



## Attendance Policy

<b>Member of Staff Responsible</b>	Chief Executive Officer
<b>Relevant guidance/advice/legal reference</b>	Working Together to Improve School Attendance – Department for Education 2022
<b>Approved by</b>	Board of Trustees
<b>Date of Policy</b>	February 2023
<b>Review Cycle</b>	Annually
<b>Date of Next Review</b>	February 2024 (and annually thereafter).
<b>Website</b>	Yes (published annually)

## **1. Notes**

**1.1** Throughout this policy the term 'parent' refers to all adults or carers with either

- Parental Responsibility (Appendix A) or
- Responsibility for the day-to-day care of the pupil.

**1.2** Throughout this policy the term 'attendance' may also refer to absence and punctuality (lateness)

**1.3** Abbreviations used throughout this policy

CEO Chief Executive Officer

CME Child Missing in Education

DFE Department for Education

DSL Designated Safeguarding Lead

EAL Pupils with English as an Additional Language

EHCP Educational Health Care Plan

FSM Free School Meal Pupils

IHCP Individual Health Care Plan

LA Local Authority

LAC Looked After Pupils (A child is looked after by LA if he or she is in their care or if he or she is provided with accommodation for a continuous period of more than 24 hours by)

PA Persistent Absence (attendance less than 90%)

PP Pupil Premium

PPOE Pupil Missing Out on Education

SA Severely Absent (attendance less than 50%)

SEND Special Educational Need/Disability

SENDCO Special Educational Needs/Disability Co-Ordinator

SW Pupils with a Social Worker

**1.4** Other documents and legislation which relate to this policy include:

- Working Together to Improve School Attendance – Department for Education 2022
- Providing Remote Education – Department for Education January 2023
- Summary of responsibilities where a mental health issue is affecting attendance - Department for Education February 2023
- Equality Act 2010
- UN Convention on Rights of The Child 1992
- Education Act 1996
- Keeping Children Safe in Education - Department for Education 2023
- Children Missing in Education - Department for Education 2016
- Ensuring a good education for children who cannot attend school because of health needs - Department for Education 2013
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (England)(Amendment) Regulations 2013
- Education (Pupil Registration) (England) (Amendment) 2012 & 2013
- Education (School Attendance Targets) (England) Regulations 2007

- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Safeguarding Policy
- Behaviour Policy
- Special Needs/Inclusion Policy/Core Offer
- Supporting Pupils with Medical/Additional Health Needs Policy
- Pupil Premium Strategy
- Complaints Policy

**1.5** This policy applies to all schools within the 3-18 Education Trust.

## **2. Principles and Ethos**

### **2.1 Excellent school attendance, high expectations and future prospects**

The 3-18 Education Trust considers excellent school attendance as paramount to pupils achieving their full potential and therefore, enhancing lifelong outcomes. It is central not only, to academic attainment but in developing socially, morally, ethically and in enhancing well-being. It is with this in mind, that we set expectations of excellent attendance for all of our pupils.

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

We believe that excellent attendance and punctuality in the early years of school develops and establishes attitudes towards school attendance which impacts on future school attendance and ultimately academic success and social and emotional well-being. Similarly, excellent attendance and punctuality post 16 establishes and develops attitudes towards attendance in the workplace and thus lifelong achievements. Therefore, we place equal importance on high attendance and excellent punctuality to all our pupils, including those who are not of statutory school age (Appendix B) and post 16 students. It is acknowledged however, that parents of children who are not of statutory school age cannot be subject to legal processes if their child has poor school attendance.

### **2.2 Attendance is everyone's responsibility**

Securing excellent school attendance and promoting the importance of such, is the responsibility of the whole school community. Each school ensures that each member of the school community understands their attendance roles and responsibilities, is consistent in their communication with parents and pupils and receive the relevant training required to support excellent attendance.

Each school has a named senior leader responsible for the strategic lead of attendance and a named link governor.

#### **2.2.1 Specific Responsibilities**

**CEO and Trust Board** – including but not limited to:

- Recognising the importance of school attendance and promoting it across the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties.
- Regularly reviewing attendance data, discussing, and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.

- Ensuring school staff receive adequate training on attendance.
- Sharing effective practice on attendance management and improvement across schools.
- Having an understanding of the attendance trends across the trust and the actions in place to improve/sustain high attendance including for vulnerable groups.
- Having an understanding of trust attendance performance in comparison to national averages and progress towards targets.
- Receiving regular reports on attendance from each headteacher via the School Overview File.

**Local Governing Bodies and Link Governors** – including but not limited to:

- Providing professional support, challenge and accountability to the Head Teacher/ School Strategic Lead for Attendance regarding attendance
- Having an understanding of the attendance trends across the school and the actions in place to improve/sustain high attendance including for vulnerable groups.
- Having an understanding of school attendance performance in comparison to national averages and progress towards targets
- Receiving regular reports on attendance from the Head Teacher/School Strategic Lead for Attendance
- Handling any complaints regarding this policy in line with the school’s complaint procedures

**Head Teacher and School Strategic Lead for Attendance** – including but not limited to:

- The day to day implementation of this policy and attendance management procedures
- Ensuring all staff, parents, carers and pupils are aware of the school’s attendance expectations
- Monitoring attendance data and identifying trends (including for vulnerable groups and individual pupils)
- Developing, implementing and reviewing strategic approach and action plans to address areas of development/improving attendance
- Monitoring the impact of attendance interventions
- Ensuring the effective deployment of resources to promote excellent attendance across the school, vulnerable groups and for individual pupils
- Ensuring the accurate and timely reporting of attendance data to the trust Strategic Lead for Attendance
- Ensuring that relevant staff with key responsibilities (e.g. PP, EAL, SENDCOs, heads of year etc) are aware of attendance performance and are accountable for excellent attendance within their areas of responsibility
- Communicating with pupils and parents regarding attendance, including individual pupil attendance
- Ensuring that parents are aware of their legal duty to ensure that their child attends school regularly to facilitate their child’s legal right to a full-time education
- Informing the LA of CME, PPOE and pupils being deleted from the admissions register
- Updating the School Overview File on a termly basis and ensuring a robust attendance action plan is in place to deal with any data dips relating to particular groups/individuals.

**Parents/Carers**– including but not limited to:

- Providing up to date and accurate contact information

- Providing the school with more than one emergency contact
- Ensuring that their child(ren) attend school regularly and have excellent school attendance
- Not taking their child(ren) out of school during term time for holidays
- Informing the school of their child's absence on the first day of absence
- Keeping in regular contact with the school during a period of absence
- Contacting the school for support if school attendance/punctuality is a challenge

### **2.2.2 The law on school attendance**

*Parents have a legal responsibility to make sure that their child receives an education at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.* Department for Education – ‘Working together to improve school attendance’ Sept 2022

### **2.2.3**

Both parents, with parental responsibility, are equally liable for ensuring that their child attends school regularly and on time, regardless of who the child resides with or who is the main carer. Therefore, they may both be contacted when deemed necessary in managing attendance and punctuality. Similarly, where it is necessary to enforce statutory action (such as issuing of Fixed Penalty Notices) both parents will be liable.

**Pupils** – including but not limited to:

- Attending lessons and off-site activities as arranged by the school
- Being punctual to lessons
- Talking to an adult in school if they find attending school/being punctual a challenge

### **2.3 Attendance is integral and linked to all aspects of school life**

Schools in the 3-18 Education Trust promote excellent attendance in the first instance, by ensuring that pupils and their families are provided with an environment where they feel safe, included, valued, supported, and are inspired by an accessible and innovative curriculum. We recognise that excellent attendance is integral to the school's ethos and culture and that approaches to the curriculum, behaviour management, well-being, inclusivity, and attendance are all inextricably linked and impact upon one another.

### **2.4 Culture of support and inclusivity**

Where there are concerns about a child's attendance or attendance is a challenge, it is our aim to work with our pupils and their families in a supportive manner to improve attendance by removing any barriers. The 3-18 Education Trust and our schools recognise the importance of building strong relationships with our pupils and their families.

Where a pupil has a medical condition (physical or emotional), a disability, a special educational need or indeed any other factor which may present a barrier to attendance we uphold our expectation of excellent attendance. We endeavour to work with these pupils and their families, taking into account their individual needs, in order to make reasonable and supportive adjustments to facilitate excellent school attendance.

Where parents are facing challenges in getting their child to attend school, they should contact the school in order to seek support and resolve any potential underlying issues so that attendance can be improved. Older pupils are encouraged to be proactive in speaking to a trusted adult in school, should they have concerns about attending school.

Offering bespoke, individual support, encouragement and making reasonable adjustments to facilitate excellent school attendance, for those facing challenges or overcoming barriers, is always our priority.

## **2.5 Use of resources**

As part of our commitment to promoting excellent school attendance schools ensure that attendance support and improvement is appropriately resourced. This may include both financial (for example, effective use of pupil premium funding) and human (deployment of senior leaders, attendance and pastoral staff, external agencies and professionals) resources.

## **2.6 Celebrating and Incentivising Excellent and Significantly Improved Attendance**

Each school has individual ways of promoting and incentivising excellent and significantly improved attendance.

Senior leaders, Heads of House and Form Tutors take every opportunity to praise students whose attendance is excellent or improving rapidly.

Formal rewards for excellent attendance may include (rewards will be decided upon in consultation with the school council):

- Weekly praise text messages are sent home for 100% attenders.
- Half termly praise postcards sent home.
- Termly tutor group reward. At the end of every term the tutor group with the highest overall attendance will be invited to the dining hall for a free breakfast.
- Termly 100% Attendance E-certificates sent home to parents/carers. All students with 100% attendance for the term are invited to an early breaktime for either a free hot chocolate or smoothie depending on the time of year.
- At the end of the academic year special recognition is given to students who have achieved 100% for the year.

We also employ the following strategies to promote attendance across the school:

- Regular assemblies highlighting the importance of attending school.
- Weekly attendance figures for each form are communicated during assemblies and/or tutor group sessions.
- Informative displays regarding school attendance.
- Regular communication with parents/carers.

## **2.7 Our Commitment**

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- 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.
- Working across schools and MATS to share expertise and collaborate on interventions.

### 3. Definition of Excellent Attendance and Categories of Absence

We aim for ALL our pupils' attendance to be in line or above national averages - **no more than 6 days absence in any one year.**

<b>97% and above</b>	<b>95% to 97%</b>	<b>Less than 95%</b>	<b>Less than 90%</b>	<b>Less than 50%</b>
<b>Excellent</b>	<b>Good</b>	<b>Concerning</b>	<b>Persistent Absence/Critical</b>	<b>Severely Absent/Critical</b>
<b>No more than 6 days/12 sessions absent in a year</b>	<b>No more than 10 days/20 sessions absent in a year</b>	<b>More than 10 days/20 sessions absent in a year</b>	<b>19 days/38 sessions or more absent in a year</b>	<b>95 days/190 sessions or more absent in a year</b>
<div style="border: 2px solid blue; padding: 5px; margin-bottom: 5px;"><b>Days off school add up to lost learning</b></div> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;"><b>175 NON SCHOOL DAYS A YEAR</b></p> <p style="text-align: center;">175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments</p> </div>				
<b>Lost Learning</b>				

**Surely 1 or 2 days absent a week doesn't seem much but this is how it is..**

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

**If your child is late 10 minutes a day - surely that won't matter or affect my child..**

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

NB: There are 390 possible attendance sessions/195 days in one academic year. Each day being divided into 2 sessions.

#### **4. Authorised and Unauthorised Absence from School**

The law states that '*children must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school*'. Department for Education – 'Working together to improve school attendance' Sept 2022

Absence from school falls into 2 categories – authorised and unauthorised. Only the school can authorise an absence, not parents or carers.

An **authorised absence** is where:

- 1) a child is too ill to attend school (as per UK Health Security Agency guidance – see appendix D) and
  - after a period of 5 days medical evidence has been provided
  - for a child at a level of persistent absence (less than 90%) medical evidence is provided
  - medical evidence is provided where there is a regular pattern to illness absence
- 2) The absence is unavoidable and exceptional
- 3) A leave of absence for exceptional circumstances has been granted by the school

An **unauthorised absence** is where:

- 1) the school considers that the pupil was well enough to attend school but did not
- 2) medical evidence is not provided for an illness absence of 5 days or more



- 3) medical evidence is not provided for a child at a level of persistent absence
- 4) medical evidence is not provided where there is a regular pattern to illness absence
- 5) the school considers that the absence was not unavoidable or exceptional
- 6) a leave of absence request is declined but still taken (this includes holidays in term time)
- 7) reasons for absence have been falsified.

Further details of authorised and unauthorised absence can be found in appendix C.

#### **4.1 Illness**

Illnesses may not mean a child cannot attend school. Schools and parents are asked to refer to the UK Health Guidance 'How long should you keep your child off school' (appendix D)

Where a child requires medication throughout the school day to enable them to attend school parents/carers should liaise with the school who may make suitable arrangements in line with the school's 'Administration of Medication Policy'. If there are circumstances effecting a child's health and ability to attend school parents/carers should again liaise with the school so that reasonable adaptations can be made (For example, in hay fever seasons it is not necessary to keep a child at home when school may be able to make adaptations).

Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention.

Medical evidence for any absence due to illness may be required for pupils at a level of persistent absence (attendance of 90% or less).

Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

All pupils should return to school as soon as they are well enough.

##### **4.1.1 Pupils too ill to attend school and the Local Authority**

*Where it is clear that the child will be away from school for **15 days** or more, whether consecutive or cumulative, the local authority must arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education. – DFE 'Ensuring a good education for children who cannot attend school because of health needs. Statutory guidance for local authorities' January 2013*

#### **4.2 Other absences**

There are very few circumstances where other absence from school will be authorised.

**4.2.1 Medical Appointments** Parents and carers are asked to make routine medical, dental and opticians outside the school day. If this is not possible, absence will be approved for medical appointments during the school day.

#### 4.2.2 Requests for Leave of Absence – exceptional circumstances

Requests for leave in exceptional circumstances should be made at **least 1 week in advance** of the event and in writing using the Leave of Absence Request Form given in appendix E. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher’s decision is final.

Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.

Leave of absence will NOT be granted during periods of public examinations or internal school assessments.

Leave of absence will NOT be granted for holidays during term time regardless of circumstances.

Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school’s decision, absence will be recorded as unauthorised and may be subject to a fixed penalty notices (fine).

Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) may be requested and they may be reported to the Local Authority as ‘A Child Missing in Education’ and potentially lose their place at the school.

Grounds for Deleting a Pupil from School register – DfE – ‘Working Together to Improve School Attendance’ Sept 2022

**Ground F - a pupil has not returned following a leave of absence - regulation 8(1)(f)**

170. Where a pupil has been granted a leave of absence (under regulation 7) and the pupil has not attended school within the **ten school days** immediately after the end of the period granted, and:

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
- the school and the local authority have jointly made reasonable efforts to find out the pupil’s location, but they have not succeeded.

171. DfE’s guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable enquiries.

Circumstance	Number of Days which maybe be authorised	Additional Notes
Religious Observance	1 day in any one academic year	<p><b>All requests MUST be made in writing, 2 weeks in advance using appendix E</b></p> <ul style="list-style-type: none"><li>• additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li></ul>

Family Celebration	2 days in any one period of absence  Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Family Emergency/compassionate leave	2 days in any one period of absence  Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Participation in a performance	<b>Dependent on LA license</b>  <b>Absence must <u>not</u> be authorised if licence not obtained by parents from LA</b>	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> <li><b>Parents are required to obtain a licence from the LA</b></li> <li><b>Not to be authorised if a pupil's attendance would fall below 96%</b></li> <li><b>School to make arrangements for pupil to receive a suitable education</b> <ul style="list-style-type: none"> <li>For not less than 6 hours per week and</li> <li>During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and</li> <li>On days where pupils would be expected to attend school and</li> <li>For not more than 5 hours on any such day</li> </ul> </li> </ul>
Participation in a sporting event – <b>competing at a national level or above only</b>	Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> <li>Absences will not be granted for any other reasons other than exceptional circumstances</li> </ul>

Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.

Remote learning for pupils unable to attend school will only be provided in exceptional circumstances (e.g. long-term illness supported by medical evidence, unexpected school closure).

Further information about authorised and unauthorised absences can be found in appendix C.

## **5.0 Day to Day Procedures**

### **5.1 Admissions Register**

All pupils are placed on an admissions (school roll) and attendance register. The admissions register must include specific information (appendix F)

#### **5.1.2 Expected First Day of Attendance**

Pupils (both compulsory and non-compulsory school age) must be entered on the admissions register on the first day they are expected to attend. If a pupil fails to attend on the expected first day of attendance the school must strive to locate the pupil and establish the reason for not attending.

When a pupil is added to the admissions register (other than at the usual transition points, for example, pupils who are registered at secondary school at the start of year 7) the school must notify the LA within **5 days**.

#### **5.1.3 Deletion of a pupil from the admissions register (removal from school roll)**

There are specific circumstances where a pupil maybe removed from the admissions register (school roll) (appendix G)

### **5.2 Attendance Registers**

Schools must take an attendance register at the start of each morning session and once during the afternoon session. All our schools use Arbor to ensure the accurate recording of attendance information, data analysis and information sharing.

Attendance registers are legal documents and must be preserved for a period of **3 years**.

All schools will use the national attendance codes (appendix C) to ensure attendance and absence are recorded in a consistent way.

Attendance registers should not be amended or altered unless the reason for absence is established after the register has closed. Any amendments to the register will include the original entry, the amended entry, the reason for amendment, the date of amendment and the name and role of the person who made the amendment.

Schools must include specific information in attendance registers (appendix H)

#### **5.2.1 Morning Registration**

The school gates open at 8.35 am and is closed at 8.45 am. Pupils arriving after the gates have closed must report to the school reception and sign in on the school inventory system that records an accurate time.

Pupils who are late, after the gates have closed, will be marked as late before the register closes (L code).

Pupils arriving after registration closes (after 8:55 am), will be marked as late after register closes (U code). This is an unauthorised absence and negatively impacts a pupils attendance percentage.

An appropriate sanction will be issued for repeated lateness.

### **5.2.2 Afternoon Registration**

Afternoon registration is open from 12:15 pm – 12.45 pm. Pupils arriving after registration closes (12.45 pm) will be marked as late (U code). This is an unauthorised absence and negatively impacts a pupil's attendance percentage.

### **5.2.3 Lesson Registration**

In secondary schools' attendance and punctuality registers are also taken for individual lessons. This will identify any pupils who fail to arrive to lessons. These pupils will be located and escorted promptly to lesson and parents/carers informed. An appropriate sanction will be issued.

### **5.2.4 Leaving The Premises During the School Day**

Staff will endeavour to search and locate pupils who abscond the school premises within the school day. Parents/carers will be informed immediately. Appropriate sanctions will be issued.

## **5.3 Notifying the school of your child's absence**

Parents/carers must notify school on the first day the child is unable to attend school as soon as possible but no later than 9.15 am.

Parents must give detailed reasons for absence. For example, 'child has a throat infection/been sick etc' rather than just 'unwell/poorly'.

Name of person absence should be reported to: Anna Smallman

Contact Details: 01746 762103

[attendance@bridgnorthendowed.co.uk](mailto:attendance@bridgnorthendowed.co.uk)

Where a child (including those of non-statutory school age) is absent from school and parents/carers have not contacted the school to inform them of the reason for absence the school will contact parents/carers. If it is not possible to contact parents/carers and where there are pre-existing concerns about the safety or well-being of a pupil the school may carry out a home visit on the first day of absence. Where there are serious concerns about the safety and well-being of a pupil whose reason for absence is not known the school may contact the police, local authority or social services.

In order to carry out Safeguarding responsibilities, when a pupil is absent from school for more than 5 days (regardless of the reason for absence) a member of school staff will be required to carry out a safe and well check on the child. The member of staff must have seen the child, in order to ascertain their safety. This could involve a home visit, virtual check in or the child briefly visiting the school. Safe and well checks must be carried out regardless of reasons for absence and will include pupils who are attending alternative provision, absent due to long term illness and have taken unauthorised holiday. When these checks cannot successfully be carried out the school may report the absence as a safeguarding concern or report the child to the Local Authority as missing in education.

## **6. Supporting Attendance and Punctuality**

### **6.1 Attendance Intervention**

In order to ensure the school has effective procedures for managing attendance and absence the school and trust will follow a 'Graduated Response' (appendix I and J). School may also:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Consider if an Early Help Assessment is appropriate
- Attend or lead attendance reviews in line with escalation procedures and develop an Attendance Support Plan
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with the school's EWO.
  - Using fixed penalty notices.

### **6.2 Working with parents to improve attendance**

All pupils and parents/carers are urged to contact the school if they feel that they are facing any such challenges. Parents should contact Anna Smallman, Attendance Officer on 01746 762103 or email [attendance@bridgnorthendowed.co.uk](mailto:attendance@bridgnorthendowed.co.uk) in the first instance.

The school will work to cultivate strong, respectful relationships with parents and families and work to build 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. Children's Services.

If a pattern of absence becomes problematic, the member of staff in charge of attendance 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 or attendance lead will work with the headteacher and any relevant school staff, e.g. the DSL and SENDCO, 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/leader 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.

### **6.3 SEND- and health-related absences**

We recognise 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 pupils with disabilities to reduce barriers to attendance, in line with any EHCP plans that have been implemented.

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. Where staff have a mental health concern about a pupil, they will inform the DSL and the 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 implement an Attendance Support 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.

### **6.4 Persistent Absence PA (attendance less than 90%)**

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

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

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent 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 assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHCP plan is appropriate.
- Considering whether an Early Help Assessment may be appropriate

- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on pupils who are severely absent (attendance less than 50 %) 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.

### **6.5 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 or parents fail to engage in the support being offered, the Attendance Officer/Leader will consider statutory action. This may involve requesting the LA to issue a fixed penalty notice (fine); referring to the LA for prosecution as a final resort and referring to children's social care where there are safeguarding concerns.

Fixed penalty notices can be issued for a variety of reasons and thresholds for such vary according to each Local Authority. Parents should refer to Local Authority websites for further information.

Further information on legal intervention can be found in 'Working together to improve school attendance' DFE Sept 2022

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107122/Working_together_to_improve_school_attendance.pdf)

### **7.0 Monitoring and Analysing Attendance and Punctuality**

The Strategic Lead for Attendance in each school will monitor and analyse attendance data **weekly** to ensure that intervention and support is delivered quickly to address attendance issues.

The school will collect and report attendance data to the Trust Strategic Lead for Attendance, Governors, School's Senior Leadership Team, lead professionals for vulnerable groups (e.g. PP, SENDCO, EAL, heads of year etc) at least half-termly. The trust Strategic Lead for Attendance will in turn collect and report attendance data to the CEO and Trust Board at least termly.

Data collected and analysed will include data for attendance, persistent absence and severe absence:

- The school cohort as a whole
- Individual year groups
- Pupils from vulnerable groups – PP, FSM, SEND, EHCP, EAL, SW, LAC
- Any other groups deemed to be at risk of poor attendance

The School Strategic Leads for Attendance and the Trust Strategic Lead for Attendance will conduct thorough analysis of the data half-termly, termly and annually to identify patterns and trends; individual or groups of pupils needing support/intervention. Analysis is then used to develop and implement action plans/interventions to improve attendance.

Analysis will also include identification of:



- Types of absence (codes)
- Patterns in days of absence
- Lessons which have poor attendance
- Barriers to attendance

Schools are legally required to share information from their attendance registers with the local authority and in the future with the DFE.

### **8.0 Children Missing in Education**

Where a pupil has been absent from school for a period of **20** consecutive school days without authorisation or has not returned within **10** days after an authorised absence a pupil can be removed from the admissions register when the school and LA have failed to establish the whereabouts of the pupils.

### **9.0 Reduced Timetables**

Placing a pupil on a reduced timetable may be used as a strategy to support a pupil who is finding attending school a challenge. The use of part time or reduced timetables are used as a short term (ideally for no more than **6 weeks**) measure to ensure the successful return to full time education. The decision to place a pupil on a reduced timetable must be approved by the School's Strategic Lead for Attendance and will be monitored by the Trust Strategic Lead for Attendance. These pupils must also be reported to the LA.

## Appendix A: Definition of Parental Responsibility

Taken from [Parental rights and responsibilities: Who has parental responsibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/parental-responsibility)

### Who has parental responsibility

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you do not automatically have it.

### Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

### Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

### Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

### Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

### Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

### Same-sex parents

#### Civil partners

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g. donor insemination or fertility treatment.

#### Non-civil partners

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:

- [applying for parental responsibility](#) if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

## **Appendix B: Definition of Statutory (compulsory) School Age**

Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16.

### **5 years old**

Your child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday. Children becoming **5 years old** between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.

Notes:

Pupils who are not of statutory school age cannot have an absence coded as 'unauthorised'

Once children are of school age (even if they are in a Reception Class). They are subject to the same register coding and absence procedures as any other child.

## Appendix C: Authorised and Unauthorised Absences and Register Coding

Taken from 'Working Together to Improve School Attendance' DFE Sept 2022

### Present

*Relevant regulation: 6(1)(a)(i)*

#### **Code / \: Present in school / = am \ = pm**

204. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

#### **Code L: Late arrival before the register is closed**

205. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate.

### Absent

#### **Authorised Absence from School**

*Relevant regulation: 6(1)(ii), 6(1)(b), 6(2), 7(1) and 7(2)*

206. Authorised absence means that one of a specific set of circumstances applies, as set out below:

#### **Code C: Leave of absence granted by the school**

207. Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

208. Specific leaves of absence may also be granted where:

#### **A pupil is participating in a performance**

209. A school maintained by a local authority or a special school not maintained by a local authority can grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance, within the meaning of section 37 of the Children and Young Persons Act 1963 if the local authority have given the pupil a licence for that performance.

210. Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. There are some exemptions, including the granting of Body of Persons Approval (BOPA). BOPAs can be issued by the local authority where a performance is to take place, or by the Secretary of State (generally only if there are to be many children involved and a number of different locations, but legislation does not limit this to those situations).

211. Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's

education. Where the licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence.

#### **A pupil is subject to a temporary part-time timetable**

212. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.

213. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

#### **A pupil is pregnant**

214. Leave for maternity is treated like any other leave of absence. We would expect schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.

#### **Code H: leave of absence for the purpose of a family holiday granted by the school**

215. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

216. An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

#### **Code E: Excluded but no alternative provision made**

217. If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

218. When a pupil of compulsory school age is suspended or permanently excluded from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity.

#### **Code I: Illness (not medical or dental appointment)**

219. Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).

220. In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

221. Pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

#### **Code M: Medical or dental appointment**

222. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

223. If a pupil is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session.

#### **Code R: Religious observance**

224. Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

225. As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

226. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

227. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:

- Setting term dates around days for religious observance;
- Working with local faith groups to develop guidance on absence for religious observance;
- Schools taking INSET days that coincide with religious observance days; and
- Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

#### **Code S: Study leave**

228. Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

229. As study leave is unsupervised it must be recorded as absence.

#### **Code T: Traveller absence**

230. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

231. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

232. Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school.

233. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so.

234. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

#### **Unauthorised Absence from School**

*Relevant regulation: 6(1)(ii) and 6(3)*

235. Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established.

#### **Code G: Holiday not granted by the school or in excess of the period determined by the school**

236. Where the school has not granted a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away longer than the period of leave granted.

237. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted.

#### **Code N: Reason for absence not yet provided**

238. Schools must follow up all unexplained and unexpected absence in a timely manner.

239. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code.

240. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for

absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

#### **Code O: Absent without authorisation**

241. Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence.

#### **Code U: Arrived in school after registration closed**

242. Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.

243. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

#### **Attending an approved educational activity**

*Relevant regulation: 6(1)(a)(iii), 6(1)(c), and 6(4)*

244. An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

245. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of pupils taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity.

246. The activity must take place during the session for which it is recorded and for pupils of compulsory school age the school must record the nature of the activity.

#### **Attending another school at which the pupil is registered**

*Relevant regulation: 6(1)(a)(iii) and 6(4)(b)*

#### **Code D: Dual registered at another school**

247. The law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

248. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

#### **Attending an educational activity that takes place outside the school**

*Relevant regulation: 6(1)(iii), 6(1)(c) and 6(4)(a)*

#### **Code B: Off-site educational Activity**

249. Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school.



250. For pupils of compulsory school age, schools must also record the nature of the activity, examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged or agreed by the school.

251. The educational activity must take place during the session for which it is recorded.

252. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school should record the pupil's absence using the relevant absence code.

253. This code must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

**Code J: At an interview with prospective employers, or another educational establishment**

254. Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school.

255. This must take place during the session for which it is recorded.

**Code P: Participating in a supervised sporting activity**

256. Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the pupil's general education into account.

257. The sporting activity must take place during the session for which it is recorded.

258. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

**Code V: Educational visit or trip**

259. Attendance at an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

260. The educational visit or trip must take place during the session for which it is recorded.

261. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

**Code W: Work experience**

262. Work experience is for pupils in the final 2 years of compulsory school age.

263. The work experience must take place during the session for which it is recorded.

264. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

#### **Unable to attend due to exceptional circumstances**

*Relevant regulation: 6(1)(iv), 6(1)(d), 6(5), 6(7) and 6(2)(b)(i)*

#### **Code Y: Unable to attend due to exceptional circumstances**

265. Where a pupil is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
- the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

266. Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

#### **Walking distance**

267. In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

#### **Pupil in custody**

268. Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

#### **Administrative codes**

##### **Code X: Non-compulsory school age pupil not required to be in school**

269. Where a pupil not of compulsory school age is attending school part-time.

270. For example, where parents have chosen for their 4 year-old child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age.

##### **Code Z: Prospective pupil not on admission register**

271. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

272. Schools must enter a pupil's name on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

273. In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority coordinates in-year applications for school places.

274. If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code.

**Code #: Planned whole or partial school closure**

275. Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);
- up to 5 non-educational days; and
- use of school as a polling station.

276. Partial school closures that are known and planned in advance such as:

- ‘staggered starts’ or ‘induction days’ where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and
  - Use of part of the school as a polling station

## Appendix D: How Long Should You Keep Your Child Off School



UK Health  
Security  
Agency



# Should I keep my child off school?

## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

## Appendix E: Request for Leave of Absence

### Request for Leave of Absence

To be made to the Head Teacher -at least 1 week in advance of date of requested absence

Name of School:	Name of Pupil:	
Class:	Year Group:	
Dates of planned absence:	From:	To:
Confirmed date of return to school:		

Reason for Request (continue overleaf if necessary):

Name of Sibling	Name of Sibling
School	School
Class/Year Group	Class/Year Group

Parents are asked to note:

- The 3-18 Education Trust's Attendance Policy is to fully comply with Government regulations. Statutory guidelines state **"Headteachers may not grant leave of absence during term time unless there are exceptional circumstances"**.
- Requests for leave in exceptional circumstances should be made at **least 1 week in advance** of the event.
- Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final.
- Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.
- Leave of absence will NOT be granted during periods of public examinations or internal school assessments.
- Leave of absence will NOT be granted for holidays during term time regardless of circumstances.
- Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and parents may be subject to a fixed penalty notices (fine).
- Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) may be requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school.
- Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.

Circumstance	Number of Days which maybe be authorised	Additional Notes
Religious Observance	1 day in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Family Celebration	2 days in any one period of absence Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Family Emergency/compassionate leave	2 days in any one period of absence Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> <li><b>Not to be authorised if a pupil's attendance would fall below 96%</b></li> <li><b>School to make arrangements for pupil to receive a suitable education</b></li> </ul>

		<ul style="list-style-type: none"> <li>○ For not less than 6 hours per week and</li> <li>○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and</li> <li>○ On days where pupils would be expected to attend school and</li> <li>○ For not more than 5 hours on any such day</li> </ul>
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> <li>• Absences will not be granted for any other reasons other than occupational circumstances</li> </ul>

**Name and Address of both parents (to be completed in all cases for all applications)**

**Signed (Parent with Parental Responsibility):**

**Date:**

**To be completed by school – copied retained on record – copy to parents (Tick as appropriate)**

<b>Pupil's current attendance % (YTD)</b>	<b>Leave absence already taken this academic year</b>
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<b>Absence authorised</b>	<b>No further action</b>	<b>Register Code/Reason</b>	
<b>Unauthorised Absence</b>	<b>Fixed Penalty Notice</b> <small>6 or more sessions (1 session = ½ day) in the current or previous half term.</small>	<b>Register Code/Reason</b>	
	Yes No	Not deemed as exceptional circumstances	O
	Yes No	Unauthorised Holiday	G
	Yes No	Pupil at level of persistent absence	O
	Yes No	Religious observance above 1 day in academic year	O
	Yes No	Family celebration above 2 days in academic year	O
	Yes No	Exam period	O
	Yes No	Other – please specify	O
<b>Head Teacher Signature:</b>		<b>Date:</b>	

## **Appendix F: Contents of Admissions Register**

Taken from 'Working Together to Improve School Attendance' DfE Sept 2022

140. The school admission register, sometimes known as the 'the school roll', must be kept in accordance with regulation 5 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

141. The names of all pupils (both compulsory and non-compulsory school age) must be entered on the admission register.

142. The definition of a pupil is set out in section 3 of the Education Act 1996 – but includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

### **Pupil Information**

147. Schools must record personal details of every pupil at the school in the admission register. The register must include the following information for every pupil:

- full name;
- sex;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents the pupil normally lives with and at least one telephone number by which each parent who the pupil normally lives with can be contacted in an emergency. DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any.

148. Where the school has boarding pupils, the admission register must state whether each pupil of compulsory school age is a boarder or a day pupil.

### **Pupils with a new address and/or school**

149. Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school must ensure that the admission register contains:

- the full name of the parent the pupil will normally live with;
- the address; and
- the date when the pupil will start normally living there.

150. Where a parent of a pupil informs the school that the pupil is registered at another school or will be attending a different school, the school must ensure that the admission register contains:

- the name of the other school;
- the date when the pupil began or will begin attending that school.

### **Maintaining the Admission Register**

151. It is vital that the admission register is kept up to date. Schools should encourage parents to inform them of any changes whenever they occur and ensure the admission register is amended as soon as possible.

## Appendix G: Grounds for Deleting a Pupil from the Admissions Register

Taken from 'Working Together to Improve School Attendance' DFE Sept 2022

152. A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

153. In accordance with regulation 12(6) of the Education (Pupil Registration) (England) Regulations 2006 as amended, a school must notify the local authority when a pupil's name is to be deleted from the admission register under any of the reasons set out in regulation 8, as soon as the pupil's name is to be deleted. This does not apply where the pupil's name is deleted after they have completed the school's final year (for example, pupils who leave primary school at the end of Year 6), unless the local authority requests such information.

154. Where a school notifies the local authority that a pupil's name is to be deleted from the admission register, as set out in regulation 12(7), the school must provide the local authority with the following information:

the full name of the pupil;

- the full name and address of any parent the pupil normally lives with;
- at least one emergency telephone number of any parent the pupil normally lives with;
- if applicable, 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 set out in regulation 8 under which the pupil's name is to be deleted from the admission register.

### Deleting the name of a pupil of compulsory school age

155. The only reasons where a pupil's name shall be deleted are:

#### **Ground A - a pupil has a School Attendance Order which has been changed to name another school or revoked - regulation 8(1)(a)**

156. Where the pupil is registered at the school as a result of a school attendance order, but another school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school.

157. Where a school attendance order remains in force, the pupil's name must not be deleted for other reasons until the order is revoked or the name of the school amended. This includes a request to electively home educate. If a parent has had their child registered at the school to comply with an order but the pupil does not attend, the school should discuss the case with the local authority and where appropriate take steps to secure the regular attendance of the child as they would with any other case of non-attendance.

#### **Ground B - a pupil has been registered at another school - regulation 8(1)(b)**

158. Where a pupil has been registered at another school, unless:

- a school attendance order naming the school is in force in relation to the pupil;
- the pupil is a child of no fixed abode and the school is their main school (see further details below); or
- the school has agreed that the pupil should be a registered pupil at more than one school.

### Transfer between schools

159. Where a pupil is transferring to another school, the original school must delete a pupil's name from the admission register on the first day they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed the pupil will attend the school. For example, if a pupil is due to leave school A on 28 March and start at school B on 29 March they would be added to the admission register of School B and deleted from that of School A on 29 March.



**School A will:**

- record the pupil's attendance and absence up to and including the 28 March;
- delete the pupil's name from the admission register on 29 March;
- transfer the appropriate pupil information via the S2S system.

**School B will:**

- enter the pupil's name on the admission register on 29 March;
- record the pupil's attendance and absence from 29 March;
- follow up any unexpected absence on or after the 29 March; and
- request the transfer of the pupil information.

160. There are a small number of exceptions, these are:

**School Attendance Order (SAO)**

161. If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name can be deleted from the admission register under the reason for deletion at ground A (regulation 8(1)(a)) but not under ground B.

**Child of no fixed abode**

162. Where a child of compulsory school age has no fixed abode because their parent's trade or business requires that parent to travel from place to place, they can temporarily attend another school without the need for the main school to remove their name (see regulation 9).

163. 'Main school' in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school, the school that most recently fulfils those criteria (regulation 9).

**Dual registration**

164. In circumstances, where it has been agreed that the pupil will be registered at more than one school, the pupil's name will remain on the admission register. The main examples of dual registration are pupils who are attending another school on a temporary basis, such as a pupil referral unit, a hospital school or a special school.

**Ground C - pupil is also registered at one or more other schools and the other schools have agreed the deletion - regulation 8(1)(c)**

165. Where a pupil is registered at one or more other schools, and:

- the pupil has ceased to attend the school;
- each school where the pupil is registered has given consent to the deletion; and
- none of the following apply:
  - o the pupil is a child of no fixed abode, and the school is their main school; or
  - o the pupil has died (in this case the pupil's name is deleted under regulation 8(1)(j)); or
  - o the pupil has been permanently excluded from the school (in this case the pupil's name is deleted under regulation 8(1)(m)).

**Ground D - the parent of a pupil has notified the school in writing that a pupil is receiving education otherwise than at a school - regulation 8(1)(d)**

166. Where a pupil has ceased to attend the school and the pupil's parent has informed the school in writing that the pupil is receiving education otherwise than at a school, unless a school attendance order naming the school is in force in relation to the pupil.

**School Attendance Order (SAO)**

167. If a SAO has been revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, the pupil's name can be deleted from the admission register under the reason for deletion at regulation 8(1)(a).

**Ground E - a pupil no longer lives a reasonable distance from the school - regulation 8(1)(e)**

168. Where a pupil has ceased to attend the school and no longer normally lives a reasonable distance from the school, and the pupil is not a boarder at the school.

169. In circumstances where parents are withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.

**Ground F - a pupil has not returned following a leave of absence - regulation 8(1)(f)**

170. Where a pupil has been granted a leave of absence (under regulation 7) and the pupil has not attended school within the ten school days immediately after the end of the period granted, and:

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location, but they have not succeeded.

171. DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable enquiries.

**Ground G - a pupil is unlikely to return to school before ceasing to be of compulsory school age due to health reasons - regulation 8(1)(g)**

172. Where a pupil is certified, by the school medical officer, as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the pupil nor their parent has indicated to the school of any intention to continue attending the school after the pupil ceases to be of compulsory school age.

**School medical officer**

173. Regulations do not define who the school medical officer is. DfE would expect the school medical officer to be a person who is suitably qualified to make a professional medical judgement about whether a pupil is likely to be in a fit state of health to attend the school before ceasing to be of compulsory school age.

**Ground H - a pupil has been continually absent from school for 20 school days - regulation 8(1)(h)**

174. Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point has the absence been authorised by the school (under regulation 6(2));
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location, but they have not succeeded.

175. DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable enquiries.

**Ground I - a pupil is in custody and detained for a period of more than 4 months - regulation 8(1)(i)**

176. Where a pupil is detained in pursuance of a final order made by a court or of an order of recall made by the Secretary of State, and:

- that order is for a period of more than 4 months; and

- the school does not have reasonable grounds to believe the pupil will return to the school at the end of that period.

#### **Ground J - a pupil has died - regulation 8(1)(j)**

177. Where a pupil has died.

178. A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

179. Once the school receives the information it should immediately delete the pupil's name to prevent inadvertent and unnecessary contact with the family about the child.

#### **Ground K - pupil will cease to be of compulsory school age and will not continue into the sixth form - regulation 8(1)(k)**

180. Where a pupil will no longer be of compulsory school age by the next time the school meets, and:

- the pupil's parent has indicated that the pupil will no longer attend the school; or
- the pupil does not meet the academic entry requirements for admission to the school's sixth form.

#### **Compulsory school age**

181. A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

#### **Ground L - a pupil has ceased to be a pupil at an independent school or non-maintained special school - regulation 8(1)(l)**

182. Where a pupil has ceased to be a pupil and the school is not maintained by a local authority, an academy, a city technology college or a city college for the technology of the arts.

#### **Ground M - a pupil has been permanently excluded from the school - regulation 8(1)(m)**

183. Where a pupil has been permanently excluded from the school.

184. A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known.

#### **Ground N - a pupil has not continued at the school following completion of nursery - regulation 8(1)(n)**

185. Where a pupil has been admitted to the school to receive nursery education and on completing such education has not transferred to reception or a more senior class at the school.

#### **Ground O - a pupil is a boarder at a maintained school or academy and their boarding fees have not been paid - regulation 8(1)(o)**

186. Where a pupil is a boarder at the school and:

the school is maintained by a local authority or is an academy; and

- charges for the pupil's board and lodgings are payable by the pupil's parent; and
- those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

#### **Deleting the name of a pupil of compulsory school age from a special school**

##### *Regulation 8(2)*

187. Where a pupil is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local authority or, if the local authority refuses to give consent, without a direction from the Secretary of State, unless:

☐the pupil is registered at the school as a result of a school attendance order, but school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time

education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 8(1)(a); or

- the pupil has died, and the pupil's name is deleted under regulation 8(1)(j); or

- the pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 8(1)(m).

#### **Deleting the name of a pupil not of compulsory school age**

188. The only reasons where the name of a pupil not of compulsory school age shall be deleted are:

#### **Ground A - a pupil has ceased to attend or ceased to be a pupil at the school - regulation 8(3)(a)**

189. Where a pupil has ceased to attend the school, or, in the case of a boarder, that the pupil has ceased to be a pupil at the school.

#### **Ground B - a pupil has been continually absent from school for 20 school days - regulation 8(3)(b)**

190. Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point has the absence been agreed by the school;

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

- the school has made reasonable efforts to find out the pupil's location, but they have not succeeded.

#### **Ground C - a pupil has died - regulation 8(3)(c)**

191. Where a pupil has died.

192. A pupil's name should only be deleted from the admission register when the school is informed of the death.

This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

193. Once the school receives the information it should immediately delete the pupil's name to prevent inadvertent and unnecessary contact with the family about the child.

#### **Ground D - a pupil has not continued at the school following completion of nursery - regulation 8(3)(d)**

194. Where a pupil has been admitted to the school to receive nursery education and on completing such education has not transferred to a reception or more senior class at the school.

#### **Ground E - a pupil has been permanently excluded from the school - regulation 8(3)(e)**

195. Where a pupil has been permanently excluded from the school.

196. A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known.

## **Appendix H: Grounds for Deleting a Pupil from the Admissions Register**

Taken from 'Working Together to Improve School Attendance' DFE Sept 2022

197. All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

198. Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil (with the exception of a pupil who is a boarder) is:

- Present;
- Absent;
- Attending an approved educational activity as defined in regulation 6(4); or
- Unable to attend school due to exceptional circumstances as defined in regulation 6(5).

199. Schools must record whether the absence of a pupil of compulsory school age is authorised or not. There is no requirement for schools to record whether the absence of pupils not of compulsory school age is authorised or not, but where possible schools should use the national attendance and absence codes to help them monitor their attendance and to form good attendance habits.

200. Schools must record the nature of the activity where a pupil of compulsory school age is attending an approved educational activity.

201. Schools must also record the nature of the circumstances where a pupil is unable to attend due to exceptional circumstances.

202. Schools cannot delete a pupil's name from the attendance register unless they have a reason (as set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended) to delete the pupil's name from the admission register; the pupil's name must be deleted from both registers at the same time.

See also **Appendix C Authorised and Unauthorised Absences and Register Coding**

## Appendix I: Graduated Response to Attendance

### GRADUATED RESPONSE TO ATTENDANCE

**NOTES:**

- Any safeguarding concerns should be dealt with as a priority and following policies and procedures
- Process applies to ALL pupils including those of non-statutory school age
- Process can be expedited where there are attendance/safeguarding concerns
- Suggest attendance is reviewed half termly
- Starting point will depend on the needs and priority in each school
- Starting point will depend on needs of family
- Make letters personal to pupil
- Send via post, email etc directly to the parents, not in given to pupil to take home

	Scenario	Action	Documentation
<b>First Day of Absence</b>	<b>No reason given for absence</b>	School to call parents and all emergency contacts to ascertain whereabouts of pupil	School to keep record of dates/times of phone calls
<b>Second Day of Absence</b>	<b>No reason established for absence</b>	School to call parents and all emergency contacts to ascertain whereabouts of pupil	School to keep record of dates/times of phone calls etc
<b>Third Day of Absence</b>	<b>No reason established for absence</b>	School to call parents and all emergency contacts to ascertain whereabouts of pupil  If school cannot contact pupil, school to consider doing a home visit  Log on My Concern/Safeguarding Concern	School to keep record of dates/times of phone calls etc
<b>Day 4-10 of Absence</b>	<b>No reason established for absence</b>	School to call parents and all emergency contacts to ascertain whereabouts of pupil  Follow CME procedures (ask class mates, liaise with schools attended by siblings, check with previous school, contact with other agencies known to family/police)  Escalate Safeguarding Concerns  Continue to make home visits	School to keep record of dates/times of phone calls/visits etc

<b>Day 10-20 of Absence</b>	<b>No reason established for absence</b>	Refer to LA as CME	School to keep record of dates/times of phone calls/visits etc
<b>STEP 1</b>	Attendance starting to fall below school target but above 90%	School to send by post letter to parents.	<b>Attendance Letter 1</b> with attendance certificate or <b>Attendance Letter 1 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 2</b>	Attendance not improved and falling below school target but above 90%	School to send by post letter to parents from head teacher (Secondary schools adapt to own hierarchy)	<b>Attendance Letter 2</b> with attendance certificate or <b>Attendance Letter 2 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 3</b>	Attendance not improved  (where below 90% medical evidence needed for any absence due to illness)	Parents/carers asked to meet with head teacher/member of SLT  Notes of meeting kept (can be hand-written and scanned)  (Review in 6 weeks – if improved action closed, if not progress to Step 4)	<b>Attendance Letter 3</b> invite to meeting  RECORD OF ATTENDANCE/PUNCTUALITY MEETING
<b>STEP 4</b>	Attendance not improved and below 90% or cause for concern	Parents/carers asked to meet with school's EWO with a member of school's SLT	
<b>OTHER POSSIBLE STEPS</b>			
Early Help	FPN/Statutory Action		
<b>Attendance Improves</b>			<b>Well done letter</b>

## Appendix J: Graduated Response to Punctuality

### GRADUATED RESPONSE TO LATENESS

#### NOTES:

- Any safeguarding concerns should be dealt with as a priority and following policies and procedures
- Process applies to ALL pupils including those of non-statutory school age
- Process can be expedited where there are attendance/safeguarding concerns
- Suggest attendance/punctuality is reviewed half termly
- Starting point will depend on the needs and priority in each school
- Starting point will depend on needs of family
- Make letters personal to pupil
- Send via post, email etc directly to the parents
- Any safeguarding concerns should be dealt with as a priority and following policies and procedures

	Scenario	Action	Documentation
<b>STEP 1</b>	Lateness a concern  (late before or after register closed on a regular basis)	School to send by post letter to parents from head teacher (Secondary schools adapt to own hierarchy)	<b>Lateness Letter 1</b> with attendance certificate or <b>Lateness Letter 1 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 2</b>	Punctuality not improved	School to send by post letter to parents from head teacher (Secondary schools adapt to own hierarchy)	<b>Lateness Letter 2</b> with attendance certificate or <b>Lateness Letter 2 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 3</b>	Punctuality not improved  (where below 90% medical evidence needed for any absence due to illness)	Parents/carers asked to meet with head teacher/member of SLT  Notes of meeting kept (can be hand written and scanned) Use RECORD OF ATTENDANCE/PUNCTUALITY MEETING document  (review in 6 weeks – if improved action closed, if not progress to Step 4)	<b>Lateness Letter 3</b> invite to meeting with attendance certificate  RECORD OF ATTENDANCE/PUNCTUALITY MEETING
<b>STEP 4</b> <b>JTMAT AIM involvement</b>	Punctuality not improved and more than 15 lates in 12 week period	Parents/carers asked to meet with JTMAT Attendance Support Officer and member of school SLT <b>School send request for involvement to JTMAT Attendance Support Officer with</b>  1) Copy of Punctuality Intervention record 2) Copy of current attendance certificate 3) Copy of RECORD OF ATTENDANCE/PUNCTUALITY MEETING	
<b>OTHER POSSIBLE STEPS</b>			



Early Help	FPN/Statutory Action		
<b>Punctuality Improves</b>			<b>Well done letter</b>