

## **Chesterfield High School has a:**

Graduated Response Attendance Support Programme (ASP)  
2016-2017

Chesterfield expects students to achieve at least 97% attendance

### **Usual Attendance Response:**

All absences are investigated by FIRST DAY RESPONSE by the Student Support Manager.

Any serious concerns are passed to the Attendance and Welfare Manager immediately.

The Attendance and Welfare Manager will make a further contact by telephone or a home visit for serious concerns.

The FORM TUTOR will follow up absences at Personal Development time, collecting absence notes if appropriate. The Form Tutor will also encourage and promote high levels of attendance and punctuality for their form group.

Any absence exceeding 4 days will only be authorised upon receipt of Medical Evidence

### **ATL.1 - Attendance Letter 1**

This will be issued by the Student Support Manager in liaison with the Attendance and Welfare Manager and the Progress Leader following two periods of absence during one half term and/or subsequent absences during each half term.

This letter informs parents/carers that attendance monitoring has commenced; and invites parents to discuss any concerns with Student Support and/or AWM

### **ATL.2 - Stop Authorising Letter 2**

This letter is issued by the Student Support Manager in liaison with the Attendance and Welfare Manager and Progress Leader after three or more periods of absence in one half term and/or subsequent absences during each half term and including consecutive terms. This letter advises that attendance remains a concern and that future absence may only be authorised upon receipt of medical evidence. Parents/Carers are again invited to discuss any Health concerns and /or difficulties with Student Support and/or AWM.

### **School Attendance Meeting with Attendance and Welfare Manager**

The Attendance and Welfare Manager will arrange a meeting with Parents/Guardians of those students whose attendance continues to cause concern. The meeting will provide an opportunity for Parents and Guardians to provide Medical evidence and/or discuss any issues where support may be required, either from school or external agencies.

Parents/Guardians will be reminded of their legal responsibility to ensure regular school attendance and the potential penalties;

- Penalty Notice Charge for periods of unauthorised absence of 10 sessions and/ or 18 sessions over two consecutive terms. The sum of £60 per parent to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid the Attendance and Welfare Service may then institute legal proceedings in the Magistrate's court under Section 444 of the Education Act 1996 for failing to ensure regular school attendance
- Local Authority Attendance Panel (Penalty Notice may be issued following monitoring period)
- Consideration may be given to an Education Supervision Order (s.36 Children Act 1989 - Family Court)

### **Home visits**

Parents and Carers are responsible for contacting school regarding absence; The Attendance and Welfare Manager will conduct a home visit where parents **have not** made contact and/or Students Support are unable to make contact in respect of **any absence exceeding 2 days**.

The Attendance and Welfare Manager will conduct home visits where Parents and Guardians are difficult to contact; this may provide an opportunity to provide medical evidence and/ or discuss any issues which may be affecting the child and the family. A range of strategies may be used to support our students along with their family, for example;

- Pastoral Support Plan (PSP - school)
- Early Help Assessment (EHP-AWM/ Local Authority)
- Child in Need (via referral to Children's Services)
- Referrals to other agencies as identified by the AWM

### **Penalty Notice Request**

A referral will be made to the Local authority where unauthorised absence meets the criteria

- for periods of unauthorised absence of 10 sessions and/ or 18 sessions over two consecutive terms

- Leave taken during term for a family holiday coded 'G' (not agreed or days in excess of agreement)
- Late arrival to school coded 'U' (late after registers closed). If your child is regularly late for school Parents and Guardians may receive a Penalty Notice (£60 fine) and may risk prosecution.

## **Prosecution**

At Chesterfield we endeavour to support our students and recognise that there are families who will require additional help. We will consider a range of strategies and where possible, implement these prior to initiating any legal proceedings.

**Unfortunately in serious cases, Parents and Guardians may be prosecuted in the Magistrates court. This is a last resort when there is little parental engagement and strategies fail to significantly improve a student's school attendance.**