

Attendance Process

Notice to Improve Pathway

A **Notice to Improve** is issued when parents or carers are **not engaging**, when non-attendance is being encouraged or inadequately managed, or when early intervention support has been declined.

The **standard target** is set at **95%** over a six-week period, though this **may be adjusted** on a case-by-case basis

If the target is **unlikely to be met**, a referral may be made for
a **Penalty Notice** or **prosecution proceedings**, depending on the
individual's previous involvement
with legal interventions. This may
occur before the end of the sixweek period if it becomes evident
that the target will not be
achieved.

If the agreed target is unlikely to be met, a letter will be issued advising that the Notice to Improve has been unsuccessful, and the case will be referred for consideration of legal sanctions.

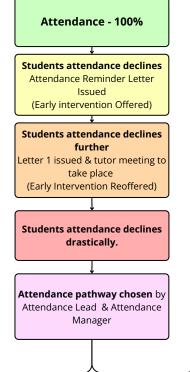
If the **agreed target** is **met**, no referral will be made. The Attendance Team will continue to **monitor attendance** and **provide support** as needed.

Term-time leave refers to any absence a student takes during the official school term, rather than during scheduled holidays or breaks.

To request term-time leave for your child, please <u>click here</u>. This link is also available on the Attendance page of the Netherhall School website.

Please note that all requests **must** be submitted at least **7 days** in **advance** to allow the Principal sufficient time to **review** and **consider authorisation**. If **7** days notice **cannot** be given, **evidence** of emergency will be **requested**.

<u>Attendance Contract Pathway</u>



An Attendance Contract (AC) should be implemented alongside Early Intervention, with targets agreed by the school as part of a supportive measure An attendance target is agreed between the school and the parent/carer for a set period, with and adaptations as necessary. If the Attendance Contract (AC) is unsuccessful, the school has If the Attendance Contract (AC) the option to **terminate** the contract and refer the case to the is successful, support will continue from the pastoral and **Local Authority** for consideration of a Penalty attendance teams. Notice or prosecution proceedings.

Home visits are when school staff—typically teachers, pastoral staff, or attendance team —visit a student's home to meet with parents or guardians. These visits may be pre-arranged but can also be unannounced. If a student has been absent from school for 5 consecutive days, staff may conduct a home visit to:

- Check on the student's welfare.
- **Encourage** the family to return the child to school.
- Offer **support** or signpost services if there are barriers to attendance.

This visit may be earlier depending on individual circumstances

Unauthorised Absences Due To Lateness

If student has more than 5 unauthorised absences due to **Meeting Arranged** lateness a parental meeting is arranged to support in helping increase attendance. Failure to attend **Attended Attendance Contract** Target letter sent home completed during meeting with a target of no more with a target of no more UA's within the next 6 UA's within the next 6 week period. weeks period. If no more UA's within the next 6 weeks. Contact home made to Contact home made to acknowledge no more UA's acknowledge no more UA's within the 6-week period. within the 6-week period. Notice to improve (NTI) Further UA's (failure to improve) and parents failing to engage with support referral made to the Local Authority to review target. Notice To Improve letter Contact home made to sent home with the target acknowledge no more UA's agreed by The Local within the 6-week period. Authority. **Notice To Improve** target not met Movement towards legal

action.

If Your Child Is Absent

Please contact us by **8:30am each day** your child is absent by filling in the online form which can be accessed through the link provided on the school website

https://netherhall.org/parents/attendance/

If you need support with your child's attendance, please contact our Attendance Team by emailing attendance@netherhallschool.org or calling 01223 242931 (option 1). This will connect you to the attendance mailbox, and a member of the team will respond as soon as possible.

- When reporting the absence please give a specific reason (e.g., chest infection, sickness bug) not just "illness."
- Absences without further information may be recorded as unauthorised as illness is not a sufficient reason to code absence without further clarification.

In line with **Local Authority guidance**, unreported absences will be recorded as **unauthorised**. Accumulating **10 unauthorised absences within a 10-week period** may result in a **Penalty Notice** being issued and further legal action if necessary.

