Wembley Multi-Academy Trust

ACHIEVEMENT FOR ALL

WEMBLEY HIGH TECHNOLOGY COLLEGE

ATTENDANCE AND PUNCTUALITY POLICY

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WEMBLEY HIGH TECHNOLOGY MISSION STATEMENT

Our mission is to deliver 'Achievement for All', one child at a time. We do this by creating a dynamic and inclusive learning environment where every student is empowered to achieve the grades that unlock the doors of opportunity. Driven by our core values of hard work, ambition, resilience, empowerment, diversity, and helping others, we believe that academic excellence is the golden ticket to success. We are committed to equipping our students with the skills, knowledge, and love of learning that they need to excel, ensuring they have the confidence and capability to shape a better world. Through perseverance and collaboration, our students will not only achieve their personal goals but also become compassionate leaders who inspire positive change.

Dear Parent/Guardian,

At Wembley High Technology College, our values of hard work, resilience, ambition and empowerment are central to everything we do. Excellent attendance is fundamental to students achieving their full potential, and therefore attendance and punctuality are priorities we take extremely seriously. Our strong commitment to these standards is reflected in the exceptional academic progress of our students, which consistently places Wembley High among the highest-performing secondary schools in the country.

We expect all students to strive for 100% attendance, with a minimum expectation of 98% attendance, so that they do not miss valuable learning opportunities, personal development or the wider experiences that contribute to their success. Achieving this requires a strong partnership between school and home, and we greatly value the support of parents and carers in reinforcing these expectations.

Where a student's attendance falls below 96%, we will actively address this as a serious concern.

Research consistently shows that poor attendance can have a significant negative impact on a young person's education, future opportunities and life chances. Regular absence often leads to lower academic outcomes, with students frequently achieving one or two grades below their predicted GCSE results. In addition, excellent attendance strongly supports positive mental and emotional wellbeing. Daily attendance fosters a sense of belonging, social inclusion and personal stability—benefits that extend far beyond the classroom. Studies also suggest that unauthorised absence can increase vulnerability to anti-social behaviour and may reduce future employment prospects.

At Wembley High, we believe that hard work and resilience are built through consistent daily habits, and attending school every day is one of the most important foundations for success. Excellent attendance also plays a vital role in supporting students' mental and emotional wellbeing. Daily attendance fosters a sense of belonging, routine and empowerment, enabling young people to develop confidence, social inclusion and the resilience needed to thrive both academically and personally. These benefits extend far beyond the classroom and are essential in preparing students for ambitious futures.

For these reasons, and with your child's best interests at the centre of every decision we make, Wembley High Technology College **does not authorise leave during term time**. Our shared priority must always be excellent learning, and students need to be present in school every day to fully benefit from the outstanding education and opportunities available to them.

Punctuality is equally important. Being on time each day reflects the values of hard work, responsibility and ambition. Strong punctuality helps students establish positive routines, develop self-discipline and recognise the importance of commitment - qualities that will support them throughout education and in whichever career path they choose. We require parents and carers to support their child in arriving punctually every day.

Attendance and punctuality records may also form part of future academic and employment references through EduLink data, making these habits vital for future success.

Wembley High Technology College is proud to be a school community built on hard work, resilience, ambition and empowerment. Your child is a valued member of that community, and we look forward to working in partnership with you to ensure they thrive, succeed and engage fully every day.

Yours sincerely,

T. Best

Headteacher

Aims

Our attitude to attendance is to:

"Listen, understand, empathise and support – but do not tolerate."

Consistent school attendance is vital for pupils to achieve their fullest academic potential. We recognise that poor attendance can significantly impact a child's academic progress, social interactions and self-confidence. We are committed to working with families to reduce absences and ensure good punctuality for all.

Why is excellent attendance so important?

Students with excellent attendance benefit from:

- Consistent, uninterrupted learning that supports strong progress over time
- A deeper understanding of knowledge, skills and subject content through carefully sequenced teaching
- Higher quality performance in classwork, assessments and coursework
- Stronger outcomes in internal and external examinations
- Positive social development through sustained friendships, belonging and engagement within the school community
- Full access to the wide range of enrichment, leadership and extra-curricular opportunities offered at Wembley High
- Strong attendance and punctuality records that support excellent references for sixth form, university and future employment

At Wembley High Technology College, our teachers are experts in delivering ambitious, highly structured lessons that build knowledge and understanding progressively over time. Learning is carefully sequenced so that students first secure strong foundations before moving on to more challenging and complex material as their confidence and competence grow.

This means that every lesson is an important part of a bigger learning journey. Missing school can create gaps in understanding, disrupt this carefully planned progression and make it more difficult for students to fully access future learning.

Our lessons are designed to maintain high levels of engagement, challenge and pace. Through questioning, discussion, problem-solving and a wide range of teaching strategies, students are empowered to think deeply, develop resilience and maximise their potential. Because learning at Wembley High is both structured and collaborative, absence not only impacts the individual student but can also interrupt the wider learning environment.

Excellent attendance ensures that students can fully benefit from the exceptional teaching, support and opportunities available at Wembley High Technology College, enabling them to thrive academically, socially and personally.

Our students thrive within this stimulating and challenging environment.

Students who are absent from school miss vital stepping stones in their learning, which is why Wembley High Technology College places such importance on excellent attendance. Our ambitious and carefully sequenced curriculum is designed so that knowledge, skills and understanding build progressively over time, with each lesson forming an essential part of a student's wider learning journey. Missing lessons can create gaps in understanding that make future learning more challenging, particularly when new concepts build directly on prior knowledge. Students also miss valuable opportunities to collaborate with their peers through discussion, teamwork and shared challenge—an important part of the Wembley High learning experience. In subjects such as Drama, students may hold key roles within performances and productions, while in practical subjects including Science, Design & Technology, PE, Art and Music, absence can result in missed hands-on experiences and specialist learning that may be difficult to replicate.

Absence can also mean missing crucial revision, retrieval practice and preparation for assessments, mock examinations and public examinations, all of which are essential in securing strong outcomes. When students lose continuity in their learning, they may feel less confident, increasingly disengaged and out of step with their peers, particularly if they are unable to fully access new topics because of missed prior learning. This can affect not only academic progress, but also students' resilience, confidence and sense of belonging within the school community. At Wembley High, excellent attendance ensures that every student can fully benefit from exceptional teaching, enrichment opportunities and the empowering education needed to thrive academically, socially and personally.

Absence will put your child at a serious disadvantage and will have a long-term impact on their academic achievements and social well-being.

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the very high nineties before it can be considered good.

- An attendance record of **90% is equal to 1 day missed per fortnight**. If this continues from Years 7 to 11, **a total of six months' education will be lost over the five-year period**.
- An attendance record **of 80% is equal to 1 day missed per week**. If this continues from Years 7 to 11, **a total of one year's education will be lost**.
- In order for an attendance record to be deemed satisfactory it must be 96% or above.

100%	Excellent
98%	Very good and at expected level Keep it up
97%	Good attendance
96%	Attendance is becoming a cause for concern and requires immediate improvement.
Below 93%	If you child's attendance is below 93% - your child is now known to us as **P.A. Persistent Absentee**
90%	This could be up to 20 days = 4 weeks of learning missed by July. At this point we will seek the support of our Attendance Officer from the Local Authority.
Below 85%	This is completely unacceptable. Your child has possibly **missed** up to **30 days** of school. This is 6 weeks' worth of learning. **The LA can issue a fine to you if you do not get your child to school.** **As a parent/carer, it is your responsibility to do this.**

Each year a significant number of students in every year group achieve 100% attendance records, showing
that this is an achievable target. In addition, a number of students have achieved this level of attendance in successive years throughout their time with us.

<u>Give your child the start in life they deserve & bring them to school.</u>

What can parents do to support their child in achieving full attendance?

Parents play a very important role in ensuring their child is present at school every day.
It is a parent's legal responsibility to ensure their child attends. To this end, we encourage parents to do the following things:

- Reinforce the importance of excellent attendance and punctuality, with 100% attendance as the goal
- Do not allow your child to have time off for minor complaints or illnesses; if they are well enough to be up and about they are well enough to attend school
- Send your child in to school even when they appear unwell, unless the illness is more serious. We
  will contact you to collect your child, if necessary, but it is better that your child is in school feeling unwell than at home.
- Monitor your child's attendance and punctuality regularly through EduLink
- Attend all parents' evenings and key school events to support your child's progress
- Arrange medical, dental or other appointments outside of school hours wherever possible
- Ensure your child leaves home in good time each day so that they arrive punctually and prepared for learning
- Do not request any term-time leave for your child
- Contact the school immediately if your child is reluctant to attend, so that we can work together to provide support and prevent attendance concerns from escalating. Do not let your child stay at home as this could set a precedent for the future

Attendance is 'everyone's business' in school

The Headteacher, staff and Governors are committed to partnering with parents to promote full attendance and support every child's educational development.

Key people summary table

Name	Role	Responsibilities
Mr Corey (DHT)	Attendance Lead and whole school Attendance Champion	• Lead initiatives to promote the profile of attendance throughout the school. • Analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Behaviour & Attendance Team, Senior Leadership Team and MAT Team. • Ensure that Year Leaders, Tutors, the Attendance Officer and the Safeguarding Team work together to raise attendance. • Ensures all staff receive training for improving student attendance (including training via National College). • Meet with parents for Leave of Absence requests. • Meets with parents when high level concerns are identified. • Comply with the Department for Education Statutory Guidance on Children Missing Education by informing the Local Authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school. • Comply with the requirement set out in the Local Authority's Code of Conduct when requesting issuance of penalty notices.

Heads of Year	Year Group Attendance Champions	• Have oversight of attendance for their designated year group through regular analysis of key data. • Present daily and weekly attendance data to DHT. • Create termly reports for DHT. • Meet with parents for persistent absences/poor punctuality. • Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. • Where out-of-school barriers are identified as a cause for absences, signpost and support parents to access any required services in the first instance. If the issue persists, involve multi-agencies such as the LA. • Liaise with the SEND coordinator and the safeguarding team to ensure sharing and triangulation of data. • Ensure cooperation with the SENDCo where required to put in place additional support and adjustments, such as a healthcare plan and, if applicable, ensure the provision outlined in the pupil's EHCP is accessed. • Ensure all school staff complete their attendance responsibilities in line with the school's policies and procedures.
Learning Support Assistant	SEND Attendance Champion	• Has oversight of attendance for all SEND learners through regular analysis of key data. • Meets with SEND learners regularly to support wellbeing and sense of belonging. • Works with each identified student and their parents to understand and address barriers to attendance. • Shares strategies with pastoral team and teachers to secure positive attendance. • Liaises with the SEND coordinator and the safeguarding coordinator to ensure sharing and triangulation of data. • Ensures cooperation with the SENDCo where required to put in place additional support and adjustments, such as an individual healthcare plan and, if applicable, ensures the provision outlined in the pupil's EHCP is accessed.
Attendance Officer and Year Leaders	Attendance Administrators	• Complete daily DfE return. • Phone or e-mail parents of absent pupils. • Monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school. • Generates the weekly attendance report for Heads of Year. • Ensure data on attendance and punctuality is displayed in prominent places visible to pupils. • Where appropriate, visit the home and/or make a referral to the Local Authority's Education Welfare Service. • Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern. • Manage the arrangements for pupils who need to attend appointments during school time. • Generates letters relating to attendance (see letter templates in the Appendices). • Work with the Senior Leader responsible for attendance to maintain an up-to-date Attendance Risk Register and Punctuality Risk Register of high-risk pupils in all year groups. • Lead 'Review Meetings' and develop an action plan involving the child, parent and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level. • Co-ordinate a support plan for pupils returning to school after a prolonged absence and co-ordinate the collation of all the documentary evidence required by the Local Authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

Mr Kenny	Designated Safeguarding Lead and designated teacher for LAC	• Investigates/ intervenes when attendance or poor punctuality becomes a safeguarding concern. • Where a vulnerable child also has a special educational need or disability, liaises with the SENDCo to provide support for the child and their family to improve attendance and/or punctuality. • Has oversight of attendance of vulnerable pupils. • For LAC, works directly with carers to develop good home-school links that support good attendance. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance.
Ms Oyewole	SENDCo	• Has oversight of SEND pupils' attendance and punctuality. • Provides targeted support to families of SEND pupils with poor attendance and punctuality. • Ensures close partnership with the Attendance Champions where required, and puts in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. • Considers additional support from wider services and external partners, making timely referrals.
Teachers		• Accurately complete admission and attendance registers. • Regularly monitor data to identify patterns and trends and to identify pupils with poor attendance/punctuality. • Inform LG of children who are consistently absent / late. • Develop and maintain a whole-school culture that promotes the benefits of good attendance. • Report any reasons pupils disclose for their absence /lateness that is a cause for concern to Attendance Champions and safeguarding team (if appropriate). • Ensure that lessons are interesting and stimulating for all students, encouraging them to actively take part and attend. • Encourage students to move purposefully around the school site and arrive at lessons on time. • Be ready to talk to students about difficulties they are having in the school and any problems they may have with attendance. Offer advice as appropriate.
Academy trustees and governing bodies		• Ensure school leaders fulfil expectations and statutory duties, including to provide staff training. • Use data to understand patterns of attendance, compare with other local/national schools, identify areas of progress and where greater focus is needed, and help school leaders focus support on the pupils who need it. • Monitor and review attendance of the LAC cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.
Add in info for Brent Attendance Officer		• Improve attendance and punctuality by monitoring persistent absence, carrying out home visits, meeting with families, and putting attendance support plans in place for vulnerable students. • Support safeguarding and family engagement through multi-agency working, liaising with social care and external agencies, and helping parents overcome barriers to school attendance such as housing, mental health, or transport issues. • Ensure statutory compliance by supporting the school with attendance legislation, penalty notices, child missing education procedures, and accurate record-keeping for audits and inspections.

At the start of each day, the Attendance Administrator populates a list of absent pupils and shares this with the Attendance Champions. This allows Attendance Champions to notice patterns in pupils' attendance. The Attendance Champions create a daily and weekly report that is scrutinised by the Attendance Lead.

Processes for persistent absences, poor punctuality and unauthorised absences are detailed in the following pages.

Central to fostering good attendance is cultivating positive attitudes towards school and learning. We are committed to maintaining high attendance by ensuring:

- We are a school that students want to come to – where pupils are treated with respect and are valued, where their needs are recognised and addressed, and where everyone can experience success.
- The Leadership Group are visible at the start of the school day to greet and welcome students, and are available at the end of the day to speak with parents should any issues arise.
- First interactions with teachers are positive, warm and welcoming; teachers deliver well-planned and highly organised lessons.
- We provide a calm, orderly and safe environment for students – safeguarding is everyone's priority. Student voice and surveys show that students feel happy and safe. Students know they can approach any member of staff to discuss concerns and can identify the safeguarding leads within the school.
- The curriculum is rich, engaging and ambitious, motivating students to attend school and achieve their best.
- A wide range of enrichment opportunities, including extra-curricular activities, workshops and educational visits, enhances the curriculum and further motivates students to attend.
- We actively promote the benefits of excellent attendance and recognise and reward strong attendance.
- We communicate attendance expectations clearly and consistently to parents, ensuring they understand procedures relating to absence and punctuality.
- Poor punctuality is recorded, monitored and followed up by the Attendance Champions.
- Parents are aware that the school takes term-time absence very seriously and that unauthorised absence may be escalated to the Local Authority.
- We systematically analyse attendance data to identify patterns, target improvement and work effectively with the local authority and other partners to remove barriers to attendance.
- Parents and carers are aware of the Attendance Champions and know how to contact them for support in addressing attendance concerns.
- We support parents in making informed decisions about when their child should return to school following illness, including signposting to school policy and NHS guidance ('Is my child too ill for school?' and 'Should I keep my child off school?' NHS guidance – See *Appendix 3*).

Registration of Pupils

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. An entry must be made in the attendance register at the beginning of registration and every lesson for all pupils of compulsory school age who are on the school's admission roll.

The school overall attendance target is **98+%** (Years 7-11).

The Government regards any student below 90% as a persistent absentee. At WHTC, we will consider any student below 93% as persistently absent and follow up accordingly.

All **teachers** are expected to:

- Register students accurately and efficiently at registration and the beginning of every lesson within 10 minutes.
- Report student attendance and lateness daily.
- Encourage students to attend school regularly and ensure all absences are accounted for.

Students will be encouraged to:

- Attend school every day
- Inform staff if there is a problem that may lead to absences.
- Sign a code of conduct relating to attendance and punctuality (Sixth Form students).

Parents and carers will be asked to:

- Ensure their child attends school every day.
- Inform the school on the first day of non-attendance in exceptional circumstances.
- Refrain from booking appointments during the school day.
- Avoid booking trips or other activities during term time – leave for these reasons will **not** be granted.

Year Leaders will meet with the Attendance Officer on a weekly basis to discuss pupils causing concern and action taken.

Arrangements for Monitoring and Evaluation

The school's policy is to encourage students to attend regularly in order to take full advantage of their education. However, this can only be done with the active support of parents. Every student is expected to attend school on each day the school is in session unless they are too unwell to do so. Parents are expected to use the 'Absence Reporting' function on EduLink or telephone the absence line (020 8385 4805) on the first day of absence, to inform the school if their child is not well enough to attend and then to ensure that they return with a written note of explanation.

Attendance Register

By law, schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See Appendix 2 for the DfE attendance codes.

Granting Approval for Term-Time Absence

Following amendments to the School Attendance (Pupil Registration) (England) Regulations, Headteachers may not grant leave of absence during term time unless they are satisfied that there are genuinely exceptional circumstances. Wembley High Technology College takes term-time absence extremely seriously and carefully scrutinises absence immediately before or after school holiday periods, as well as any absence where there is reason to believe that the absence may be linked to unauthorised holiday. In such cases, the College may request additional evidence, including medical evidence where appropriate, in order to determine whether the absence should be authorised.

Leave of absence during term time will only be granted in exceptional circumstances, and appropriate evidence will always be required to support any application. Family holidays, leisure trips, visits to relatives abroad, or travel arranged for convenience **will not** be regarded as exceptional circumstances.

When applying for a leave of absence, the following must be noted:

- A Leave of Absence Application Form must be completed and submitted to Wembley High Technology College at least two weeks in advance of the requested absence wherever possible, although earlier applications are strongly encouraged.
- Travel arrangements, including flights or other bookings, **must not** be confirmed before written authorisation has been granted by the College.
- The Headteacher is the only person who can authorise a leave of absence.
- Parents/carers may submit a covering letter and supporting evidence as part of the application.
- Completed application forms must be returned to the College for the attention of the Attendance Officer.

Please note, it is very rare that absence during term time is authorised. Where leave of absence is authorised, students are expected to take full responsibility for minimising the impact of their absence on their education. This includes proactively collecting missed work from teachers, completing all missed classwork and homework, and making every possible effort to ensure that their learning, progress and academic outcomes are not negatively affected.

Where a student takes unauthorised leave, Wembley High Technology College will respond in line with its Attendance Policy and Local Authority procedures. This may include school sanctions, formal monitoring and/or referral to the Local Authority for consideration of a Penalty Notice under the national framework, which may apply where there are 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school-week period.

Religious Observance

WHTC acknowledges such occasions and will authorise one day per academic year for religious observance only. No extra days will be granted and any additional days taken will be recorded as unauthorised absence.

How does Wembley High encourage and support students in achieving excellent attendance?

Wembley High Technology College actively promotes the importance of excellent attendance and recognises its direct impact on academic achievement, personal development, safeguarding and future life chances. Excellent attendance is consistently reinforced as a core expectation of all students and is promoted through the daily work of Form Tutors, Year Leaders, Heads of Year, the Attendance Officer and members of the Senior Leadership Team. Through daily interactions, form time, assemblies, parental communication and the wider Personal Development curriculum, WHTC ensures that students and families understand that regular attendance is fundamental to success.

The College is committed to developing a culture where excellent attendance is recognised, celebrated and valued, while also ensuring that students whose attendance improves through hard work and commitment receive meaningful recognition. WHTC operates a comprehensive rewards and recognition programme which publicly acknowledges both excellent attendance and sustained improvement. This programme includes:

- Termly reward events for students who demonstrate the most improved attendance
- Termly recognition and reward events for students with excellent attendance
- Prize draws and celebration opportunities for students who achieve 100% attendance at the end of each term
- End-of-year reward trips or enrichment opportunities for students who maintain excellent attendance
- Recognition events for tutor groups or year groups with the highest attendance and most improved attendance over time

These rewards are designed not only to celebrate attendance success but also to reinforce the College's exceptionally high expectations and to motivate students to take pride in their attendance, punctuality and commitment to learning.

In addition to formal rewards, the Attendance Officer, Form Tutors, Year Leaders and Heads of Year play a vital role in monitoring attendance closely, celebrating positive attendance habits and intervening swiftly where concerns emerge. WHTC recognises that promoting attendance requires both encouragement and robust systems of support.

The College supports excellent attendance through the following systems and structures:

- Whole-College, Year Group and Tutor Group attendance targets, alongside individual attendance targets where appropriate
- Regular promotion of attendance expectations through the Personal Development curriculum, assemblies, parent information evenings and wider school communication
- Detailed weekly, half-termly and termly analysis of attendance patterns and trends for individual students, identified groups, Year Groups and the College as a whole
- A computerised registration system which enables attendance to be monitored lesson-by-lesson throughout the school day
- Dedicated attendance staff, including the Attendance Officer and an attendance lead, who oversee attendance systems and interventions
- First-day contact with parents/carers where absence is unexplained, ensuring safeguarding remains central to attendance practice
- Early support and intervention for students and families where attendance concerns begin to emerge, including support from Attendance Champions, pastoral leaders and Brent's School Attendance Service where appropriate
- Clear procedures to identify, investigate and respond to truancy, unexplained absence or students who go missing during the school day

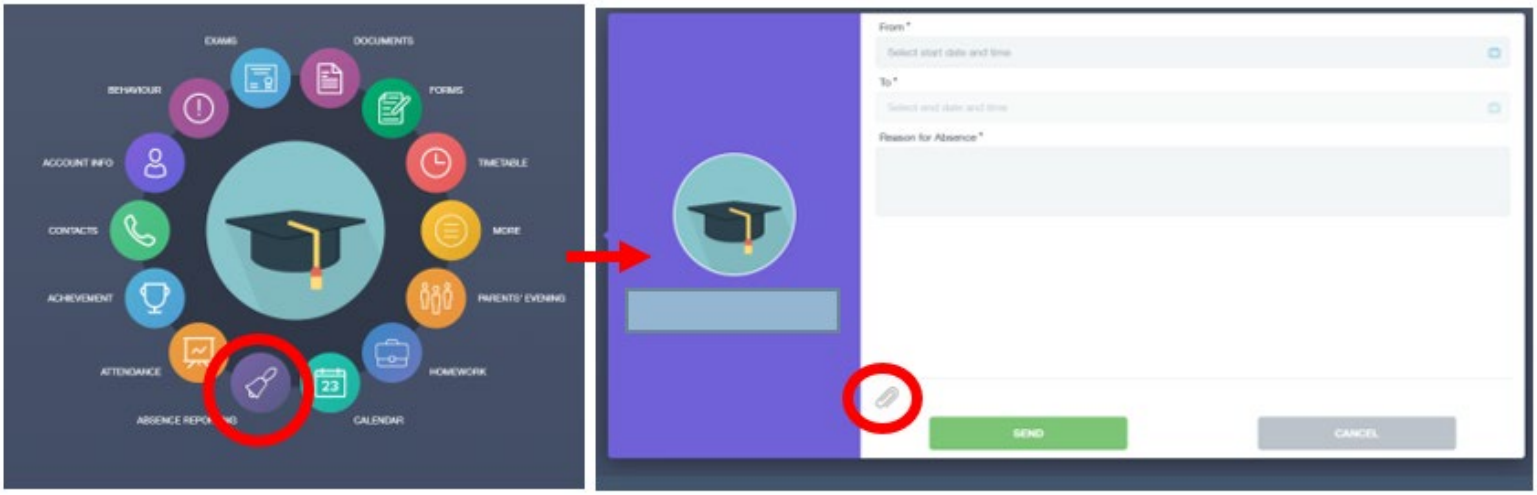
Through these systems, Wembley High Technology College seeks to create a culture where excellent attendance is the norm, barriers are addressed quickly, families are supported effectively, and all students are given the best possible opportunity to thrive academically and personally.

Reporting Absence

Parents and carers are responsible for ensuring that Wembley High Technology College is notified of any student absence on **every day of absence** unless a specified period of absence has already been agreed by the College and supported by appropriate medical evidence.

Parents/carers must report absence as early as possible on each day of absence, and no later than 8.30. Absence can be reported using the EduLink app:

1) Click on the 'Absence reporting' icon.
2) Complete the form by providing a detailed reason for absence.
3) Attach relevant medical evidence.
4) Click 'Send'



The following expectations apply:

- Parents/carers must notify the College on every day of absence unless medical evidence has been provided confirming a longer period of illness or absence.
- Students must not report their own absence.
- If a student is absent for **more than 3 consecutive school days**, medical evidence may be required and a home-visit may be made from the school to check on the welfare of the student.
- Where a student's attendance is already a concern, or where patterns of absence emerge, the College may request medical evidence from the first day of absence.
- Medical evidence may include appointment cards, prescriptions, GP notifications, hospital letters or other appropriate documentation.
- Long-term or repeated absence will result in formal attendance monitoring and may require involvement from the Attendance Champion, Attendance Officer, Brent School Attendance Service or other relevant agencies in order to provide support and ensure appropriate reintegration.

Wembley High Technology College will not request medical evidence unnecessarily; however, where there are concerns regarding the authenticity, frequency or pattern of illness, the College reserves the right to require satisfactory evidence before authorising absence.

Only the College can decide whether an absence is authorised. While parents/carers should always provide reasons for absence, providing a reason does not automatically mean the absence will be authorised. Where the College is not satisfied that the reason provided is genuine, appropriate or supported sufficiently, the absence may be recorded as unauthorised.

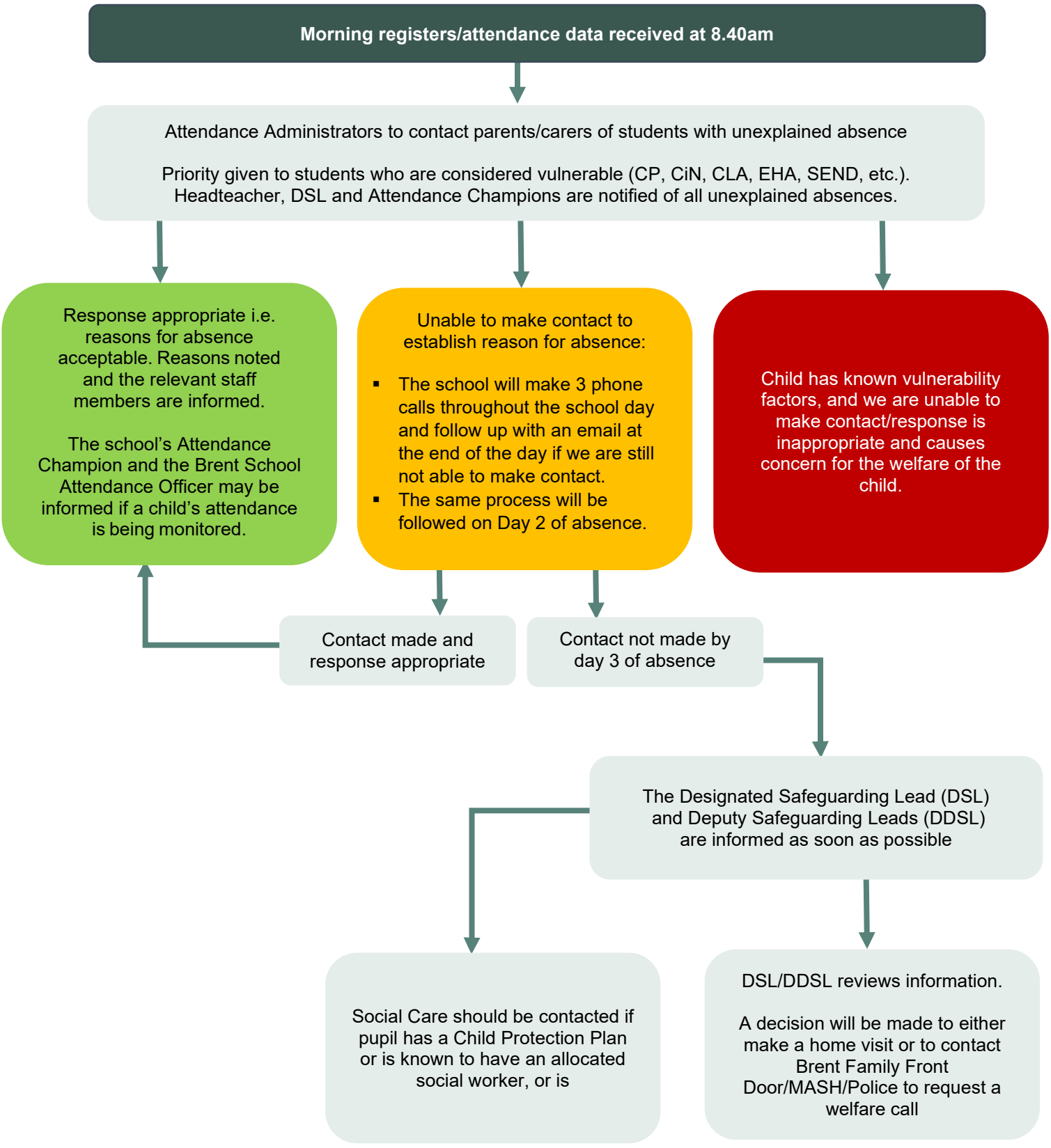
Unauthorised absence may lead to further intervention, including formal attendance meetings, monitoring, referral to Brent's School Attendance Service, Penalty Notice consideration or other legal sanctions in line with the College's Attendance Policy and national guidance.

Parents/carers are able to monitor attendance through the EduLink app and are expected to work proactively with the College to ensure excellent attendance.

Unexplained absence

Where a parent or carer fails to notify the College of the reason for a student's absence in line with the College's reporting procedures, the absence will initially be recorded as unauthorised or as an unexplained absence pending further investigation. In such circumstances, the Attendance Team will make reasonable attempts to contact parents/carers in order to establish the student's whereabouts and ascertain the reason for absence. This will include direct communication attempts and an absence notification sent via EduLink requesting immediate clarification.

Where parents/carers remain uncontactable, or where the College is unable to satisfactorily establish the student's safety or location, the matter will be treated as a safeguarding concern. In these cases, the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will be informed immediately, and appropriate safeguarding procedures will be followed. This may include home visits, welfare checks, referral to external agencies and/or escalation to the Local Authority or police where necessary.



Unauthorised Absences are reported to the Local Authority. The School Attendance Service may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve.

Medical or Dental Appointments

We strongly encourage parents and carers to arrange medical and dental appointments outside of school hours wherever possible. Where this is not possible, students should be absent from school for the minimum amount of time necessary in order to attend the appointment – this may require them to attend the school site and then leave via the attendance office to attend the appointment at the stipulated time.

In such cases, parents/carers must report the absence in advance via EduLink using the appropriate absence reporting function. Evidence of the appointment, such as an appointment card, letter, text confirmation or other appropriate documentation, must be provided in order for the absence to be authorised.

Students are expected to take full responsibility for ensuring that any learning missed as a result of absence is completed promptly. This includes checking EduLink for homework, liaising directly with teachers to collect missed classwork, completing all outstanding work, and making every effort to minimise the impact of absence on their progress and attainment. Teachers will support students where appropriate; however, students are expected to be proactive in ensuring they remain up to date with their learning.

Punctuality

Wembley High Technology College expects a strong commitment from both parents and students to ensure that students arrive at school on time every day, ready to learn. We recognise that travelling using public transport can present challenges; however, it is the responsibility of families to allow sufficient journey time each day, taking into account traffic, public transport delays and other potential disruptions. Excellent punctuality reflects our values of hard work, resilience and ambition, and is essential in ensuring students begin each day positively and without disruption to their learning.

The school day begins promptly at **8:30am**, and all students are expected to be on site before this time for registration or assembly. We strongly encourage students to arrive earlier in order to settle calmly and prepare fully for the day ahead.

Students may arrive from **7:50am**, during which time they can access a range of supervised opportunities, including:

- Free Breakfast Club (available until 8:20am)
- Learning Resource Centre (LRC)
- Football pitches
- Designated year group spaces

These provisions are designed to support students in establishing positive morning routines and ensuring a punctual start to the school day.

Late Arrival Procedures

- Students arriving after **8:35am** must sign in with the Attendance Officer at the student entrance on Oldborough Road
- Parents or carers should provide a reason for lateness by telephone, email or letter; authorised reasons will be recorded accordingly
- All late arrivals are logged on the school's MIS system
- Students arriving late without an authorised reason will receive a same-day punctuality detention
- Students arriving after 8:55am will be directed straight to lesson following sign-in
- Morning registers close at 8.55am and students arriving after this time will be coded as U on the register, this will impact their overall attendance.
- Students arriving after 9:00am without an authorised reason will receive an immediate Level 3 sanction (1 hour after school detention)

Persistent Lateness

Students are considered persistently late if they are late:

- Three times within a five-school-day period, or
- Five times within a 28-day period

Once these thresholds are reached, students will receive increased sanctions and targeted intervention every time further lateness occurs.

Sanctions and Support

- Unauthorised lateness to school or lessons results in an immediate 15-minute lunchtime Punctuality Detention
- Failure to attend a punctuality detention will result in escalation to a Level 2 detention (30 minutes after school)
- Students arriving after 9:00am will automatically receive a Level 3 sanction (1 hour after school detention)
- Lateness to Period 5 will result in an after-school detention at the designated end-of-day time for the relevant year group
- Students who meet the threshold for persistent lateness will receive additional sanctions, including repeated Level 2 or Level 3 detentions, Monitoring Reports and pastoral intervention

Persistent lateness will result in:

- Letters or formal communication to parents
- Meetings with parents or carers
- Attendance monitoring programmes
- Referral to external attendance services where appropriate

Late records are reviewed regularly, and any sanctions issued before a school holiday will remain in place and must be completed on return.

Staff Expectations

- Students should only arrive late to lessons with a signed note from a member of staff
- Any unexplained lateness must be recorded accurately on the register
- Registers must be updated immediately to ensure accurate punctuality records

Excellent punctuality is essential to maintaining high standards, maximising learning time and preparing students for future academic and professional success. By working together, parents and school can ensure that students develop the habits of punctuality, responsibility and self-discipline that are central to success at Wembley High Technology College.

In-school and formal (legal) support to improve attendance

Parents and carers are legally responsible under Section 7 of the Education Act 1996 for ensuring that their child receives a suitable full-time education during compulsory school age. Under Section 444 of the Education Act 1996, where a parent fails to secure their child's regular attendance at school, they may be committing an offence. Recorded unauthorised absences may indicate that this legal duty is not being fulfilled.

Wembley High Technology College is committed to working proactively and in partnership with families to secure excellent attendance and punctuality for all students. The College's priority is always to identify barriers early, provide support and work collaboratively with students, parents/carers and external agencies to secure sustained improvement. However, where attendance concerns persist, support is not engaged with, or unauthorised absence continues, the College has a legal duty to escalate concerns in line with DfE Working Together to Improve School Attendance guidance, the School Attendance (Pupil Registration) (England) Regulations 2024, and Brent Council's local procedures.

Only Wembley High Technology College can authorise an absence. While parents/carers are expected to provide reasons for absence, providing a reason does not automatically mean the absence will be authorised. The College will determine whether an absence meets the criteria for authorisation in line with statutory guidance and may request additional evidence where appropriate. Where the College is not satisfied that an absence is genuine, necessary or appropriately evidenced, it may be recorded as unauthorised.

Unauthorised absences, including truancy, are formally recorded on a student's attendance record. Poor attendance, repeated unauthorised absence and truancy can have a serious impact on academic achievement, safeguarding, personal development and future opportunities. Truancy, including failing to attend school, lessons or leaving the College site without permission, is unacceptable and will always be treated seriously.

Parents/carers will be informed where truancy or unexplained absence occurs, and sanctions will be applied in line with the College's Behaviour and Attendance Policies. Students are expected to take full responsibility for ensuring that missed learning is addressed by collecting missed work from teachers, completing all outstanding work and making every effort to minimise the impact of absence on their progress.

Stages of support to improve attendance

WHTC uses a graduated response to attendance concerns, ensuring support is provided early while maintaining exceptionally high expectations.

Stage	Trigger / Threshold	WHTC Response and Support	Monitoring / Next Steps
Stage 1 – Early Attendance Concern	Attendance falls to **96% or below**, emerging patterns of absence, or concerning punctuality	• Individualised communication from Attendance Officer, Attendance Champion, Form Tutor, Year Leader or Head of Year • Early identification of barriers • Parent/carer communication • Attendance monitoring • Attendance targets set	4-week monitoring period with review of attendance improvement
Stage 2 – Persistent Attendance Concern	Attendance falls below **93%** (WHTC benchmark) or Stage 1 concerns continue	• Formal attendance letter • Attendance meeting with parents/carers Attendance support plan / parental agreement • Medical evidence may be required • Clear improvement targets	6-week monitoring period with formal review
Stage 3 – Attendance Review Panel	Attendance falls below **90%** (DfE Persistent Absence threshold), significant attendance concerns, or insufficient improvement after support	• Formal Attendance Review Panel Attendance Champion / Senior Leader involvement • Parenting contract / Attendance Improvement Plan • Brent School Attendance Service involvement considered • Multi-agency support considered • Notice to Improve may be considered	Formal review at least every 10 school weeks in line with DfE guidance
Stage 4 – Formal Action	Continued poor attendance, unauthorised absence, lack of engagement, or failure to improve	• Notice to Improve • Brent School Attendance Service referral • Penalty Notice consideration • Education Supervision Order consideration • Prosecution under Section 444 Education Act 1996	Local Authority / legal processes

Referral to Brent School Attendance Service / Education Welfare Officer

Where a student's attendance gives rise to concern, Wembley High Technology College (WHTC) will work proactively with parents/carers, students and relevant professionals to identify barriers, provide support and secure improved attendance at the earliest opportunity.

If attendance concerns persist, or where there are repeated unauthorised absences, the College may refer the case to Brent Council's School Attendance Service in line with Brent's Code of Conduct and the Department for Education's statutory guidance.

Referral may be considered where:

- There are repeated or ongoing unauthorised absences
- A student is persistently or severely absent
- Parents/carers fail to engage with support offered by the College or external agencies
- Unauthorised term-time leave is taken
- Attendance concerns raise safeguarding or educational welfare concerns

The Local Authority may then consider the use of legal interventions, including Parenting Contracts, Education Supervision Orders, Penalty Notices, or prosecution under Section 444 of the Education Act 1996.

Fixed Penalty Notices (Penalty Notices)

WHTC will work in partnership with Brent Council and act in accordance with Brent's Code of Conduct and the national Penalty Notice framework.

A Penalty Notice may be issued where a student accrues 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school-week period. A session refers to each morning or afternoon registration period. This threshold may include unauthorised term-time leave.

National Penalty Notice framework

First offence (within 3 years):

- £80 per parent/carer, per child if paid within 21 days
- £160 per parent/carer, per child if paid within 28 days

Second offence (within 3 years):

- £160 per parent/carer, per child, payable within 28 days

Third offence (within 3 years):

- The Local Authority is unlikely to issue a further Penalty Notice and may instead consider prosecution under Section 444 Education Act 1996 or other appropriate legal interventions, such as an Education Supervision Order.

Failure to pay a Penalty Notice may result in prosecution for the original offence.

What may be taken into account when considering legal action:

- 10 or more sessions of unauthorised absence within a rolling 10 school-week period
- Unauthorised leave of absence, including term-time holidays taken without permission
- Persistent late arrival after registers close, where this is recorded as unauthorised
- Patterns of irregular attendance causing educational concern
- Failure to engage with support offered by the College, Brent Council or partner agencies
- Breaches relating to excluded pupils found in a public place during school hours without reasonable justification

Working in Partnership with Families
WHTC's priority is to secure excellent attendance for every student through a culture of high expectations, early intervention and strong home-school partnership.

The College will:

- Monitor attendance rigorously
- Communicate concerns promptly
- Listen to and understand barriers affecting attendance
- Provide appropriate support and signposting
- Challenge avoidable absence
- Escalate concerns where necessary through safeguarding, attendance and legal procedures
- Parents/carers are legally responsible for ensuring their child receives a suitable full-time education and are expected to engage fully with the College and relevant services where concerns arise.

While WHTC is committed to support and collaboration, where avoidable absence persists and statutory expectations are not met, the College will pursue appropriate formal action in order to safeguard each child's educational entitlement.

Attendance, Inclusion and Safeguarding for Vulnerable Groups

Pupils with Special Educational Needs and Disabilities (SEND), Medical Needs, Disadvantaged Pupils and Other Vulnerable Groups

Wembley High Technology College (WHTC) recognises that some pupils, including those with Special Educational Needs and Disabilities (SEND), long-term medical conditions, mental health needs, young carers, disadvantaged pupils, children looked after, previously looked after children, and other vulnerable groups, may face additional barriers to securing good attendance.

In line with the Department for Education's statutory guidance, 'Working together to improver school attendance', WHTC will prioritise support, early identification and inclusive practice to ensure that attendance strategies are responsive, equitable and tailored to individual need.

The College will not assume that poor attendance is solely a parental issue and will seek to understand the underlying barriers to attendance before considering formal intervention.

Strategies may include:

- Regular monitoring and analysis of attendance patterns, including weekly review where concerns are identified
- Early identification of emerging attendance concerns
- Collaboration with parents/carers to understand barriers and agree supportive strategies
- Reasonable adjustments for pupils with SEND or medical conditions in line with the Equality Act 2010
- Liaison with external professionals including health services, CAMHS, social care, Early Help, SEND services and the Local Authority
- Use of pastoral support plans, individual healthcare plans, phased returns or reintegration plans where appropriate
- Home visits, welfare checks or multi-agency meetings where necessary
- Consideration of alternative provision or education otherwise than at school (EOTAS) where a pupil's needs cannot currently be met in the usual school environment
- Support for disadvantaged families to overcome practical barriers such as transport, uniform, mental health or safeguarding concerns

Absence will only be authorised where it meets the criteria set out in national attendance regulations. The College will not routinely authorise absence solely because a child has SEND or additional needs; however, decisions will be made sensitively, lawfully and on an individual basis, taking into account medical evidence, statutory duties and the child's best interests.

The College recognises that for some pupils with complex needs, attendance may look different at certain points in time, but high expectations for access to education remain central.

Children Missing Education (CME)

WHTC recognises that children missing education are at significant risk of underachievement, neglect, exploitation, radicalisation, forced marriage, female genital mutilation, child criminal exploitation and other safeguarding harms.

In accordance with Section 436A of the Education Act 1996, *Keeping Children Safe in Education (KCSIE)*, and Brent Local Authority procedures, the College will take immediate action where a child is absent and their whereabouts are unknown.

The College will:

- Monitor all unexplained absences rigorously from the first day
- Make first-day contact with parents/carers for every unexplained absence
- Prioritise vulnerable pupils (including those with safeguarding concerns, SEND, child protection plans, children looked after, or severe attendance concerns) for immediate follow-up
- Conduct home visits where contact cannot be established and safeguarding concerns remain
- Notify the Local Authority when a pupil has been absent without permission for 10 continuous school days or meets CME thresholds
- Continue reasonable enquiries jointly with safeguarding partners until the child's whereabouts and safety are established
- Refer to Children's Social Care, police or other agencies where safeguarding risks are identified

Home visits:

- Vulnerable pupils: home visit or welfare check as soon as risk is identified, normally from Day 1 where appropriate
- Other pupils: home visit where absence remains unexplained and contact attempts are unsuccessful, typically by Day 3 or sooner if concerns escalate

The College will maintain accurate records of all contact attempts, decisions and referrals.

For pupils subject to a Child Protection Plan, Child in Need Plan, or identified as otherwise vulnerable, unexplained absence will be treated as a safeguarding matter in accordance with the Child Protection and Safeguarding Policy, with relevant agencies informed promptly.

Monitoring Attendance as a Safeguarding Duty

At WHTC, attendance is a core safeguarding responsibility.

Poor attendance, persistent absence, severe absence or sudden changes in attendance patterns may indicate unmet needs or safeguarding concerns. Attendance data will therefore be analysed alongside safeguarding, behaviour, SEND and pastoral information to ensure timely intervention.

- The safeguarding team, attendance team and senior leaders will work together to:
- Identify patterns of concern
- Monitor vulnerable groups
- Escalate concerns appropriately
- Ensure that attendance is not considered in isolation from wider welfare indicators

Pupils Leaving the College (Leavers)

Where a parent/carer informs the College that their child will be leaving WHTC (other than through standard transition to another phase of education), parents/carers must complete the College's Leavers Form and provide:

- Child's new address
- New school or educational provision details
- Expected date of departure
- Supporting documentation where relevant

The College will seek to establish the pupil's next destination as part of its safeguarding duty and in line with Children Missing Education procedures.

Removal from Roll / Admission Register (Off-Rolling)

WHTC will act strictly in accordance with the Education (Pupil Registration) (England) Regulations 2024, DfE guidance, and Brent Local Authority procedures.

The College will never unlawfully remove, pressure or encourage a pupil to come off roll in order to improve attendance or outcomes.

A pupil will only be deleted from the admission register where one of the lawful grounds for deletion applies, such as:

- The pupil has been admitted to another school
- The family has moved abroad
- The parent/carer has formally notified the school and Local Authority of Elective Home Education (EHE)
- The pupil has ceased compulsory school age and lawful conditions are met
- Other grounds specified in statutory regulation

Elective Home Education (EHE)

Where parents choose to home educate:

- Written notification must be received from the parent/carer
- The College must notify the Local Authority promptly
- The pupil will remain on roll until legal deletion criteria are fully satisfied

Students Moving Abroad

Where a family indicates that a pupil is moving abroad, WHTC will take reasonable steps to confirm that the move is genuine and that the child's education and welfare have been considered.

Leadership Oversight

Any potential removal from roll will be overseen by senior leaders, including the Headteacher or designated attendance/safeguarding lead, to ensure:

- The child's welfare has been considered
- Appropriate support has been offered
- Legal duties are met
- The destination is known where possible
- There is no unlawful off-rolling

The College will maintain comprehensive records of all pupils leaving WHTC, including destination data where available, to support safeguarding and statutory compliance.

APPENDIX 1: ATTENDANCE LEVELS

100%	Excellent
98%	Very good and at expected level Keep it up
97%	Good attendance
96%	Attendance is becoming a cause for concern and requires immediate improvement.
Below 93%	If you child's attendance is below 93% - your child is now known to us as **P.A. Persistent Absentee**
90%	This could be up to 20 days = 4 weeks of learning missed by July! At this point we will seek the support of our Attendance Officer from the local authority.
Below 85%	This is completely unacceptable! Your child has possibly **missed** up to **30 days** of school. This is 6 weeks' worth of learning! **The LA can issue a fine to you if you do not get your child to school.** **As a parent/carer, it is your responsibility to do this.**

APPENDIX 2: ATTENDANCE AND ABSENCE CODES

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 closes
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is attending a school-approved educational visit or trip
P	Participating in a sporting activity	Pupil is participating in an approved supervised sporting activity
W	Attending work experience	Pupil is attending approved work experience
B	Attending any other approved educational activity	Pupil is attending supervised educational activity approved by the school not covered elsewhere
D	Dual registered	Pupil is attending another school or setting where they are also registered
Absent – leave of absence		
C1	Regulated performance / regulated employment abroad	Approved regulated performance or employment abroad
M	Medical or dental appointment	Pupil is attending an appointment
J1	Interview	Pupil is attending an interview with employer or educational establishment
S	Study leave	Leave granted for public examinations
X	Not required to be in school	Non-compulsory school age / not required session
C2	Part-time timetable	Pupil is absent due to agreed part-time timetable
C	Exceptional circumstances	Leave granted for exceptional circumstances
Absent – authorised absence		
T	Parent travelling for occupational purposes	Mobile child travelling with parent for work
R	Religious observance	Day set aside for religious observance
I	Illness	Physical or mental health illness
E	Suspended or permanently excluded	No alternative provision arranged
Absent – unable to attend due to unavoidable cause		
Q	Lack of access arrangements	LA has failed to arrange access
Y1	Transport not available	Eligible transport unavailable
Y2	Widespread disruption to travel	Emergency disruption
Y3	Part of school premises closed	Partial closure
Y4	Whole school unexpectedly closed	Unexpected closure
Y5	Criminal justice detention	Police or youth justice detention
Y6	Public health guidance or law	Attendance prohibited by law/guidance
Absent – unauthorised absence		
G	Holiday not granted	Unauthorised term-time holiday
N	Reason not yet established	Awaiting reason before register closes
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived after register closed	Late after close of register
Administrative codes		
Z	Prospective pupil not on admission register	Not yet joined
#	Planned whole-school closure	Planned holiday / closure

APPENDIX 3: NHS GUIDANCE – IS MY CHILD TOO ILL FOR SCHOOL?
(April 2024, next review date is Apr 2027)

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about health protection and managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

What to do about other conditions

High temperature

- If your child has a high temperature, keep them off school until it goes away.

Feeling anxious or worried

It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

- Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse. Find information and advice about how to help children with anxiety

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until it goes.

- Encourage your child to throw away any used tissues and to wash their hands regularly.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over.

- This is usually about 5 days after the spots first appeared.

Cold sores

There's no need to keep your child off school if they have a cold sore.

- Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis, unless they are feeling very unwell.

- Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

- Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:
    - have a high temperature
    - do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Ear infection

- If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

- Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice.

- You can treat head lice and nits without seeing a GP.

Impetigo

If your child has impetigo, they'll need treatment from a pharmacist or GP, often with antibiotics.

- Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.
- Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Measles

If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily.

- Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

Ringworm

- If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

Scarlet fever

- If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.
- Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

- You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

Sore throat

- You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.
- A sore throat and a high temperature can be symptoms of tonsillitis.

Threadworms

- You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhoea

- Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

APPENDIX 4: LOCAL AUTHORITY SCHOOL ATTENDANCE PANEL

What is the purpose of the School Attendance Panel meeting?
The purpose of the School Attendance Panel meeting is for you and your child to meet with Representatives from the Local Authority to identify the reasons for absence and to work together to improve attendance.

What will happen at the School Attendance Panel meeting?
The reasons for absence will be identified and different strategies to improve attendance will be considered:

- A supportive action plan in the form of a parenting contract will be agreed.
- An attendance target for improvement will be set.
- The student's attendance will then be closely monitored for a period of 12 school weeks.

If the parent fails to attend without reasonable justification this could result in a Penalty Charge Notice being issued to parents/carers or court proceedings under the 'Single Justice' process. Under section 444, a Penalty Charge Notice will be issued for £60 to parents. This will be issued to both parents even if one of the parents does not live with the student. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. There is no right of appeal by parents against the penalty charge notice.

Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts with possible outcomes of a fine (maximum is currently £2,500), a community order or three months in prison.

What happens next?
Whilst the intention of the School Attendance Panel meeting is that the child's attendance will improve, if the attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Issuing Penalty Charge Notices:

EPNs are issued when a child has 10 or more sessions (5 days) of unauthorised absence within a 10-week period.

- The fine is £160 per parent, per child, reduced to £80 if paid within 21 days.
- If not paid within 28 days, the fine increases to £160, and failure to pay may lead to prosecution under Section 444 of the Education Act 1996, with potential fines up to £1,000 and/or a Parenting Order.

Taking parents to court for unauthorised absence:

Taking parents to court for persistent unauthorised absence: Under the Education Act 1996 Section 444(1A), the court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to three months.

Under the 1989 Children Act the Local Authority has the power to issue an Education Supervision Order (ESO) and place a child under their supervision on the grounds that the child is not being 'properly educated' and is in danger of 'significant harm'. The Local Authority can issue an order if the child is persistently absent from school. The Local Authority appointed 'Supervisor' can give 'directions' to the parents on how the child should be educated and work with the parent to ensure the child attends school regularly.

Under the 2003 Anti-Social Behaviour Act, if a student continues to have attendance issues after a parent has been convicted, the courts can also issue a Parenting Order. This legally requires the parents to participate in a programme of parenting support and counselling. If the unauthorised absence continues, a new case will be brought against the parent/s but previous parental failure to engage with the school and Local Authority can be cited.

APPENDIX 5: CME FLOWCHART

CHILDREN MISSING FROM EDUCATION (CME) SCHOOL FLOWCHART

Those children who do not arrive at school, there is no explanation for their absence and/or you suspect that the child is no longer at their home address.

Within 10 school days that the child is missing, school should carry out the following searches.

Prioritise to **day 1 or 2** of absence depending on level of concern for family **or if there is definite knowledge of a move**.

- Contact parents/carers/ relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Check/review the S2S website
- Contact other relevant schools/professionals
- Visit home address

On Day 1 of absence, unless otherwise agreed, if a child has a Child Protection Plan, school should notify Social Care.

If school have safeguarding concerns, they should contact Brent Family Front Door.

By Day 11 latest:

Refer to CME via Education Welfare Service Referral Form
Email EWS.CME@brent.gov.uk including the following:

a) **fully completed CME referral.**
b) **attendance certificate.**
c) **copies of any relevant documentation i.e. minutes of meetings, record of phone calls, emails or letters.**

Record absence as unauthorised

CME will:
- Record on CME register
- Carry out searches
- Liaise with school

If child is found and the CME team have not contacted you, please let them know.

If child found by CME within 20 school days:

- CME will contact school to advise off-roll date and reason (if applicable)

If child is missing after 20 school days:

- Contact CME for off-rolling advise
- Once discussed wand agreed with CME, send school leaver form as per their instructions
- At the point of off-rolling, send CTF to the Lost Pupil Database (destination XXXXXXXX)

When child is found after sending CTF to the Lost Pupil Database
Please contact Brent EWS.CME@brent.gov.uk **0208 937 2255**
who will retrieve the CTF from the Lost Pupil Database and forward to new school.

Wembley Multi-Academy Trust
ACHIEVEMENT FOR ALL

LEAVING SCHOOL FORM FOR PARENTS

School *(please tick)*

☐ Wembley High Technology College

☐ North Brent School

☐ East Lane Primary School

Please complete this form if your child is leaving the school (not at the end of Year 6 or 11) and return to the School Office. If you are not sure of these details yet, please let us know as soon as possible, and fill in this form as fully as you can before your child leaves.

The school is expected to transfer information as quickly as possible to the new school. If you do not provide information to us about where you are moving to, both the school and Local Authority (LA) have a safeguarding responsibility to make enquiries in an attempt to locate your child.

Action may include contacting social care or the police if your child's whereabouts are unknown. If we are unable to locate your child the LA will record their name on Brent's Children Missing from Education register.

NAME OF PUPIL

DATE OF BIRTH CLASS

MY CHILD WILL BE LEAVING ON (date)

BECAUSE WE ARE:

☐	MOVING HOUSE	
☐	MOVING ABROAD	
☐	OTHER- PLEASE GIVE DETAILS	

NEW ADDRESS:

Postcode:

WILL YOU KEEP THE SAME MOBILE PHONE NUMBERS? YES ☐ NO ☐

Please confirm your numbers, or list new numbers:

Mother's Mobile/Tel number: Email:

Father's Mobile/Tel number: Email:

IT IS IMPORTANT THAT YOU EMAIL US THE NAME OF THE NEW SCHOOL

IF POSSIBLE, PLEASE GIVE US THE NAME, ADDRESS, AND PHONE NUMBER OF A FRIEND OR RELATIVE IN THE UK WHO IS NOT MOVING AND WHO WILL BE STAYING IN TOUCH WITH YOU.
WE WILL ONLY CONTACT THEM IF WE NEED INFORMATION ABOUT YOUR CHILD'S NEW SCHOOL AND CANNOT CONTACT YOU.

NAME: Tel:

ADDRESS:

Postcode:

FULL NAME(S) of PARENT(S)/CARER(S). PLEASE PRINT NAMES AND SIGN

Mother's Name:

Signature:

Father's Name:

Signature:

Other, state:

THANK YOU FOR YOUR ASSISTANCE

FOR SCHOOL USE ONLY – DATE FORM RETURNED TO SCHOOL OFFICE

.....

School use only: Please send completed form to CME: cme@brent.gov.uk			
New school details provided?	Yes/No	New home address provided?	Yes/No
Date confirmation requested		LSF (Leaver School Form) completed?	Yes/No
Received confirmation?	Yes/No	EWS sent? (if applicable)	Yes/No
Head Teacher Signature		Date:	

APPENDIX 7: REASONS FOR DELETION OF A PUPIL FROM THE ADMISSION REGISTER

Reason for deletion	Conditions for removal from roll	Checklist
(a) Local Authority has approved change of education provision for a pupil subject to a **School Attendance Order**	(i) The Local Authority has substituted the school named on the School Attendance Order with another school. **Or** (ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise, not at a school.	• Approved by Local Authority prior to deletion • CTF Upload • SAM updated
(b) Pupil is **registered at another school** (no dual roll arrangement in place)	Notification of school transfer and details of new school received from parents/carer. Placement start date confirmed by new school.	• School transfer and start date confirmed • CTF Upload • SAM updated
(c) Pupil on **dual roll has ceased to attend**	Removal from roll has been agreed by the dual school. Where pupil remains on roll.	• CTF Upload • SAM updated
(d) Pupil receiving **education otherwise, not at a school** (Elective Home Education)	The parent has given the school written notification of their decision to home educate their child.	• CTF Upload • SAM updated • Referral to LA: EHE Referral Form
(e) Pupil has stopped attending and **home school distance is unreasonable** (use when child has left the country)	Primary school: Home-school distance is over two miles (walking distance). Secondary school: Home-school distance is over three miles **and** public transport journey time exceeds 75 minutes.	• New address details/destination country recorded • CTF Upload • SAM updated • Referral to LA: CME Referral Form
(f) Pupil has **failed to return following authorised extended exceptional leave of absence**	(i) Pupil has failed to attend within the ten school days following expiry of extended leave. **And** (ii) There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause. **And** (iii) Both the school and the Local Authority have made reasonable enquires and failed to ascertain the child's whereabouts.	• Consult with EWO • CTF Upload • SAM updated • Referral to LA: CME Referral Form (except when child has moved outside England or Wales)
(g) Pupil is **medically unfit** to attend school (certified by a relevant medical professional)	(i) Pupil unlikely to regain fitness before reaching end of compulsory school age. And (ii) There is no indication of intentions to attend beyond compulsory school age.	• CTF Upload • SAM updated • Referral to LA: CME Referral Form
(h) Pupil has been **absent continuously** for at least 20 school days	(i) Absences are all unauthorised. **And** (ii) There are no reasonable grounds to believe that the pupils is unable to attend due to sickness or any unavoidable cause. **And** (iii) Both the school and the Local Authority have made reasonable enquiries and failed to ascertain the pupil's whereabouts.	• Consult with EWO • CTF Upload • SAM updated • Referral to LA: CME Referral Form
(i) Pupil has been given a **custodial sentence** for four months or longer as a result of a final order	Formal notification received and approval from the YOS.	• Consult with YOS • CTF Upload • SAM updated
(j) Death of a pupil	Formal notification received.	• CTF Upload • SAM updated
(k) Child **above statutory school age**	Neither child nor parent has indicated an intention for continued attendance.	• CTF Upload • SAM updated • Referral to the LA if the child is at risk of becoming NEET
(l) **Permanent Exclusion**	Deadline for independent appeal has expired or decision upheld at appeal hearing.	• Approved by LA Exclusions Officer • CTF Upload • SAM updated

Wembley Multi-Academy Trust
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WEMBLEY HIGH TECHNOLOGY COLLEGE

APPENDIX 8: ATTENDANCE LETTER – STAGE 1 (EARLY ATTENDANCE CONCERN)

Date:

Re: [Student Name], [Tutor Group / Year Group]
Current Attendance: [X]%

Dear Parent/Carer,

I am writing to express my concern regarding your child's current attendance. At Wembley High Technology College, we expect all students to strive for 100% attendance, with a minimum expected attendance level of 98%. Attendance below 96% is considered a cause for concern and requires immediate improvement.

[Student Name]'s current attendance is [X]%. This means that they have already missed [X] days of school, which is equivalent to approximately [X] lessons missed so far this academic year.

At Wembley High Technology College, every lesson matters. Our curriculum is carefully sequenced, and each missed lesson can create gaps in learning, disrupt progress and impact long-term academic achievement. Government research consistently shows a strong link between attendance and academic outcomes.

As a parent/carer, you have a legal responsibility under Section 7 of the Education Act 1996 to ensure your child receives a full-time education.

Please ensure that your child attends every day unless absence is absolutely unavoidable. Medical and dental appointments should be arranged outside school hours wherever possible, and all absences must be reported appropriately through EduLink.

If attendance continues to decline, this may lead to further intervention through Stage 2 of the College's Attendance Monitoring Process.

If there are any barriers affecting attendance, please contact your child's Year Leader or the Attendance Team immediately so that support can be offered.

Thank you for your support.

Yours sincerely,
[Attendance Officer / Year Leader]
Wembley High Technology College

APPENDIX 9: ATTENDANCE LETTER – STAGE 2 (PERSISTENT ATTENDANCE CONCERN)

Date:

Re: [Student Name], [Tutor Group / Year Group]
Current Attendance: [X]%

Dear Parent/Carer,

Following previous communication, I am writing to inform you that your child's attendance remains a serious concern.
[Student Name]'s attendance is currently [X]%, which means they have missed [X] days of school, equivalent to approximately [X] lessons missed this academic year.

Attendance below 93% falls below Wembley High Technology College's Persistent Absence benchmark and places your child at serious risk of academic underachievement, disrupted progress and reduced future opportunities.

At this level of absence, students often miss substantial curriculum content, assessment preparation and key opportunities for personal development.

You are now required to attend a formal Attendance Review Meeting to discuss this matter and agree an Attendance Improvement Plan.

Meeting Date:
Time:
Location:

At this meeting we will:

- Review attendance concerns
- Identify barriers
- Agree support strategies
- Set clear attendance targets
- Outline next steps if attendance fails to improve

Please be aware that continued poor attendance may result in Brent School Attendance Service involvement and escalation to Stage 3.

WHTC is committed to working in partnership with families, but immediate improvement is now essential.

Yours sincerely,
[Attendance Lead / Head of Year]
Wembley High Technology College

Wembley Multi-Academy Trust
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APPENDIX 10: ATTENDANCE LETTER – STAGE 3 (SERIOUS ATTENDANCE CONCERN / FORMAL WARNING)

Date:

Re: [Student Name], [Tutor Group / Year Group]
Current Attendance: [X]%

Dear Parent/Carer,

Despite previous support and intervention, your child's attendance remains a matter of serious concern.

[Student Name]'s attendance is currently [X]%, meaning they have missed [X] days of school, equivalent to approximately [X] lessons missed this academic year.

This level of absence is causing significant disruption to your child's education and may place them within the Department for Education's Persistent Absence category where attendance falls below 90%.

This pattern of absence is unacceptable and requires urgent action. A formal Attendance Panel / Review Meeting has now been arranged.

Meeting Date:
Time:
Location:

Failure to secure rapid improvement may result in:

- Notice to Improve
- Brent School Attendance Service referral
- Penalty Notice consideration
- Legal action under Section 444 Education Act 1996

Wembley High Technology College is committed to supporting families, but we will not tolerate avoidable poor attendance. Immediate and sustained improvement is now essential.

Yours sincerely,

[Senior Leader / Attendance Lead]
Wembley High Technology College

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APPENDIX 11: PUNCTUALITY LETTER – STAGE 1 (EARLY PUNCTUALITY CONCERN)

Date:

Re: [Student Name], [Tutor Group / Year Group]

Dear Parent/Carer,

I am writing to express concern regarding your child's punctuality.

Our records show that [Student Name] has been late to school on [X] occasions this term, resulting in approximately [X] minutes / [X] hours of learning missed.

At Wembley High Technology College, punctuality is an essential expectation. Repeated lateness disrupts learning, affects academic progress and undermines the habits of hard work, resilience and responsibility that we seek to develop.

Please ensure your child arrives before 8:30am each day, fully prepared for learning.

If punctuality does not improve, this will result in further intervention.

Yours sincerely,
[Attendance Officer / Year Leader]
Wembley High Technology College

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APPENDIX 12: PUNCTUALITY LETTER – STAGE 2 (PERSISTENT PUNCTUALITY CONCERN)

Date:

Re: [Student Name], [Tutor Group / Year Group]

Dear Parent/Carer,

Despite previous communication, [Student Name]'s punctuality remains a concern.

Your child has now been late on [X] occasions, resulting in approximately [X] minutes / [X] hours of lost learning.

Persistent lateness significantly impacts progress and creates disruption not only for your child but also for others.

Students who repeatedly arrive late miss vital instructions, routines and curriculum content.

You are now required to attend a punctuality meeting with the College.

Meeting Date:
Time:
Location:

Failure to improve punctuality may result in further sanctions, monitoring and escalation.

Yours sincerely,
[Attendance Lead / Head of Year]
Wembley High Technology College

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APPENDIX 13: PUNCTUALITY LETTER – STAGE 3 (SERIOUS PUNCTUALITY CONCERN)

Date:

Re: [Student Name], [Tutor Group / Year Group]

Dear Parent/Carer,

I am writing to formally express serious concern regarding [Student Name]'s ongoing punctuality issues. Your child has been late on [X] occasions this academic year, resulting in approximately [X] minutes / [X] hours of missed learning.

This persistent pattern is unacceptable and is now having a serious impact on your child's education.

A formal punctuality review meeting is now required.

Meeting Date:
Time:
Location:

Failure to improve may lead to:

- Increased sanctions
- Attendance monitoring
- External referral where appropriate

At Wembley High Technology College, punctuality is non-negotiable. Immediate improvement is expected.

Yours sincerely,
[Senior Leader / Attendance Lead]
Wembley High Technology College

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APPENDIX 14: PRAISE LETTER – EXCELLENT ATTENDANCE

Date:

Re: [Student Name], [Tutor Group / Year Group]

Dear Parent/Carer,

I am delighted to congratulate [Student Name] on achieving [X]% attendance this term. This reflects exceptional commitment, resilience and ambition.

This means your child has maximised their learning opportunities and demonstrated the values we prize highly at Wembley High Technology College.

Thank you for your continued support.

Yours sincerely,
[Head of Year / Attendance Lead]
Wembley High Technology College

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APPENDIX 15: PRAISE LETTER – IMPROVED ATTENDANCE FOLLOWING CONCERN

Date:

Re: [Student Name], [Tutor Group / Year Group]

Dear Parent/Carer,

I am writing to recognise the significant improvement [Student Name] has made in their attendance.

Previously, attendance was a concern; however, over the past [X] weeks, attendance has improved to [X]%, representing a positive and meaningful change. This improvement has already resulted in increased access to learning and demonstrates resilience, maturity and a stronger commitment to success.

Improving attendance is not always easy, and this progress deserves recognition. We are proud of the effort shown and encourage [Student Name] to continue building on this success.

Please pass on our congratulations.

Yours sincerely,
[Year Leader / Attendance Lead]
Wembley High Technology College