



Arbour House School

Attendance Policy

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Policy owner	Julie Perks
Signed off by	The Governing Body
Distributed to	All staff, including the Governing Body, the Proprietors, or anyone working on behalf of the Proprietors (Potens) at Arbour House School

ATTENDANCE POLICY

Rationale:

Arbour House School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them.

Educational research shows that there is a clear link between poor attendance at school and lower academic achievement. Children only get one chance at school. Learning missed is often never caught up; absence in the primary phase of education is just as serious as absence in the secondary phase. If a child has an attendance percentage of 80% then this is equivalent to missing a whole day every single week. If a child has an attendance percentage of 80% from Year 7 to Year 11 then this is equivalent to missing an entire year of school.

Roles and Responsibilities:

The whole school community has a responsibility for promoting excellent attendance: parents, carers, pupils, all school staff and governors.

All staff at Arbour House School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils are able to learn and feel valued members of the school community.

Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Julie Perks, Headteacher, is our 'Attendance Champion' and Designated Senior Leader for Attendance.

Bettina Jeppesen is our Lead Governor for Attendance.

The Designated Leader for Attendance and the School Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Ensure there is a whole school approach that reinforces good attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed at least bi-annually.
- Ensure staff are aware of the Attendance Policy and adequately informed to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Report the school's attendance and related issues to the Governing Body and to the lead governor for attendance.
- Have systems in place to report, record and monitor the attendance of all pupils.
- Collate and analyse attendance data frequently to identify causes and patterns of absence.
- Interpret the data to develop solutions and to evaluate the effectiveness of interventions.

- Initiate a multi-agency response to improve attendance as necessary and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Return school attendance data to the Local Authority and DfE as required.

Lead Teachers and Tutors will:

- Contribute to a whole school approach, which reinforces good school attendance with good teaching and learning experiences in a positive environment that encourage all pupils to attend and to achieve.
- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Maintain ongoing discussion with school leaders regarding pupil attendance and alert them to any concerns.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Analyse attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Document interventions used to a standard required should the local authority instigate legal proceedings.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers.
- Have a named member of the school leadership team to lead on attendance matters and ensure they have allocated sufficient time and resources to carry out the role.
- Identify a member of the governing body to lead on attendance matters.
- Ensure the school's Attendance Policy is reviewed regularly.
required resources are available to fully implement the policy.
- Monitor the school's attendance and related issues through reporting at Governing Body Meetings.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure the school has clear systems to report, record, monitor and analyse the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that attendance data is reported to the Local Authority and Department of Education when required.

School Office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents and carers to the class teacher/tutor/senior leader in order to provide them with more detailed support on attendance where necessary;
- Follow the school Registration and Absence Procedures.
- Support data collection and analysis of attendance

Parents'/Carers' Responsibilities:

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Arbour House School.

Parents/Carers should:

- Instil the value of education and regular school attendance within the home.
- Take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Encourage routine at home to help with maintaining punctuality, for example, bed times, preparing any school items needed and uniform the evening before.
- Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours. Avoid keeping their child off school to go shopping.
- Avoid taking their child on family holidays during term-time.
- Ask the school for help if their child is experiencing difficulties.
- Engage with help offered by the school if their child is experiencing difficulties with regular school attendance.
- Inform the school of any circumstances that may affect their child's attendance.
- Not expect the school to automatically agree any requests for absence and not condone unjustified absence from school.
- Notify school by telephone on the first day of their child's absence, indicating the reason for absence, and confirming in writing if necessary/requested to do so.

Legal Framework:

This policy meets the requirements of the 'Working Together to Improve School Attendance' from the Department for Education (DfE) August 2024 and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The School Attendance (Pupil Registration) (England) Regulations 2024 expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- present
- absent
- present at approved educational activity or
- unable to attend due to exceptional circumstances

Recording Attendance:

The School Day:

Our school day starts at 9.00 am.

Registers are marked from 9.00 am and close at 9.30 am.

If a child arrives after 9.00 am they may be marked as late.

If a child arrives after 9.30 am they will be marked as absent for that session.

Registers are marked again at the beginning of the afternoon at 1.30 pm.

School ends at 3.00 pm.

Attendance Register:

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session.

The register will mark whether every pupil 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 1 for the DfE attendance codes.

We will also record (for pupils of compulsory school age) whether the absence is:

- Authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Categorising Absence:

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

What parents/carers should do if their child is absent:

Parents/carers should advise the school by telephone or email on the first day of any unplanned absence before 8.45am and provide the school with a reason for absence and an expected date of return.

School Office hours are 8.30 am to 4.00 pm.

The School Office email address is arbouradmin@potens-education.co.uk

The telephone number for our Lower School site, Glendinning is 01305 781400.

The telephone number for our Upper School site, Maen is 01305 490310

Illness:

- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- In most cases, a telephone call or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, doctor's note, prescription, etc. We will not ask for medical evidence unnecessarily.
- Whilst we understand that many of our children do have medical conditions and become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning.
- Schools have the right to request evidence of illness and will do so if a child builds up considerable absence through illness over a period of time. If a child's health continues to affect their education schools are obliged to involve external agencies as appropriate.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents and carers will be notified of this in advance.

A mark will be made in respect of each pupil during registration. Any pupil who is not present at this time will be marked unauthorised absent unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment/correction are distinguishable.

Planned Absence Medical/Dental Appointments:

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent or carer notifies the school in advance of the appointment. Parents /carers

are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents/carers should show the appointment card/email to school in advance of the appointment.

Approval for Term-time Absence:

Amendments to the 2006 pupil regulations remove references to family holiday, extended leave and the statutory threshold of ten school days (Authorised at the discretion of the Headteacher). The amendments make clear that: 'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted'

Any applications for term time absence must be made in advance and are at the discretion of the Headteacher and are not a parental right. In making a decision, the Head Teacher will consider the exceptional circumstances of each application individually, including any previous pattern of leave or absence in term time. All decisions in relation to whether term time absence is granted (authorised) or not (unauthorised) will be applied consistently and equitably. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Valid reasons for authorised absence include:

- Illness and medical or dental appointments
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday visiting relatives including to support bereavement, visits overseas to support cultural family needs, or specialist holiday and respite provisions.

Requesting Term Time Absence:

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance using the correct form available from the School Office.

- School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications. All replies will be signed and dated by the Headteacher
- If leave is not granted, the reason for not authorising a request will be clearly stated, explaining why exceptional circumstances have not been met, in addition to the possible consequences of disregarding the refusal to grant absence. ie. a request to the Local

Authority to issue a Penalty notice. All replies should be signed and dated by the Headteacher

- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date. All replies will be signed and dated by the Headteacher.
- If a parent /carer removes their child from school without requesting leave of absence or without authorisation from the Headteacher and the Headteacher wishes the Local Authority to issue a Penalty Notice; the parent will be informed in writing that a request to the Local Authority to issue a Penalty Notice is being made.

Late Arrival:

If a child misses the start of the day they can miss work and time with their teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, it can be embarrassing or difficult for the child to arrive late, and it can also encourage absence.

At Arbour House School we know that some pupils may find the start of the day overwhelming and it may be appropriate to discuss a slightly later start to the day. Any such arrangements would be fully discussed with the Head of Lower/Upper School, Class Teacher/Tutor and Parent/Carers before commencement and would be reviewed at regular intervals.

Our school day starts at 9.00 am. Registers are marked from 9.00 am and close at 9.30 am. If a child arrives between 9.05 am - 9.30 am they may be marked as late unless a valid reason is given or it is an agreed arrival time for other reasons.

If a child arrives after 9.30 am they may be marked as absent for that session.

If a child has a persistent late record without good reason, parents/carers will receive a letter and may be asked to meet with staff in school to resolve the problem, but parents/carers are encouraged to approach staff at any time if they are having problems getting their child to school on time.

Unauthorised Absence:

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after registration has closed.
- shopping, looking after other children or birthdays

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Examples of unsatisfactory explanations include:

- Taking the whole day off for an appointment which is in the local area e.g. doctor/dentist
- A pupil or family member's birthday
- Shopping for uniforms/shoes
- Having a hair cut
- Closure of a sibling's school for INSET (or other) purposes

- Illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school
- Day trips or holidays in term time that have not been agreed

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If the child is reluctant to attend, it is not acceptable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. If the child's attendance at school is affected by persistent illness, the school may not authorise the absence until they are satisfied the absence is valid.

Following up Unexplained Absence:

When any pupil we expect to attend school does not attend, or stops attending without reason, the school will:

- Call the pupil's parent or carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts and there is cause for concern, the school may contact Children's Social Care, named support workers, police or other appropriate supports.
- Identify whether the absence is approved or not. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carers on each day that the absence continues, to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving other agencies e.g. the Local Authority.

Reducing Persistent and Severe Absence:

At Arbour House School we will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Discuss pupil absence at our fortnightly Pupil Review meetings to determine how to address absence concerns and support families
- Hold regular meetings with the parents/carers of pupils who the school (or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. These will usually take the format of a Team Around the Family Meeting and will involve our School Link Worker and/or the Early Help Team.
- Provide access to wider support services to remove the barriers to attendance

Reporting to Parent/Carers:

The School will regularly inform parents/carers about their child's attendance and absence levels and where we have concerns, we will contact parents and carers directly.

Attendance Monitoring:

The School monitors and analyses attendance and absence data to identify pupils that require support with their attendance.

We recognise that all of our pupils have additional and complex needs that may include medical conditions that impact on attendance. We also recognise that many of our pupils

have significantly embedded patterns of prior school refusal and we review each individual pupil's attendance in this context.

The school will:

- Monitor attendance and absence regularly and discuss concerns at Pupil Review Meetings to agree any necessary action.
- Monitor attendance termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular children whose absences may be a cause for concern
- Analyse attendance and absence data regularly to identify pupils that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using Data to Improve Attendance:

The school will:

- Provide regular attendance information to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Support Systems to Maintain Good Attendance:

Help is available for families struggling to maintain good attendance for whatever reason. Our Class Teams, Head of Lower/Upper School and SENCo can be contacted via the school office and are very willing to work with families to overcome any issues.

We recognise that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and/or in school. Parents/carers are encouraged to make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those with physical or mental health needs, migrant and refugee pupils and looked after children.

At Arbour House all pupils have a Lead Teacher who is the main lead for their pastoral needs. Your child's Lead Teacher can also be contacted via the School Office. We aim to ensure that all parent/carers have regular communication with their child's Lead Teacher.

The school will implement strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Referrals to support agencies e.g. Early Help
- Additional therapeutic interventions e.g. ELSA
- Time limited changes to timetables and/or part-time timetables
- Induction/transition support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils.

Escalation of Intervention - Legal Sanctions & Prosecution

Where intervention by school and the Local Authority fails to bring about an improvement in attendance and parents and carers are unwilling to work together with professionals, legal action in the Magistrates' Court may be taken as a last resort.

The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent or carer fails to ensure the regular school attendance of their child if s/he is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Penalty Notices or an Education Supervision Order.

Education Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered in accordance with Local Council Protocols. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a fine is paid. Failure to pay the Penalty Notice may result in a prosecution.

Attendance Contracts:

An Attendance Contract is a voluntary agreement between school, the parent/ carer and the Local Authority. It can also be extended to include the child depending on age and level of understanding. If appropriate a contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Children Missing Education (CME):

Children are identified as missing from education when they are of compulsory school age and are:

- Not on a school roll
- Not being educated other than at school
- Identified as having been out of any educational provision for a substantial period of time

Children go missing from education for a number of reasons including:

- They do not start school at the appropriate time and so they do not enter the education system
- They are removed from school by their parents
- They fail to find a suitable school place after moving to a new area
- The family move home regularly
- Family breakdown
- Children who do not make the transition between key stages, e.g. Nursery to Primary, Primary to Secondary.

Children and young people in the following groups are more likely to be missing from education:

- Young people who have previously committed offences
- Children living in women's refuges
- Children of homeless families perhaps in temporary accommodation or housing
- Young people who run away from home
- Children with long-term medical and emotional needs
- Unaccompanied asylum seekers and refugees and child who are from asylum seekers/refugees families
- Children of immigrant families not yet established in the UK
- Looked after children
- Children with Gypsy/Traveller background
- Young carers
- Children from transient families
- Teenage mothers
- Excluded pupils

Children missing from education are at a much greater risk of

- Physical harm
- Becoming involved in crime
- Demonstrating anti-social behaviour
- Abusing drugs and alcohol
- Sexual exploitation
- Being illegally employed
- Forced marriages
- Being forced into travelling to conflict zones

Local Authority guidelines are followed in relation to 'children missing education'.

If we feel that one of our pupils is missing from education the school will make every effort to ascertain the whereabouts of the pupil, this might include telephoning home, contacting the GP, friends, other relatives that are known. If we have reason to believe that a child has transferred to another school we will make every effort to contact that school to ascertain whether or not our information is true or false.

If any members of the school staff have any reason to believe that there may be any child protection issues involved then we will contact our local office straight away and if necessary notify the police.

All schools must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more. We will contact the Local Authority and the Children's Advice and Duty Service as appropriate.

Conclusion:

Regular school attendance is a necessary contributor to ensuring positive outcomes for all children. Good school attendance supports children in reaching their maximum potential and supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life.

Appendix 1
DfE Revised School Attendance Codes, August 2024

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence

J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances

#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Policy Review Record

POLICY NAME	ATTENDANCE POLICY	
COMPILED BY	Julie Perks	
DATE	June 2018	
REVIEW DUE DATE	REVIEWED	
	DATE	BY (NAME)
May 2022	May 2022	Julie Perks: - No amendments required.
	Sept 2022	Julie Perks: - Updates made in line with DfE 'Working Together to Improve School Attendance', Sept 2022:
May 2024	May 2024	Julie Perks: - Added names of Designated Senior Lead for Attendance and Lead Governor for Attendance
	Sept 2024	Julie Perks: Updated in light of the new 'Working Together to Improve School Attendance' DfE August 2024: - Revised attendance codes included as Appendix 1 – in line with DfE changes to attendance codes. - Added more detail re the specific responsibilities of parent/carers, school staff, governors and the school's SLT 'Attendance Champion' - 'Parenting Contracts' changed to 'Attendance Contracts'.