



LYNG HALL SCHOOL

ATTENDANCE ROADMAP

1

WAVE 1 - IDENTIFY, EXPECT AND PREVENT

Our daily systems and processes are designed to treat the root causes of absence and remove barriers to attendance. This approach requires Lyng Hall staff, families and in some cases external agencies to work collaboratively in partnership with each other. This involves rigorously using attendance data to identify patterns of absence (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched. Other daily actions involve promoting attendance positively using praise, incentives, swift absence follow ups, emails, text and/or letter communication to raise awareness of emerging concerns, processing requested or unrequested 'Term Time Absence' and completing Home Visits to meet our safeguarding duties as required.

2

WAVE 2 - LISTEN, UNDERSTAND AND FACILITATE SUPPORT

We use this wave of support when the National Threshold for Absence is met (Authorised or Unauthorised). We will meet with students and families to listen and to understand the barriers to attendance. We will then collaboratively agree how all partners can work together to resolve them. Early support may include referrals to in school provisions, external agencies and/or an Early Help Assessment.

3

WAVE 3 - FORMALISE SUPPORT

If absence persists or voluntary support isn't working or being engaged with, we will formalise support. Attendance Contracts offer a plan for improvement with achievable, individual targets that are regularly reviewed. We may also consult your doctor to ensure collaboration. Coventry Local Authority may use Education Supervision Orders if you need support getting your child to school but aren't cooperating. They can apply to a court for an order, appointing a supervisor to help, either instead of prosecuting you or in addition to prosecution.

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WAVE 4 - ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, the Coventry Local Authority will enforce attendance through statutory interventions. This may involve a penalty notice in line with the National Framework or prosecution to protect the students right to an education. Statutory Guidance from the Department for Education states a referral to Children's Social Care for children with 'Severe Absence' (Less than 50%) should be considered to obtain 'Intensive Support'. Please feel reassured that we consider support and actions for students with diagnosed medical conditions on an individual basis.

5

PENALTY NOTICES AND LEGAL ACTION

The Government has introduced a new National Framework for Penalty Notice Fines as part of its statutory guidance. The threshold is set at 10 sessions (5 school days) of unauthorised absence within a rolling 10-week period. This can include any combination of unauthorised absences, such as 4 sessions of term-time holiday and 6 sessions of late arrivals. These sessions can be consecutive (e.g., 10 sessions in one week) or spread out (e.g., 6 sessions in one week and 1 per week over the next 4 weeks). Here is an overview of the Government's new fines framework:

First Penalty Notice: The first penalty notice issued to a parent in respect of a particular student will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

Second Penalty Notice: A second penalty notice issued to the same parent in respect of the same student is charged at a flat rate of £160 if paid within 28 days.

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'Failure to safeguard a child's education.'

OUR ATTENDANCE AND PUNCTUALITY VISION:

At Lyng Hall School we pride ourselves on our school community and ethos where all students and their families consistently have a positive attitude and commitment to achieving both excellent attendance and punctuality. Embedded within a community whereby excellent attendance and punctuality is a fundamental expectation and families acknowledge that it maximises potential, boosts social skills, confidence and self-esteem.

"ATTENDANCE MATTERS. EVERYDAY COUNTS"