



**Staplehurst School**

# **Attendance Policy**

**Date**

Approved by the Full Governing Body at a meeting on  
Policy to be next reviewed

November 2024  
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# Contents

<b>Attendance Vision</b>	<b>3</b>
<b>Parental / Carer Responsibility</b>	<b>3</b>
<b>The Role of the School Staff</b>	<b>3</b>
<b>Timeline of the Staged Approach for Managing Poor Attendance Children</b>	<b>5</b>
<b>Lateness</b>	<b>5</b>
<b>Penalty Notice Proceedings for Lateness</b>	<b>5</b>
<b>Authorising Absence</b>	<b>6</b>
<b>Local Authority Action may include:-</b>	
<b>Penalty Notices Proceedings for Poor Attendance</b>	<b>6</b>
<b>Monitoring &amp; Reviewing</b>	<b>8</b>
<b>Appendices - Template letters</b>	
<b>Appendix 1 Late letter (Code L)</b>	<b>9</b>
<b>Appendix 2 Late letter (Code U)</b>	<b>10</b>
<b>Appendix 3 Stage 1</b>	<b>11</b>
<b>Appendix 4 Response to Leave Request (Not Authorising)</b>	<b>12</b>
<b>Appendix 5 Response to Leave Request submitted retrospectively (Not Authorising)</b>	<b>13</b>
<b>Appendix 6 School letter Holiday reported as illness</b>	<b>14</b>
<b>Appendix 7 Traveller Attendance letter</b>	<b>15</b>
<b>Appendix 8 Traveller Absence due to travelling</b>	<b>16</b>
<b>Appendix 9 Attendance Codes</b>	<b>17</b>
<b>Appendix 10 DFE Guidance Summary Table of responsibilities</b>	
<b>Appendix 11 Flowchart – attendance procedures</b>	

## Attendance Vision

- Staplehurst School is committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.
- One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Staplehurst School actively promotes 100% attendance for all of our pupils, and we use a variety of weekly, termly and annual awards, to promote good attendance and punctuality.
- The Governors, Headteacher and Staff recognise that parents / carers have a vital role and a legal responsibility to ensure good attendance and we will identify, investigate and work in partnership with parents / carers, pupils and other agencies to resolve attendance problems.
- Start of Day 8.35am.
- All children are expected to arrive on time for school between 8.35am and 8.50am when the pupil entrance gate closes. All pupils that are late must report, with their parents to the school office where the reason for lateness is recorded. See section: Lateness
- Our expected level of Attendance for all children is 99%.

## Parental / Carer Responsibility

- Parents / Carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance impacts their educational attainment and social and emotional needs. It can put pupils at risk by encouraging anti-social behaviour. Missing out on lessons or arriving late leaves children vulnerable to failing, impacting on their academic progress and ability to meet age-related expectations. Children with poor attendance tend to achieve less in both primary and secondary school.
- **It is the parents/Carers responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents/Carers should update the school on a daily basis or inform the school when their child is returning.**

## The Role of the School Staff

Staplehurst School recognise attendance is a whole school responsibility with specific staff taking individual responsibility.

The Headteacher has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. Class teacher notifies the Assistant Head and Family Liaison Officer of children whose attendance is causing concern.

It is the responsibility of the school office to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by telephone or text message.
- Where there has been no communication, phone calls are made or emails are sent to parents requesting reasons for absence.

- The appropriate attendance code is entered into the register (see National Attendance Codes).
- Parents are informed termly of the child's attendance figure.

## Timeline of the Staged Approach for Managing Poor Attendance

- Above 95% attendance – the school office to investigate and notify the Inclusion Manager / Family Liaison Officer of concerns. The school office to contact if appropriate.
- 90 - 95% attendance - school intervention letters (see appendices for templates)
- Below 90% or where the level of absence has not improved and there are unauthorised absences, the school will make a referral to their in-house Education Welfare Officer (EWO).
- For the cases that require intensive family support, the school may make an Early Help referral.

## Children Absent from Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate.

Where a child is absent from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate them.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

## Lateness

At Staplehurst School the register is taken at 8.50 am and 1.30 pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will officially close at 9.20 am and 1.45 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Lateness will be monitored by the School Office Staff and reported to the Family Liaison Officer, where 5 or more occasions of lateness have occurred in a half term, a letter will be sent to parents inviting them to a formal meeting.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

## Penalty Notice Proceedings for Lateness

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from 19<sup>th</sup> August 2024, when:**

- 10 incidents of late arrival after the registers have closed during (10 sessions of unauthorised absence in a rolling period of 10 school weeks) leads to a Penalty Notice or a Notice to Improve letter issued by Kent County Council.
- A notice to Improve letter is the final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a notice to improve will be sent to give parents a final chance to engage in support.
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

## Authorising Absence

Should you need to take your child out of school for any reason, you must complete a Request for Leave of Absence During Term Time Form which is available from the school office. Only the Headteacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. Parents will be notified in writing of all request notification outcomes.

If no explanation is received or the reason is considered to be unjustified or it comes to light that a pupil went on holiday when they were reported to be unwell then this absence will be unauthorised and a fixed penalty notice may be given if appropriate.

When your child has reached 3 separate occasions or 5 consecutive days of illness, we may ask for medical evidence before we approve any more absence due to sickness.

Parents do not have the automatic right to withdraw pupils from school for a holiday in term time. In accordance with Education Regulations, The Headteacher may not grant any leave of absence for holidays during term time.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances".

The following reasons are examples of absence that will **not** be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Another member of the family is ill
- or had a late Oversleeping night
- Inadequate clothing/uniform
- Confusion over school dates
- It has snowed and you live within walking distance of the school
- Medical/dental appointments of more than half a day without very good reasons
- A family member has a medical or other appointment
- Child's/family birthday
- Shopping trip
- Family Holidays (with some rare exceptions)
- 

Persistent unauthorised absence (10% or more of the school year) will result in a referral to our in-house Education Welfare Officer who may contact parents and if necessary, invite them to a meeting to discuss their child's attendance.

## Penalty Notices Proceedings for Poor Attendance

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from 19<sup>th</sup> August 2024:**

- A Penalty Notice can only be issued when the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).

- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a Notice to Improve letter.

### **Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of an immediate member of the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances if evidence is provided (wedding invitation, Order of Service, appointment card etc) and this discretion can be used also to determine the length of the authorised absence.

If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19<sup>th</sup> August 2024, then the penalty notice will be charged at the rate of £160 per parent/carer per child, if paid within 28 days. This will be reduced to £80 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.

If you have incurred a penalty notice relating to the child/children since 19<sup>th</sup> August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160 per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.

If you have incurred 2 penalty notices relating to the child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – The Local Authority will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under Section 444 Education Act 1996.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance

- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to **each parent for each child** taken out of school.

Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

## Monitoring & Reviewing

Attendance data is reviewed annually in the autumn term by the Governing Body’s L&D Committee and action may be taken if the attendance levels fall below national average.

All School staff and governors will have access to a copy of this policy and will have the opportunity to consider and discuss significant changes to its contents, prior to the approval of the Governing Body being formally sought. This policy will be formally reviewed every three years or in the light of changes to legal requirements.



## **APPENDIX 1 Attendance Percentage Letter**

### **Private & Confidential**

Date

Dear

#### **RE: School Attendance**

I write as a gentle reminder, highlighting the importance of regular and timely attendance.

Currently X's attendance is at %. I've included X's registration certificate, for your information and clarity.

I appreciate attendance and punctuality can be compromised for many reasons, some not within our control. However, if you have any concerns or difficulties in ensuring your child regularly attends school, please contact me for support.

Your on-going assistance, in ensuring we provide the very best opportunity for X, is extremely appreciated.

Yours sincerely

**Family Liaison Officer**

[flo@staplehurst.kent.sch.uk](mailto:flo@staplehurst.kent.sch.uk)

## APPENDIX 2 Late Letter (Code L)

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that child's name has been late to school this academic year. (Although their overall attendance is good,) child's name was late on ? occasions, missing out on over ? hours of education. A Registration Certificate is attached showing when your child was late for school.

At Staplehurst School the morning register is taken at 8:50am and is closed at 9:20am for the morning session. Any child arriving between 8:51am and 9:20am will be given a Code L (late before the registers close) and arrival after 9:20am will be a Code U (late after registers close), which is an unauthorised absence mark.

Arriving late can seriously disrupt their learning and will impact their potential. It can also be embarrassing for your child and make them feel uncomfortable when they arrive in class. Please see the table below which shows how punctuality affects attendance:

<b>Minutes late each day</b>	<b>School days lost over academic year</b>
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Given the above, please ensure that punctuality improves immediately. If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Family Liaison Officer

### APPENDIX 3 Late Letter (Code U)

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates\_of\_lates\_after»

Total lates after registration closed: «total\_lates\_after» half day sessions

At our school the register is taken at ?? am and is closed at ?? am for the morning session and taken again at ?? pm and closed at ?? pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Head Teacher

## APPENDIX 4 Stage 1

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

Re «forename» «surname»

We do understand that certain illnesses are unavoidable and sometimes your child is too unwell to attend school. However, regular attendance at school is a major focus for the Department for Education (DFE) and Staplehurst School.

Child's name attendance this academic year is currently ?%. This is considerably below what the DFE and the school consider to be an acceptable level of attendance.

We would like to make you aware that the school are no longer able to authorise any further illness related absences for child's name unless they are supported with some form of medical evidence. Examples of medical evidence could include: a letter from your doctor, a copy of your child's prescription or an appointment card.

Please find enclosed a copy of your child's Registration Certificate, which shows details of the absences child's name has had. We will continue to monitor child's name attendance and should you wish to discuss this further please contact me.

Many thanks for your on-going support.

Yours sincerely

Family Liaison Officer

## APPENDIX 5 Response to Leave Request (Not Authorising)

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday.

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days of receipt of the notice. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Head Teacher

## **APPENDIX 6 Response to Leave Request submitted retrospectively (Not Authorising)**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Request for leave during Term-Time**

**For the attention of the parents of «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday.

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days of receipt of the notice. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Headteacher

## APPENDIX 7 School letter Holiday reported as Illness

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

We/I believe (always state why you believe this) that your child has been taken on holiday during term time, between DATE and DATE which was not requested and has not been authorised. This absence will be recorded as code G, which is an unauthorised mark, unless you are able to provide us with evidence that your child was absent for another reason within the next 10 days.

Where a child has 10 unauthorised sessions within 100 school sessions a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence of failing to secure your child's regular attendance at school. The amount of the penalty is £160 per parent, per child to be paid within 28 days. This will be reduced to £80 if paid within 21 days of receipt of the notice. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence as set out in the notice, i.e. your liability for the offence will be discharged.

Please feel free to contact the school should you wish to discuss this matter further

Yours sincerely

Headteacher

## APPENDIX 8 Traveller Attendance Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### Traveller Absence

«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total\_authorized\_absences» authorised half day sessions and «total\_unauthorised\_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage\_attendance»%.

Traveller children have to attend school for 200 sessions (100 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher



## APPENDIX 9 Traveller Absence due to travelling

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Traveller Absence**

«forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Absent from Education.

After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head Teacher

## Appendix 10 : Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law

<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## DfE guidance Summary table of responsibilities for school attendance. Sept 2022

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

### Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>



## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

## APPENDIX 12: Attendance Procedures Flow Chart

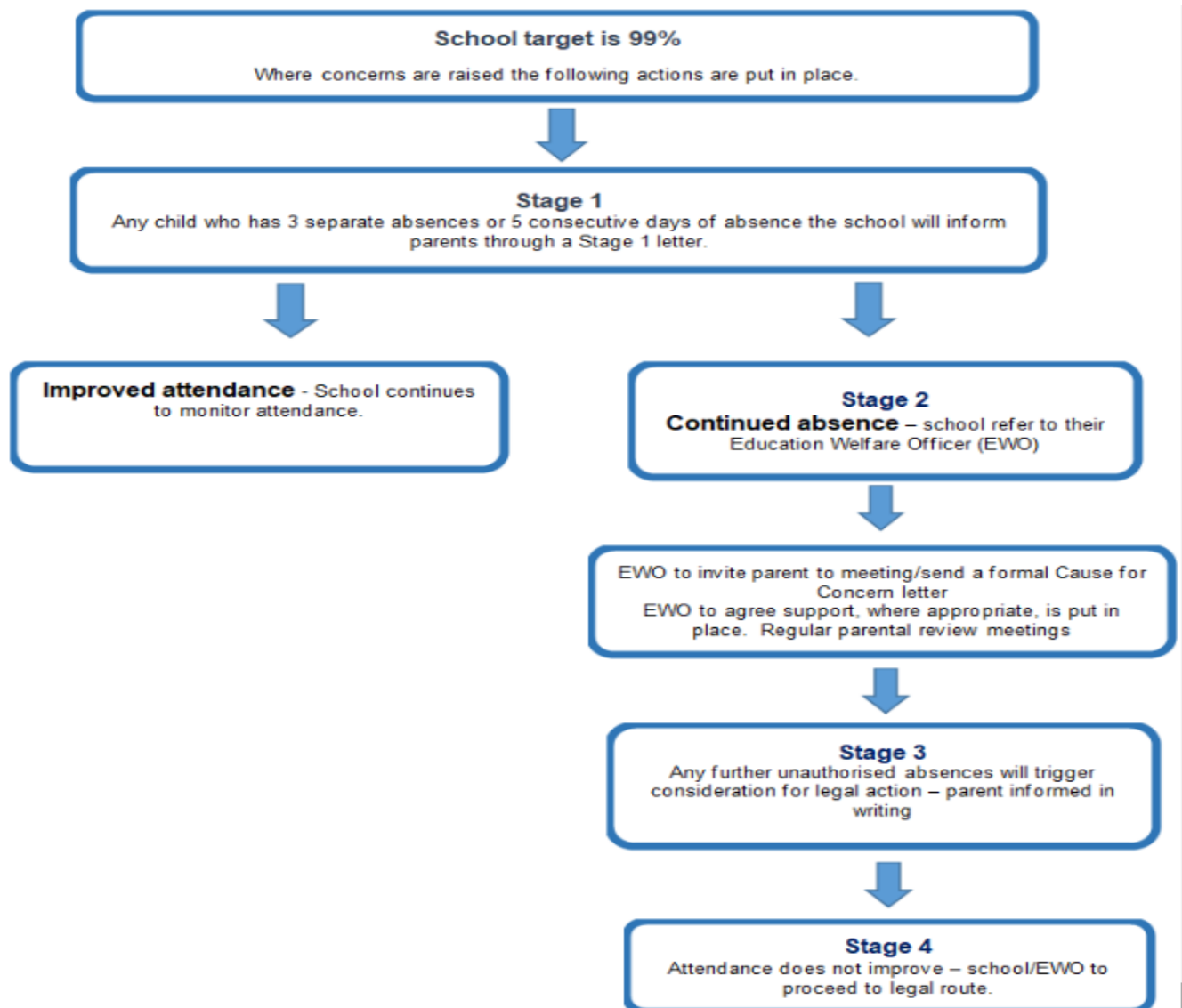
### Attendance Procedures Flow Chart

Although parents/carers have the legal responsibility for ensuring their children's good attendance, the Head Teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

The procedures below are followed to ensure that this happens.

All pupils' attendance is monitored via Sims and the school colour tracking system. All teaching staff are given copies of colour tracking on a weekly basis.

First day contact text messages are sent (by 10.00am) to parents for any unreported absences.  
Daily telephone calls to parents of PA pupils.





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