St Cuthbert's
ROMAN CATHOLIC ACADEMY TRUST

Attendance Policy 2025-26

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1. The importance of school attendance

Every child has a right to an education, and for the vast majority this education should take place within our schools. At St Cuthbert's Roman Catholic Academy Trust (SCRCAT), we recognise that improving attendance to school is everyone's business. We must therefore work together to ensure the very best attendance to school for every pupil. School attendance all day, every day, matters for all young people. Regular and consistent attendance forms good habits, promotes better outcomes, and offers protection for potentially vulnerable young people. Although some pupils will find it harder than others to attend school, all pupils should try their very best to aim for 100% attendance and will be supported to do so. As a Trust, it is our aim to create calm, orderly, safe and supportive environments where all pupils want to be and are keen and ready to learn.

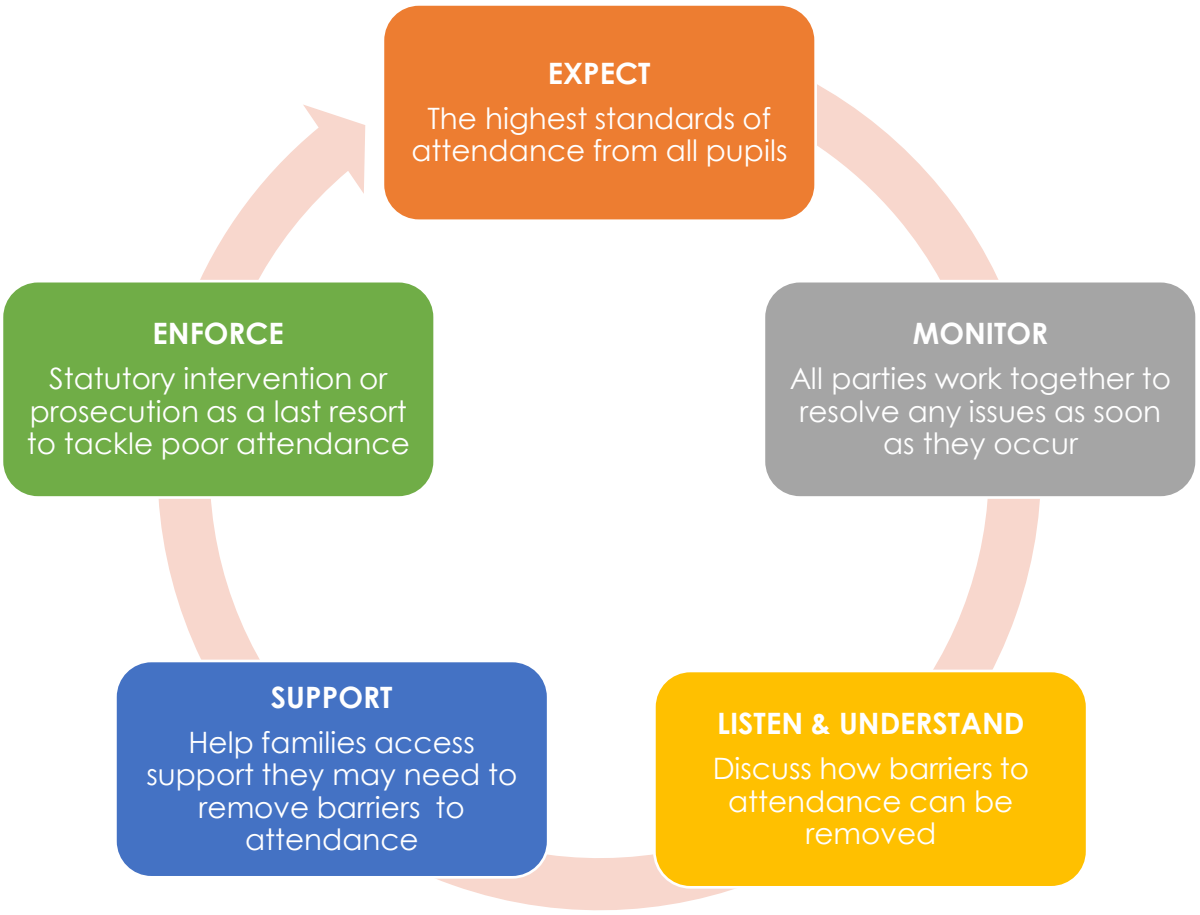
Every child, regardless of background or circumstance, has a legal right to an education. It is the legal responsibility of every parent/carer to make sure their child receives that education by attending school. By registering their child at one of our Trust schools, all our parents/carers have an additional legal duty to ensure their child attends their chosen school regularly.

SCRCAT encourages all our pupils to live our value of Ambition and have high aspirations. We want pupils to truly believe that anything is possible. This is only achievable if they have regular attendance.

The benefits of good attendance at school are far reaching but essentially, good attendance is the essential foundation to positive outcomes for all pupils and research shows that children and young people are at less risk of harm when attending school regularly. Put simply, attending school all day every day is crucial to a child's development and future life opportunities.

2. Working together to improve attendance

Our aim is to successfully treat the root cause of absence and ensure that we do all we can to remove barriers to attendance. To do this, it is essential that we work together, not against one another. How we will do this is outlined below:



We recognise that school is the best place for the vast majority of children and young people to access an effective education and secure their happiness, safety and well-being. By increasing attendance, we will jointly improve life chances, broaden outlooks and ensure better outcomes for children, families and communities. All our trust schools have learning mentors and attendance officers who work with pupils and their families to improve attendance. Examples of support could include:

- Buddy system
- Support plan with class teachers/form tutors/Pastoral Leaders
- Work with external professionals to identify areas for support
- Support from the SEND team to identify learning or medical needs which create a barrier to attendance

Meet the Team

Below is information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis, as well as for more detailed support on attendance.

St Augustine's RC Secondary, Scarbrough Mrs Sam Prendergast (Attendance Officer) Mrs Stacey Krlic (Pastoral Manager) Mr James Podlewski (Deputy Head of School)	**St Anthony's VC Academy, Hull** Mrs Victoria Dean (Admin Assistant) Miss Carrie Barley (Operational Designated Safeguarding Lead) Mrs Jessica Storch (Headteacher)	**St Charles' VC Academy, Hull** Miss Tegan Abbott (Office) Mrs Sarah Woodmansey (Headteacher)
Endsleigh Holy Child VC Academy, Hull Mrs Liz Hawkins (Office Manager) Mr Jordan Fox (Designated Safeguarding Lead)	**St George's VC Academy, Scarborough** Mrs Lindsey Cable (Attendance & Safeguarding Officer) Mr Andrew Krlic (Headteacher)	**St John of Beverley VC Academy** Mrs Tracey Wollaston (Office) Mrs Angela Nicholl (Headteacher)
St Mary's College, Hull Karen Turner (Attendance Officer) Fiona Meyerhoff (Senior Attendance Officer) Miss Amy Wiles (Assistant Headteacher) Mrs Abigail Longthorne (Assistant Headteacher)	**St Mary's Market Weighton VC Academy** Mrs Sarah Fox (Office Manager) Mrs Rebecca McKenna (Headteacher)	**St Mary & St. Joseph VC Academy, Pocklington** Mrs Charlene Ellis (Office Manager) Mrs Sarah O'Donnell (Headteacher)
St Mary Queen of Martyrs VC Academy, Hull Mrs Emma Wilson (Operational Designated Safeguarding Lead) Mrs Catherine Coldham (Headteacher)	**Our Lady & St. Peter's VC Academy, Bridlington** Mrs Morgan Smith (Attendance Lead) Mr Andrew Dixon (Assistant Head)	**St Peter's VC Academy, Scarborough** Mrs Lovette Turner (Office Manager) Mrs Sarah Seeley (Headteacher/Designated Safeguarding Lead)
St Thomas More VC Academy, Hull Mrs Lynn Stansfield (Operational Designated Safeguarding Lead) Mr Martin Ward (Headteacher)	**St Richards VC Academy, Hull** Mrs Stephanie Gawthorpe (Office Manager) Miss Marleigh Walker (Operational Designated Safeguarding Lead) Mrs Katie Merckel (Assistant Head - SENDCO, Behaviour & Inclusion)	**St Vincent's VC Academy, Hull** Mrs Joanne Bell (Designated Safeguarding Lead & Attendance Lead) Ms Pippa Donnelly (Headteacher)

3. The role of the Trust's schools

Within each of our Trust schools, regardless of key stage, attendance is the essential foundation to positive outcomes for our pupils. Therefore, all staff, regardless of their role within the school, are expected to take responsibility for securing positive attendance for every pupil. As a parent/carer, you should expect to receive communication from a wide range of staff members if your child is absent from school.

As a Trust, our commitment to our pupils and families is as follows:

- We will embed a whole-school culture that promotes the benefits of high attendance. This will be delivered via an extensive programme of rewards alongside examination outcomes.
- We will build strong relationships with our families. All schools aim to listen to and understand barriers to attendance and work with our families to remove them. However, parents and carers should be prepared to be challenged where it is felt that barriers created are not genuine reasons for absence.

Within each school, every child will have the opportunity to develop at least one trusted relationship with an adult such as a teacher or pastoral member of staff. All of our staff care about every individual child and have a desire to make a genuine impact on their engagement with and enjoyment in school.

4. Attendance rewards and expectations

Each school within our Trust will operate their own bespoke attendance rewards policy. Details of these can be found as an appendix to this policy and on the individual school website.

We are very proud of our Trust-wide attendance rewards programme and strive for pupils to achieve the highest attendance possible.

5. Attendance and the legal framework

5.1 Understanding Types of Absences

Authorised Absence

- Authorised absence is absence with permission from the Headteacher or other authorised representative of the school. This includes absences for which a satisfactory explanation has been provided, e.g. physical sickness or gastro-intestinal distress.
- Even when pupils are engaged in Approved Educational Activity off-site (B Code), they must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency
- The school may authorise absence in the following circumstances
    - Physical sickness or gastro-intestinal distress (excessive or extended absences will require medical evidence)
    - Injury or in-capitation
    - Medical Appointment (copy of appointment to be seen and copied)
    - Family bereavement
    - Conditions rendering attendance impossible or hazardous to a child's health and safety
    - Religious observance (limitations apply)
    - A travelling child's absence
    - **SCRCAT** will make reasonable adjustments to accommodate absence requests for treatment and external sources in line with their absence policy. In these instances, sensitive care will be taken when recording the reason for absence.

Unauthorised Absence

- Unauthorised absence is absence without permission from the authorised representative of **each** School. This includes all unexplained or unjustified absences.
- **Our trust schools** will not authorise absence in the following circumstances
    - No explanation is offered by the parent/carer
    - The explanation offered is unsatisfactory (e.g. headache, common cold or sore throat)
    - Leave of absence which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school.
    - Special occasions, such as birthdays
    - Minding siblings
    - Parent/guardian or sibling illness
    - Family holidays in term time

Our trust schools are not obliged to authorise absences for repeated illness without supporting medical documentation.

5.2 Safeguarding

- When parents and carers are unaware of absences there may be significant danger to the young person's safety as it likely that their whereabouts are unknown by a responsible adult
- Unfortunately, there may be occasions when truancy is condoned by parents and carers. If this occurs it is the duty of the school to work with the pupil and family to change their attitudes.

5.3 Persistent Absenteeism (PA)

- The Government has deemed that any pupil who has less than 90% attendance should be recorded as a Persistently Absent student.
- Pupils' attendance will be monitored by the Education Welfare officer (EWO) and additional, appropriate staff. (E.G Form tutors and Heads of Year at secondary level).
- Pupils at risk of becoming PA may be invited to attend a Raising Attendance Plan (RAP) meeting to discuss attendance and any issues or concerns.

5.4 Extreme Persistent Absenteeism (PAX)

SCRCAT classes any pupil who has under 50% attendance to have extreme persistent absence. Particular focus will be given by all our schools to pupils who are absent from school more than they are present (those missing 50% or more of school). Pupils who fall into this category will have their attendance critically analysed on a regular basis to track changes.

Pupils in this category are also subject to being asked to attend Governing Body Attendance panels where reasons provided for absence will be challenged.

If improvements are not seen, it is likely pupils in this category will be subject to legal action in the form of fixed penalty notices and/or education supervision orders.

5.5 Absence - Truancy (internal)

- Pupils should not be allowed to leave a lesson unless they have a valid reason and a valid note.
- Teachers should inform a member of the attendance team if they suspect a pupil is truanting. The pupil's attendance will be checked, parents / carers will also be contacted to let them know that their child is absent from school or lesson without permission.
- Truancy will be recorded on the school's internal system and the appropriate staff members will be made aware.

5.6 Absence - Truancy (external)

- The school will work with the EWS (Educational Welfare Service), other attendance staff and the Neighbourhood Policing Team to ensure that incidences of truancy from school are identified and resolved.
- Parents and carers will be invited into school to discuss truancy issues, this meeting will provide an opportunity to discuss any support required but also the possibility of legal action being taken against the pupil and or family.

5.7 Absence due to Suspensions

Suspensions are recorded as an (authorised) absence from school in line with DfE statutory guidance.

5.8 Temporary School Closures

If any of our trust schools must close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

5.9 First Day Response

A child not arriving at school where the parents and carers have not informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required. In case of absence:

- On the first day and every day of absence, parents and carers are expected to contact the school, preferably by telephone before 9:00 am
- The parent reporting the absence should give the reason for the absence and the expected date of return
- If the date of the return is unknown, regular contact on a daily basis should be kept with the school; if the school receives no contact a member of the inclusion team will follow the procedure detailed in the Attendance and Registration Procedures (Appendix 1) which includes conducting home visits to check on the welfare of a child/ren.

If a child is absent, we will:

- Telephone parent / carer on the first day of absence when the absence has not been reported or is un-explained.
- An automated absence text may also be sent by 9:30am each day to parents/carers of all pupils who have no marks at that stage
- Conduct a home visit on the third day of the absence
- Invite parents / carers in to discuss the situation with a member of school staff if the child's attendance is a concern.

5.10 Monitoring and Protocols for dealing with Absences

- School staff will monitor absences via electronic registers on a week-to-week basis
- School staff will monitor irregular attendance of students for example consistent absences, regular patterns of illness and repeated illness.
- Previous year's attendance will be considered when actions are being considered.

5.11 Holiday Request in Term Time

Any absence, including absence for holidays, interrupts the continuity of students' learning. Parents/carers are strongly urged not to take students out of school for holidays during term time. Government legislation now states that holidays during term time, regardless of length, cannot be authorised. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Annual holidays taken during term time will therefore not be authorised. Holiday requests should be made in writing to the school's attendance team who will assess each request individually, following, Trust Policy, National and Local guidance, and issue a response in writing. It is advisable to request holidays prior to booking, to avoid unexpected fines. Parents and carers should endeavour to be honest when requesting holidays during term time.

5.12 External Appointments within School Hours

Please arrange all appointments outside of the school day wherever possible. If the appointment is unavoidable, the Trust expects your child to attend before and after the appointment wherever practicable. It is important that evidence of the appointment is provided to school for the absence to be recorded as authorised. A full day's absence will not ordinarily be authorised for a medical appointment; however circumstances will be considered on a case-by-case basis.

5.13 Legal Information

Section 175 of the Education Act 2002 Places a duty on governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and pupils under the age of 18.

Section 7 of The Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age. The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

a) to his/her age, ability and aptitude, and

b) to any special educational needs, he/she may have, either by regular attendance at school or otherwise

Section 576 of the Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age.

5.14 Legal measures for tackling persistent absence or lateness

As set out as statutory by the Department for Education in their 2024 publication of "Working Together to Improve Attendance", the following legal measures may be used for parents of compulsory school age children who are registered at a school and are not attending regularly:

- Penalty Notices can be issued when:
  - a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has considered DfE guidance to inform its decision-making
  - where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents and carers failure to attend/co-operate at a Raising Attendance Plan meeting
  - Parents and carers will be alerted/warned by the attendance officer about the possibility of a penalty notice being requested for unauthorised absence. If more than one parent has parental responsibility, both parents and carers will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents and carers during the year. However, this action must be subject to careful consideration and co-ordination.

All SCRCAT school will consider whether a penalty notice is appropriate in each individual case where one of our pupils reaches the national threshold for considering a penalty notice. SCRCAT schools do not have a blanket position of issuing or not issuing penalty notices and will make judgements on each individual case to ensure fairness and consistency.

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

5.15 Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences, but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

From September 2024, the way penalty notices for absence from school are issued is also changing. Whilst it is our aim to avoid this route at all costs, we would like parents/carers to be aware of the rules around this for avoidance of doubt:

- Penalty notice fines will now be issued to each parent/carer, for each child that was absent
- The first time a penalty notice is issued for term-time leave or irregular attendance the amount will be £160 per parent/carer per child (reduced to £80 per parent/carer per child if paid within 21 days)
- Penalty notice fines will be issued for term time leave of 5 or more school days. INSET days **DO** also count as school days.
- Penalty notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.
- The second time a penalty notice is issued for term-time leave or irregular attendance the amount will be £160 per parent, per child.
- The third time an offence is committed for term-time leave or irregular attendance a penalty notice will not be issued as the case will be presented straight to the Magistrates Court and could result in a fine of up to £2500 per parent/carer, per child.

6. **Monitoring**

This policy will be reviewed annually and approved by the Trust Board of Directors.

Appendix A: Register Codes

The following codes are taken from the DfE statutory guidance - Working Together to Improve School Attendance (August 2024).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances. Including pregnant pupils.
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance

I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: ● In police detention ● Remanded to youth detention, awaiting trial or sentencing, or ● Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix B: Children with Health Needs who Cannot Attend School

Aims

This appendix aims to ensure that:

Suitable education is arranged for pupils on roll who cannot attend school due to health needs

Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

2. Legislation and guidance

This appendix reflects the requirements of the Education Act 1996.

It is also based on any guidance provided by local authorities and complies with our funding agreement and articles of association.

3. Responsibilities of our schools

3.1 If the school makes arrangements:

The Trust aims to ensure that all children, regardless of circumstance or setting receive a good education to enable them to shape their own futures. Where children are unable to attend school because of their health, the school will follow Department of Education Guidance and work with their local authorities who have the responsibility to arrange suitable full-time education (or part-time when appropriate for the child's needs) for children who are unable to attend a mainstream school because of their health. The Local Authority is responsible for arranging suitable full-time education for children who – because of illness or other reasons – would not receive suitable education without such provision. There will, however, be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the Local Authority, for example, where the child can still attend school with some support.

Where the school has made arrangements to deliver suitable education outside of school for the child, or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school, we would not expect the Local Authority to become involved in such arrangements. This is unless the Local Authority had reason to believe the education being provided to the child was not suitable or, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. For example, where the child may only attend school intermittently.

3.2 If the local authority makes arrangements:

If the school can't make suitable arrangements, the respective Local Authority will become responsible for arranging suitable education for these pupils.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil;
- Share information with the local authority and relevant health services as required;

- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully;
- When reintegration is anticipated, work with the local authority to:
    1. Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
    2. Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
    3. Create individually tailored reintegration plans for each child returning to school
    4. Consider whether any reasonable adjustments need to be made

Appendix C: Day to day operational processes -

School: Endsleigh Holy Child VC Academy

This annex outlines the specific daily operations, timing, and reporting procedures required to ensure the safety and educational continuity of all pupils. These processes support the **ATTEND** framework (Assess, Target, Try, Encourage, Notice, Define) by ensuring clear lines of communication between home and school.

1. The School Day & Punctuality

Time Slot	Action / Status	Procedure
08:40	**Doors Open**	Children are welcomed into school.
08:50	**Registration Closes**	All children must be in class by this time.
08:50 – 09:20	**Late (Code L)**	Children arriving after 8:50 must sign in electronically at the main office. This is recorded as **Late**.
09:20 onwards	**Unauthorised (Code U)**	Arrival after this time, without a valid medical reason, is recorded as an **Unauthorised Absence**. This legally counts as an absence for the whole morning session.
13:00	**PM Registration**	Afternoon marks are taken.

Note: The 'U' code (arrival after 9:20am) impacts a child's overall attendance percentage and may contribute towards statutory thresholds for intervention.

2. Reporting Absence (Safeguarding Procedures)

To ensure every child is safe and accounted for parents/carers must follow strict reporting protocols.

Reporting Deadline:

- You must contact the school **before 08:00am** on the first day of absence.
- Telephone: 01482 853203

Required Information:

When calling (even if leaving a voicemail), you must clearly state:

1. Child's Full Name
2. Year Group
3. **Specific Reason for Absence** (e.g., "high temperature," "severe cold"). *Please note: stating "unwell" is not sufficient for our coding requirements.*

Frequency of Contact:

- **Daily Call:** You must call the school on *each day* the child is absent unless the condition has a specific exclusion period (see below).

- **Exemptions to Daily Calls:** For confirmed illnesses with known exclusion periods—specifically Chicken Pox or Diarrhoea and Vomiting (D&V) - you do not need to call daily. The school expects the child to return 48 hours after the last episode of D&V, or when Chicken Pox spots have crusted over.

3. Medical Appointments & Illness During the Day

Planned Appointments:

We encourage appointments to be made outside of school hours. If this is unavoidable:

- Please present an appointment card, letter, or text confirmation to the admin team.
- The child must be signed out at the office using the electronic system by the parent/carer.

Illness During School Hours:

If a child becomes unwell during the school day, staff will assess the child. If it is deemed they are not well enough to remain in school, the parent/carer will be contacted immediately to collect the child. Please ensure your contact details remain up to date.

4. Leave of Absence & Statutory Regulations

Endsleigh Holy Child VC Academy is committed to maximizing educational time. As such, we adhere to strict statutory guidelines regarding planned absence.

Leave of Absence Requests:

- Absence for reasons other than illness must be requested via a **Leave of Absence Form**.
- This must be completed and submitted to the Headteacher *prior* to the absence.
- **Holidays in Term Time** will **not** be approved unless there are exceptional circumstances.

Statutory Context & Fixed Penalty Notices:

In line with Local Authority and National Frameworks, unauthorized absence is monitored closely.

- If a child accumulates 5 days of unauthorized absence within a 10-week period, the school is required to refer the case to the Local Authority.
- This will result in the issuing of a Fixed Penalty Notice (fine).

Our primary goal is to avoid this route by working in partnership with families through the ATTEND framework to support regular attendance before legal thresholds are met.