

Learners' Trust Attendance Policy

Monitoring and review

This statement is reviewed every three years by the CEO. Any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is July 2027.

	CEO	07/2024
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Statement of intent

Schools within the Learners' Trust believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

1. Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- **[Updated]** DfE (2024) 'Working together to improve school attendance'
- **[Updated]** DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- **[Updated]** DfE (2024) 'Children missing education'
- **[Updated]** DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- **Appointing a member of the SLT to the attendance officer role.**
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **9:00am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:45am**.

Pupils will have a morning break at **10:50am**, which will last until **11:05am**, and a lunch break at **12:00pm**, which will last until **1:00pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:05am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:05am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:05pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the school office via telephone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **text message(s)** as soon as is practicable on the first day that they do not attend school. If there is no response, this will be followed by a telephone call.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than **three** school days in a row, or more than **10** school days in **one term**, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops **below 85 percent**, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the

school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. **[Updated]** Attendance register

The school uses **Integris** to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

[Updated] The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday

- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- **[Updated]** Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- **[Updated]** P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- **[Updated]** Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- **[Updated]** Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

[New] Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **three years**.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the school **via completing a 'Request of Absence' form** at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's

attendance would fall below **96 percent**. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance by requesting a 'Request for Absence' form from the school office.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within **one week** of the request.

Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register.

Pupils will leave the school premises within **10 minutes** of the start of lunch and will return no later than **5 minutes** before the end of lunch.

Parents will be required to meet their child **at the school office** when taking them off the premises – the pupil will be signed out and back in using the lunch time register **at the school office**. A member of staff will be available **at the school office** before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff **at the school office** has given their permission.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a **termly** basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

10. **[Updated]** Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **9:00am** and **1:00pm**, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

[Updated] The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued in line with the [Penalty notices and legal intervention section of this policy](#) where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Absent pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well

- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a **weekly** tutor review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Creating attendance clinics.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- **Additional Playtimes for Classes with No Lates**
- **Additional Playtimes and Juice and Biscuits for Class with Highest Attendance**
- **£10 Half-Termly Raffle for Children with 96+% Attendance**
- **Extra Playtime for Whole School if Whole School Attendance over 96%**
- **£20 Reward for Class with 100% Weekly**

School trips and events will be considered a privilege. Where attendance drops below **90 percent**, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances

that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading **weekly** check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or Individual Health Care Plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. **[Updated]** Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

[Updated] Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

[New] Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

[Updated] A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

[New] Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

[New] A penalty notice of £160 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £80 if paid within 21 days.

[New] Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

[New] Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

[New] Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement,

and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

[New] Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Appendix 1

Termly Attendance Review

1. Access information from MIS on previous annual attendance and attendance to date for the current academic year for >NA and <90%, and >90% and pupil characteristics (cohort, class, SEN, PP, Boy/Girl)		
2. For each pupil in the report consider previous year's attendance, reasons for current absence and speak to class teacher, pupil and parents Using the 'fill tool' on the spreadsheet label each child as no concern , monitor , intervene		
3. Assess the identified pupils for patterns and trends in groups, classes and cohorts		
4. Create or update the attendance monitoring list and display in the head's office and any other relevant spaces in school		
5. For pupils who are in the monitor and intervene categories, if the reasons behind the pupil's absences are a concern send 'First Warning Letter A, B or C' (see appendix 7a,b or c) and record relevant details on CPOMS		
6. Ensure the pupils on the list are monitored on a weekly basis by assessing information from MIS on attendance to date for the current academic year for >NA and <90%, and >90%		
7a. Improvement weekly in attendance data for individuals	7b. No improvement in 4 weeks	
8a. Monitor until attendance is at National Average	8b. School Attendance Panel meeting (LM, EWO, SLT) Distribute child friendly attendance leaflet/ artefact (see appendix 8) Place the pupil on 'Texting Your Way to Improved Attendance' (see appendix 9) strategy	
	9a. Improvement weekly	9b. No improvement in 4 weeks
	10a. Monitor until attendance is at National Average	10b. Final Warning Letter (see appendix 7d) Responsive home visits EWO Caseload

		EWO Warning Letter
	11a. Improvement weekly	11b. No improvement in 4 weeks
	12a. Monitor until attendance is at National Average	12b. EWO Regular home visits EWO Warning Letter 2 Court Proceedings

Appendix 2

<h1 style="text-align: center;">Weekly Attendance Review</h1>		
<p>At the end of each week, create reports from MIS on attendance to date for the current academic year for >NA and <90%, and >90% Path for report(s) from Integris: Attendance/ Analysis Reports/ Absence "Greater than or equal to" 5%/ Sorts/ Year Group ↑/ Attendance ↑</p>		
<p>Using the report for persistent absence RAG rate pupil names to show monitoring accepted monitored RAG rate pupil attendance to show improving, maintaining, declining</p>		
For each year group complete		
Display the newly updated monitoring list, whole school attendance percentage and persistent absence percentage in the head's office and any other relevant spaces in school		
For improving pupils	For maintaining and declining pupils	
Send a positive text (see Appendix 10) Monitor until attendance is at National Average	Send a reminder text (see Appendix 10) See section 7b on the 'Termly Attendance Review flowchart'	

	4 weeks	
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Appendix 3

Absence Management Flowchart

Prior to the start of the day

Ensure organised text messages go to families for 7:30

8:40

Attendance lead (or other designated person) to be at the main entrance to the school to welcome pupils and identify any pupils who are late (8:45)

9:00

Discussion with pupils to promote attendance and punctuality and ascertain reasons

9:10

Create late and absence reports from MIS and (ParentMail?)
Send text messages for absent pupils ([Appendix 10](#))
Send text messages for late pupils ([Appendix 10](#))
Call parents of targeted pupils
Refer any relevant information to EWO via email
Update any relevant information on CPOMS

Friday Afternoon

Create absence reports from MIS
Edit the latest monitoring list ([Appendix 12](#)) with highlight according to data
Check whole school attendance percentage
Check whole school persistent absence percentage
Update display in the head's office and other relevant spaces
Send positive and reminder texts ([Appendix 10](#))

Ad Hoc

Congratulate positives for pupils and families who are **no concern**

Arrange attendance panel meetings for **monitor** and **intervene**
where relevant

Check Basecamp actions for strategic improvements for
attendance

Appendix 4

Late Flowchart

Attendance lead (or other designated person) to be at the main entrance to the school to welcome pupils and identify any pupils who are late (8:45)
Pupil arrives late (after 9:00) Discussion with child to promote attendance and punctuality and ascertain reasons (posters/ resources)
Pupil signs in and selects dinner (Inventory signing system at the main entrance)
Text message (see appendix 10) to be sent to parent reminding them of their duty to ensure their child is punctual, the effects on education and ask for a reason (9:10)
If a child is persistently late (at least three times in a half term) a face to face/ voice to voice/ text to text invite to meet with the Inclusion Mentor takes place (weekly IM attendance review)
For continued lateness and no support from parents cross reference to Termly Attendance Review flowchart

Appendix 5

<h1>Absence Flowchart</h1>			
Child is absent after the close of the register			
Has a reason been provided via Parent Mail or telephone? (9:10 am)			
Yes		No	
Is the reason valid?		Unmonitored pupil: Parent Mail Message (see appendix 10) (9:10am) Monitored pupil: Parent Mail Message (see appendix 10) (9:10am) and phone call	
Yes	No	Response	No response
Authorised absence	Unauthorised absence	Is the reason valid?	
	Parents informed via phone call	Yes	No
		If the pupil is monitored see section 8b onwards of the Termly Attendance Review flowchart	
		Authorised absence	Unauthorised absence
		If the pupil is monitored see section 8b onwards of the Termly Attendance Review flowchart	

Appendix 6

Leave of Absence Requests

Leave of absence request form requested from the school office and filled out by parents ([via ParentMail/ Appendix 9](#))

Criteria considered by Attendance Leader or other designated person

Request is deemed as exceptional and attendance is at or above 96%	Request is deemed as exceptional and attendance is below 96%	Request is not deemed as exceptional but attendance is above 96% or request is for less than 5 consecutive days.	Request is not deemed as exceptional and/or attendance is below 96% and/or request is for more than 5 consecutive school days.	If attendance is above 96% but there is opportunity for it to drop below, response letter (2) and check before the holiday is taken.
Response letter (1) sent out immediately granting request.	Response letter (2) sent out immediately denying	Response letter (2) sent out immediately denying	Response letter (3) sent out immediately denying request	Make FPN referral after child has returned to school.

	request but no FPN.	request but no FPN.	and FPN will be requested.	
Information is updated on CPOMs				

Appendix 7a – Attendance – First Warning Letter A

Dear

I am writing to you about your child's education. Your child's attendance is lower than we would expect. It may be that your child has had an illness or acceptable reasons for being absent from school and if this is the case, please use this letter as information and a reminder to maintain high levels of attendance throughout the year.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information and you will note from the information that your child's attendance at school is becoming a serious concern. **The national average for attendance is 96%.**

Regular attendance is essential for children to make good educational progress and to develop attendance patterns which would help them later on. This letter is to highlight the issue and ask you for support in improving your child's attendance. We would welcome an opportunity to discuss any support we might offer as a school and may contact you to do so.

Under Section 444 of the Education Act 1996, a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If the reasons given for your child's irregular attendance at school are unsatisfactory and/or unexplained, then the Local Authority may take legal proceedings against you for failure to comply with the law.

This may result in:

- A Penalty Notice with a potential fine of up to £160 fine per child;
- Prosecution under Section 444(1) Education Act 1996 where, if convicted, you may be fined up to £1,000.

- Prosecution under Section 444(1a) Education Act 1996 where, if convicted, you may be fined up to £2,500 and/imprisonment.

We will review your child's case in twenty school days and hope that their attendance has improved. It is important that you contact the school on the first day of your child's absence and keep the school updated if any absence is to continue for more than one day.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7b – Attendance – First Warning Letter B

Dear

I am writing to you about your child's attendance which is lower than we would expect at this point in the year. We realise your child has acceptable reasons for being absent from school so please use this letter as information to highlight the importance of how good attendance will help your child.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information. For comparison the national average for attendance is 96%.

This letter is to highlight the issue and ask you for support in improving your child's attendance. We would welcome an opportunity to discuss any support we might offer as a school and may contact you to do so.

We will review your child's attendance at the end of the half term.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7c – Attendance – First Warning Letter C

ABSENCES MATTER AND YOU CAN HELP

Dear Parent/ Guardian of **TBC**

- **TBC** has missed more school than their classmates.
- **TBC** has been absent **TBC** days so far this year.
- Students fall behind when they miss school – whether students are absent for excused or unexcused reasons.
- **You** can have a big effect on **TBC's** absences this year and we appreciate your help.

TBC HAS MISSED MORE SCHOOL THAN THEIR CLASSMATES

TBC								
Typical classmate								
Number of Days	1	3	5	7	9	11	13	15

If the reasons given for your child's irregular attendance at school are unsatisfactory and/or unexplained, then the Local Authority may take legal proceedings against you for failure to comply with the law.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7d – Attendance – Final Warning Letter

Dear

I am again writing to you about your child's education. Unfortunately there has been no improvement in their attendance.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information and you will note from the information that your child has not attended school regularly. This level of attendance is below what is expected. Since my last letter to you your child has not attended regularly.

Regular attendance is essential for children to make good educational progress and to develop attendance patterns which would help them later on.

If your child's absence has been as a result of a medical condition or if your child is receiving medical treatment, you should ask your doctor to provide a medical certificate and return to school with fourteen (14) days.

You should be aware that if you fail to either:

- Return the medical certificate fully completed within fourteen (14) school days, or
- Satisfactorily explain the absences by , or
- Effect a significant improvement in your child's school attendance to normal levels of attendance

it is the intention of the Local Authority to proceed with legal action against you under Section 444 of the Education Act 1996. Under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Legal action against you may result in either:

- A Penalty Notice with a potential fine of up to £160 fine per child;
- Prosecution under Section 444(1) Education Act 1996 where, if convicted, you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where, if convicted, you may be fined up to £2,500 and/imprisonment.

Non-attendance at school is an important issue and will be treated seriously by the Local Authority.

I hope that your child's attendance improves significantly so that legal action is unnecessary.

Both the school and the Educational Welfare Leader are still prepared to offer you support in order to improve your child's attendance and I strongly advise you contact one or both of them without further delay.

Yours sincerely

Appendix 7a – Attendance – First Warning Letter A

Dear

I am writing to you about your child's education. Your child's attendance is lower than we would expect. It may be that your child has had an illness or acceptable reasons for being absent from school and if this is the case, please use this letter as information and a reminder to maintain high levels of attendance throughout the year.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information and you will note from the information that your child's attendance at school is becoming a serious concern. The national average for attendance is 96%.

Regular attendance is essential for children to make good educational progress and to develop attendance patterns which would help them later on. This letter is to highlight the issue and ask you for support in improving your child's attendance. We would welcome an opportunity to discuss any support we might offer as a school and may contact you to do so.

Under Section 444 of the Education Act 1996, a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If the reasons given for your child's irregular attendance at school are unsatisfactory and/or unexplained, then the Local Authority may take legal proceedings against you for failure to comply with the law.

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We will review your child's case in two weeks' time and hope that their attendance has improved. It is important that you contact the school on the first day of your child's absence and keep the school updated if any absence is to continue for more than one day.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7b – Attendance – First Warning Letter B

Dear

I am writing to you about your child's attendance which is lower than we would expect at this point in the year. We realise your child has acceptable reasons for being absent from school so please use this letter as information to highlight the importance of how good attendance will help your child.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information. For comparison the national average for attendance is 96%.

This letter is to highlight the issue and ask you for support in improving your child's attendance. We would welcome an opportunity to discuss any support we might offer as a school and may contact you to do so.

We will review your child's attendance at the end of the half term.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7c – Attendance – First Warning Letter C

ABSENCES MATTER AND YOU CAN HELP

Dear Parent/ Guardian of TBC

- TBC has missed more school than their classmates.
- TBC has been absent TBC days so far this year.
- Students fall behind when they miss school – whether students are absent for excused or unexcused reasons.
- You can have a big effect on TBC’s absences this year and we appreciate your help.

TBC HAS MISSED MORE SCHOOL THAN THEIR CLASSMATES

TBC								
Typical classmate								
Number of Days	1	3	5	7	9	11	13	15

If the reasons given for your child’s irregular attendance at school are unsatisfactory and/or unexplained, then the Local Authority may take legal proceedings against you for failure to comply with the law.

Please do not hesitate to contact school on the telephone number at the foot of this letter if you wish to know more about the available support or if you wish for further clarification on this matter.

Yours sincerely

Appendix 7d – Attendance – Final Warning Letter

Dear

I am again writing to you about your child's education. Unfortunately there has been no improvement in their attendance.

Pupil Name:	DOB:	Year Group:
Attendance Period	From:	To:
Attendance Percentage		

The above table and enclosed copy of your child's attendance record are for your information and you will note from the information that your child has not attended school regularly. This level of attendance is below what is expected. Since my last letter to you your child has not attended regularly.

Regular attendance is essential for children to make good educational progress and to develop attendance patterns which would help them later on.

If your child's absence has been as a result of a medical condition or if your child is receiving medical treatment, you should ask your doctor to provide a medical certificate and return to school with fourteen (14) days.

You should be aware that if you fail to either:

- Return the medical certificate fully completed within fourteen (14) school days, or
- Satisfactorily explain the absences by , or
- Effect a significant improvement in your child's school attendance to normal levels of attendance

it is the intention of the Local Authority to proceed with legal action against you under Section 444 of the Education Act 1996. Under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Legal action against you may result in either:

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- Prosecution under Section 444(1a) Education Act 1996 where, if convicted, you may be fined up to £2,500 and/imprisonment.

Non-attendance at school is an important issue and will be treated seriously by the Local Authority.

I hope that your child's attendance improves significantly so that legal action is unnecessary.

Both the school and the Educational Welfare Leader are still prepared to offer you support in order to improve your child's attendance and I strongly advise you contact one or both of them without further delay.

Yours sincerely

Appendix 8 – Child Friendly Attendance Policy

1. Reasons to attend school

- 1.1. Going to school helps you to learn new things and make friends.
- 1.2. Taking part in school activities and clubs is fun.
- 1.3. Going to school every day improves your chances of getting a job when you're older.
- 1.4. Being part of a class helps you to get on with other people and make a group of friends.

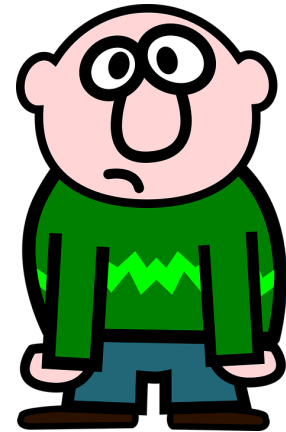


- 1.5. Going on school trips help you to learn about the big, wide world outside of your local community.
- 1.6. Going to school means you will get to see your friends.
- 1.7. Good attendance at school is rewarded.
- 1.8. Purposely missing school is called truancy. This is against the law.
- 1.9. Being at school and keeping busy might help you sleep better at night.

2. Why is it bad to not attend school?

2.1. If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends.
- Not get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



3. Rewards

3.1. Our school has a reward system in place for good attendance.


3.2. Pupils should aim to attend school on at least 96% of the days they are expected to.



4. What if you can't come to school?

4.1. You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.

4.2. If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:

-  Ringing the school office
- Emailing the school office
- Writing a letter on the first day you cannot attend and sending it to school



- Coming to the school office and explaining in person
- 4.3. It is important that the school are told you will not be attending before 10am, so staff members know that you are safe.



4.4. You may need to hand in a note from the doctor to the school office.

5. What are you responsible for?

5.1. You must be in classes by 8:45am and 1:00pm every day, where the teacher will record that you are in school.

5.2. You must try to go to school every day that you are supposed to.

5.3. You should tell your parents if you do not feel well enough to go to school.

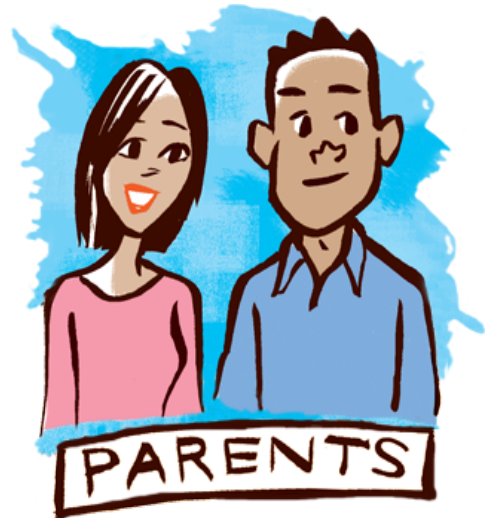
5.4. You must not leave the school during the day unless the headteacher has told you it is fine to do so and there is an authorised adult with you.

5.5. If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it.

5.6. If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back.

6. What are your parents responsible for?

- 6.1. Your parents must make sure you go to school if you feel fine and able to do so.
- 6.2. Your parents must tell the school before 10am if you cannot attend that day.
- 6.3. Your parents should promote good attendance at school.
- 6.4. Parents should try to book all doctor, dentist and hospital appointments outside of school time where possible.
- 6.5. If you need to go to a doctor, dentist or hospital appointment during school time, your parents must let the school know as soon as possible.
- 6.6. Parents must inform the school in advance if absences are required for religious reasons, including weddings and funerals.



7. What are the school responsible for?

- 7.1. The school will record your attendance every day.
- 7.2. When you are absent, the school will decide if it is 'authorised'.
- 7.3. If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.
- 7.4. The school will keep an eye on your attendance and look out for any concerns.
- 7.5. Staff members are responsible for your safety and wellbeing whilst at school.
- 7.6. Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.

8. Truancy

8.1. Truancy is when you are absent for part, or all, of a school day, or longer, and you have not told the school why.

8.2. Truancy is against the law and those found doing so will be punished.

8.3. If a pupil is truant, the headteacher is told. The pupil's parents are then contacted in order to find out why the child is not attending school.

8.4. If a child is truant:



- A letter will be sent to the parents of the pupil, telling them about the truancy.
- The letter will warn them that any more unexplained absences could result in a punishment.
- If the pupil is absent from school again without reason, then the school may give the parents a fine (this is an amount of money which the pupil's parents have to pay).

Appendix 9 – Texting Your Way to Improved Attendance

The Trust has already embedded a whole series of attendance letters to parents based upon research at Harvard University, [Absence Matters and You Can Help](#) (one of the most read blogs on my site). The use of text messages, direct to pupils and their families is an addition to our approach to improving attendance.

Pupils with poor attendance in the previous and current year are selected for the strategy. Their attendance would typically be between 78.4% and 91.8% attendance. Parents of these pupils have been receive a daily morning text messages at 7:30 am during the half term. A bank of text messages has been scheduled into our automated text messaging software.

The texts come in two parts: good morning we're looking forward to seeing you in school today and a link between good attendance and higher attainment. The texts go directly to mobile phones; A full set of text messages is contained below:

Monday – week 2

- Good morning! It's a week 2 at school. Some wise words for you to start the week: 'Education is not preparation for life; education is life itself.' (John Dewey)
- There is a clear link between low attendance at school and lower grades.

Tuesday – week 2

- Bonjour! According to an old French proverb, 'No person is too old to learn.' Come and learn today.
- Only 3% of pupils with attendance of less than 50% achieve 5+ GCSEs at grade 4 or above.

Wednesday – week 2

- Happy Wednesday! 'An investment in knowledge pays the best interest.' (Benjamin Franklin) Invest in your knowledge by coming to school today.

- Only 33% of pupils with attendance between 80–85% achieve well in school

Thursday – week 2

- Molweni ekuseni! Nelson Mandela said, 'Education is the most powerful weapon which you can use to change the world.' Arm yourself with the most powerful weapon: education. Attend school every day.
- 73% of pupils with attendance of 95% achieve well in school

Friday – week 2

- Zaoshang hao! Happy Friday! 'You cannot open a book without learning something.' (Confucius) Come to school and enjoy reading this today.
- Over 80% of pupils with 100% attendance achieve well in school

Monday – week 3

- Dzien dobry! Ready for another week at school? It's a week A. The Polish say, 'Skill is better than strength.' Learn some skills at school today.
- 264 million children around the world receive no education. Make sure you receive yours today.

Tuesday – week 3

- Buongiorno! Leonardo da Vinci, the great Italian painter, knew the importance of education. He said, 'Learning never exhausts the mind.' Energise your mind at school today.
- In the African countries of Ivory Coast, Somalia, Sudan, Gabon or Cameroon, no education is free – you have to pay to attend primary school.

Wednesday – week 3

- Kalimera! The Greek philosopher Plato said, 'If a man neglects education, he walks lame to the end of his life.' Don't neglect your education. Attend school today.
- In Guinea in Africa, you have to pay to go to school. For you, an education is free.

Thursday – week 3

- Assalamu alaikum! 'There are many problems, but I think there is a solution to all these problems; it's just one, and it's education.' (Malala Yousafzai) Be part of the solution. Come to school today.
- The Taliban banned girls in Pakistan from attending school. Malala Yousafzai ignored this ban. Today, she studies at the University of Oxford.

Friday – week 3

- It's Friday again! Remember, 'Education is the passport to the future...' (Malcolm X). Get a new stamp in your passport to the future at school today.
- You are lucky to live in a country where education is free up to the age of 18. Make the most of it.

Monday – week 4

- Ohayo gozaimasu! The Japanese say, 'There are no national frontiers to learning.' Keep your frontiers open. Come to school today.
- Pupils with 5+ GCSEs at grade 4 or above earn on average £5000 a year MORE than those who don't.

Tuesday – week 4

- Happy Tuesday! An American author said, 'As long as I am learning, I figure I'm OK – it's a decent day.' Have a decent day by learning at school today!
- If your attendance is 90% every year at school, you miss four months of school. That's roughly half a year of school.

Wednesday – week 4

- Bom día! 'Education does not change the world. Education changes people. People change the world.' (Paulo Freire). Learn to be part of the change you want to see. Attend school today.
- The links between attendance and achievement are strong. Higher attendance = higher achievement.

Thursday – week 4

- Buenos días! 'I am always doing that which I cannot do in order that I may learn how to do it.' (Pablo Picasso). Come and learn how to do something you don't yet know how to do. Come to school today.

- Education extends your life. On average, a person with a university degree lives 9 years longer than someone who did not achieve at school.

Friday – week 4

- Happy Friday! Barack Obama believes 'The future belongs to young people with an education and the imagination to create.' Develop your education, imagination and creativity at school today.
- Studies show that 17 missed school days = 1 grade less across your subjects.

Appendix 10 – Text Message formats

Monitoring

Send a positive text: We are asking for you to ensure your child's attendance improves and this week it has! Your child is taking the right steps for success! Thank you for your support – keep up the good work! 😊

Send a reminder text: As you know we are asking for your child's attendance to improve but this week hasn't shown any improvement. Help your child to a brighter future and ensure they attend every day.

Lateness

Send a text re lateness: Please be aware that your child was late for school this morning. It will help your child's education to be in school on time (8:45). Please contact school if we can help in any way.

Absence

Send a text re absence – Unmonitored pupil: Your child is absent from school today and we have had no reason provided. Please send a reason through Parentmail or contact school at your earliest opportunity.

Send a text re absence – Monitored pupil: Your child is absent from school today and we have had no reason provided. We are concerned about your child's level of attendance. Please send a reason through Parentmail or contact school at your earliest opportunity.

Appendix 11 – REQUESTS FOR A HOLIDAY IN TERM TIME INFORMATION FOR PARENTS/CARERS

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning.

The Department for Education allows a Head Teacher the discretion to consider authorising a holiday in term time only in 'exceptional circumstances'. If you consider that your reason for requesting a holiday during term time is exceptional you will need to complete the attached forms and return it to the school office.

A response will be sent to you within five working days of receipt. If the holiday is not considered to be an exceptional circumstance by the school, and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

PLEASE NOTE: If your request for leave of absence has not been authorised and you take your child out of school during term-time, you may be subject to a fixed penalty notice issued by the Educational Welfare Service.

All holiday requests must be completed on the attached form and this should be returned to school at least 14 days before the start of the leave. Holidays cannot be authorised retrospectively.

The circumstances of each individual request will be considered.

To help us make our decision there are several things we look at. We use the criteria from the DfE and a rounded view of the child's education to date.

The criteria we use for making the decision for referral to the Educational Welfare Service are on the following page.

Yours sincerely,

Criteria for decision making

If some/all of the criteria can be answered 'yes' then the school will not refer the request for prosecution.

Where several of the above criteria cannot be answered 'yes' it is highly likely the school will refer the request for prosecution.

Criteria	Yes/No
Does the parent's workplace have restrictive holiday arrangements? Has the claim been supported by a letter from employer? (This must be on letter headed paper/ official documentation)	Yes/No
Does the request avoid the times of the year/term appropriate for maintaining good standards? (e.g. The beginning of the year is vital for setting expectations)	Yes/No
The following questions will be completed by school:	
Does the request avoid any preparation for tests/examinations? Y2 and Y6 from February to the end of June are vital test preparation times. (This will be looked at in school)	Yes/No
Does the request avoid any tests/examinations? The summer of reception class, Y1, Y2 and Y6 all have vital national examinations. (This will be looked at in school)	Yes/No
Is the child's attendance at or above the Local Authority average for the previous school year or 3 terms? (95.8% - This will be looked at in school)	Yes/No
Is the reason given by a parent for requesting leave of absence in term time likely to discriminate or provide a barrier for the child? Is the holiday part of a programme of treatment or a once in a lifetime opportunity? (This will be looked at in school)	Yes/No
Is the child's rate of progress and/or attainment average or above in reading, writing and mathematics? (This will be looked at in school)	Yes/No
Is the child and parents' attitude towards school positive and do they have aspiration for high standards of attainment?	Yes/No

Is homework complete, are parents' evenings attended, do they have a positive relationship with school? (This will be looked at in school)	
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**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME**

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. This will be £80 per parent per child if paid within 21 days rising to £160 per parent per child if paid within 28 days.

Name of Child(ren)	Year Group/ Class

Leave of Absence dates	Year Group/ Class
Application Date	
Start Date	
End Date	
Number of school days missed	
Reason for requesting leave of absence	

**A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE
ABSENCE IS DUE TO WORK COMMITMENTS.**

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence	
Parent 1	Parent 2
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Signature:	Signature:

SCHOOL USE ONLY

Date received			
% Attendance Last year			
% Attendance this year			
Attainment/Progress (scaled scores)	Reading	Writing	Maths

Letter 1
Application for Leave of Absence

Dear TBC,

Further to your recent application for a leave of absence for your child, we have considered the information supplied and I would like to inform you that the above request has been authorised.

Name of Child(ren)	Year Group/ Class

Leave of Absence dates	Year Group/ Class
Application Date	
Start Date	
End Date	
Number of school days missed	

I wish to advise you that in authorising the leave of absence, the school would be concerned if your child's future attendance should fall below 96%. Such a fall in attendance could impact future requests for leave of absence.

If you have any concerns regarding this matter please contact school at your earliest convenience.

Yours sincerely

Letter 2
Application for Leave of Absence

Dear TBC,

Further to your recent application for leave of absence from, we would like to inform you that the above request has not been authorised.

Name of Child(ren)	Year Group/ Class

Leave of Absence dates	Year Group/ Class
Application Date	
Start Date	
End Date	
Number of school days missed	

The reason for this decision is that TBC

We wish to advise you that on this occasion we have made the decision not to refer the case to the Local Authority to request the issue of a fixed penalty notice, as your child's attendance is above 96%.

If you have any concerns regarding this matter please contact school at your earliest convenience.

Yours sincerely

Letter 3
Application for Leave of Absence

Dear TBC,

Further to your recent application for leave of absence from, we would like to inform you that the above request has not been authorised.

Name of Child(ren)	Year Group/ Class

Leave of Absence dates	Year Group/ Class
Application Date	
Start Date	
End Date	
Number of school days missed	

The reason for this decision is that TBC

We wish to advise you that should you go ahead with this leave of absence despite this warning we will request the Local Authority to consider issuing a Fixed Penalty Notice. From 1st September 2013 Fixed Penalty Notices are £80 per parent per child if paid within 21 days rising to £160 per parent per child if paid within 28 days.

If you have any concerns regarding this matter please contact school at your earliest convenience.

Yours sincerely

Appendix 12

A Day in the Life of Attendance School:					
Red: Declining (SLT)		Amber: Continue to monitor (Attendance Lead)		Green: No longer an issue (Reward)	
Year	2017-18 Overall %	2018-19 Lates	2017-18 <95-90%	2017-18 <90%	2018-19 Term 1
2026:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2025:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2024:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2023:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2022:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2021:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2020:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI
2019:		Pupil (cause/ response) DRI	Pupil (cause) %	Pupil (cause) %	Pupil (cause/ response) DRI

Attendance Panel Agenda and conversation frame
TBC