



Parkgate Primary School

## **Attendance Policy**

**Updated: September 2022**

**Review date: July 2025**

### **Links to other policies:**

- Safeguarding policy
- Behaviour policy
- E Safety policy
- SEND policy
- Pupil Premium policy
- Supporting children with medical conditions

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## **Statement of intent**

**To ensure that all children receive their full entitlement to teaching and learning opportunities at Parkgate Primary School by working in partnership with parents and others to overcome any barriers to their full and punctual attendance, based on the child's need.**

Our relentless approach to ensuring our pupils attend our school and receive the education that they deserve and indeed are entitled to, is central to our values.

We aim to

- ensure every pupil is safeguarded and their right to education is protected.
- promote a culture across our school which identifies the importance of regular and punctual attendance.
- make attendance and punctuality a priority for all those associated with our school including pupils, parents, teachers, support staff and governors.
- further develop positive and consistent communication between home and our school.
- set targets to improve individual pupil and whole school attendance levels.
- work with external agencies in order to address barriers to attendance and overcome them.

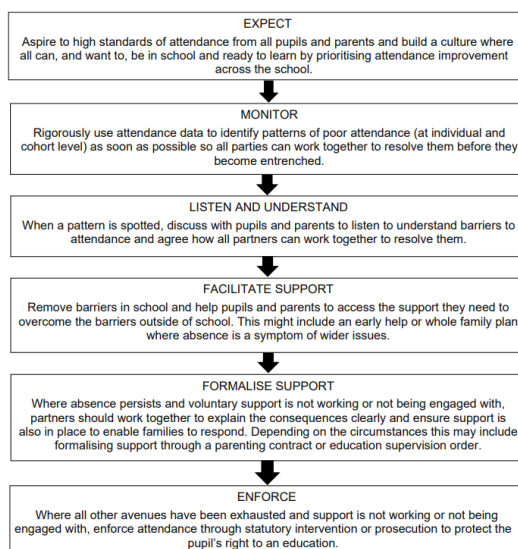
We recognise that securing good attendance cannot be seen in isolation and that effective practices for improvement will involve us considering our curriculum offer, behaviour, bullying, special educational needs support, pastoral and mental health and well being and effective use of resources, including pupil premium.

We support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and in addition, to promote and support punctuality in attending lessons.

We are committed to taking positive action in the light of the Equality Act 2010 with regard to the needs of people with protected characteristics. These are age, disability, pregnancy and maternity, religion and belief, race, sex, sexual orientation, gender reassignment and marriage and civil partnership

Our relentless approach to ensuring our pupils attend our school and receive the education that they deserve and are, indeed entitled to, is central to our values.

In line with the school aims, vision and values, we will work together to improve attendance through working together with other partners:



The detail of how we put this policy into practice can be found in Appendix 1 – Attendance Procedures

## 1. Legal framework and definitions

This policy meets the requirements of the [school attendance main guidance August 2020](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. The school have also used the DfE guidance 'Working together to improve school attendance to inform this policy.

This policy will be available to parents via the school website and paper copies will be available free of charge from the school office. The policy will also be included in the initial information parents receive when joining the school.

## 2. Scope of policy

- 2.1 This policy applies to all Parkgate leaders, Parkgate staff (see 2.2 and 2.3) and Parkgate pupils.

- 2.2 For the purposes of this policy the reference to 'Teacher' includes all paid staff responsible for the supervision of pupils.
- 2.3 For the purposes of this policy the reference to 'pupils' includes all learners in our school
- 2.4 For the purposes of this policy and the procedures in Appendix 1 we refer to Section 576 of the Act which defines the 'parent' of a pupil or young person as including
- both of their natural parents, whether they are married or not
  - any person who, although they are not the natural parent, has parental responsibility for the pupil or young person, as defined in the Children Act 1989
  - any person who, although not the natural parent, has care of the pupil or young person  
i.e. with whom the pupil lives, irrespective of their relationship with the pupil.

### 3. Responsibilities

- 3.1 All children aged 5-16 years old must receive suitable education. (Section 7, Education Act 1996) A pupil of compulsory school age who is registered at school must by law attend regularly.
- 3.2 In law parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act 1996).
- 3.3 The Local Authority (LA) must offer educational provision for all children of school age.
- 3.4 By law, all schools/academies (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.
- 3.5 Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. Where amendments are made, the school will ensure the entry shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.
- 3.6 By law, all school/ academies must keep an admissions' register, the contents of which includes all pupils, their personal details, (including **telephone numbers for different safe adults**, to ensure that we can always contact someone in the event of an emergency) the date of admission (or re-admission), information regarding parents and details of the school last attended.
- 3.7 Pupils will be removed from roll only when they complete their education stage, transfer to another school or academy, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the local authority. Further information can be found in Appendix 5.
- 3.8 There is a clear link between attainment and attendance. The Education Act 1996, Section 444(1) states: ***If a pupil of compulsory school/academy age who is a registered pupil at a school/academy fails to attend regularly at the academy, their parent is guilty of an offence.*** We therefore enforce the use of statutory action to encourage and promote attendance. This is done to encourage pupil attendance and to ensure that all pupils are able to benefit from their legal right to receive an education.
- 3.9 We have a framework (Appendix 2) to complement this policy that defines agreed roles and responsibilities for parents, pupils and staff.

## **4. Definitions**

- 4.1 A pupil is classed as absent if they arrive after the register has closed or if they do not attend for any reason.
- 4.2 An authorised absence is when approval has been given in advance for a pupil of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include
- an absence for illness for which we have granted leave
  - medical or dental appointments which unavoidably fall during the school day for which we have granted leave
  - religious or cultural observances for which we have granted leave (The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance)
  - an absence due to a family emergency including family funerals.
- 4.3 An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include
- parents keeping children from attending unnecessarily or without reason
  - absences which have never been properly explained
  - arrival after the register has closed
  - day trips and holidays in term time which have not been agreed
  - leaving our school without authorisation during the day.
- 4.4 Persistence Absence is defined as: 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.
- Persistent lateness is defined as pupils who have repeated late marks recorded in a single half-term.

## **5. Monitoring and Reviewing Attendance**

- 5.1 We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.
- 5.2 We set challenging attendance targets for whole school attendance. Where required individual attendance targets will be set for some pupils.
- 5.3 Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average and share this with The Futures Trust Trustees.
- 5.4 Specific measures are taken to monitor attendance at Parkgate Primary. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Attendance is monitored daily and in Senior Leadership meetings.

Data on attendance is collected both at school level Trust level and analysed week by week.

Key analysis is made of

- patterns of absence
- patterns of lateness
- patterns of medical appointments
- correct and consistent use of absence codes
- trends in reasons for absence for example-use of the C code, leave of absence and exclusions
- trends in particular groups (SEN, PP, vulnerable, ethnic groups, gender, year groups, children with a social worker)
- the use of and impact of funding to support improving attendance of specific groups of pupils.

5.5 Attendance data informs action planning and supports the identification of key priorities in our school improvement plan and future revisions of this policy.

## **6 Reviewing this policy**

6.1 This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective.

## Appendix 1 – Attendance Procedures

### 1. Key Personnel

Safeguarding and Attendance lead		Zoe Richards Headteacher
Contact Details	Email	zoerichards@parkgate.coventry.sch.uk
	Telephone	02476637381
Attendance and Punctuality Champion		Nikki Dunn
Contact Details	Email	nikkidunn@parkgate.coventry.sch.uk
	Telephone	02476637381

### 2. Maintaining an Attendance Register

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

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

#### 2.2 Timings

Operational	Person responsible and actions to take
<b><u>Start of the school day</u></b> Gates open at 8.20am for pupils to come onto school site	Ken Prewett (site services officer)
Gates close at 9am Classrooms Doors close at 8.55am	Ken Prewett (site services officer) Class Teachers
After 8.55am Pupils enter school through the main office and make their way down to the classroom with a green 'I have mark' slip	Nikki Dunn -Attendance and Punctuality Champion
At 9am the register will close.	Teachers mark register for pupils.
Pupils arriving between 9.00 and 9.30am will enter school through the main office.	Nikki Dunn will enter a late mark in the register for those pupils.
Pupils entering after 9.30am will enter school through the main office.	Nikki Dunn will enter a U in the register (Unauthorised Absence)



<b><u>Afternoon registration</u></b> Y1 register opens at 12.25 and closes at 12.40 Y2 and KS2 register opens at 12.55 and closes at 1.05pm	Teachers to record registration marks on SIMS
<b><u>End of the school day</u></b> School day ends at 3.15pm	Ken Prewett to open gates and close them following all pupils departing.

- 2.5 If a pupil needs to leave our school during the day they must sign out at the main reception once authorisation has been given from a member of the office.
- 2.6 Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil and their parents to take action to support the pupil to maintain good attendance.

### 3. Recording Attendance

- 3.1 The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Census. The data helps schools, The Futures Trust, local authorities and the Government to gain a greater understanding of the level of, and the reasons for absence. See the DfE school attendance guide for attendance codes at [www.gov.uk](http://www.gov.uk).
- 3.2 There should be no pre-population of codes and individual school tracking systems which monitor the whereabouts of pupils educated off-site, must be robust and quality assured regularly.
- 3.3 Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.

### 4. Reporting Absence

- 4.1 It is the responsibility of the parent/carer to inform us of a pupil absence and also to inform us of any changes to contact details.
- 4.2 Parents are expected to inform us of their pupil's absence by **9.30 a.m.** on **each day of absence** providing the reason for absence and when their pupil will be returning to our academy. We will contact parents and/or other listed emergency contacts where no contact has been made. Where required, we may conduct reasonable enquiries with friends or neighbours and will carry out safe and well home visits as necessary. If no contact is made, we may request a safe and well check from the police.

## 5. Reasons for Absence - Authorised

### 5.1 Appointments

- 5.1.1 As far as possible, medical and dental appointments should be made outside of the academy day. Where this is not possible, a note and appointment card should be sent to us prior to the appointment.
- 5.1.2 Pupils must attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, they must be signed out with a member of the office present. Should a pupil arrive late following an appointment, they should report to Reception area.
- 5.1.3 Absences for medical appointments will be recorded with a M code.

### 5.2 Religious Observance

- 5.2.1 Parents must inform us in advance if absences are required for days of religious observance. We will authorise absences where a reasonable request is made. **The day must be exclusively set apart for religious observance by the religious body to which the parents belong.** Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.
- 5.2.2 Absences for religious observance will be coded as R.

### 5.3 Illness

- 5.3.1 In order to make informed decisions about their pupil's fitness for attending parents are encouraged to refer to the NHS guidance *Is My Pupil Too Ill for School?*  
[Is my pupil too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-should-i-worry-if-my-child-is-ill/)  
Any authorisation of absence through illness is done so at the discretion of the Headteacher or member of staff delegated to carry out this task.
- 5.3.2 In the case of an illness which lasts for more than five days, parents may be required to provide medical evidence which may enable us to authorise the absence. Where medical evidence is not provided, the absence may be recorded as unauthorised.
- 5.3.3 Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Telephone calls and handwritten notes from a parent will not be accepted as medical evidence when attendance is a serious concern. For the purpose of this policy, 'serious concern' may be defined as: repeated unexplained/unauthorised absences or repeated incidents of illness within a half term where no medical condition or underlying health issues have been identified.
- 5.3.4 Acceptable forms of medical evidence include:
  - Medical card with one appointment entered with the pupil's name and surgery stamp included and signed by the Receptionist
  - Letter from a professional such as hospital consultant
  - Evidence of consultation with NHS 111
  - Medication prescribed by a GP
  - Copy of prescription
  - Print screen of medical notes
  - Letters detailing hospital appointments

Doctors or GP 'sick notes' are not required and we do not expect parents to request these from their GPs.

In some cases, a pupil may be absent for long term due to an illness or injury. We will liaise with families in order to ensure children return to our academy quickly and that there are no safeguarding concerns. On occasions where this is not possible we will make a referral to

the appropriate medical provider, which provides educational opportunities for pupils who are unable to attend their regular academy.

## 5.4 Traveller Pupils Travelling for Occupational Purposes

- 5.4.1 Traveller pupils travelling for occupational purposes covers Roma, English and Welsh Travellers, Irish and Scottish Travellers, Circus workers, 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 us but it is not known whether the pupil is attending educational provision.

## 6. Requesting Leave in Term Time

- 6.1. Absence for purposes of leave during term time can only be authorised by the Head of School, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***“Head Teachers may not authorise leave during term time except where the circumstances are exceptional.”*** Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted.
- 6.2 The fundamental principles for defining ‘exceptional circumstances’ are that they are: **‘rare; significant; unavoidable and short’**. **Holidays during term time will not usually be considered as exceptional circumstances.** The following guiding principles apply:
- Term times are for education. This is the priority. Children and families have 175 days off a year including weekends and academy holidays. Headteachers will rightly prioritise attendance.
  - The decision to authorise a pupil’s absence is wholly at the Head of School’s discretion based on their assessment and merits of each individual request.
  - If an event can be reasonably scheduled outside of term-time, then it would be normal to authorise absence for such an event – holidays are therefore not considered ‘exceptional circumstances’. It is acceptable for the Head of School to take a pupil’s record of attendance into account when making absence-related decisions.
  - We will take the needs of the families of service personnel into account if this prevents them from being able to take family holidays during scheduled holiday time.
  - We have a duty to make reasonable adjustments for pupils with special needs and/or disabilities.
  - We understand that families may need time together to recover from a trauma or crisis.
- 6.3 We will consider granting leave for a ‘once in a lifetime’ opportunity for pupils which will further enhance their educational and enrichment experience.
- 6.4 Parents are required to put their requests in writing to obtain authorisation for leave under exceptional circumstances for taking pupils out of our academy during term-time. (see appendix 8 term time leave of absence request)
- 6.5 Medical evidence will be required to authorise absence through illness directly following a period of leave in term-time absence.
- 6.6 Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which

are being dealt with by adult family members. Being at our academy with support from staff and

peers can provide children with stability. The routine offers a safe and familiar background during

times of uncertainty. Relevant members of staff will work with parents to decide what is in the best

interest of the pupil.

## **7. Persistent Absence**

7.1 Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.

7.2 All PA pupils will have bespoke action plans to try to improve their attendance to above 90%. This will be monitored by The Designated Safeguarding Lead and The Attendance and Punctuality Champion lead in conjunction the LA Attendance Officer.

## **8. Following Up Absence and Taking Statutory Action**

8.1 We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be monitored closely and where attendance is below expectation, letters, phone calls will be made to consider next steps to improve attendance.

8.2 Where it is appropriate, a member of staff may ask to meet with parents to discuss the absence and to offer any support.

8.3 It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Headteacher.

8.3.1 **Issuing penalty notices:** Each parent receives a penalty notice for each pupil who has an unauthorised absence. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

8.3.2 **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444 (1) – courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.

8.3.3 **Taking parents to court for persistent unauthorised absence:** Education Act 1996 – Section 444 (1A) – courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

## **9. Children Missing from Education (CME)**

9.1 We have due regard to our statutory duty to safeguard pupils from CME. We follow the Local Authority's processes for reporting pupils missing from education.

The DfE guide can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

- 9.2 If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to contact the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 10 days.

## **10. Reporting to Parents**

- 10.1 Parents will receive an update on their child's attendance half termly using the attendance ladder system. They will also receive information on lost learning as a result of poor attendance and where improvements have been made these will be celebrated. Parents will also be informed of their child's attendance at Parents Evenings.
- 10.2 Meetings take place with the Safeguarding and Attendance Lead regarding attendance to offer support and consider ways in which attendance can be improved for specific children.

## **11. Attendance Causing Concern**

- 11.1 Specific measures to monitor attendance are embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions.
- 11.2 Attendance is monitored daily and follow up phone calls and home visits are made. Half termly data analysis takes place to identify patterns and groups of pupils where attendance is of a concern.
- 11.3 Where attendance is a concern the school would signpost an Early Help offer.
- 11.4 If the conversation with the pupil indicates a serious safeguarding concern we will follow our safeguarding procedures as set out in our Safeguarding and Child Protection Policy.

## **12. Supporting Attendance of Every Pupil**

- 12.1 We use a variety of strategies to encourage attendance:
- Verbal encouragement and praise
  - Create safe spaces for pupils to thrive
  - Create opportunities for dialogue with families about attendance, ensuring that they work in partnership with parents.
  - Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes.
  - Raise the profile of attendance with families, particularly when pupils start at the setting.
  - Teach and model a love of learning, helping families to see the value of the education that is offered.
  - Be aware of the complexity of different contexts and the pressures that families might experience and which might contribute to poor attendance; for instance, in areas where many parents perform seasonal work and are unable to take holidays over the summer break.
  - Half termly whole school incentives.
  - Attendance certificates and awards.
- 12.2 Our Attendance Ladder (Appendix 4) sets out our expectations for attendance and is displayed in every classroom in our academy.

## **Appendix 2 – Framework of Responsibilities and actions**

### **Parents:**

- Ensure pupils attend regularly, and punctually.
- Ensure that all medical appointments, are taken after the academy day where possible.
- Provide proof of medical appointments that can only be attended during the academy day.
- Contact us on first day of absence by either telephone, class dojo, email or attending the main academy office (not the class teacher).
- Contact us each day for continued absence and provide suitable medical evidence in the event of an illness lasting for more than five days (or four days in the event of an INSET day or Bank Holiday).
- Understand that any leave of absence in term time will only be granted in exceptional circumstances.
- Requests for leave of absence to be submitted on the request form in writing to the Headteacher.
- Make early contact with us when parents become aware of problems with attendance.
- Attend meetings if concerns are identified.
- Participate in Early Help Meetings as required.
- Support us in implementing agreed actions.

### **Pupils**

- Acknowledge behaviours needed outside of our academy e.g. early bedtimes to allow punctual attendance.
- Attend regularly and punctually.
- Adhere to our systems for late registration.
- Aim for the highest possible attendance for their individual circumstances.

### **Operations Administrator:**

- Ensure messages are sent on the first day of absence and where contact cannot be made alert DSL/DDSL
- Record absences on our academy register using the accurate coding.
- Generate any attendance/punctuality letters as required.
- Refer Leave in Term Time requests to the Headteacher.
- Follow-up on any 'N' codes within the registers on a weekly basis.
- Escalate concerns where required as per the Safeguarding and Child Protection policy.
- Participate in training in relation to attendance as appropriate.
- Run SIMS data reports on attendance as required.

### **Support Staff**

- Understand that promoting pupil attendance is the responsibility of all staff.
- Assist in ensuring attendance has a high profile within the academy.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in training in relation to attendance as appropriate.

### **Teachers and Assistant Heads:**

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile within the class (or year group/phase)
- Take registers \*electronically at the beginning of every session.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in training in relation to attendance as appropriate.
- Liaise with **the Attendance and Punctuality Champion** where necessary

### **SENDCo**

- With the **Attendance and Punctuality Champion**, monitor SEND pupils with attendance particularly those below 90% with regular communication with both the pupil and their parents, supporting attendance meetings where required and supporting individual action plans. **Support the Attendance and Punctuality Champion** in documenting support given and impact of actions taken by the school
- Offer Early Help Assessments where necessary.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.

### **Attendance and Punctuality Champion (and Wider Overcoming Barriers Team):**

- Understand that promoting pupil attendance is the responsibility of all staff.
- Ensure attendance has a high profile across our school.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend safe and well home visits where required.
- Escalate concerns where required as per the Safeguarding and Pupil Protection policy.
- Participate in appropriate training in relation to attendance as appropriate.
- Ensure adequate, protected time is allocated to discharge these responsibilities.
- Have a good understanding of attendance data and use this to inform the right pupils at the right time.
- Liaise with the Local Authority where required on attendance matters.

### **Head Teacher:**

- Ensure the attendance policy is implemented consistently across our school.
- Ensure that staff understand that promoting pupil attendance is the responsibility of all.
- Ensure attendance has a high profile across our school.

- Monitor school level absence data and report it to the Full Governing Body and Board of Trustees TFT.
- Supports other staff in monitoring the attendance of individual pupils.
- Decide whether or not to grant leave during term time for exceptional circumstances.
- Ensure there are designated staff with day-to-day responsibility for attendance and punctuality matters.
- Take overall responsibility for ensuring our school conforms to all statutory requirements in respect of attendance-deletion from school roll is adhered to for example.
- Work with Coventry Attendance and Inclusion team to tackle persistent absence.
- Lead on the implementation of whole school attendance incentives.
- Complete attendance awards as required.

### **Assigned Attendance Governor/ The Futures Trust Board of Trustees:**

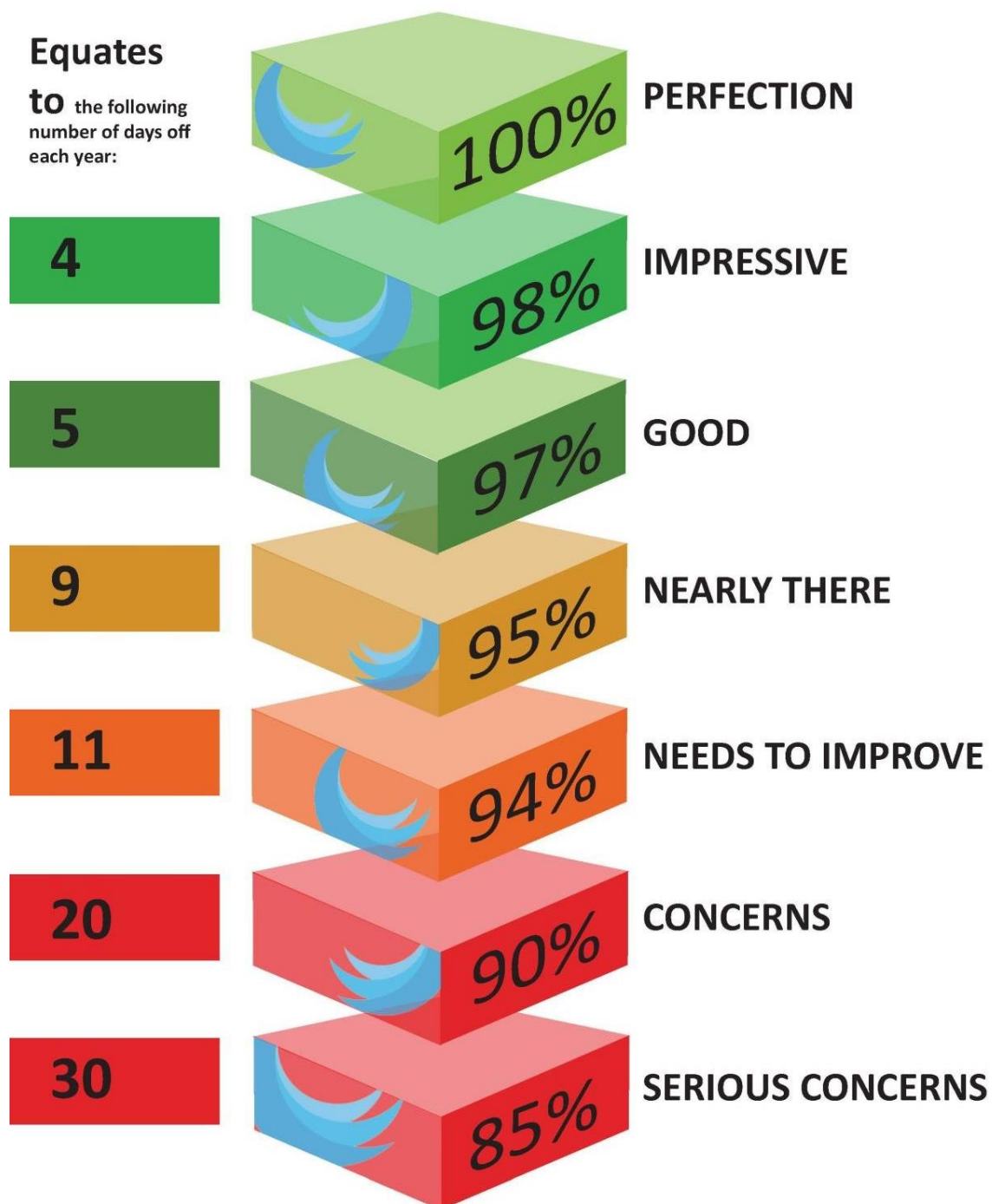
- Review the implementation of the Attendance Policy in our school
- Discuss the targets for attendance with the Headteacher and review progress towards designated FGB meetings.
- Monitor attendance figures termly through documentation presented at FGB meetings.
- Ask questions about attendance trends and what is being done to challenge and prevent persistent poor absence of all groups of pupils.
- Meet with the **Attendance and Punctuality Lead** regularly to discuss attendance.

### **Appendix 3 Attendance Ladder**



# ATTENDANCE

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## Appendix 4 Guidance for Removing Pupils from Roll

Best practice processes:

For all of the processes below an exit interview would need to take place between parents and a member of SLT or the attendance team. Please view Appendix (5A)

**Elective Home Education:** The Statutory Notification and the EHE form (if different in the academy's LA) must be submitted on the day of receiving the de-registration letter from the parent with a copy of the letter. The pupil should be taken off roll from the day the school receives the letter or in cases where the parent is giving advance notice of the date requested. Do not backdate it to an earlier date than receipt of the letter even if the parent requests this. The school should confirm that the pupil has been registered with the LA as EHE to ensure that they have assumed responsibility for the pupil. Do not just assume that because the school has submitted the paperwork it has all gone through.

**Pupil moves out of area - unreasonable distance to travel:** Submit the Statutory Notification as soon as the school finds this out (some LAs will not allow school to do this so follow the local procedure if it is different). Continue to track destination and liaise with LA admissions team. They will advise the academy when a pupil may be removed from roll if it has been established that the pupil/family have left the last known address and their new location is known. They may allow the school to backdate the leaving date if they or the school receives confirmation of the pupil starting at another school or within the care of a different LA. The school must have written confirmation from the LA to backdate the leaving date. If the school does not receive this and the school has no other confirmation of where the pupil is the school must keep them on roll for 20 days.

**Pupil emigrates:** The school must follow the procedure above for moving out of area but also need to have ascertained from the parent the forwarding address, details of destination school and moving date.

**Pupil transfers to a new school:** Confirm the pupil's start date at the new school and that the pupil has actually started there. Submit the Statutory Notification on the day the school has it confirmed that the pupil started at their new school. The school can take the pupil off roll from the confirmed start date or the last school day if it precedes it e.g. a Friday and they started on a Monday. If the start date is the first day of a school term the school can back date the leaving date for the school's pupil to the last day of the previous term. If the school has to do detective work in the new term to find out why the pupil is 'absent' keep them on roll until the school gets a confirmed start date at the new school.

If there is a gap between the leaving date the school has been given by a parent and the start date for a pupil, the pupil should remain on the school's roll, marked absent, until the transfer school confirms the pupil has started there. If after ten days, the pupil has still not started the school should submit a CME form. In some LAs the school has to complete a safeguarding referral/MAR after a pupil has been missing for ten days and cannot submit the statutory notification until after 20 days so follow the school's local procedure.

CME forms are usually the same form now as the Statutory Notification form. The school cannot remove a CME pupil from the school's roll for a further ten days from the initial notification or safeguarding referral (so 20 days in total from the first day of absence) unless the LA confirms where the pupil has gone. Exit interviews will be conducted with the parents of any pupil who is leaving the school.

### **Appendix 5A: Pupil Leaving the school**

<b>Your child(ren)'s name(s)</b>	
When are you moving?	
Last date your child(ren) will attend the school	
Your new address	
<b>If moving within UK:</b>	
Are child(ren) in the Admissions process in the new LA, if yes, give details of a) LA b) schools applied for	a) b)
Name of new school (if within UK)	
<b>If moving overseas:</b>	
Name and address of possible/confirmed new school	
Contact details for new school e.g. phone no, email address, fax no.	
Flight details: a) Airline	a) b)

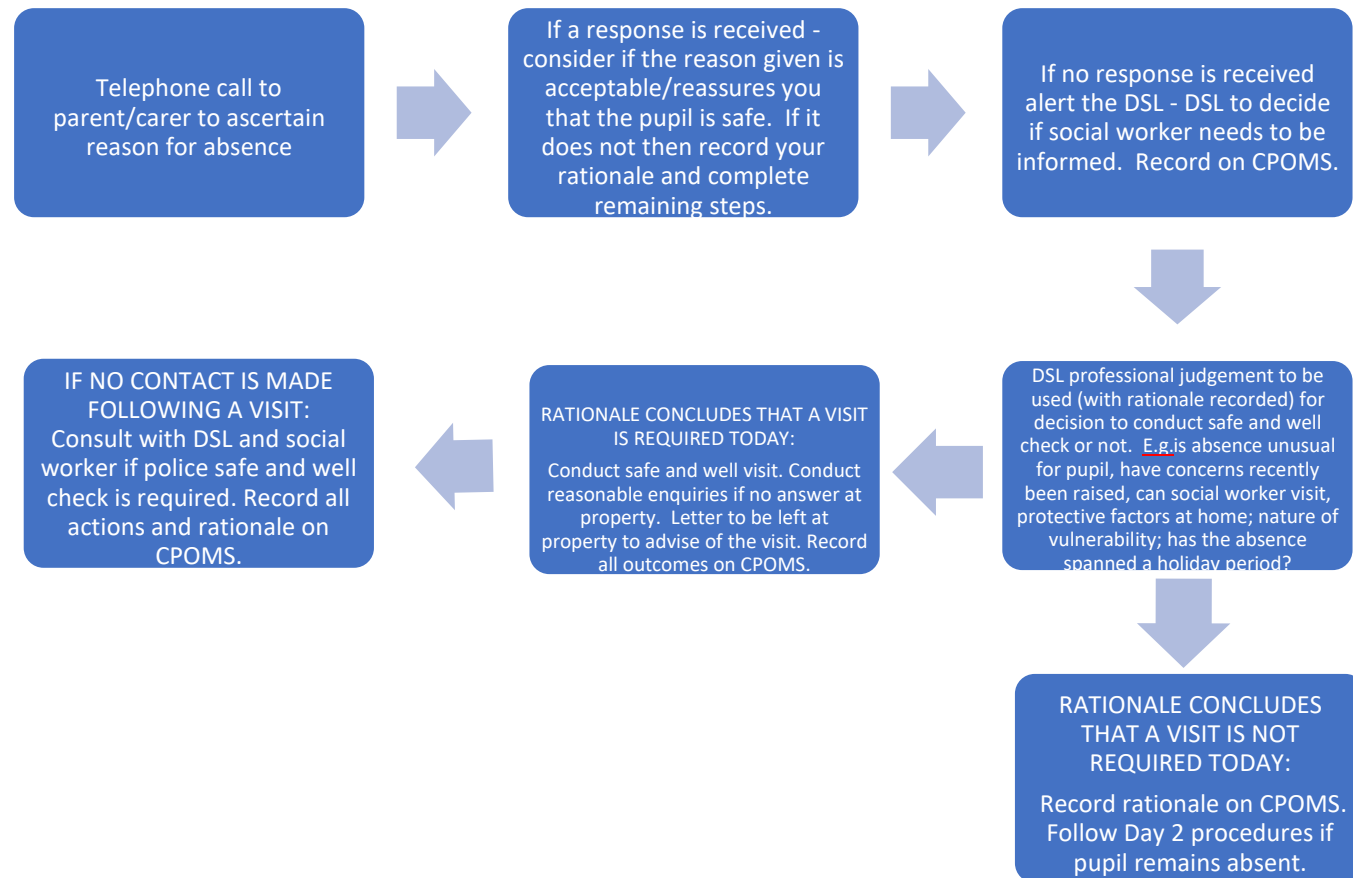
b) Date of travel c) Destination airport	c)
Person providing information:	
1. Name	
2. Mobile no.	
3. Email address	
4. Relationship to child	
5. Signature (of person providing information)	
Date	
Signature of Queens Staff Member	

Please return this form to the School Office before your child leaves.  
Thank you.

## **Appendix 6: Safe and Well Home Visits Flowchart**

### **Families with Assigned Social Workers**

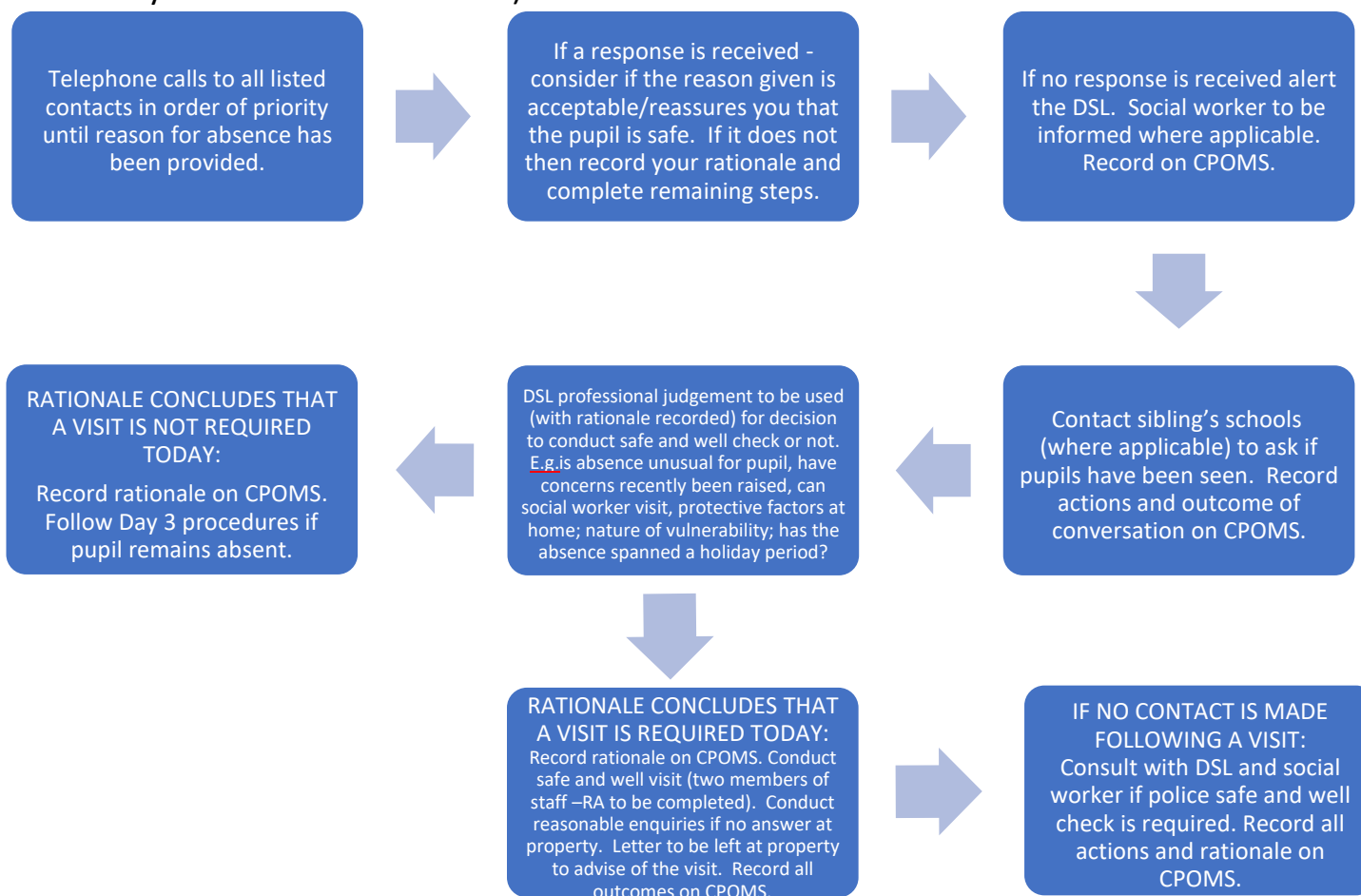
DAY 1: Pupil is absent and no reason has been provided. They are included on the regularly updated vulnerable list.



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil. DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

## Families with Assigned Social Worker

DAY 2: A safe and well check was not conducted on Day 1. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).

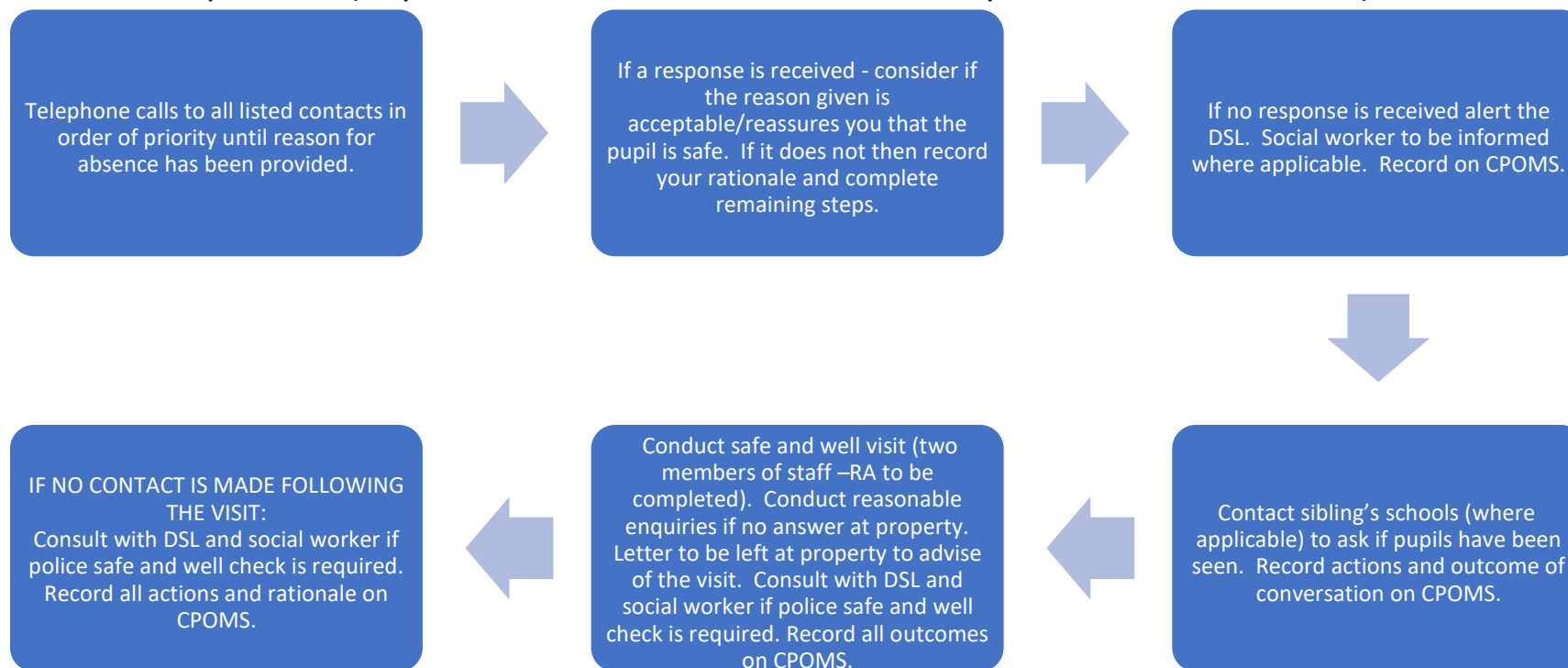


NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.

DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

## Families with Assigned Social Worker

DAY 3: A safe and well check was not conducted on Day 1 or Day 2. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).



NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding to referrals to other appropriate agencies made where no contact is made with the pupil.

DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-ReviewChadrack-Report-FINAL.pdf>



## **Appendix 7 sample letters**

### **Letter 1**

DATE

Dear

Re: <<forename>> <<surname>>

Please find attached a copy of <<forename>>'s registration certificate. <<forename>>'s attendance is currently <<percentage attendance>>% which is below the school target of 97%. I am sure that this is as much as a concern for you as it is for us.

There are of course, genuine reasons (such as illness), which can make attendance at school difficult. Unfortunately, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absence from school or who arrive late on a regular basis will suffer in the long term from gaps in their learning.

The school will continue to monitor <<forename>>'s attendance and or punctuality over the next four weeks. If there has not been an improvement during this time, school will invite you to a meeting to discuss how we can work together to support <<forename>> in achieving an improvement.

I would urge you to encourage <<forename>> attends every day that they can and I would value your support in this matter. If you would like to discuss any concerns you may have regarding attendance, please do not hesitate to contact me.

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

## Letter 2

DATE

Attendance Appointment

On:

At:

Dear

Re: <<forename>> <<surname>>

With reference to the letter dated (INSERT DATE). I have reviewed <<forename>>'s attendance and or punctuality and as you will see from the enclosed Registration Certificate there has not been a sustained improvement in <<his/her>>'s attendance which is currently <<percentage attendance>> %

As you know in order for <<forename>> to reach their full potential, <<he/she> must have high attendance and good punctuality at school.

I would therefore like to meet with you to discuss <<forename>>'s attendance and/or punctuality, this meeting is an opportunity for us to support <<forename>> to achieve improved attendance. If the suggested date is not convenient a mutually agreeable appointment will be arranged, please contact the office upon receipt of this letter to confirm or change your appointment time and date.

Failure to attend this meeting may result in your child being placed on a School Attendance Target.

It is the Headteacher's decision to authorise absence any absence based on information provided by parents. I must inform you that if a School Target is issued. School will require medical evidence to support absence due to illness. Medical appointment cards/letters, GP appointment cards stamped or signed by surgery staff and copies or proof of a prescription (medicine/tablets/label/container) showing the date prescribed are examples of evidence that can be accepted by school.

***I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (section 444 of the Education Act 1996)***

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

### LETTER 3

DATE

Dear

Re: <<forename>> <<surname>>

With reference to our previous letter dated (INSERT DATE), we invited you to attend a meeting with myself and Mrs Richards to discuss <<forename>>'s attendance on

Date:

At:

As you failed to attend this meeting, in your absence a School Attendance Target for <<forename>> was put in place.

Target - 100% attendance

Period - 20 school days (40 sessions)

We recognise that there are times when <<forename>> may be absent from school due to serious illness and we ask that you contact a member of staff in the school office to make us aware of this.

Any absence without medical evidence will be unauthorised.

Failure for <<forename>> to meet this target will result in a referral to Warwickshire Attendance Service, which may lead to prosecution or a fine.

If you require any further clarification regarding school attendance, please read our Attendance policy, which is available on the school's website.

Yours sincerely

## **Appendix 8 Request for leave form**

### **APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL CHILD IN TERM TIME EXCEPTIONAL CIRCUMSTANCES ONLY**

Schools are only able to authorise absences from school in **exceptional circumstances**. In making a request for an authorised absence from school you will need to explain why the circumstances are **exceptional**.

Please note: There is no general right to authorise absences for a family holiday. If you take your child out of school without permission the absence will be unauthorised and legal action may be considered.

**You are advised not to make any arrangements until your request has been considered.**

<b>Pupil names</b>					
Name		Name			
Name		Name			
<b>I request permission for my child to be absent from school between</b>					
Date of First day		Date of return		Days	
<b>Please detail below the reason for exceptional absence from school</b>					
<i>Please note: Parents do not have any legal entitlement to take their child on holiday during term time</i>					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Parent/Carer)

Print Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

I have also applied for siblings leave of absence from: \_\_\_\_\_  
(School/Academy)

#### *Important Information for Parents/Carers*

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
- Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Failure to make a request for a Leave of absence in advance do so will result in the absence being recorded as unauthorised

**Department of Education and Government Guidance state:**

Head Teachers **shall not grant any** leave of absence during term time **unless:**

A) *An application has been made in advance, by the parent with whom the child normally resides*

**AND**

B) *They consider there to be exceptional circumstances relating to the application.*

The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

- 
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
  - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
  - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.
- 

**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***

Current attendance	%			
Previous leave checked	Yes		No	
SIMS				
Outcome of request	Authorised		Declined	
Reason for decision				
Parent/Carer informed				
Signed:			Head Teacher	

