

Form – Deep clean your codes

Use this form to analyse reasons for absence by generating an overall 'absence by code' report.

This can be firstly for the whole school and then broken down in different ways, for example by year group or tutor group.

This will enable you to identify different rates of absence in particular areas, possible reasons for this and strategies to overcome any high levels of absence. You can also monitor whether codes are being used appropriately and observe frequency of use.

Circle the appropriate code and complete the form.

Code: C E G H I M N O T U	
Report generated:	
Report analysis:	
Whole group strategy:	
Year group strategy:	
Student group strategy:	
Individual group strategy:	
Use and frequency check:	
Comments:	

Handout – Legal action to support school attendance

This table shows what legal action can be taken and who initiates it.

Action	Initiated by	Legislation
Fixed penalty notice	Headteachers (or deputies), local authority or police	The Education Act 1996, ss. 444A and 444B
Court fine	Local authority prosecution	Part of the court's sentencing options
Community order	Local authority prosecution	Part of the court's sentencing options
Parenting contract	Governing bodies or local authority	Voluntary agreement only
School attendance order	Local authority prosecution	The Education Act 1996, s. 437(3)
Education supervision order	Local authority application	The Children Act 1989, s. 36
Parenting order	Local authority prosecution	Crime and Disorder Act 1998

Form – Record sheet for a pupil whose parents are at high risk of prosecution for their child’s non-attendance at school

Use this pro forma to keep a detailed record of actions taken that could be used as evidence if required.

Pupil's name:	Year:	Date of joining the school:
Summary of the attendance issues that have led to the high risk of prosecution. Attendance records attached as evidence.		
<p>Actions taken by the school, including:</p> <ul style="list-style-type: none"> • meetings: dates and who was present • telephone conversations: dates, who made the call and outcomes 		