# Further information on the Attendance Trials process

1. Attendance trials form part of Norfolk’s Fair Access Protocol which states:

“A pupil with very low attendance (less than 75%) who seeks an alternative school where a space is available can be offered trial attendance (half a term) at their preferred school subject to agreement by all parties. If attendance is satisfactory during the trial period (national average attendance achieved) the child transfers to the preferred school.”

2. Attendance trials can only be considered where the pupil wishes to transfer between schools which are within a reasonable distance of their home address (i.e. less than 3 miles statutory transport distance). An attendance trial cannot be used where a pupil would be unable to access the original school if the trial is unsuccessful.

3. The [attendance trial document](http://www.schools.norfolk.gov.uk/view/NCC181187) should be used in all cases and can be found on the Norfolk schools website at: <https://www.schools.norfolk.gov.uk/Behaviour-and-safety/Fairaccess/Attendancetrials/index.htm>.

4. It is the responsibility of the trial school to obtain agreement to an attendance trial from the parent and the current school.

5. The trial school should meet with the parent and child (if appropriate) to explain the terms of the trial and obtain parental signature to the trial document.

6. A trial document is not valid unless it is signed by all parties and the Admissions team.

7. An attendance trial should run for six school weeks although this period can be extended where there is absence for medical reasons supported by a letter from an appropriate medical professional.

8. A trial is successful where the pupil achieves the national average secondary school attendance during the agreed period.

9. A trial can be terminated if the pupil is involved in a serious breach of school discipline that would usually be grounds for a fixed term exclusion and would result in a fixed term exclusion.

10. If a trial is terminated the trial school should advise the parent and the current school in writing of the date of the termination and the reasons for it.

11. If a trial is terminated the pupil is expected to return to the current school immediately and will be marked as unauthorised absence if not.

12. All original trial documents will be held by the Fair Access Team.

13. All request for trial documents or queries should be sent to Hayley Goodson on 01603 224226 or [hayley.goodson@norfolk.gov.uk](mailto:hayley.goodson@norfolk.gov.uk).