



Monkton Academy Pupil absence procedure flowchart



Pupils' first day of absence:

Please contact our school office as soon as possible on this date to inform school of your child's absence. Provide a clear reason for absence so we are able to ensure our registers are marked correctly with appropriate absence codes (whether this is an authorised or unauthorised absence for instance).

Where we do not hear from you by 9:30am:

- Our school office will call the first contact number on our school system. This may extend to additional contacts if we do not receive an answer.
- Where phonecalls are unsuccessful, we will send a text message to the initial contact number asking you to get in touch.
- If we have not heard by midday, a home visit by a member of the senior leadership team may be carried out by way of a welfare check.



If the absence continues:

Depending upon the reason for the absence, we may ask that you update us on a daily basis of continued absence. Please note, that we will not assume that an absence that was initially authorised, remains authorised over a number of days without valid reason.



If we spot a pattern or concern with absence:

Attendance data is checked in school on a fortnightly basis. Where a pupil's absence falls below 90% this is categorised as 'persistent absence'. We will inform you in a letter (sent through the post) if your child has fallen into this category. At this point we will discuss:

- The possibility of conversations/meetings in school should you feel there is more we need to know about (medical needs for instance.)
- The possibility of a referral to the school nursing service, should this be helpful.
- That your child's attendance will be monitored closely until signs of improvement are clear.



Where patterns or high levels of absence continue:

Following this initial letter, should improvement not be clear, we will send a further, more formal letter of concern. This letter will outline:

- A suggestion for engagement with support services offered by school (for instance a referral to the Early Help team)
- That we will now require medical evidence (such as doctors' appointments, photographs of prescribed antibiotics) before authorising any absence, unless in the most special of circumstance.
- Where a pupil records a series of ten unauthorised sessions (equivalent to five full school days) over a six week period, we will make a referral to the Local Authority Attendance and Monitoring Team for a penalty notice warning.





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If a penalty notice has been issued:

A child's attendance will be monitored over a three week period (excluding any school holidays). If there are any unauthorised absences within this period, parents/carers will, without further warning, be issued with a Penalty Notice fine.

It is important to note that both parents/carers of a child are equally responsible for ensuring regular school attendance and where possible the Local Authority will pursue individual action against each parent/carer



What happens if a fine is not paid, or if repeated penalty fines are issued?

This will lead to legal action and the likelihood of parents/carers being prosecuted of an offence under s.444 (1) of the Education Act 1996.

Please note:

Unauthorised term time holidays may result in a Penalty Notice without a Penalty Notice Warning issue.

All term time holiday requests must be put into writing using our 'Leave of absence' paperwork. Please return these to school as far in advance of the intended holiday as possible.