

## 6. RESPONDING TO NON - ATTENDANCE

### When a student does not attend, the school will respond effectively

- If a note or telephone call is not received from parents/carers, they will be contacted on every day of absence. If no call or letter is received either before/on the day of absence/on the day of return explaining the absence, a letter will be sent home requesting an explanation of the absence. If parents/carers do not respond to that letter, the marks will be amended to 'O' (Unauthorised Absence).
- If considered necessary by the Academy, staff may carry out either prearranged or unannounced home visits.
- Attendance will be monitored by the school and if attendance does not improve or receipt of a General Concern letter, the parent/carer will be invited to attend a meeting in school. This meeting will include the appropriate staff, parent/carer and student and will aim to identify and solve the problems that are preventing the student from attending school. Parents/carers are obliged to attend;
- The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued and the student will be monitored for 30 school days. Any absences during that period will require medical evidence to be provided in form of Dr's note or prescription/medication. Failure to improve attendance will result in a Penalty Fine from the local authority under Section 444(b) of the Education Act 1996.
- If it is felt that the student's attendance is not improving due to lack of support or engagement with either the parent/carer or the student, further meetings will take place
- If a child is absent from school and no response is made to the attempts to **contact the family, Childrens' Services and the Police may be contacted and** could be asked to make a 'Safe and Well' check on the family. If no contact is made within 5 days, the Academy will contact Children Missing Education at Peterborough City Council. If no contact is made within 20 days from the date of the first absence, the Academy is entitled to withdraw that student's place from the Academy roll.