoing or long term, then we will offer support in accordance with the school's policies and statutory guidance relating to Children with health needs: <https://www.gov.uk/government/publications/supporting-students-at-school-with-medical-conditions--3>.

As a school we need to plan how children can access education and how and when the child will return to school. In accordance with the Equality Act 2010 the school must also demonstrate that reasonable adjustments are made to meet child's Educational Needs.

For children who have a medical condition and cannot attend school, the school will refer to the Cheshire West and Chester Council's Medical Needs Team:



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/medical-needs-service/medical-needs-policy-latest.pdf>

Their policy states that referrals must come directly from the young person's school and must be supported by medical evidence from one of the following health professionals:

- consultant paediatrician or adolescent psychiatrist
- consultant child psychiatrist
- hospital consultant

Supporting evidence from a General Practitioner alone cannot be accepted.

LONG TERM ABSENCE

The SENDCo with support of the Inclusion Manager is responsible for co-ordinating the support of students with long-term absence (including those on a reduced timetable). The SENDCo and Year Leader will complete a Medical Needs Form to access appropriate local authority support where available. Year Leaders will liaise on a regular basis with the SENDCo to support the reintegration and achievement of students with long-term absence. The EWO will also support with the reintegration process. Our aim in each case is to support a return to school.

10. LATENESS AND PUNCTUALITY

School begins at 8.55 a.m. and all students are expected to be in school for registration at that time.

- Register taken at 8.55 a.m.
- Registers close at 9 a.m.

Any student who arrives after 8.55 a.m. and when the gates are closed must enter the school by the student entrance and report to Student Services to sign in. Students who are late for registration, for example, arriving at AM registration after 8.55 a.m. when the register is taken, will be coded as 'L'. Lateness to AM and PM registration is monitored weekly by Form Tutors and Year Leaders. Students receive demerits for being late and any students who are persistently late will be required to pay back the time from their Liberty Time (break / lunch).

Any late arrivals after 9.30 a.m. will be coded as 'U' which is an unauthorised absence for that session.

In accordance with the 'Education (Student Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark - code U - that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists.

Children and young people who are consistently late for school are disrupting not only their own education, but also that of the other students. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

11. UNAUTHORISED ABSENCE AND FIXED PENALTY NOTICE

An absence may be coded as 'unauthorised' if:

- i. no reason for absence has been given
- ii. medical evidence is not received when requested
- iii. a request for a leave of absence has been unauthorised
- iv. a student arrives at school after 9.30 a.m.

Parents/carers should be aware that Bishop Heber High School may contact the Local Authority if a student has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice warning or other legal action. The Fixed Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court (**see Appendix 2**).

12. APPLICATION FOR EXCEPTIONAL CIRCUMSTANCES

In September 2013, amendments to the Education (Student Registration) (England) Regulations 2006, make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are '**exceptional circumstances**'

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the [school website](#). It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then Bishop Heber High School may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A student's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

The Governing Body is responsible for ensuring any attendance issues are dealt with in line with school policy.

13. RELIGIOUS OBSERVANCE

We recognise that some students may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the student belongs

we ask that parents/carers notify Bishop Heber High School in writing in advance where absence is required due to a religious observance.

14. ENFORCED SCHOOL CLOSURE

If Bishop Heber High School is forced to close for a period of time, we have the facility to operate an online virtual school through Microsoft® Teams. The expectation is students will still engage with ALL activities and work set. Procedures for online learning will be sent to parents as and when required.

15. IMPACT

All students will achieve well by developing knowledge and skills on their journey through school. Due to robust monitoring of attendance, all students, including vulnerable children and children with special educational needs and disabilities (SEND), will have fair and equitable access to school in order to achieve the best possible outcomes. Students will leave Bishop Heber High School ready for a successful transition to further education, employment or training.

Bishop Heber works closely with CWAC Education Welfare Service and other outside agencies in an effort to improve attendance without the need for any legal intervention. As a final measure when the attendance of a student does not show any improvements without good reason, Bishop Heber will refer to the Local Authority regarding legal sanctions.

Parents/carers should be advised that from September 2015 the Government have categorised those students who have attendance of 90% and below as 'Persistent Absence' students (P.A.). Bishop Heber will be specifically targeting this cohort of students, in an effort to improve their attendance in the future.

See appendix 3 for a breakdown of missed sessions - What does 'percentage attendance' mean?

At Bishop Heber we believe students who achieve good attendance should be recognised and rewarded. This serves two purposes:

- It provides students with positive reinforcement.
- It provides other students with motivation to improve their attendance and it recognises that good regular attendance is an achievement in itself.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

The Year Leader will take responsibility for highlighting the benefits of good attendance through celebration/praise assemblies and other events. The positive message of the value of regular attendance is always at the forefront of meetings with parents/carers. Students with regular attendance are rewarded with merits and certificates are presented at celebration events and STEPS.

Signed: (Chair of Governors)

Signed: (Headteacher)

| Administration Use | |
|---|-------------------------------|
| Statutory/Non-Statutory: | Statutory |
| Website: | Yes |
| GB Committee: | SPA |
| Approval Level – Sub Committee or FGB | SPA |
| Document Formulated: | UMo Updated Jan 2023 |
| Date Reviewed Document Approved by SPA: | 16 th January 2023 |
| Date FGB Advised of Reviewed Document: | 10 th March 2023 |
| To be Reviewed: | Every three years |
| Next Review Date: | January 2026 |

Appendices:

1. Attendance Codes
2. Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)
3. What does 'percentage attendance' mean?
4. Guidance for schools – attendance case working
5. Bishop Heber High School Attendance Procedures Flowchart
6. Emotionally Based School Non-attendance (EBSN)
7. Attendance letters
8. Leave of Absence Form

LEGISLATIVE POWERS AT THE TIME OF APPROVAL

- [The Children Act 1989](#)
- [Education Act 1996](#)
- [School Standards and Framework Act 1998](#)
- [Education Act 2002](#)



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

- [Education and Inspections Act 2006](#)
- [School Information \(England\) Regulations 2008](#)
- [Equality Act 2010](#)
- [Schools \(Specification and Disposal of Articles\) Regulations 2012](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

RELEVANT GOVERNMENT GUIDANCE AT THE TIME OF APPROVAL

[School attendance parental responsibility measures - Statutory guidance for schools, local authorities and the police on dealing with poor attendance and behaviour in schools](#) (January 2013)

[‘Working together to improve School Attendance Guidance’ \(for maintained schools, academies, independent schools and local authorities\)](#)

[Keeping Children Safe in Education \(September 2022\)](#)



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 1

Absence Codes:

According to the DfE guidance the following codes are used on the register.

| | | |
|---------------|---|---|
| Code I | Illness | Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt. |
| Code M | Medical or dental appointments | Parents/Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided. |
| Code B | Educated off site | This code will be used when students are present at an off-site educational activity that has been approved by the school. |
| Code C | Other circumstances | This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral. |
| Code D | Dual Registered | This code will be used if a student is registered at two schools. |
| Code J | Interview | This code will be used when it has been agreed that the student can miss school to attend an interview or entrance exam |
| Code P | Approved sporting activity | This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events. |
| Code R | Religious Observation | This code is used to cover major religious festivals during term-time. |
| Code V | Educational visits and trips | |
| Code W | Work Experience | |
| Code G | Family holiday not authorised by the school or in excess of agreed period | |
| Code U | Arrived late to school after 9.30am | |
| Code N | Reason for absence not yet provided | |
| Code O | Absent from school without authorisation | |
| Code X | Not required to be in school (not compulsory school age) | |



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 2

Cheshire West & Chester

Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)

1. A Fixed Penalty Notice (FPN) can only be issued in cases of unauthorised absence.
2. A maximum of two FPNs may be issued in an academic year and these FPNs may be issued against each parent/carer of a child. Once two FPNs have been issued, should there be further unauthorised absences, the Local Authority are able to move to prosecution immediately.
3. A FPN may be issued per parent per child.
4. Penalty Notices may be considered appropriate if:
 - Unauthorised absences of at least 10 consecutive school sessions (five school days).
 - Sessions either side of a weekend or school holiday will be counted as consecutive school days.
 - For poorly attending learners, at least 10 sessions (five school days) lost due to unauthorised absence during a school term. These do not need to be consecutive.
 - For poorly attending learners, persistent late arrive at school in a term. Persistent means at least 10 sessions of late arrival.
 - The presence of an excluded child in a public place in the child's first five days of exclusion.
5. The school must notify parents of the Attendance Policy and clearly state that parents may receive an FPN for an unauthorised leave of absence relating to holiday in term time.
6. Schools and the Education Welfare Services will take into account any exceptional circumstances when determining whether to issue a FPN.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 3

What does 'percentage attendance' mean?

Parents/carers should be advised that from September 2015 the Government have categorised those students who have attendance of 90% and below as 'Persistent Absence' students (P.A.). Bishop Heber High School will be specifically targeting this cohort of students, in an effort to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

| Attendance during one school year | Equivalent Days | Equivalent Sessions | Equivalent Weeks | Equivalent Lessons Missed |
|-----------------------------------|-----------------|---------------------|------------------|---------------------------|
| 95% | 9 Days | 18 Sessions | 1.4 Weeks | 45 Lessons |
| 90% | 19 Days | 38 Sessions | 3.4 Weeks | 95 Lessons |
| 85% | 29 Days | 58 Sessions | 5.4 Weeks | 145 Lessons |
| 80% | 36 Days | 72 Sessions | 7.1 Weeks | 180 Lessons |
| 75% | 48 Days | 96 Sessions | 9.3 Weeks | 240 Lessons |



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 4

Guidance for schools – attendance case working

These stages should be followed once a student has reached 10 sessions of unauthorised absence and the school is considering the Education Welfare Service's involvement as current strategies are not improving attendance.

Stage 1 (within 30 days)

- Ensure usual attendance policy procedures are being followed
- Continue normal first day contact etc.
- Conduct investigative safeguarding home visits.
- Gather information from teaching and support staff regarding the student's strengths and needs – this may include a round robin
- Meet with student to elicit their views about school (e.g. what is working well / working less well)
- Develop a shared action plan in collaboration with parents / carers, students and key staff (informed by assessments and to address specific factors underlying non-attendance)
- Continue to follow assess, plan, do and review cycles focussed on targeted intervention and support – e.g. Support and Attendance Plan
- Make an initial single assessment (simplified TAF assessment)
- Refer to other agencies as appropriate (e.g. iART)

If parent/carer does not engage with support offered

- Arrange an Attendance Panel Meeting to discuss barriers to attendance, record the voice of the child and complete and ESO checklist
- Consider an irregular attendance FPN (10-26 sessions unauthorised)
- Consider a first warning letter for prosecution for more entrenched cases (26+ sessions)

Stage 2 (within 60 days)

- Continue with usual contact in line with attendance policy
- Conduct further home visits
- Discuss case with attendance lead in school
- Consider Attendance Planning Meeting if there is no improvement following the prosecution first warning letter
- Issue a final warning letter if no improvement following the Attendance Planning Meeting
- Consult with Education Welfare Officer to support in preparing witness statement and exhibits of evidence

Stage 3 (within 90 days)

- EWO will support in setting up Court File as follows:
- Statement of evidence S9
- Exhibits (labelled and numbered)
- Head teacher certificate
- Recent registration certificate

Please note, each section says WITHIN the time scale, so you don't have to wait until 30 days have passed to take action.

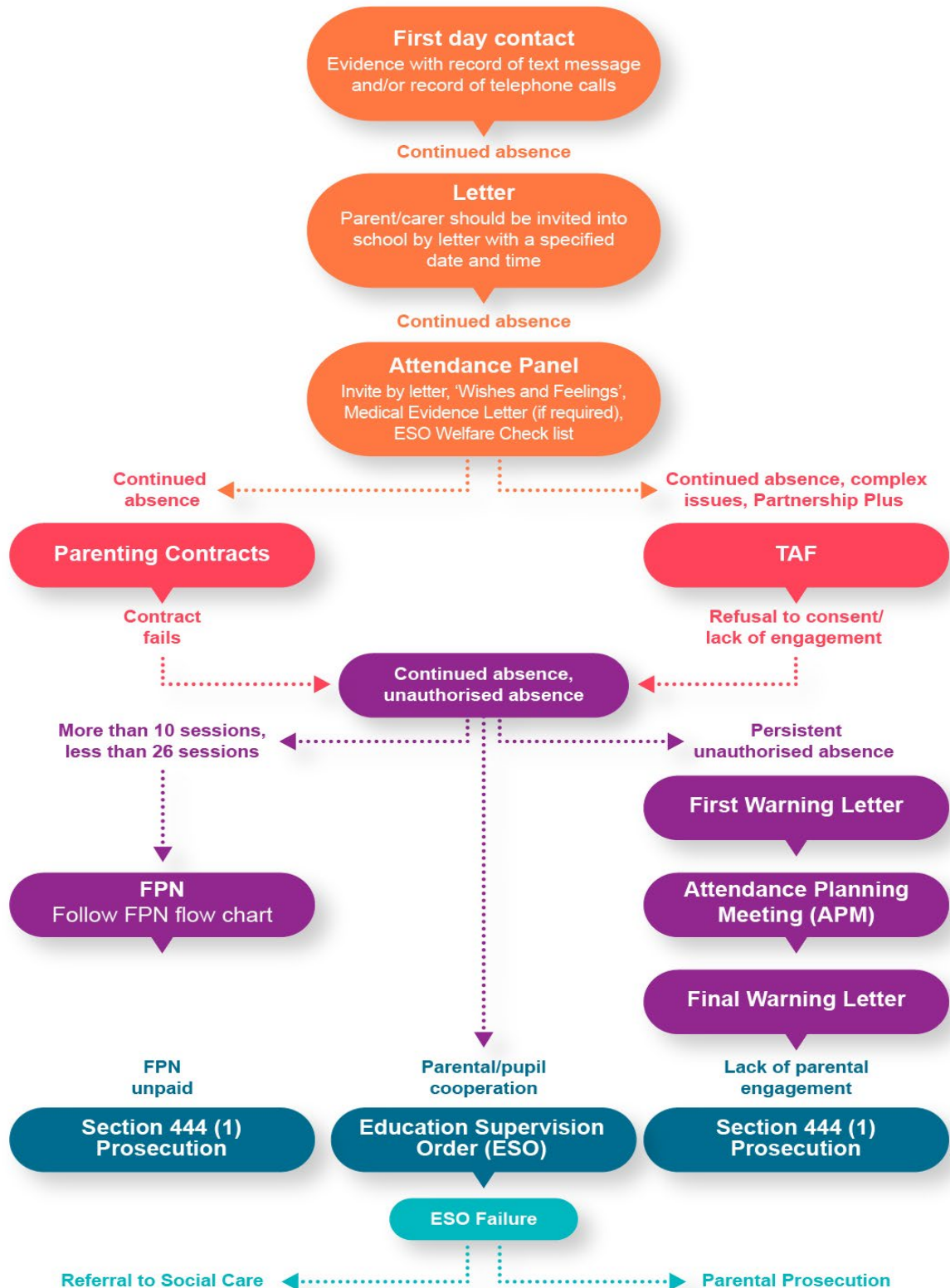


BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Attendance Guidance Flow Chart



Second Offences and severe offences can go to Section 444 (1a) prosecution and will be PACE interviewed.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 5 - Bishop Heber High School: Attendance Procedures

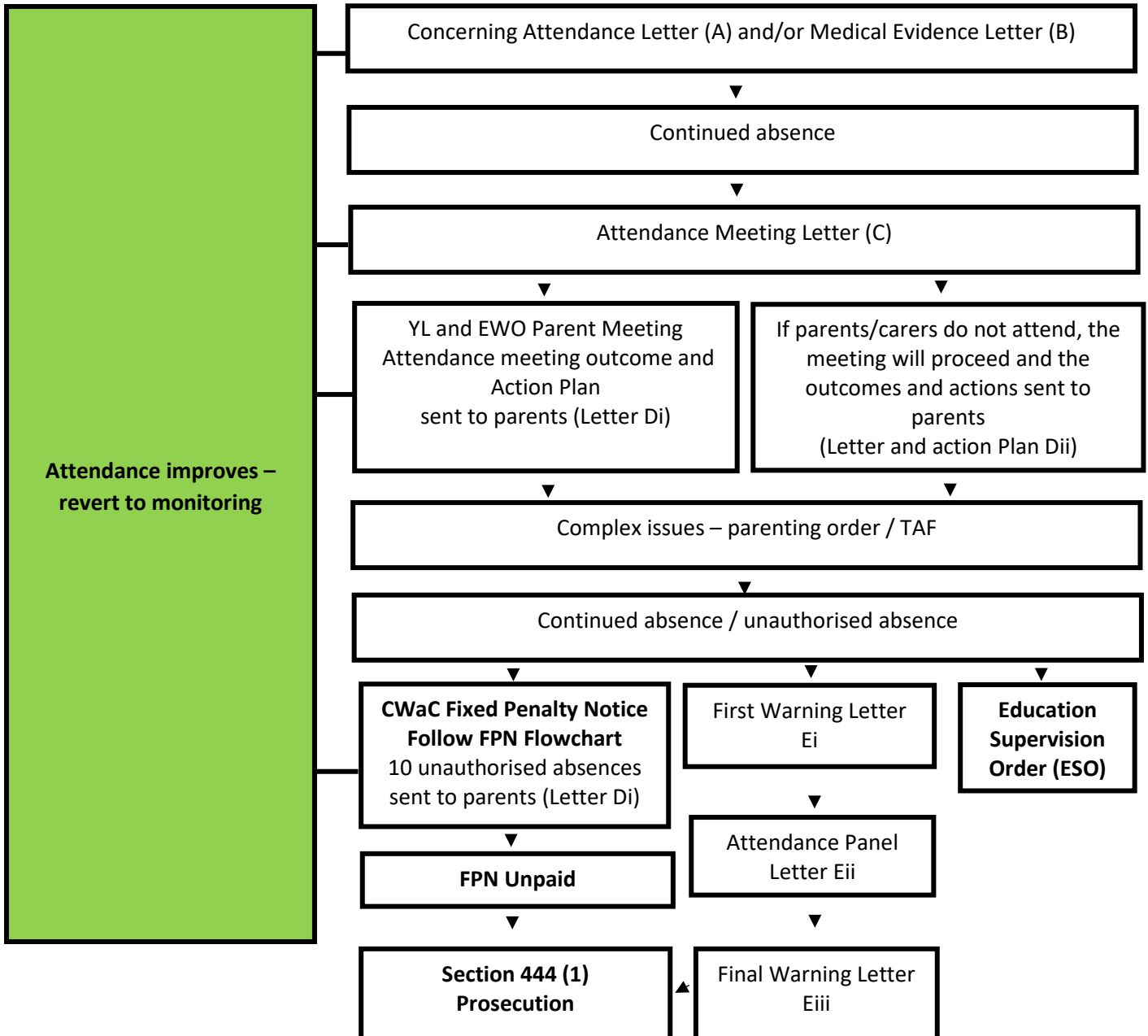
First Day Contact

ABSENCE REPORTED via telephone call or email. Absence alert text (SMS) sent for non-reported absence.

Attendance Review

Year Leader and Education Welfare Officer identify students below 95% attendance at fortnightly meetings:

- Where a student has improved they continue to be monitored
- Where a further deterioration has occurred the following actions will be taken:





BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 6

Emotionally Based School Non-attendance (EBSN)

Emotionally Based School Non-attendance (EBSN) is a term used to describe the needs of CYP who struggle to attend school due to underlying emotional based needs, such as anxiety, unhappiness and despair. These CYP may be reluctant to leave home and can present high levels of distress in response to parents' attempts to get them to school. This can result in prolonged absences from school.

EBSN is complex and multifaceted, requiring a holistic approach to assessment and intervention. Good practice guidance emphasises the importance of early identification and intervention to support the needs of CYP who may struggle to attend school, developing a SMART support plan, with timely review processes (CW&C, 2018).

The EBSN framework is embedded within the school's Attendance Policy and we use many of the tools and resources to underpin our early identification of need and targeted support and intervention approach.

Schools can access EBSN training and Guidance (EBSN: Good Practice Guidance for Schools) via: [eCWIP for Education - Cheshire West Industry Professionals](#)



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Appendix 7

Concerning Attendance Letter (A)

Date
Name
Address

Dear <insert parent/carer name>

RE: Concerning Attendance letter

Student Name and DOB: ***Insert Student Name and DOB***
Tutor Group: ***Insert Tutor Group***
Attendance: XX%

At Bishop Heber High School we have a strong focus on attendance to ensure that all students make excellent progress and achieve their very best potential.

Our records show that <insert student name>'s attendance is XX% (please see enclosed attendance certificate) and this is a cause for concern. I am concerned that unless this attendance begins to improve, it will have a detrimental effect upon {FORENAME}'s academic and personal progress. Regular attendance at school is vital if children are to make good progress and to benefit fully from all the opportunities that Bishop Heber High School can offer. In addition, your child's attendance record has to be conveyed in any future reference provided by the school.

We are hopeful that your child's attendance will improve and we wish to offer our support and ask that you communicate to us any provision or assistance which you feel may be beneficial or communicate any reasons why you feel that improved attendance may be difficult so that we can work together in supporting your child.

I will continue to monitor {FORENAME}'s attendance and expect to see a sustained improvement in the immediate future. Any future absences will be recorded as unauthorised unless supported by medical evidence.

If you would like to discuss anything in relation to this letter, please do not hesitate to contact me via email <enter email address> or by phone 01948 860571.

Yours sincerely,
Name
Education Welfare Officer
Enc:



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Please Note:

It is our duty to inform you that ten or more unauthorised absences during a term, may result in you receiving a Fixed Penalty Notice Warning Letter. If unauthorised absences continue within the monitoring period that follows this letter, there will be a penalty of £60 per parent/carer per child, to be paid within 21 days. If not paid by the 21st day, the penalty increases to £120 per parent/carer per child up to the 28th day.

Medical Evidence Letter (B)

Date

Name

Address

Dear <insert parent/carer name>

Re: Medical Evidence

Student Name and DOB: ***Insert Student Name and DOB***

Tutor Group: ***Insert Tutor Group***

Attendance: XX%

Bishop Heber High School places great emphasis upon every student achieving their full potential. It is important, therefore, that every student attends the school regularly and participates in the schooling that is offered if they are to make good progress and benefit from the opportunities that school offers.

It is expected that parents/carers support their child by complying with the law which imposes a duty on parents/carers to ensure that their child is properly educated.

Your child has a high level of absence due to illness and/or medical appointments. It is the school's responsibility to authorise all absences and we need to be sure that we receive a satisfactory reason for each absence. I am aware that there have been reasons provided for your child's absences. **However, to enable us to authorise any future absences due to illness, medical evidence will be required.**

This can be in the form of:

- Copy of prescription relating to the illness
- A dated note from the GP's receptionist confirming your visit to the GP
- A medical appointment card
- Evidence of medicine prescribed by the GP - which should clearly state your child's name.

If there is anything that you feel the school should be aware of, or that I can help you with, I would be grateful if you could contact me by email <enter email address> or by phone 01948 860571. I have enclosed a copy of your child's attendance certificate for your information.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Yours sincerely,

Name
Education Welfare Officer
Enc:

Please Note:

It is our duty to inform you that ten or more unauthorised absences during a term, may result in you receiving a Fixed Penalty Notice Warning Letter. If unauthorised absences continue within the monitoring period that follows this letter, there will be a penalty of £60 per parent/carer per child, to be paid within 21 days. If not paid by the 21st day, the penalty increases to £120 per parent/carer per child up to the 28th day.

Invitation to Attendance Meeting Letter (C)

Date
Name
Address

Dear <insert parent/carer name>

Re: Invitation to Attendance Meeting

Student Name and DOB: ***Insert Student Name and DOB***

Tutor Group: ***Insert Tutor Group***

Attendance: XX%

At Bishop Heber High School we have a strong focus on attendance to ensure that all students make excellent progress and achieve their very best potential.

Our records show that <insert student name>'s attendance is XX% (please see enclosed attendance certificate). A previous letter was issued on <enter date> to offer support. However, your child's attendance remains a concern and we are now writing to offer further provision and to strengthen communication by inviting you to come into school on <day, date and time> when you will meet with the Education Welfare Officer and your child's Year Leader and/or Tutor and where we hope to be able to discuss any concerns or issues affecting your {SONDAUGHTER}'s attendance. The meeting will last approximately 15 - 30 minutes.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Please be advised that the meeting will take place in your absence, so if this date and time is inconvenient, please contact me as soon as possible via email <enter email address> or by phone 01948 860571 to rearrange a more suitable time.

I look forward to seeing you at this meeting and thank you in advance for your co-operation in this matter. If you have any questions, please do not hesitate to contact the school.

Yours sincerely,

Name
Education Welfare Officer

Enc:

Attendance Meeting – Outcomes Letter (Di)

Date
Name
Address

Dear <insert parent/carer name>

Re: Attendance meeting outcomes

Student Name and DOB: ***Insert Student Name and DOB***
Tutor Group: ***Insert Tutor Group***

Attendance: XX%

Thank you for attending the meeting on <day, date and time> to discuss {FORENAME}'s attendance.

Please find enclosed a copy of the Action Plan which we hope will encourage and support {FORENAME}. The Action Plan will be reviewed regularly in school over the coming weeks and we will review your child's attendance each week.

It is our duty to inform you that ten or more unauthorised absences during a term, may result in you receiving a Fixed Penalty Notice Warning Letter. If unauthorised absences continue within the monitoring period that follows this letter, there will be a penalty of £60 per parent/carer per child, to



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

be paid within 21 days. If not paid by the 21st day, the penalty increases to £120 per parent/carer per child up to the 28th day.

If you wish to discuss the Action Plan or have any questions, please do not hesitate to contact me via email <enter email address> or by phone 01948 860571.

Yours sincerely

Name
Education Welfare Officer

Enc:

Non Attendance at Attendance Meeting - Outcomes Letter Dii

Date
Name
Address
United Kingdom

Dear <insert parent/carer name>

Re: Non attendance at attendance meeting - outcomes

Student Name and DOB: ***Insert Student Name and DOB***
Tutor Group: ***Insert Tutor Group***

Attendance: XX%

Unfortunately, you did not attend the Attendance Meeting on <day, date and time> at Bishop Heber High School to discuss {FORENAME}'s attendance.

Please find enclosed a copy of the Action Plan agreed in your absence.

{FORENAME}'s attendance is a concern and must improve in the coming weeks or the school will consider requesting a Fixed Penalty Notice.

It is our duty to inform you that ten or more unauthorised absences during a term, may result in you receiving a Fixed Penalty Notice Warning Letter. If unauthorised absences continue within the monitoring period that follows this letter, there will be a penalty of £60 per parent/carer per child, to be paid within 21 days. If not paid by the 21st day, the penalty increases to £120 per parent/carer per child up to the 28th day.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

If you wish to discuss the Action Plan or have any questions, please do not hesitate to contact me via email <enter email address> or by phone 01948 860571.

Yours sincerely,

Name
Education Welfare Officer

Enc:

No Improvement after Attendance Meeting and Plan - First Warning Letter (Ei)

Date
Name
Address

Dear <insert parent/carer name>

Re: No improvement after attendance meeting and plan

Student Name and DOB: *Insert Student Name and DOB*
Tutor Group: *Insert Tutor Group*

Attendance: XX%

I am writing to express my concern regarding <insert student name>'s continued irregular attendance. According to their attendance certificate, between <date> and <date> <insert student name> has been marked absent for **XX sessions, of which XX were authorised and XX were unauthorised**. <insert student name> has completed **XX full weeks in school out of a possible XX weeks**. A copy of the attendance certificate is enclosed.

Bishop Heber High School has made efforts to engage with you in attempting to improve this situation but despite this there has been no improvement in <insert student name>'s attendance.

Such attendance is not acceptable and I must remind you that S.444, Education Act 1996 requires you to ensure that your child attends school, on time, every time the school is open. I am writing this letter to give you an opportunity to make sure that from now on and in future, your child attends school regularly.

Failure to do so may result in the Local Authority taking one of the following actions:

a) **Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1,000.**



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

b) Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.

I look forward to your support and co-operation in ensuring an immediate and sustained improvement in your child's school attendance.

If you wish to discuss this matter, please contact via email <enter email address> or by phone 01948 860571 at your earliest convenience.

Yours sincerely,

Name
Education Welfare Officer
Enc:

Attendance Planning Meeting (Eii)

Date

Name

Address

Dear <insert parent/carer name>

Re: Attendance Planning Meeting

Student Name and DOB: ***Insert Student Name and DOB***

Tutor Group: ***Insert Tutor Group***

Attendance: XX%

As there has been no improvement in <insert student name>'s school attendance, you and <insert student name> are requested to attend an Attendance Planning Meeting at <day, date and time> at <venue>.

It is extremely important that you attend this meeting, as <insert student name>'s attendance record is so poor that we now have to consider whether legal proceedings should be considered.

The meeting will provide you the opportunity to discuss your views with <insert senior leadership name> in attendance who is the Senior Leadership Team Link for <enter Year Group>.

Yours sincerely



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Name
Education Welfare Officer

Enc:

Final Warning Letter (Eiii)

Date
Name
Address

Dear <insert parent/carer name>

Re: Final warning letter

Student Name and DOB: ***Insert Student Name and DOB***

Tutor Group: ***Insert Tutor Group***

Attendance: XX%

On <insert date>, we wrote to you concerning <insert student name>'s irregular attendance at Bishop Heber High School.

Unfortunately, I now have to contact you again as <insert student name> has continued to be absent from school during the last **XX** weeks.

Such an attendance record is not acceptable and I now have to warn you that unless there is an immediate improvement in <insert student name>'s school attendance, the Local Authority will have no option but to instigate one of the following options:

- a) **Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1000.**
- b) **Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.**

I would like to request that you contact me to discuss this important matter via email <enter email address> or by phone 01948 860571.

Yours sincerely,
Name
Education Welfare Officer



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Attendance & Punctuality Policy including EBSN 2022/23

Enc: