

ATTENDANCE POLICY

Learning Academies Trust

Version: 1.0
Approved by: Curriculum Board
Last review date: 07 July 2023

Ratified date: 13 July 2023
Next review date: 31 August 2024



1. IMPORTANT CONTACTS	4
2. INTRODUCTION	4
3. AIMS	4
4. EFFECTS OF NON-ATTENDANCE	6
5. LEGISLATION AND GUIDANCE	6
6. SAFEGUARDING AND ATTENDANCE	6
6.1. USING DATA TO SUPPORT IMPROVEMENTS IN ATTENDANCE	6
6.2. UNDERSTANDING BARRIERS TO ATTENDANCE	7
6.3. STAFF TRAINING ON ATTENDANCE	7
7. WHAT THE LAW SAYS AND OUR SCHOOL PROCEDURES	8
7.1. CONTENTS OF ADMISSIONS REGISTER	8
7.2. CONTENTS OF ATTENDANCE REGISTER	8
8. PRESENT AT SCHOOL.....	8
8.1. EFFECTS OF LATE ARRIVAL AT SCHOOL.....	8
9. AUTHORISED ABSENCE	9
9.1. ILLNESS	9
9.2. MENTAL HEALTH, EMOTIONALLY BASED SCHOOL AVOIDANCE AND WELLBEING.....	10
9.3. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)	10
9.4. PUPILS TAKEN ILL DURING THE SCHOOL DAY	10
9.5. MEDICAL/DENTAL APPOINTMENTS	10
9.6. RELIGIOUS OBSERVANCE	10
9.7. TRAVELLER ABSENCE.....	11
9.8. SUSPENSIONS (AKA EXCLUSIONS).....	11
10. FIRST DAY OF ABSENCE RESPONSE	11
11. REWARDING GOOD AND IMPROVED ATTENDANCE.....	11
12. LEAVE OF ABSENCE REQUESTS – ‘EXCEPTIONAL CIRCUMSTANCES’.....	12
12.1. CHILD IN CARE PROCESS	12
13. UNAUTHORISED ABSENCE	12
14. UNABLE TO ATTEND DUE TO EXCEPTIONAL CIRCUMSTANCES	13
15. SUPPORT FOR POOR SCHOOL ATTENDANCE (OTHER THAN UNAUTHORISED TERM TIME LEAVE)	13
15.1. PUPILS ON REDUCED (PART-TIME) TIMETABLES	13
16. PENALTY NOTICES AND PROSECUTIONS.....	14
17. CHILDREN MISSING EDUCATION (CME).....	15
18. FOLLOWING UP UNEXPLAINED ABSENCE	15
19. REPORTING TO PARENTS	15
20. RECORDING INFORMATION ON ATTENDANCE AND REASONS FOR ABSENCE	15

21. ROLES AND RESPONSIBILITIES.....	15
21.1. THE LOCAL GOVERNING BODY.....	15
21.2. THE HEADTEACHER	15
21.3. SENIOR LEADERS (EG DHT OR AHT WITH RESPONSIBILITY FOR ATTENDANCE)	16
21.4. DESIGNATED SAFEGUARDING LEAD	16
21.5. ATTENDANCE OFFICER.....	16
21.6. CLASS TEACHERS.....	16
21.7. OFFICE STAFF	16
21.8. TRUST EDUCATIONAL WELFARE OFFICER.....	16
22. POLICY MONITORING ARRANGEMENTS	16
22.1. LINKS WITH OTHER POLICIES	16
23. GUIDANCE DOCUMENTS.....	17
24. APPENDICES	18
24.1. APPENDIX 1 – DEPARTMENT FOR EDUCATION (DFE) ATTENDANCE CODES	18
24.2. APPENDIX 2 – ESCALATION PROCESS	20
24.3. APPENDIX – 3 GREEN LETTER.....	21
24.4. APPENDIX 4 - AMBER LETTER.....	22
24.5. APPENDIX 5 - RED LETTER	23
24.6. APPENDIX 6 - LATE LETTER.....	24
24.7. APPENDIX – 7 MEDICAL LETTER	25
24.8. APPENDIX – 8 IMPROVEMENT LETTER.....	26
24.9. APPENDIX 9 – EWO REFERRAL	27

CHANGES

Policy date	Summary of change	Author	Version	Review date
01/07/2023	Policy has been created.	Johanne Watts – LAT EWO	1.0	31/08/2023

1. IMPORTANT CONTACTS

Role/ Organisation	Name	Contact Details
School Attendance Senior Lead		
School Attendance Officer		
Trust EWO	Johanne Watts	01752 938028 Johanne.watts@learningat.uk
Governor with responsibility for Attendance		
FLO/Pastoral support for attendance		
First day calling contact		

2. INTRODUCTION

It is the aim of Learning Academies Trust that pupils should enjoy learning, experience success, and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils and is an integral part of our school.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance we will work together with them, their parents and partner organisations to remove barriers, by building strong and trusting relationships. Therefore, improving attendance is everyone's business.

3. AIMS

Our school aims to meet its obligations regarding school attendance by ensuring every pupil has access to the full-time, efficient education to which they are entitled; acting early to address patterns of absence and creating a culture in which the importance of good school attendance is understood and valued by all parties.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child's absence from school and to remind them of their legal duty, to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who have specific barriers to attendance. Therefore, in the development of our policy we have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents of Nursery children, and Reception children who are not yet of compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e., lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

We will also support parents to perform their legal duty to ensure their children of compulsory² school age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to go to school every day unless they are not well enough to attend. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident, and competent adults who can realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017, the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents ‘Supporting pupils at school with medical conditions - December 2015’ and ‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’ – or ask the school for printed copies.

We believe that one of the most crucial factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils’ awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils, and staff.
- Work in partnership with parents, including regularly informing them about their child’s absence and attendance levels.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward good attendance and punctuality.

² A child becomes of ‘compulsory school age’ on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

4. EFFECTS OF NON-ATTENDANCE

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

5. LEGISLATION AND GUIDANCE

This policy meets the requirements of the government guidance 2022 [Working Together to Improve School Attendance](#) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

The DfE's guidance on the [school census](#) explains the persistent absence threshold

6. SAFEGUARDING AND ATTENDANCE

[Working Together to Safeguard Children](#) is the statutory guidance that sets out the legal expectations on all professionals that work with children. Low levels of school attendance can act as a vital warning sign to a range of safeguarding issues. If we are worried about your child and have concerns about their welfare, we will follow our schools' safeguarding procedures and where necessary seek support from other agencies.

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2022 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information).

6.1. USING DATA TO SUPPORT IMPROVEMENTS IN ATTENDANCE

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of sessions they are defined as 'severely absent'.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance [Working Together to Improve School Attendance](#).

6.2. UNDERSTANDING BARRIERS TO ATTENDANCE

In relation to understanding barriers to attendance, we will ensure all pupils and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and school that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing and enhance their understanding of what good attendance looks like. Where a pupil or family needs support with attendance we will identify who is best placed to work with them to address issues.

We will support pupils and parents by working together to address any in-school barriers to attendance.

Where barriers are outside of the school's control, all partners should work together to support pupils and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the school to work in tandem with the local authority and other relevant partners.

Some pupils face greater barriers to attendance than their peers. These can include; pupils who suffer from long term medical conditions, children with a social worker or those who have special educational needs and disabilities. In working with parents to improve attendance, we are mindful of the barriers these pupils face and will put additional support in place where necessary to help them access their full-time education.

Reduced timetables will only be used in exceptional circumstances, for a limited period to support pupils to reintegrate back into education to access fulltime provision. They will only be used with the agreement of professionals and parents, and in the interests of the child. Where used, they will be put in place for the minimum time necessary and regularly reviewed with parents.

The school is committed to share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

6.3. STAFF TRAINING ON ATTENDANCE

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard pupils. Just as those barriers are regularly evolving, so too is the training that school staff require to address them. The school therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is always a symptom of wider circumstances,
- the law and requirements of schools including on the keeping of registers
- the school/trusts' strategies and procedures for tracking, following up and improving attendance,
- and the processes for working with other partners to provide more intensive support to pupils who need it.

For staff with specialist attendance responsibilities, they will receive training to include;

- the necessary skills to interpret and analyse attendance data,
- and any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

7. WHAT THE LAW SAYS AND OUR SCHOOL PROCEDURES

7.1. CONTENTS OF ADMISSIONS REGISTER

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with the date of admission or re-admission to the school, information regarding parents and carers, and details of the school last attended. The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

It is vital that the admission register is kept up to date. Therefore, we encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

7.2. CONTENTS OF ATTENDANCE REGISTER

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

Effective and timely use and sharing of register data is critical to improve attendance and is supported using our Management Information System to record attendance information.

8. PRESENT AT SCHOOL

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration, they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any classroom disruption.

The Class Teacher will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive by 8:40am on each school day.

Our morning register is taken at 8:45am and will be kept open until 9am.

Our afternoon register is taken at 1:15pm and will be kept open until 1:30pm.

A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

If a pupil arrives after the register has closed, they will be marked with the unauthorised absence code "Late after registers close" (U) which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance [Working Together to Improve School Attendance](#).

8.1. EFFECTS OF LATE ARRIVAL AT SCHOOL

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

9. AUTHORISED ABSENCE

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence.

9.1. ILLNESS

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows Department for Education guidance '[Working Together to Improve School Attendance](#)' 2022³ which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP (General Practitioner), or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

Notify school of a child's absence by 9am on the first day they will not be attending. Phone the main school office on XXXX. When speaking to staff or leaving a message, please state:

- Your name
- The name of the child
- Their Class
- The reason for the absence
- An expected date of return, if possible

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

³ Please ask the school for a printed copy of Working Together to Improve School Attendance if required

9.2. MENTAL HEALTH, EMOTIONALLY BASED SCHOOL AVOIDANCE AND WELLBEING

Emotionally Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school.

The impact of EBSA on children is far-reaching, it has been linked to seriously hampering children's psychological, social, and academic performance and subsequently performance in exams and employment opportunities.

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

More information about EBSA and resources for support can be found [here](#).

9.3. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Parents who have concerns about their child's special educational needs and disabilities can contact our schools Special Educational Needs Coordinator for further information on the support available.

The [Plymouth Local Offer](#) provides children and young people with special educational needs or disabilities, families, and professionals, with information in one place, helping them to understand what services they can expect from a range of local agencies and schools.

Parents can access independent support and advice about SEND from the [Plymouth Information, Advice and Support for SEND](#) (PIAS).

9.4. PUPILS TAKEN ILL DURING THE SCHOOL DAY

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

9.5. MEDICAL/DENTAL APPOINTMENTS

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

9.6. RELIGIOUS OBSERVANCE

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised

absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

9.7. TRAVELLER ABSENCE

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents, as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma, and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

9.8. SUSPENSIONS (AKA EXCLUSIONS)

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current [DfE's statutory guidance on exclusions](#).

Any exclusion **must** be agreed by the headteacher.

The school will notify the parent of the exclusion in writing. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker, and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

10. FIRST DAY OF ABSENCE RESPONSE

First day response if your child is absent from school with no explanation, a phone call will be made to the first emergency contact. If there is no response a message will be left requesting, contact with school. Following this the other emergency contacts may be contacted. If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may conduct a home visit or contact the police to request a welfare check.

Priority will be given to Children in Care; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing or attendance is a concern.

Parents will be asked to supply details of **at least three** people who can be contacted in an emergency, and these details will be reviewed on an annual basis through parents' evenings and newsletter reminders.

11. REWARDING GOOD AND IMPROVED ATTENDANCE

We will present certificates to children with excellent attendance in our end of term achievement assemblies. We will send "Attendance Improvement" letters to parents when appropriate.

12. LEAVE OF ABSENCE REQUESTS – ‘EXCEPTIONAL CIRCUMSTANCES’

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school’s discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols. (Please see our school’s Safeguarding Policy for more information.)

12.1. CHILD IN CARE PROCESS

All term time absence for children in care should be discussed at the child’s Personal Education Planning (PEP) meeting in advance where possible and agreed with the Social Care and the Virtual School. This permission should be gained before school is approached for approval. The school will contact the Virtual School in relation to any requests for term time absence for a child in care.

13. UNAUTHORISED ABSENCE

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school’s decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised.

Unauthorised absences may result in legal sanctions, usually Penalty Notices or Prosecutions.

14. UNABLE TO ATTEND DUE TO EXCEPTIONAL CIRCUMSTANCES

(as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school, or the Local Authority is not available, and the pupil's home is not within statutory walking distance. (See the DfE's ['Home to school travel and transport'](#) guidance document or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities, we can record those sessions as 'present at approved educational activity'.)

15. SUPPORT FOR POOR SCHOOL ATTENDANCE (OTHER THAN UNAUTHORISED TERM TIME LEAVE)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the headteacher or our educational welfare officer to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of a Parenting Contract.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. Prior to requesting legal enforcement action, we will ensure that we have followed [Plymouth City Council's procedures](#).

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies, as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

15.1. PUPILS ON REDUCED (PART-TIME) TIMETABLES

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent, and other agencies where appropriate, to come to a mutually convenient arrangement.

Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

16. PENALTY NOTICES AND PROSECUTIONS

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in several different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information and Plymouth City Council's Penalty Notice Code of Conduct, available here: <https://www.plymouth.gov.uk/sites/default/files/Final%20Code%20of%20conduct.pdf> (or ask the school for printed copies.)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

In addition to Penalty Notices, there is a range of other legal interventions open to schools, trusts, and local authorities. They are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education Supervision Orders
- Attendance Prosecution
- Parenting orders
- Fixed penalty notices.

17. CHILDREN MISSING EDUCATION (CME)

Our school will add and delete pupils from roll in line with the law. The school will follow [Plymouth City Council's Children Missing Education Procedures](#) and make CME referrals as appropriate for children missing education or persistently absent. The school will seek advice from the Children Missing Education Hub if unsure about any individual cases: CME@Plymouth.gov.uk

18. FOLLOWING UP UNEXPLAINED ABSENCE

Where no contact has been made with the school the school will contact parents by text, email, telephone, or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 3 school days, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we expect may be able to advise us of the pupil's whereabouts. Where we have been unable to establish the child's whereabouts, we will conduct a home visit. We will also consider contacting the Police for a welfare check if we are unable to establish the whereabouts of a pupil or there is a safeguarding concern. For pupils with a social worker, school will inform the allocated social worker.

19. REPORTING TO PARENTS

- **Ongoing:** We keep all parents informed about their child's attendance and absence levels via the Arbor App, which all parents are supported with making effective use of.
- **Termly:** At the end of each term, we directly inform all parents of their child's attendance figures up to that date.
- **Annually:** At the end of each Summer Term, we directly inform all parents of their child's attendance figures up to that date included within their child's Annual Report.

Where a child's attendance drops below 96%, for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to.

20. RECORDING INFORMATION ON ATTENDANCE AND REASONS FOR ABSENCE

Daily attendance is recorded on a system called Arbor. Any correspondence with you regarding school attendance will be recorded on a system called CPOMS. This will provide a contemporaneous case chronology for the pupil which provides details of conversations, communication, decisions, actions, support offered, impact of any support, referrals to outside agencies, meetings etc. This will be used as evidence by the local authority and inform decision making in respect of any legal enforcement action to be taken.

21. ROLES AND RESPONSIBILITIES

Attendance of vulnerable groups of children will be identified during a regular attendance meeting held with school staff and our educational welfare officer. Where there is a concern the below will be implemented.

- Follow-up action-plans for pupils with low attendance
- Timely liaison with home
- Referral to outside agencies

21.1. THE LOCAL GOVERNING BODY

The governing board is responsible for monitoring attendance figures for the whole school termly. It also holds the headteacher to account for the implementation of this policy.

21.2. THE HEADTEACHER

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher/principal also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

21.3. SENIOR LEADERS (EG DHT OR AHT WITH RESPONSIBILITY FOR ATTENDANCE)

The senior leader with responsibility for attendance will regularly meet with the trust educational welfare officer. During these meetings individual and group attendance will be reviewed, such as Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL). This is to establish whether any group is experiencing difficulty in attendance

21.4. DESIGNATED SAFEGUARDING LEAD

Sometimes absence from school can be part of a safeguarding concern. If this is the case the DSL will be notified and if necessary, take advice from Plymouth children's services.

21.5. ATTENDANCE OFFICER

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the headteacher, Designated Safeguarding Lead (DSL) and educational welfare officer as appropriate.
- Arranges calls and meetings with parents to discuss attendance issues.
- Co-ordinates requests for Term-time Leave of Absence (this includes liaison with the DSL and Safeguarding Team) and advises the headteacher as requested.

21.6. CLASS TEACHERS

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office. Class teachers will also make phone calls home when there is a change in attendance. They will also inform parents of attendance at parents evening and school reports.

21.7. OFFICE STAFF

School office staff are expected to take calls from parents about absence and record it on the school system.

21.8. TRUST EDUCATIONAL WELFARE OFFICER

Will meet regularly with school to look at individual and different group attendance, this will highlight any concerns at an early stage. The educational welfare officer will then work with school and families to identify and resolve attendance problems. Meet parents and pupils at school or home to understand the barriers to school attendance and provide support to bring about improvement in attendance. Should there be no improvement, consideration will be given to issuing a penalty notice or prosecution.

22. POLICY MONITORING ARRANGEMENTS

This policy will be reviewed annually by the Trust Educational Welfare Officer or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the Trust Board.

22.1. LINKS WITH OTHER POLICIES

This policy is linked to our Anti-Bullying Policy, Positive Learning Behaviour Policy, Inclusion Policy, Safeguarding and Child Protection Policy and Supporting Pupils with Medical Conditions Policy.

23. GUIDANCE DOCUMENTS

Working Together to Improve School Attendance (DfE May 2022)

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

Improving school attendance: support for schools and local authorities (DfE Updated August 2022)

[Improving school attendance: support for schools and local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/improving-school-attendance-support-for-schools-and-local-authorities)

Supporting pupils at school with medical conditions (DfE December 2015)

[https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions)

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-whocannotattend-school>

Keeping children safe in education (DfE September 2022)

[https://www.gov.uk/government/publications/keeping-children-safe-in-education--2](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

School attendance parental responsibility measures (DfE January 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviourandattendance>

School census guidance and regulation

<https://www.gov.uk/education/school-censuses-and-slasc>

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Children Missing Education Procedures (Plymouth City Council November 2022)

<https://www.plymouth.gov.uk/children-missing-education>

Education Penalty Notice Code of Conduct (Plymouth City Council October 2021)

<https://www.plymouth.gov.uk/sites/default/files/Final%20Code%20of%20conduct.pdf>

Alternative Provision Guidance (Plymouth City Council September 2022)

<https://www.plymouth.gov.uk/educationparticipation-and-skills-service-alternative-provision-guidance>

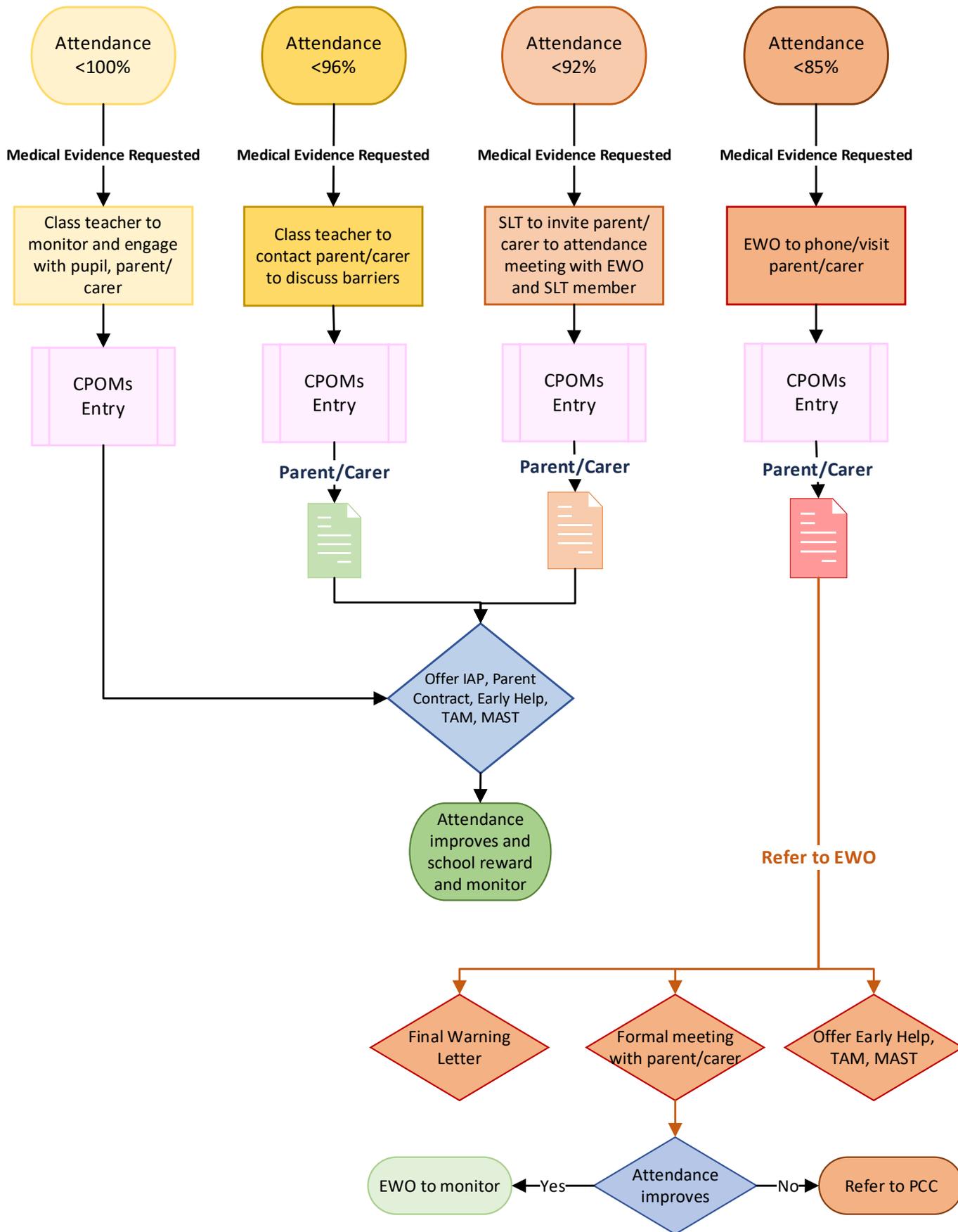
24. APPENDICES

24.1. APPENDIX 1 – DEPARTMENT FOR EDUCATION (DFE) ATTENDANCE CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e., present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity

CODE	DESCRIPTION	MEANING
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances

24.2. APPENDIX 2 – ESCALATION PROCESS



24.3. APPENDIX – 3 GREEN LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

Percentage attendance

I am writing to express some concerns over XXXX's level of attendance; our records show that your child has had higher than average level of absence this academic year.

At XXXX we recognise the importance of excellent attendance and punctuality, and the positive impact this has on student progress. XXXX's teacher will be contacting you soon to discuss attendance and how we can support XXXX in school. XXXX's teacher will work with you to try and resolve any issues, as working together is often the most effective way of making progress in improving both your child's attendance and their learning.

Please find enclosed/attached a copy of your child's attendance record for this academic school year.

Yours sincerely

Head Teacher

24.4. APPENDIX 4 - AMBER LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

Percentage attendance %

Following our previous communications advising you of XXXX's low level of attendance, our records show that your child's attendance still falls below the acceptable level allowed for our school. Due to our continuing concern regarding XXXX's low attendance, I XXXX head teacher, will be in touch to discuss and resolve this issue. I must make you aware at this stage that if your child's attendance does not continue to improve with immediate effect and especially without medical evidence, then the school must advise our Educational Welfare Officer which could lead to possible legal proceedings.

Further absences will only be authorised by the school, if we are sufficiently satisfied that the reason for the absence was completely unavoidable. You are invited to provide the school with additional information or documentation to enable us to make an informed decision regarding authorisation for each absence should you so wish.

If you believe that your child has an ongoing medical condition which keeps impacting on their ability to attend school fully (which we are not already aware of), then we would ask that you talk to us about this and we will consider developing or changing an Individual Health Care Plan with you and any appropriate health care professionals, to support your child with their education.

If you consider that there are other issues which impact on your child's ability to attend school regularly, then it may be possible for the school to access some additional support with Early Help. If you would like us to explore this with you then, please get in touch.

Yours sincerely

Head Teacher

24.5. APPENDIX 5 - RED LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

Percentage attendance

Following our meeting/discussion on xxxx regarding our concerns about XXXX's continuing low attendance; our records show that there has been no significant and lasting improvement and XXXX is now considered to be at risk of falling into the category of a Persistent Absentee, as designated by the criteria laid down by the Department of Education.

This matter has now been referred to our Educational Welfare Officer; who will monitor attendance and will be looking for immediate and significant improvement to prevent the possibility of legal escalation. The Educational Welfare Officer will contact you directly to discuss this matter further.

If you feel that there are genuine reasons for XXXX's continued absence or have significant medical evidence that you would like the school or the Educational Welfare Officer to consider then you must provide the school with this immediately.

Please find attached/enclosed a copy of your child's attendance record.

Yours sincerely

Head Teacher

24.6. APPENDIX 6 - LATE LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

I am writing to express my concern at the number of times XXXX is arriving late to school.

Punctuality is an important aspect of school. It is important that you are made aware of the fact that lateness counts as an unauthorised absence if the pupil arrives in school after the registers have closed.

Lateness can have a serious effect on your child's education and can be disruptive to other pupils and the class teacher. We must inform you that it is a parental responsibility to ensure your child arrives punctually for the beginning of the school day.

If you wish to discuss this matter, please do not hesitate to contact me

Yours sincerely

Head Teacher

24.7. APPENDIX – 7 MEDICAL LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

This letter is to inform you that we are concerned regarding the number of medical absences your child has had from school. As a school we aim to have all our students attending 100% of the time.

Currently XXXX's attendance is recorded as xx%. This level of attendance will be having a negative effect on your child's overall education. Therefore, as of today absences will only be authorised by the school, if we are sufficiently satisfied that the reasons for the absence were completely unavoidable. You are invited to provide the school with additional information or documentation to enable us to make an informed decision regarding authorisation for each absence should you so wish.

If you believe that your child has an ongoing medical condition which keeps impacting on their ability to attend school fully, then we would ask that you talk to us about this and we will consider developing an Individual Health Care Plan with you and any appropriate health care professionals, to support your child with their education. Where there are exceptional circumstances, we will look at each student's circumstances individually.

If you consider that there are other issues which impact on your child's ability to attend school regularly, then it may be possible for the school to access some additional support under Early Help. If you would like us to explore this with you then, please get in touch.

Yours sincerely

Head Teacher

24.8. APPENDIX – 8 IMPROVEMENT LETTER

Addressee

Address

Date

Dear XXXX

Forename, Surname, year group

Percentage attendance

I am writing regarding your child's attendance which was causing concern. Please see the attached attendance certificate.

I am pleased to report that there has been a significant improvement, school will continue to monitor XXXX's attendance in line with our usual processes.

As you know, regular attendance means that your child can take part in every available educational opportunity and progress in their learning.

I thank you for your support in this important matter and the continued improvement in XXXX's attendance.

Yours sincerely

Head Teacher

24.9. APPENDIX 9 – EWO REFERRAL

**Education Welfare
Case Work Referral and Chronology**

Child's details:

Date Referred:

Name:		School:		Current Attendance:	
DOB:		YG:		Date of Referral:	
Address:					
EHCP	SEN	Health Need	CP	CIN	
TAM	Lead Professional:		EHAT	Lead Professional:	
	Contact number:			Contact number:	

If yes to any of the above, please provide details in the reason for referral section.

Parent/Carer details

Name:		Relationship to child:	
Address:			
Postcode:			
Home number:		Email address:	
Mobile number:			
Name:		Relationship to child:	
Address:			
Postcode:			
Home number:		Email address:	
Mobile number:			

	Date Sent	Attendance %	Copy attached v
Green Attendance Letter Sent			
Amber Attendance Letter Sent			
Red Attendance Letter Sent			

Reason for referral:

Chronology

School Key Staff

Name	Designation	Email	Contact number

Any Other Agency Contact details

Name	Agency and Designation	Email	Contact number

Reason for referral & action taken by school so far

Referrer details :

Referred by:	Role	Date:	Signed:
--------------	------	-------	---------

Date	%	Action	Recorded by
	%		
	%		
	%		
	%		
	%		