

ATTENDANCE STRATEGY

Date approved by Trust Board	09.07.2019
Version	01
Publication Scheme	Trust Website Local Schools' Websites
Next Review Date	September 2020
Responsible Officer	Head of Attendance and Welfare

CONTENTS

1	Introduction	4
2	Scope.....	4
3	Definitions	5
4	Legal Consideration	5
5	Aims.....	6
6	Responsibilities (see Appendix C)	7
7	Context of the School Attendance Measures.....	7
8	School Day and School Year	8
9	Admission and Attendance Register	8
10	Attendance and Absence Codes	8
11	Registration Practice (See Appendix D).....	9
12	Lateness (see Appendix E).....	11
13	Persistent Absence (see Appendix F).....	12
14	Attendance Monitoring (see Appendix G)	13
15	Formal Intervention (see Appendix H)	15
16	Legal Intervention (see Appendix H).....	16
17	Illness (not medical or dental appointment)	17
18	Medical or Dental Appointments	17
19	Children at Risk of Missing Education.....	18
20	Elective Home Educated Children	19
21	Leave of Absence in Term Time (see Appendix I)	20
22	Traveller Absence	21
23	Part-time Provision	22
24	Alternative Provision	23
25	Attendance Correspondence (see Appendix J)	24
26	Rewarding Attendance.....	25
27	Parental Engagement	25
28	Pupil Voice.....	25
29	Breaches of the Policy	26
30	Equality Statement.....	26
31	Related Policies	26
32	Contacts.....	26
	Appendix A: Model of Attendance Practice	27
	Appendix B: Attendance Support to Schools.....	28
	Appendix C: Roles and Responsibilities.....	29

Appendix D: Registration Practice.....	32
Flow Chart: Registration Practice.....	34
Appendix E: Lateness	35
Flow Chart: Lateness	36
Appendix F: Persistent Absence	37
Flow Chart: Persistent Absence	38
Appendix G: Attendance Monitoring.....	39
Flow Chart: Attendance Monitoring	41
Appendix H: Formal Attendance Process / Legal Intervention	42
Flow Chart: Formal Attendance Process / Legal Intervention	46
Appendix I: Leave of Absence in Term Time.....	47
Flow Chart: Leave of Absence in Term Time	50
Appendix J: Attendance Correspondence	51
Appendix K: Exemplar School Attendance Policy	53

An all-round education seeks to develop every aspect of the individual: social, intellectual, emotional, moral and spiritual. For there is an ecology of human growth, which means that if anyone of these elements is overlooked all of the others suffer.

Pope John Paul II

1 Introduction

- 1.1 High levels of school attendance are significant to raising standards in education and ensuring all pupils can fulfil their potential. It is an assumption so widely understood but insufficiently stated that children and young people need to attend school regularly to benefit from their education. Missing out on lessons leaves pupils vulnerable to falling behind and achieving less in both primary and secondary school.
- 1.2 Nicholas Postgate Catholic Academy Trust (referred to as the Trust) has high expectations for school attendance, which is correlated to a child's progress in learning. Challenges will be tendered where a child's level of attendance falls below this expectation. To this end, the attendance process is robust in the early identification of attendance concerns.
- 1.3 The expectation is for pupils to attend school every day, otherwise attaining at least 97% attendance for the school year, which equates to having 5 days (or 10 sessions) absence.
- 1.4 Where a child's school attendance is falling below Trust expectations, the school should endeavour to have a conversation with the parent and the child. Where there is intervention by the Trust, a robust monitoring process will ensure a parent is aware of their child's attendance, with intervention at the appropriate threshold that is defined within a continuum of need.
- 1.5 The model of attendance practice supports a continuum of need applying a step up/step down process. It consists of a four-tiered approach, which must be applied consistently across the stages, to ensure the individual needs of the pupil are being met. (see Appendix A)
- 1.6 Schools will be supported by the Trust, depending on need. Attendance data will be used to determine the level of support to schools, targeting intervention to priority schools, whilst ensuring there is universal support to others. (see Appendix B)
- 1.7 Absence from school is a safeguarding factor and this will be the foremost concern when dealing with pupil absence. The Designated Safeguarding Lead in each school needs to have an up to date and accurate understanding of attendance concerns appertaining to a child.

2 Scope

- 2.1 The process applies to all the schools and colleges (referred to as schools) within the Trust and must be strictly applied. Any differentiation must only apply where there is a need to satisfy the procedures laid down by each local authority in relation to their delegated authority to institute legal proceedings.
- 2.2 The process is relevant to every child on roll between the ages of 3 and 19 years old.
- 2.3 The following terms apply:
 - must – where there is a duty

- can – where there is a power (not a duty) under statutory or common law
 - should – for guidance on good practice
- 2.3 Legal proceedings against a parent can only be taken where the child is of compulsory school age who is a registered pupil at a school and fails to attend regularly.

3 Definitions

- 3.1 A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between the 1st January and 31st March, they are of compulsory school age on 31st March. If they turn 5 between 1st April and 31st August, they are of compulsory school age on 31st August. If they turn 5 between 1st September and 31st December, they are of compulsory school age on 31st December.
- 3.2 The term 'parent' is defined by section 576 Education Act 1996 and includes:
- all natural parents, whether they are married or not,
 - any person that has parental responsibility for a child or young person and
 - any person that has the care of a child or young person i.e., lives with and looks after the child
- 3.3 When using the legal measures, the school and local authority must decide who comes within the definition of a parent in respect of a particular child, but generally parent includes all those with day to day responsibility for a child.

4 Legal Consideration

- 4.1 The legal powers and duties that govern school attendance and explains how they apply to local authorities, academies, head teachers, school staff, governing bodies, pupils and parents, are contained in:
- The Education Act 1996, sections 434(1)(3)(4) & (6) and 458(4) & (5)
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
 - Further advice and guidance on school attendance matters can be obtained from the Department of Education.
- 4.3 All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

5 Aims

5.1 The overall aim of the attendance strategy is to:

- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Support parents to perform their legal duty by ensuring their children who are of compulsory school age are registered at school and attend regularly.
- Maximise educational opportunities for all our pupils, ensuring there is a consistent and fair approach with equal opportunities for all.
- To establish and maintain good habits of school attendance with a vision on early intervention.
- Empower families with children in the Early Years Foundation Stage to embed good habits of attendance.

5.2 All NPCAT schools must do this by:

- Applying a robust and consistent attendance process across all our schools
- Notifying parents at the earliest opportunity where attendance is below expectations or national standards.
- Ensuring pupils are punctual to their lessons and attend school on time.
- Working with parents to reduce illness and medical absence
- Working in collaboration with partner agencies, such as health visitors, school nurses, children's services and youth services across all levels of the needs assessment.
- Ensuring every pupil has access to full-time education to which they are entitled; which includes individual education plans.
- Identifying vulnerable children who may have a specific area of need to enable them to attend school.
- Analysis of attendance data to highlight areas of concern, particularly amongst vulnerable groups, including the identification and tracking of persistent absence pupils.
- Working with the families of children in the Early Years Foundation Stage to ensure there is a readiness to learn.
- Highlighting the importance of attendance with pupils through achievement and rewards.

6 Responsibilities (see Appendix C)

- 6.1 Safeguarding is everyone's responsibility and all staff who during the course of their employment have direct or indirect contact with the children, or who have access to information about them, have a responsibility to safeguard and promote their welfare. This includes strict application of attendance practice.
- 6.2 Schools must have an identified member of staff as the School Attendance Lead. It is essential that this person is a member of the senior leadership team. There must be a system in place within each school, where concerns about a child's attendance are aggregated by staff and escalated to the School Attendance Lead.
- 6.3 The Trust Head of Attendance and Welfare will have the overall responsibility for implementing the attendance strategy and co-ordinating support to schools from the Trust, whilst maintaining an overview of attendance practice, ensuring all staff are trained in attendance practice and collaborate with local authorities and other external agencies to ensure the Trust remains proficient in attendance matters.
- 6.4 The Trust Attendance Manager will liaise with schools to monitor and deliver the attendance process, ensure there is liaison with the parent by assigning matters to the Trust Home-School Liaison Officer, facilitating the formal intervention process and referring matters to the local authority regarding legal intervention. Further support will be provided to schools in disseminating information to parents, dealing with parental enquiries relating to casework and implementing rewards.
- 6.5 The Trust Home-School Liaison Officer will undertake daily home visits of identified pupils according to need, across a group of schools, update records and provide support to pupils with Improving Attendance Plans and establish liaison with the parent.
- 6.6 The Trust Attendance Support will ensure attendance correspondence is issued in a timely manner.

7 Context of the School Attendance Measures

- 7.1 Section 7 of the Education Act 1996, places a duty on parents to ensure their child of compulsory school age receives a suitable full time education by regular attendance at school, or otherwise.
- 7.2 Where a child is not attending school regularly, a parent can be prosecuted contrary to the Education Act 1996. There are two offences for consideration:
 - 7.2a section 444(1) where a parent fails to secure the child's regular attendance at school, triable on summary conviction to a fine up to £1000, or
 - 7.2b section 444(1A) where the parent knows the child is failing to attend school regularly, and fails to ensure the child does so, triable on

summary conviction to a fine up to £2,500 & sentenced to imprisonment for up to 3 months.

- 7.3 Where there is no improvement to attendance owing to an avoidable cause, legal proceedings will be pursued.

8 School Day and School Year

- 8.1 The Trust sets the school term dates and holidays.
- 8.2 Schools must meet for at least 380 sessions (190 days) during any school year to educate their pupils.
- 8.3 Academic reviews day must not be used as part of the school day. Schools must hold these reviews out of school hours.
- 8.4 Regular school attendance is determined as being between the hours prescribed by the school. The timings of the school day must be determined by each school and be available to parents on the school website. This must include the time that the register closes (see para. 12.7)

9 Admission and Attendance Register

- 9.1 The law requires all schools to have an admission register and attendance register. All pupils (regardless of their age) must be placed on each register.
- 9.2 Local authorities have a duty to put in place arrangements for identifying those children of compulsory school age, in their area, who are not school registered or receiving suitable education, otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.
- 9.3 Schools must delete the pupil from the admission register, as soon as the ground for removal is met and notify the local authority no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year.
- 9.4 Schools must abide by their local authority procedures where a pupil's name is deleted from the admission register under any of the grounds prescribed in regulation 8 of The Education (Pupil Registration) (England) Regulations 2006, as amended.
- 9.5 The admission register and attendance register must be backed-up electronically, each day.

10 Attendance and Absence Codes

- 10.1 All schools must use the attendance codes contained in The Education (Pupil Registration) (England) Regulations 2006, under the guidance of the Trust Head of Attendance and Welfare.

- 10.2 The codes enable each school to record and monitor attendance and absence in a consistent way which complies with the Regulations. They are also used for collecting statistics through the School Census System. The data helps the school, Trust and Ofsted to gain a greater understanding of the level and reasons for pupil absence.
- 10.3 Absence from school is a safeguarding factor and is monitored to identify children who may be vulnerable for welfare reasons or identified as not making progress in their learning.
- 10.4 For statistical purposes, if a child were to leave the school premises after registration they would still be counted as present. In such cases, to ensure effective safeguarding practice is in place, an identified named member of staff (school to have a minimum of 3) must record the pupil's details as being signed out by a member of staff and an entry made on the MIS. In the case of a primary school aged child, a signature must be obtained from the appropriate adult collecting the child. Accordingly, where the child returns to the school, they must be signed back in. If a primary school-aged child returns to school unaccompanied, the Designated Safeguarding Lead must be alerted. Information must be recorded on CPOMS.
- 10.5 In every case, the reasons for signing a child out of school must be confirmed by the parent and where appropriate, evidence requested to support the reason.
- 10.6 Where there is doubt regarding the authenticity for a child to leave school, this must be questioned with the parent by the School Attendance Lead or Designated Safeguarding Lead. Information must be recorded on CPOMS.
- 10.7 In the event of any inadequacies or non-compliance, this responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

11 Registration Practice (See Appendix D)

- 11.1 The register is a legal document. Where legal proceedings are taken for non-school attendance, the registration certificate is exhibited as evidence.
- 11.2 The Trust Head of Attendance & Welfare will establish the quality assurance of registration practice through the attendance monitoring process.
- 11.3 The Trust Attendance Manager in collaboration with the School Attendance Lead will ensure appropriate registration practice is taking place.
- 11.4 The Trust Attendance Manager ensures registration practice is being applied correctly in school through the attendance monitoring process and where necessary, will make appropriate challenges to the School Attendance Lead. Where a discrepancy is unresolved, the Trust Head of Attendance & Welfare must be informed.

- 11.5 It is within the schools' mandate that registration must take place twice daily. It is the responsibility of the School Attendance Lead to ensure the pupil register is completed at the beginning of each school day and for the afternoon session.
- 11.6 The school must follow up any absences to:
- 11.6a Ascertain the reason;
 - 11.6b Ensure the proper safeguarding action is taken if necessary;
 - 11.6c Identify whether the absence is approved or not; and
 - 11.6d Identify the correct code to use before entering it on to the electronic register which is used to download data to the School Census.
 - 11.6e All schools must undertake daily monitoring of attendance, having initial response procedures in place, where a child is not in school. Schools must endeavour to have registers completed and absences followed up within half an hour of the register closing. The absence code and comment on the register will inform the Trust Home-School Liaison Officer of the requirement for a home visit.
- 11.7 It is within the mandate of the Trust that registration is safeguarding practice. A delay or non-completion of a register can put the welfare of a pupil in jeopardy. This is a serious abdication of safeguarding practice.
- 11.8 Where a pupil leaves the school premises without authorisation (truancy) this is a serious safeguarding concern. The School Attendance Lead must contact the parent immediately and if the pupil is not located, contact the police. There must be no deliberation in calling the police. The Designated Safeguarding Lead must be informed. If the child is not located and the police are informed, this information must be passed onto the Trust Attendance Manager, who will deploy the Home-School Liaison Officer as necessary, to assist in locating the pupil. All information must be recorded on CPOMS.
- 11.9 Registration practice is intended to be supportive and informative to the pupil and the parent. All collaboration must be open, transparent and accountable.
- 11.10 All pupil attendance information must be kept in accordance with confidentiality and data protection practice. The main attendance register must be compiled electronically using the Management Information System (MIS).
- 11.11 The attendance register must be preserved for a period of three years.

11.12 In the event of any inadequacies or non-compliance, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

12 Lateness (see Appendix E)

12.1 The expectation is for each child to arrive at school on time. The Trust will not tolerate a pupil being late to school. The staff in all our schools strive hard to ensure each pupil within their care is taught to good and outstanding national curriculum requirements. This cannot be achieved where a child is late to school and is not ready to learn.

12.2 Lateness to school is a safeguarding factor that must be monitored to identify children who may be vulnerable for welfare reasons or identified as not making progress in their learning.

12.3 It is the responsibility of the School Attendance Lead to ensure the minutes late by which a pupil arrives at school, is recorded on the MIS.

12.4 Lateness to school must be contested. The Trust Attendance Manager in collaboration with the School Attendance Lead will identify children that are persistently late. In such cases, the parent must be advised in writing of the minutes that their child has missed from their learning owing to lateness. The Trust Home-School Liaison Officer should be considered to work with a child that has persistent lateness to support improvements.

12.5 As part of a parent's responsibility to ensure their child attends regularly at school, it is important for parents to ensure their child arrives at school on time.

12.6 Each school will record lateness in accordance with the appropriate attendance code, which is code L for late arrival before the register has closed and code U for late arrival after the register has closed.

12.7 Registers must close 30 minutes after the beginning of registration. For statistical reasons, arrival to school after this time, is recorded as an unauthorised absence and will be subject to formal attendance processes with the possibility of legal action being taken. Afternoon registration closes immediately after the register is taken.

12.8 Once the school entrance is closed, a pupil must be required to sign in as late, in accordance with the school arrangements. The number of minutes late and reason must be recorded by each school on the MIS on every occasion a child arrives late to school. In the case of a primary school-aged child, the expectation is for the parent (or person bringing the child to school), to accompany the child into the school office, to record the reason for lateness. If the child arrives at school unaccompanied, this must be recorded on CPOMS.

- 12.9 It is particularly important for students in their final school years to have good punctuality as this information, along with their percentage of school attendance, is given by the school in any future references sought from prospective employers or further education providers. In key stages 3 and 4, as part of the school's Behaviour Policy, each school must operate a correction system that addresses lateness to school. Parents must be informed of this practice. The tracking of lateness to school is the responsibility of the School Attendance Lead.
- 12.10 Reducing lateness practice must be applied consistently, fairly and proportionately to ensure there is no discriminatory practice.
- 12.11 The process for monitoring lateness is intended to be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.
- 12.12 In the event of any inadequacies or non-compliance to the above, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

13 Persistent Absence (see Appendix F)

- 13.1 A pupil is classified as a persistent absentee if they miss 10% or more of their own possible sessions.
- 13.2 At the beginning of each half term, the Trust Head of Attendance & Welfare, in liaison with the Trust Attendance Manager, will identify the persistently absent pupils within the Trust.
- 13.3 The Trust Attendance Manager in collaboration with the School Attendance Lead will decide whether the parent should be informed in writing that their child is a persistent absent pupil. It may be that the child is subject to formal attendance processes and duplication of an intervention should be avoided. Where there is no formal process in place, this threshold of intervention must be considered. (see Appendix H: Formal Attendance Process/Legal intervention).
- 13.4 Where an Improving Attendance Plan is deemed appropriate, the Trust Attendance Manager will assign cases to the Trust Home-School Liaison Officer. Where it is agreed for a member of staff in school to undertake this responsibility, the School Attendance Lead must advise the Trust Attendance Manager of the plan being used and the progress of the case. (see Appendix H: Improving Attendance Plan).
- 13.5 The persistent absence process must be applied consistently, fairly and proportionately to ensure there is no discriminatory practice.

- 13.6 The persistent absence process is intended to be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.
- 13.7 In the event of any inadequacies or non-compliance to the above, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

14 Attendance Monitoring (see Appendix G)

- 14.1 Attendance monitoring is a standardised process across all schools.
- 14.2 Attendance monitoring is a safeguarding measure, which identifies absent pupils, including persistent absence, patterns of absence and children at risk of missing education. It also ensures appropriate registration practice is taking place.
- 14.3 Attending school regularly is a mind-set that becomes habit forming. All schools must be proactive in encouraging pupils and their families to achieve this threshold. Year-on-year poor attendance, for avoidable reasons, prohibits the social, intellectual, emotional, moral and spiritual development of a pupil.
- 14.4 Attendance monitoring is undertaken in collaboration with the Trust Attendance Manager and School Attendance Lead, and in accordance with the tier of support required for each school. Attendance actions within the attendance model must be sanctioned by the Trust Attendance Manager.
- 14.5 The model of attendance practice is contained within a continuum of need within a step up/step down process. It consists of a four-staged approach, which must be applied flexibly across the stages, to ensure the needs of the pupil are being met.
- 14.6 A fortnightly rotation will allow for timely improvements to be made following the initiation of any action before further intervention is considered.
- 14.7 Pupil attendance is RAB-G rated according to each threshold. It is important that consistent terminology is used where attendance is discussed. This will avoid confusion for the pupil and the parent and ensure there is no contradictory evidence where legal intervention is required.
- 14.8 Using guidance from government sources, the expectation for attending school relates to a child of any ability, age, gender or protected characteristics to make Good or Outstanding progress in their learning. Anything less, would be to deny a child the opportunity to reach their full learning potential. The percentage level of attendance correlates to the

impact on progress in learning, as reported in the attendance correspondence.

- 14.9 The monitoring of attendance for pupils in Foundation Stage 1, must follow this process but will be without recourse to formal intervention. The formal attendance process will be initiated for pupils in Foundation Stage 2, but will only progress to legal intervention if the child is of compulsory school age.
- 14.10 The monitoring of attendance for pupils in the Sixth Form College, will follow the attendance process but without recourse to formal or legal intervention.
- 14.11 An Attendance Monitoring Data Dashboard must be used for collaboration between the Trust and school. The Dashboard will indicate vulnerable characteristics and show a three year attendance trend analysis for each pupil. An Attendance Actions spreadsheet will be maintained by the Trust Attendance Manager for daily monitoring and rated in accordance with the thresholds of the model of continuum of need. The spreadsheet will be monitored by the Trust Attendance Manager and used for recording an action within the attendance process. Persistent absent pupils must be identified on the spreadsheet at the end of each half term, with an agreed action.
- 14.12 The School Attendance Lead must ensure that absence response calls are made to the parent, where the school has not been notified as to the reason for absence of a pupil.
- 14.13 If attendance is at a given threshold for authorised reasons, such as illness or medical absence, consideration must be given to supporting the child in school with a medical care plan. The Trust Attendance Manager will be attentive to absences of this nature and will collaborate with the School Attendance Lead to ensure the child is being appropriately supported to attend school. In such cases, an Improving Attendance Plan may still be used as an intervention to support the child to improve their attendance. Collaboration with external agencies must be considered.
- 14.14 The School Attendance Lead must ensure illness absences are appropriately challenged. Where the authenticity of the illness is unknown or in doubt, parental consent should be sought to obtain advice from the GP or other health professional as to the veracity of the illness. The Trust Attendance Manager will support schools in obtaining this advice. Where the authenticity of an illness or medical absence is in doubt, the parent must be advised that absences will be unauthorised and the Trust Attendance Manager will consider initiating the formal attendance process.
- 14.15 Where the parent is requested to provide proof of illness or medical absence to satisfy the authenticity of the absence; a prescription notice,

medical letter, appointment card, or anything similar, may be accepted (see para.17.2)

- 14.16 A fast track process to formal attendance processes, which omits intervention at stages 2 and 3 should be considered subject to the merits of each case. This is generally applied where unauthorised absence has been determined, is frequent and further delay will be detrimental to the welfare and educational progress of the pupil.
- 14.17 The commencement date for attendance monitoring is the beginning of the school year, however, the formal process must also consider attendance within any review period and the previous 24 calendar weeks. A pupil's attendance performance in previous school years should be analysed to gain an understanding of a pupil's trend in attending school and assist in formulating effective plans to improve school attendance.
- 14.18 The Trust will have an overview of the attendance monitoring being undertaken in schools. In the event of any inadequacies or non-compliance, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.
- 14.19 Attendance monitoring must be applied consistently, fairly and proportionately to ensure there is no discriminatory practice.
- 14.20 Attendance monitoring must be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.

15 Formal Intervention (see Appendix H)

- 15.1 The formal attendance process is managed by the Trust Attendance Manager and will be considered where attendance is below 93.9%.
- 15.2 Generally, there must be an element of unauthorised absence for the formal process to be initiated. The collaboration between the Trust Attendance Manager and the School Attendance Lead at stage 2 of the continuum of need model should have verified the authenticity of any illness or medical absence.
- 15.3 Where the formal attendance process is initiated, an Attendance Case Conference is arranged by the Trust Attendance Manager. The meeting is held in the school where the child is on roll and is chaired by the Trust Attendance Manager. The parent will be invited to attend, to formulate plans to work together to improve attendance.
- 15.4 The Trust Attendance Manager will inform the School Attendance Lead and Designated Safeguarding Lead of the time and date of pupils subject to formal attendance meetings in each half term. The School Attendance Lead must ensure that this information is disseminated to the tutor/class

teacher and other relevant staff. Email correspondence will suffice in disseminating this information.

- 15.5 The formal attendance process must be applied consistently, fairly and proportionately to ensure there is no discriminatory practice.
- 15.6 The formal attendance process must be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.

16 Legal Intervention (see Appendix H)

- 16.1 The Trust wishes to outline that legal proceedings are to be taken only as a last resort. The local authority have the delegated authority to initiate legal proceedings.
- 16.2 Legal intervention will be determined by the Trust Attendance Manager having regard to the evidence. A request for legal proceedings will be made in accordance with each local authority requirements.
- 16.3 When considering legal intervention, the penalty notice procedure will be a first consideration. A penalty notice is an alternative to prosecution, which does not require the parent to appear at court, whilst encouraging an improvement to attendance. Payment of a penalty notice enables the parent to discharge potential liability for conviction. Otherwise, the court process by way of summons must be undertaken.
- 16.4 The aim is to intervene early with a legal intervention to cause the parent to consider the potential action if improvements to attendance are not sustained. Each local authority has different procedures and evidential requirements to be satisfied before issuing a penalty notice or for matters to be summonsed to court. This may replicate aspects of Trust attendance practice already undertaken. The evidence required to proceed to prosecution remains the same across the Trust regardless of local authority procedures and in this respect the formal attendance process ensures that evidence is available to consider legal proceedings, in any of the local authorities.
- 16.5 In all cases, the Trust Attendance Manager will inform the parent that a referral has been made to the local authority to consider legal intervention. This will be undertaken at the Attendance Case Conference and must form part of the minutes of that meeting.
- 16.6 Despite legal proceedings being requested, it remains paramount that the needs of the pupil continue to be supported and improvements to attendance are encouraged. The Attendance Case Conference will continue to be held until the matter proceeds to court. When presenting a case, the local authority have a duty to mitigate the circumstances for the defendant, which will include showing whether there has been an improvement to attendance since the matter was summonsed.

17 Illness (not medical or dental appointment)

- 17.1 Parents must notify the school, as soon as possible, when a child is to be absent for illness. Where possible, the parent must provide medical evidence to corroborate the illness. The school must record the absence as unauthorised if they are not satisfied as to the authenticity of the illness and must advise parents of their intention to do this.
- 17.2 To satisfy the authenticity of illness absence, a prescription notice, medical letter, appointment card, or similar, will suffice. The school must not expect parents to request medical certificates from the GP, which can incur a charge.
- 17.3 Through the attendance monitoring process, the Trust Attendance Manager will be attentive to supporting children in school with medical needs.
- 17.4 A child with a medical condition must not be discriminated against in relation to their attendance and should have full access to their education. In such cases, the school must initiate an individual medical care plan, in consultation with the pupil, parent and relevant healthcare professional. The plan must consider the management of any absence from school.
- 17.5 It is unacceptable practice to penalise a child for their attendance record if illness absence is related to a medical condition. Schools must be mindful of this when considering attendance rewards. (*DfE statutory guidance; Supporting pupils at school with medical conditions*).
- 17.6 In the event of any inadequacies or non-compliance to the above, the responsibility lies with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

18 Medical or Dental Appointments

- 18.1 Missing registration for a medical or dental appointment is counted as an authorised absence. The school must encourage parents to make appointments out of school hours. Where this is not possible, the child must only be out of school for the minimum amount of time necessary for the appointment, returning to school immediately after the appointment.
- 18.2 It is important to ensure there is effective safeguarding practice in place for children returning to school during the school day, following an appointment. A child arriving at school after being at a medical appointment, who has not been marked present for that session, must be signed as being back into school. Evidence of the medical appointment must be produced, otherwise a child arriving into school will be recorded as late, which may be an unauthorised lateness, depending on the time of arrival into school.

- 18.3 The school must work flexibly with parents in managing medical absence, so as not to penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. Children returning to school with corroborating evidence must be marked late on the register, without having the minutes they are late into school recorded. The school must ensure that a comment is added to the register to reflect this code change and the time the child arrived into school.
- 18.4 In the event of any inadequacies or non-compliance to practice, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

19 Children at Risk of Missing Education

- 19.1 A child who is absent from school for 10 consecutive school days is a 'child missing from education'. Enquiries to trace the child must have commenced, in accordance with attendance practice, immediately the concern is raised and in any case before the expiry of the 10 consecutive school days.
- 19.2 In such cases, where the whereabouts of a child is unknown, a referral must be made to the local authority. Before doing so, the School Attendance Lead must ensure all necessary enquiries to trace the pupil have been undertaken, through any additional contact numbers or home visits. This includes, alerting the Trust Attendance Manager, who will ensure the Trust Home-School Liaison Officer makes a priority visit.
- 19.3 It is a safeguarding requirement for the parent to notify the school of the reason for absence, on each day of absence. The school must advise parents of this requirement and must not accept a reason for absence that covers a block of days. If the parent does not notify the school each day, the school must initiate their absence response contact procedures. The School Attendance Lead must ensure that each day of absence is recorded as unauthorised on the MIS register where there is no reason provided.
- 19.4 The School Attendance Lead must ensure there are at least two emergency contact numbers recorded for each pupil. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.
- 19.5 The School Attendance Lead must ensure that parents are routinely requested to update contact information at the beginning of each school year, and once again throughout the school year. This goes beyond the legal requirement, but is good practice.
- 19.6 Where school staff have safeguarding concerns about a child, they must escalate their concerns to the Designated Safeguarding Lead.

- 19.7 In all cases, the Designated Safeguarding Lead, School Attendance Lead and Trust Attendance Manager must be alerted that a child is at risk of missing from education.
- 19.8 A child missing from education is regarded as a major safeguarding concern and may involve contact being made with the police or the local authority children's services. There must be no deliberation in making this call. All information must be recorded on CPOMS.
- 19.9 In the event of any inadequacies or non-compliance to practice, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

20 Elective Home Educated Children

- 20.1 A parent may decide to home educate their child and approach the school at which the child is registered, to seek guidance about withdrawing their child from school. There is no requirement for parents to obtain the school's agreement to educate their child at home, but parents have a duty to ensure their child of compulsory school age receives suitable full time education, at school or otherwise.
- 20.2 Schools must not seek to persuade a parent to educate their child at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.
- 20.3 It is a Trust requirement that the parent provides written notification that their child is receiving education otherwise than at school that must be provided to the Head Teacher. A proforma is available as part of the Trust's catalogue of attendance correspondence. Without this information, the child must not be removed from roll.
- 20.4 The Trust Head of Attendance and Welfare must be informed of such a request being made and where necessary, will have further discussions with the parent. If the child is to be removed from roll, the Head Teacher must acknowledge in writing, receipt of the parent's written request, advising of the date their child will be removed from roll. After this, the school must delete the child's name from the admissions register and advise the local authority, accordingly. It is the responsibility of the School Attendance Lead to ensure the local authority is notified.
- 20.5 In all cases the Designated Safeguarding Lead must be informed that a child is to be electively home educated.
- 20.6 In the event of any inadequacies or non-compliance to the above, the responsibility lies with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

21 Leave of Absence in Term Time (see Appendix I)

- 21.1 Leave of absence in term time is not a parental right.
- 21.2 The Trust Attendance Manager is responsible for facilitating the Leave of Absence in Term Time process. The process enhances safeguarding practice and ensures evidence is collated where penalty notices are issued or legal proceedings are taken.
- 21.3 The parent (known as the resident parent), who has responsibility to ensure the regular attendance of their child at school and with whom the child normally resides, must make a request to the Headteacher of the school where their child is on roll, for any leave of absence in term time. Where this includes both parents, each name of the parent should be included on the request form and duly signed by each parent.
- 21.4 Where the request is not made by the resident parent, the School Attendance Lead must make enquires with the resident parent as to the legitimacy of the request. In such cases, the School Attendance Lead must alert the Designated Safeguarding Lead to the request being made. Where there is acrimony between parents and the resident parent does not agree to the leave of absence in term time request, the resident parent must provide in writing details of the person with whom the child is taking the leave and that they do not support the application. If this is not provided, the resident parent remains liable to the issue of a penalty notice. Information must be recorded on CPOMS.
- 21.5 Using the appropriate form, a request must be made providing at least 20 school days' notice. For legal purposes a separate request is required for each child.
- 21.6 The Leave of Absence in Term Time policy forms part of the Attendance Policy. Both the policy and the request form must be available for download from the school's website.
- 21.7 Only the Head Teacher can grant leave of absence in term time.
- 21.8 Head Teachers must not grant leave of absence in term time unless it can be satisfied there is an exceptional circumstance.
- 21.9 The exceptional circumstance criteria is as follows and must be strictly applied:
- 21.9a a recent serious illness or bereavement of an immediate family member;
 - 21.9b a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;

- 21.9c restrictions on police leave, or other emergency services, where specific duties in relation to a national event have to be undertaken, which conflicts with school holidays.
- 21.10 Where there is ambiguity over the interpretation of any of the terms, advice should be sought from the Trust Attendance Manager.
- 21.11 On receipt of a request, the Head Teacher must sign the form, recording the decision in accordance with the exceptional circumstance criteria and forward it to the Trust Attendance Manager.
- 21.12 Where there is a discrepancy about the decision, the Trust Attendance Manager must discuss the action with the Headteacher. If this cannot be resolved, the Trust Attendance Manager must refer the matter to the Trust Head of Attendance and Welfare, whose decision will be final. Any reason for amending a decision must be recorded on the request form.
- 21.13 All comments made on the request form must be factual and relate to the decision made. Staff must be mindful that the document will be exhibited as evidence in any subsequent legal proceedings. For evidential purposes, the original form must be forwarded by the school, to be retained by the Trust.
- 21.14 The Trust Attendance Manager will further facilitate the process, to include written correspondence and verbal communication with the parent.
- 21.15 The leave of absence in term time process is intended to be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.
- 21.16 All requests, in each local authority area, must be applied strictly to ensure there is fair and consistent application of the policy and thereby avoid any discriminatory practice.

22 Traveller Absence

- 22.1 A number of different groups are covered by the generic term Traveller, – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Show people (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. The absence code T, must be used when Traveller families are known to be travelling for occupational purposes (engaged in a trade or business of such a nature as to require travel from place to place) and have agreed this with the school but it is not known whether the pupil is attending educational provision. It must not be used for any other types of absence by these groups.
- 22.2 For the absence to be duly authorised, the child must be recorded on the school MIS with the relevant ethnicity.

- 22.3 To help ensure there is continuity of education and the safeguarding of traveller children, it is expected that the child attends school elsewhere and is dual registered at another school. In such cases, the child must remain on the school roll as a dual registered pupil. The school must maintain contact with the subsidiary school in accordance with reciprocal attendance reporting and safeguarding practice.
- 22.4 Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.
- 22.5 Where a child is to be absent from school to travel in the course of a parent's business, the parent must provide details in writing of the duration of the period of absence and the expected date of return. For short periods of absence, the school must consider authorising the absence. The appropriate correspondence must be completed by the parent for the absence to be considered.
- 22.6 Where information is not provided and the child is known to have gone travelling, the absence must be recorded as unauthorised and the child missing education procedures implemented. Where the period of absence is in excess of 20 school days, the school must remove the child from roll, reporting the matter to the local authority. It is the responsibility of the School Attendance Lead to ensure the local authority are notified.
- 22.7 The School Attendance Lead must inform the Trust Attendance Manager of any traveller absence, who will liaise with the Traveller Education Service.
- 22.8 In the event of any inadequacies or non-compliance to the above, the responsibility lies with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

23 Part-time Provision

- 23.1 All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- 23.2 Part-time provision must be used sparingly. There must never be a situation where the number of pupils on part-time provision is proportionately higher than the number of pupils on roll, in any given year group.
- 23.3 The decision to initiate a part-time timetable must be agreed by the School Attendance Lead. The Trust Attendance Manager must be informed of a

pupil on part-time provision. It is the responsibility of the School Attendance Lead to ensure the local authority is notified.

- 23.4 Before agreeing to a part-time timetable, the school must consider any safeguarding issues and assess the risk to the child by not being in school. This must be included in the written record. The Designated Safeguarding Lead must be consulted where part-time provision is being considered.
- 23.5 In agreeing to a part-time timetable a school has agreed to a child being absent from school for part of the week or day and therefore must record the session as an authorised absence, registration code C, which has the meaning of other authorised circumstances.
- 23.6 There must be a written record of the details of the part-time provision. The pupil and the parent must sign to agree to the provision and the date when it will be reviewed. This must be no more than two weeks. A copy of the agreement must be given to the parent. Information must be recorded on CPOMS.
- 23.7 Records will be subject to scrutiny by the Trust, through a quality assurance process determined by the Trust Head of Attendance and Welfare.
- 23.8 A part-time timetable must not be treated as a long-term solution. It must have a time limit by which point the child is expected to attend full-time or be provided with alternative provision.
- 23.9 The Headteacher is responsible for ensuring there is a daily contact with a pupil subject to part-time provision, with a daily home visit to have sight of the pupil if the provision is not daily, or the pupil is reported as absent. Information must be recorded on the MIS and CPOMS.
- 23.10 In the event of any inadequacies or non-compliance to the above, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

24 Alternative Provision

- 24.1 Staff at both the school and the alternative provision are responsible for the safeguarding and welfare of pupils educated off-site. The school must have reciprocal arrangements in place with the alternative provider, to provide attendance information. This must be provided daily.
- 24.2 The school must question an external provider that is not providing attendance information or following up absences. Where there are discrepancies, this must be reported to the Trust Attendance Manager, who will make further enquiries with the provider. If the matter is unresolved this must be escalated to the Trust Head of Attendance and Welfare.

- 24.3 Each school must have an Alternative Provision folder to collate the attendance correspondence provided by the external provider. This must be stored as an electronic file.
- 24.4 Records will be subject to scrutiny by the Trust, through a quality assurance process determined by the Trust Head of Attendance and Welfare.
- 24.5 Pupils may be present at an off-site activity that has been approved by the school. The appropriate registration code B, is used in such cases and in using this code the school is certifying the education is supervised and measures have been taken to safeguard children. This code must not be used for any unsupervised educational activity or where a child is at home doing school work.
- 24.6 A pupil may be dual registered at more than one school. Where this is the case, the appropriate registration code D, is used to indicate the pupil was not expected to attend the session as they were scheduled to attend the other school, at which they are registered. The school must only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school.
- 24.7 In the event of any inadequacies or non-compliance to the above, the responsibility rests with the Headteacher. It is the responsibility of the link governor to provide quality assurance of attendance practice.

25 Attendance Correspondence (see Appendix J)

- 25.1 The attendance correspondence is universally applied and forms the basis of attendance practice and evidence in legal proceedings.
- 25.2 The letters have been drafted to ensure parents are provided with sufficient information, which outlines their legal responsibility and requirements in relation to matters of non- school attendance.
- 25.3 All attendance correspondence is in a form providing consistency across the Trust schools and the wording is maintained to satisfy legal requirements. If there is a need to deviate from the draft, this must be discussed with the Trust Head of Attendance and Welfare, in advance.
- 25.4 Each letter is referenced to reflect the attendance process and allow the letter to be identified and sourced within the attendance process. It establishes an audit trail.
- 25.5 The attendance letters must be applied consistently, fairly and proportionately to ensure there is no discriminatory practice.

26 Rewarding Attendance

- 26.1 Each school must have incentives for encouraging pupils to attend school regularly, including those pupils that are subject to part-time and alternative provision. It is important that all pupils, even those with low attendance, are given the opportunity to contribute to, and achieve rewards.
- 26.2 Incentives must be used for targeted groups as well as being applied universally.
- 26.3 At the commencement of each school year, each Headteacher must outline their attendance incentive programme. This must be available on the school website.
- 26.4 At the end of each term, the Trust Attendance Manager must review incentives with the School Attendance Lead to ensure they are being effective in raising attendance.
- 26.5 At the end of each term, the School Attendance Lead will ensure there is an overview of the progress of the attendance incentive programme.
- 26.6 The Trust Attendance Manager will maintain an e-file of incentives and resources that can be utilised by all schools. Schools must work collectively in sharing good practice.
- 26.7 The Trust Attendance Manager must support schools in implementing reward schemes, as appropriate.

27 Parental Engagement

- 27.1 Parents must be encouraged to be involved in their child's learning. Attendance data must be available on the school website. The School Attendance Lead must ensure there is at least a half termly attendance report on the school website.
- 27.2 The Trust website must offer a parent a forum to comment on attendance. This will be managed by the Trust Head of Attendance and Welfare.
- 27.3 Information to Parent's leaflets produced by the Trust must be available in school and downloadable from the school and the Trust website.

28 Pupil Voice

- 28.1 Pupil voice must be represented across all aspects of attendance practice.

29 Breaches of the Policy

29.1 Any breach of this policy may lead to pupil sanctions or staff disciplinary action being taken.

30 Equality Statement

30.1 Those within NPCAT who have responsibilities defined within this policy will carry out their duties with regard to the Trust's Equality Statement and commitment to abide by the Equality Act 2010:

- accepting our legal duty to ban unfair treatment and achieve equal opportunities in the classroom, the workplace and in wider society.

We have regard for our duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- advance equal opportunity
- Foster good relations

31 Related Policies

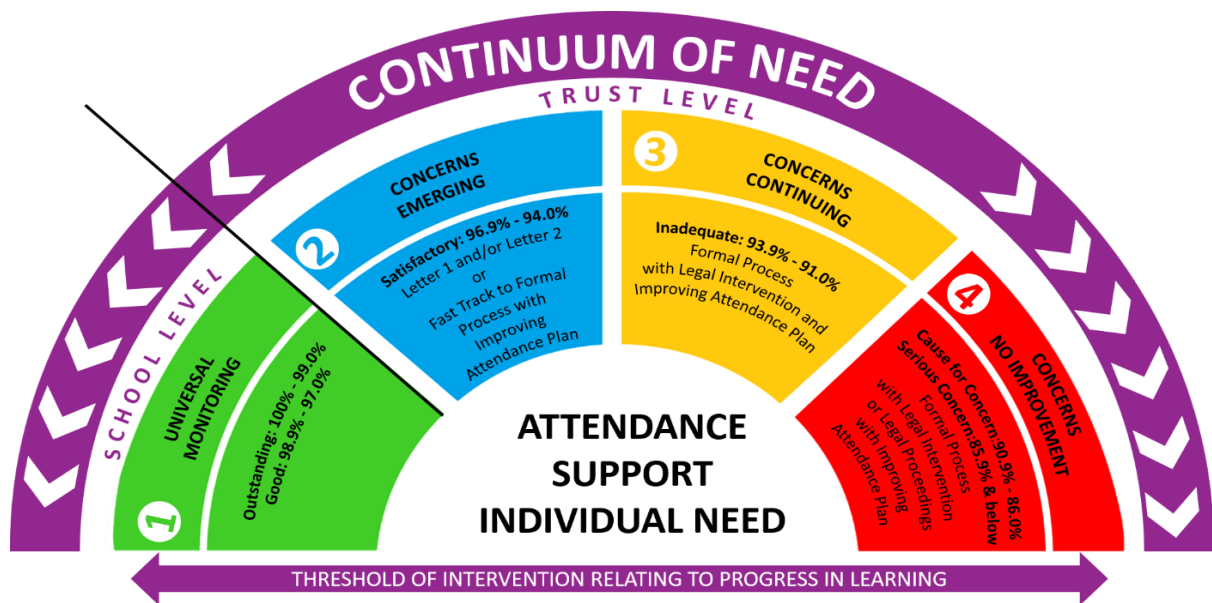
- NPCAT Code of Conduct for Pupils

32 Contacts

For advice on the content of this policy, please contact:

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Nicholas Postgate Catholic Academy Trust
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Appendix A: Model of Attendance Practice



Appendix B: Attendance Support to Schools

Tier	Criteria	Trust Support
1	<ul style="list-style-type: none"> ➤ Overall attendance is above the national rate. ➤ The trend is for attendance to be above national rate. ➤ Persistent absence is below the national rate. ➤ There are no groups of pupils that are disadvantaged by low attendance. ➤ High number of pupils have attendance within the parameter for Tier 1. 	<ul style="list-style-type: none"> ✓ Universal monitoring at school level. ✓ Universal leave of absence in term time. ✓ Bespoke home visit. ✓ Bespoke EYFS/Year 11 attendance. ✓ Bespoke lateness intervention. ✓ Bespoke PA intervention. ✓ Bespoke formal intervention. ✓ Half term school visit x1.
2	<ul style="list-style-type: none"> ➤ Overall attendance is above the national rate. ➤ The trend is for attendance to be at or above national rate. ➤ Persistent absence is at or below the national rate. ➤ There is at least one group of pupils that is disadvantaged by low attendance. ➤ High number of pupils have attendance within the parameter for Tier 2. 	<ul style="list-style-type: none"> ✓ Bespoke monitoring at Trust level. ✓ Universal leave of absence in term time. ✓ Bespoke home visit. ✓ Bespoke EYFS/Year 11 attendance. ✓ Bespoke lateness intervention. ✓ Bespoke PA intervention. ✓ Bespoke formal intervention. ✓ Half term school visit x2.
3	<ul style="list-style-type: none"> ➤ Overall attendance is below the national rate. ➤ The trend is for attendance to be at or below national rate. ➤ Persistent absence is at or above the national rate. ➤ There is more than one group of pupils that is disadvantaged by low attendance. ➤ High number of pupils have attendance within the parameter for Tier 3. 	<ul style="list-style-type: none"> ✓ Whole school monitoring at Trust level. ✓ Universal leave of absence in term time. ✓ Priority 2 for home visit. ✓ Priority formal intervention. ✓ IAP support. ✓ Focus on EYFS/Year 11 attendance. ✓ Focus on lateness intervention. ✓ Focus on PA intervention. ✓ Daily/Weekly school visit.
4	<ul style="list-style-type: none"> ➤ Overall attendance is below the national rate. ➤ The trend is for attendance to be below the national rate. ➤ Persistent absence is above the national rate. ➤ There is more than one group of pupils that is disadvantaged by low attendance. ➤ High number of pupils have attendance within the parameter for Tier 4. 	<ul style="list-style-type: none"> ✓ Whole school monitoring at Trust level. ✓ Universal leave of absence in term time. ✓ Priority 1 for home visit. ✓ Priority formal intervention. ✓ IAP support. ✓ Focus on EYFS/Year 11 attendance. ✓ Focus on lateness intervention. ✓ Focus on PA intervention. ✓ Daily/weekly school visit.

Appendix C: Roles and Responsibilities

Roles & Responsibilities at School Level	
School Attendance Lead	<ul style="list-style-type: none"> ➤ To ensure school attendance policy and practice, is in accordance with the Trust strategy. ➤ To undertake the daily moderation of registration practice with the Tutor/Class Teacher and Administrator. ➤ Establish a system in school to enable concerns about a child's attendance is aggregated and escalated at the earliest opportunity and having regard to safeguarding practice. ➤ Ensure there are systems in place that enable a pupil and parent to have the knowledge and understanding of attendance and learning. ➤ Ensure there is effective communication between key staffs with a responsibility for attendance and safeguarding. ➤ Liaison with the Designated Safeguarding Lead to ensure attendance practice underpins safeguarding practice. ➤ Liaison with the Trust Attendance Manager, in accordance with the tier of support. ➤ Ensure leave of absence in term time referrals are completed and submitted to the Trust, in accordance with the Trust requirements. ➤ Ensure the use of the Attendance Monitoring Data Dashboard and spreadsheet to track pupil attendance. ➤ Ensure part time and alternative provision is regularly reviewed and is time limited. ➤ Ensure there is appropriate monitoring and referral of children missing from education or electively home educated pupils to the local authority ➤ Report to the Trust Head of Attendance & Welfare, on children missing from education, electively home educated and subject to part-time and alternative provision. ➤ Establish effective reward systems in accordance with school incentives that includes all pupils, including those on part-time and alternative provision. ➤ Ensure relationships are being established with pupils that inform them of the Trust expectations for school attendance. ➤ Ensure relationships are being established with parents that inform them of the Trust expectations for school attendance.
Tutor or Class Teacher	<ul style="list-style-type: none"> ➤ Record pupil attendance for each registration sessions in accordance with Trust guidance, electronically or otherwise. ➤ Monitor pupil and class attendance. ➤ Escalate attendance concerns to the School Attendance Lead. ➤ Establish relationships with pupils that inform them of the Trust expectations for school attendance ➤ Establish relationships with parents that inform them of the Trust expectations for school attendance. ➤ Be alert to, and communicate any safeguarding concerns immediately to the School Attendance Lead or Designated Safeguarding Lead.
Administrator	<ul style="list-style-type: none"> ➤ Maintain the attendance register in accordance with Trust guidance, electronically or otherwise. ➤ Undertake daily absence contact with parent, in accordance with attendance and safeguarding practice. ➤ Amend registers with the appropriate attendance and absence codes. ➤ Provide a daily update to School Attendance Lead on absent pupils. ➤ Maintain records of alternative provision ensuring attendance information is provided. ➤ Be alert to, and communicate any safeguarding concerns immediately to the School Attendance Lead or Designated Safeguarding Lead.

Roles & Responsibilities at Trust Level

Trust Head of Attendance & Welfare	<ul style="list-style-type: none"> ➤ Implement the attendance strategy across all Trust schools. ➤ Establish a robust model of attendance practice across all schools that underpins safeguarding practice. ➤ Establish an early intervention approach to the attendance monitoring process. ➤ Establish a recognised system for recording actions for pupil absence within the attendance monitoring process at both school and Trust level. ➤ Establish an Attendance Monitoring Data Dashboard and spreadsheet to inform pupil attendance performance ➤ Coordinate and review the attendance support to schools at Trust level. ➤ Moderate referrals to the local authority requiring legal intervention. ➤ Deliver training for attendance staff in schools, the Trust and link Governors, to update on issues relating to attendance. ➤ Collaborate with local authorities and external agencies to ensure the Trust remains proficient in attendance matters. ➤ Report to the Board of Directors on attendance performance across the Trust. ➤ Undertake termly assessment and review of school attendance performance with Headteachers. ➤ Establish the pupil's voice in the shaping of services. ➤ Ensure parents are informed of the Trust expectations for school attendance. ➤ Establish effective parental engagement for school attendance through a variety of means of communication. ➤ Coordinate the marketing and distribution of attendance literature to parents, including EAL. ➤ Establish systems to ensure pupils on part-time or alternative provision are monitored at Trust level. ➤ Establish systems to ensure children missing from education and those that are electively home educated are known and reported to the local authority. ➤ Establish systems to ensure all information stored electronically or otherwise, is being handled confidentially and in accordance with data protection requirements
Trust Attendance Manager	<ul style="list-style-type: none"> ➤ Deliver the attendance process, ensuring there is robust practice with an early intervention approach that underpins safeguarding practice. ➤ Undertake the monitoring of attendance practice across schools, in accordance with the tier of support. ➤ Ensure there is use of the Attendance Monitoring Data Dashboard to track pupil attendance performance. ➤ Update attendance monitoring spreadsheet for schools. ➤ Ensure there is regular contact with schools, in accordance with the tier of support. ➤ Liaison with School Attendance Lead, in accordance with the tier of support. ➤ Undertake enquiries from parents and agencies regarding all aspects of the attendance process. ➤ Arrange and facilitate the formal attendance meetings, chairing Attendance Case Conference and recording actions. ➤ Establish good parental engagement to formulate effective plans to improve attendance. ➤ Prepare files for consideration of legal intervention including the preparation of witness statements. ➤ Give evidence at court. ➤ Facilitate the leave of absence in term time process and where appropriate refer matters to the local authority for issue of fines. ➤ Designate and supervise casework for the Home-School Liaison Officer.

Trust Attendance Manager Cont'd	<ul style="list-style-type: none"> ➤ Supervise the work of the Attendance Administrator to ensure all attendance correspondence is issued in a timely manner and subject to legal timeframes. ➤ Ensure pupil files are maintained, electronic and manual records. ➤ Collate a tool box of incentives for rewards and advise schools on best practice. ➤ Support schools with implementing reward schemes. ➤ Support career and aspirational programmes in schools. ➤ Promoting the child's voice to improve attendance practice. ➤ Ensure the school process for children missing from education has been followed. ➤ Ensure the process for children that are electively home educated has been followed. ➤ Monitor the attendance of those children that are subject to part-time and alternative provision. ➤ Ensure all information stored electronically or otherwise, is handled confidentially and in accordance with data protection requirements
Trust Home-School Liaison Officer	<ul style="list-style-type: none"> ➤ Daily home visits of identified absent pupils across schools, prioritising visits to the tier of support for the school and having regard to safeguarding practice. ➤ Establish good parental engagement to improve school attendance. ➤ Assist in the dissemination of attendance information. ➤ Liaison with the School Attendance Lead. ➤ Support pupils with Improving Attendance Plans. ➤ Contribute to supporting pupils with incentives and rewards. ➤ Contribute to career and aspirational programmes in schools. ➤ Ensure all information stored electronically or otherwise, is handled confidentially and in accordance with data protection requirements
Trust Attendance Support	<ul style="list-style-type: none"> ➤ Undertake the typing and issuing of attendance documentation, in a timely manner and in accordance with legal timeframes, as directed by the Trust Attendance Manager ➤ Maintain an electronic system for collating pupil attendance files. ➤ Maintain a manual system for collating pupil attendance files. ➤ Update records and systems in accordance with attendance and safeguarding practice. ➤ Prepare documents for the Attendance Case Conference. ➤ Disseminate documents to parents, schools and local authority. ➤ Ensure an electronic copy of all correspondence is saved in the pupil's file. ➤ Ensure a copy of all correspondence is uploaded to CPOMS. ➤ Ensure all information stored electronically or otherwise, is handled confidentially and in accordance with data protection requirements. ➤ Be alert to, and communicate any safeguarding concerns immediately to the Trust Attendance Manager or Trust Head of Attendance & Welfare.

Appendix D: Registration Practice

School Level

The register is a legal document.

The School Attendance Lead must undertake daily moderation of registration practice.

Registration must take place immediately the children are in school.

There are two registration sessions within the school day. The attendance register must be taken at the start of the first session of each school day and once during the second session. Entries into the register must not be pre-populated. On each occasion a record must be made as to whether a child is:

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

The tutor/class teacher must mark a child as either present, late before the close of registration or unauthorised absence. It is important that any known reasons for absence are immediately recorded as a comment on the register or otherwise communicated to the administrator. All other registration codes must be inputted by the administrator when following up absences.

If a paper register is used, it must be taken immediately to the school office, where the administrator will update the electronic register.

Where a register is not taken, the administrator will advise the tutor that the delay has been noted and provide a reminder of the necessity for the register to be completed without delay. This must be shared with the School Attendance Lead who will review the matter with the tutor/class teacher.

Any absences will be followed up immediately with the parent, by the administrator using the school initial response process, either telephone call or text message. A record of the contact, whether positive or negative, must immediately be recorded on the electronic register.

Reason for absence not yet provided, code N, must not be left on a pupil's attendance record indefinitely. If no reason for absence is provided after suitable enquiries have been made following registration, it should be replaced with code O, that is, absent from school without authorisation.

A pupil arriving at school late with corroborating evidence of a medical appointment, is to be given a late mark. Evidence to support the authenticity of the absence should be provided on arrival at school, or have otherwise been authenticated with the parent. Where there is a change made to the register, an entry should be made by the person making the amendment as to the time of arrival and the reason. **In such cases, the minutes late will not be recorded.**

Once the school entrance is closed, the pupil must be required to sign in at the school office, where the time of arrival and reason for lateness will be recorded. A signing

In/out book or electronic device must be available. In the case of a primary school aged child, the expectation is for the parent to accompany the child into the school office, to record the information.

Information on absence is required by the Trust Home-School Liaison Officer to undertake home visits.

In accordance with lone working practice, it is important that the Trust Home School Liaison Officer and any other staffs that visit the home are advised of any pertinent issues relevant to their Health & Safety or appertaining to the welfare of the child. The school should ensure a 'Quick Note' is added to the MIS advising of the concern. Such information must be dated and removed if no longer applicable.

Trust Level

The Trust Home School Liaison Officer will use information from the data dashboard and in collaboration with the school prioritise home visits where:

- there are safeguarding concerns
- there is no authorised reason for absence
- on the 3rd consecutive day of any absence, whether for illness or otherwise.
- the pupil is classified as a persistent absentee and is identified as a priority visit, regardless of a reason being given. In such cases, if the parent contacts the school and advises of a reason for absence, they must be advised that a visit may be made.

The Trust Home-School Liaison Officer and other staff making visits to a home, must update the MIS and CPOMS of any enquiries made, including a negative response. This must be done as soon as practicable following the visit.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Flow Chart: Registration Practice

The Education (Pupil Registration) (England) Regulations 2006

Register is a legal document.
 Register is exhibited by the Head Teacher in legal proceedings for non-school attendance.
 Compliance of registration practice.
 Safeguarding practice.

SCHOOL LEVEL

TUTOR

Register taken AM/PM.
 Registration codes restricted to \wedge present, N Absent no reason & L Late.
 Paper register immediately to Administrator

ADMINISTRATOR

Update MIS (paper register).
 Follow up absent pupils.
 Initial response process to contact parent, telephone call or text message.
 Amend register with appropriate absence code. Comment on MIS, including Quick Note.
 Follow up delayed register with tutor and School Attendance Lead.
 Liaison with HSLO for home visit

Part-Time Timetable

Agreed by School Attendance Lead.
 Approved by DSL
 AM informed
 Professional Challenge of external provider if register not provided

SCHOOL ATTENDANCE LEAD (SAL)

Ensure completion of register by Tutor & Administrator.
 Review delayed registers.
 Quick Note on MIS.
 Agree to part-time provision
 Overview of Alternative Provision to ensure reciprocal arrangement in place.
 Alerted to any concerns regarding pupil absence.
 Collaboration with DSL.

Alternative Provision

Update file, electronic or otherwise.
 Reciprocal arrangements in place.
 Correct use of registration code.
 Monitor & collate alternative provision information.

Medical Absence

Request for corroborating evidence
 Amendment to register with time of arrival and reason.

DESIGNATED SAEGUARDING LEAD (DSL)

Approve part-time timetable & alternative provision.
 Alerted to any concerns regarding pupil absence.
 Collaboration with School Attendance Lead.

TRUST LEVEL

HOME SCHOOL LIAISON OFFICER (HSLO)

Data dashboard to prioritise visits.
 Collaborate with school.
 Update MIS/CPOMS, or equivalent.
 Liaison with AM.
 Liaison with Administrator.

ATTENDANCE MANAGER (AM)

Ensure appropriate & consistent registration practice and use of registration codes.
 Ensure Attendance Policy applied.
 Liaison with HSLO & HA&W

HEAD OF ATTENDANCE & WELFARE (HA&W)

Attendance & registration audit in collaboration with School Attendance Lead.
 Alerted to deficiencies in registration practice.
 Liaison with Attendance Manager
 Consider threshold of support.

Appendix E: Lateness

School Level

Once the school entrance is closed, the pupil will be required to sign in at the school office, where the reason for lateness will be recorded. In the case of a primary school-aged child, the expectation is for the parent (or person bringing the child to school), to accompany the child into the school office, to record the reason for lateness. If the child arrives at school unaccompanied, this must be recorded on CPOMS.

Where a pupil is late for school, the administrator will ensure that the number of minutes late is recorded on the MIS, to include any reason for lateness. It is important this information is collated as it is required to identify persistent lateness and advise the parent of the time their child is missing from their learning owing to lateness.

If the lateness is owing to a medical appointment and the school has been satisfied as to the authenticity of the absence which can include a medical letter, appointment card, prescription notice or similar, the administrator must amend the absence to Code L, late before the close of registration, however, the minutes late will not be recorded.

The administrator must record a comment on the electronic register of the details of the appointment and time of arrival. All changed entries must be noted on MIS affirming the reason and person making the change.

The minutes late is reported cumulatively from the beginning of the academic year.

Under the direction of the School Attendance Lead, each school will impose its own sanctions for persistent lateness.

Trust Level

Using the information on the Attendance Monitoring Data Dashboard, the Trust Attendance Manager in collaboration with the School Attendance Lead will consider action to address persistent lateness of identified pupils. All actions will be recorded on the Attendance Spreadsheet.

Lateness letters will be issued. The Trust Home-School Liaison Officer should be considered to support improvements.

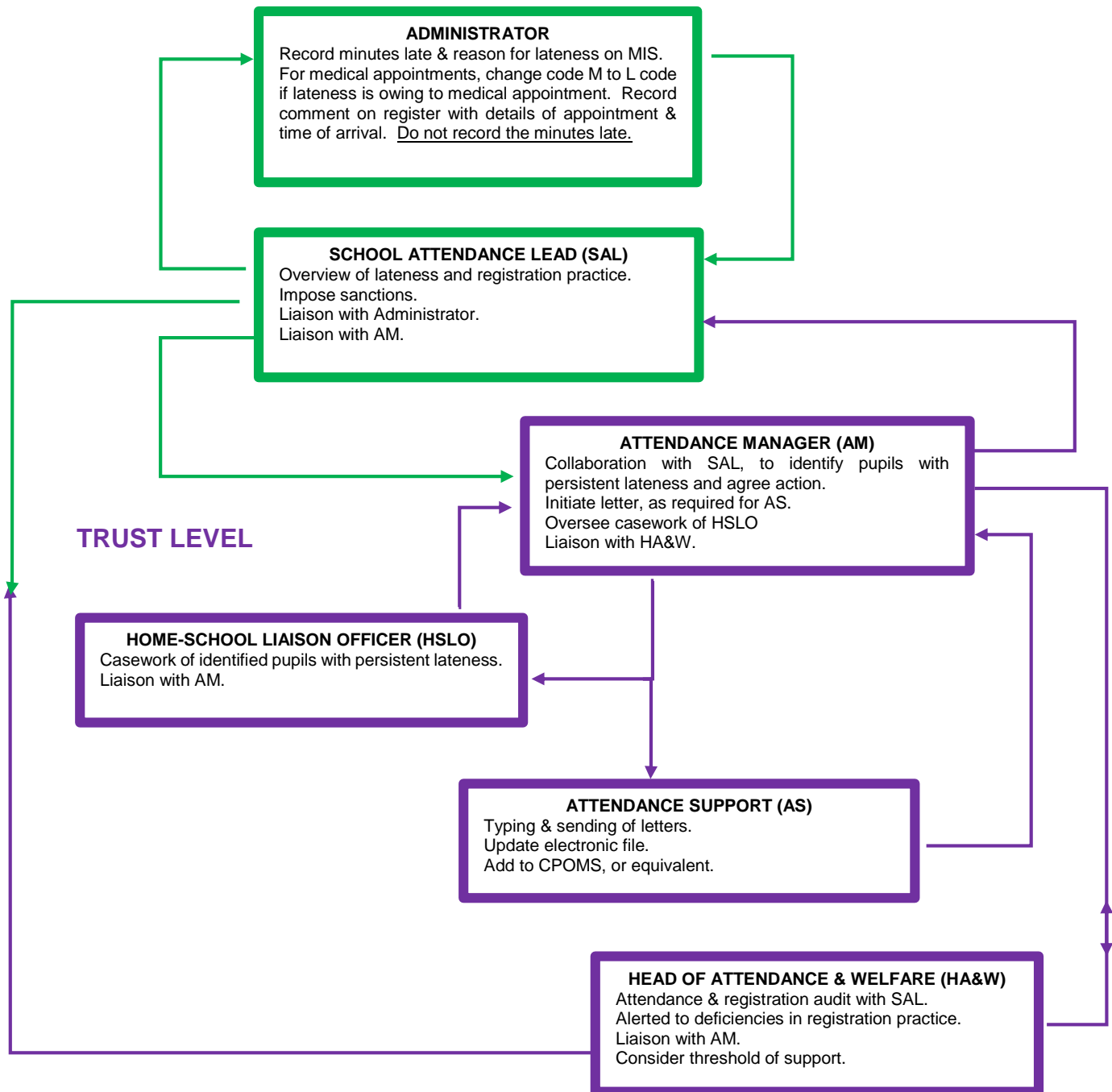
The Trust Attendance Support is responsible for the typing and issuing of attendance documentation in a timely manner, as directed by the Trust Attendance Manager.

The Trust Attendance Support will ensure an electronic copy of all correspondence is saved in the pupil's file and a copy is added to CPOMS.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Flow Chart: Lateness

SCHOOL LEVEL



Appendix F: Persistent Absence

School Level

Where a pupil identified as a persistent absentee is absent from school, the initial response calls undertaken by the administrator must advise the parent if contacted, that a home visit may be made by the Trust Home-School Liaison Officer.

Trust Level

At the beginning of each half term, the Trust Attendance Manager, will collaborate with the School Attendance Lead to decide whether the parent of a persistent absent pupil should be informed in writing that their child is a persistent absent pupil and an Improving Attendance Plan put in place. It may be that the child is subject to formal attendance processes with a plan in place. Duplication of intervention should be avoided. Where there is no formal process in place, an individual Improving Attendance Plan should be considered and the appropriate member of staff identified to discuss the plan with the child.

Where a persistent absent pupil is reported as absent, the Trust Attendance Manager in collaboration with the Trust Home School Liaison Officer will identify a persistent absent pupil for a priority home visit. This will complement any telephone contact undertaken by the administrator in the school when following up on daily absences.

The Trust Attendance Support is responsible for the typing and issuing of attendance documentation

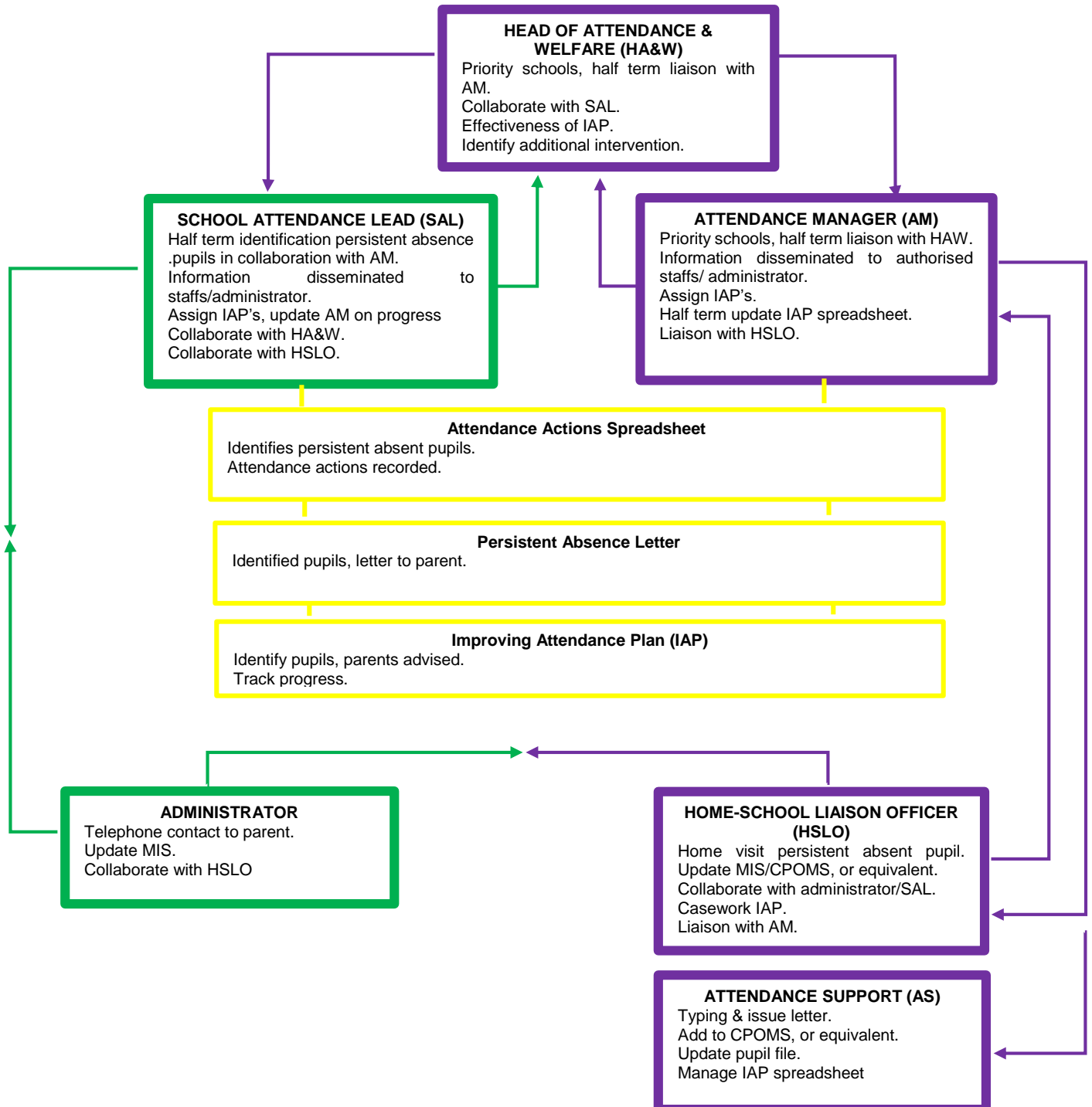
The Trust Attendance Support will ensure an electronic copy of all correspondence is saved in the pupil's file. A copy will also be added to CPOMS.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Flow Chart: Persistent Absence

SCHOOL LEVEL

TRUST LEVEL



Appendix G: Attendance Monitoring

School Level

Daily monitoring of attendance is undertaken by the school, with initial absence response calls.

Each day, the School Attendance Lead should ensure that a missing sessions report has been run to ensure all registration sessions have been accounted for. Where missing sessions are found this must be amended immediately.

The Attendance Actions spreadsheet is to be jointly used by the School Attendance Lead and the Trust Attendance Manager to identify an attendance action within the continuum of need model.

Trust Level

The Trust Attendance Manager will have regard to the Model of Attendance Practice and the continuum of need model, to decide on an action to be taken:

- Blue threshold, consideration must be given to initiating letter 1 or letter 2.
- If attendance declines to Amber or Red, the formal attendance process must be considered. This action must be agreed with the School Attendance Lead.

Attendance monitoring must include consideration of pupils who are on part-time timetables, alternative provision, excluded, missing education, elective home educated, persistent absentees, LAC and those subject to child protection measures.

Where there are pupils on alternative education provision, the Trust Attendance Manager must have an overview of the reciprocal arrangements and the correct registration code is being applied to the register.

The typing list of the letters to be issued will be created by the Trust Attendance Manager on the Attendance Actions spreadsheet.

The Trust Attendance Support will ensure letters are issued in a timely manner and an electronic copy of all correspondence is saved in the pupil's file. A copy will also be added to CPOMS.

Improving Attendance Plan (Trust)

The Improving Attendance Plan (IAP) is the Trust standard for improving school attendance. It is intended to be used with a reward incentive for the pupil and the parent, including weekly communication with the parent to promote and encourage parental engagement. It must be pupil led with agreed targets. Targets must be bite-sized and identified within the wider remit of the pupil's circumstances that will support the pupil coming to school. It may also be used to set parental targets. The full range of plans must be encouraged to be achieved as this will allow for 12-weeks improvements to attendance to be sustained and the pupil and parent to be supported. Recording and retention of any plans is important as it may be used as evidence in any subsequent legal proceedings.

The IAP should be used liberally across schools and the Trust to engage pupils and parents. It should not be used solely for those pupils that are subject to formal attendance processes. The School Attendance Lead must appraise the Attendance

Manager of individual pupils that are subject to an IAP, which is undertaken by school staffs. This will prevent duplication of practice and allow the Trust to measure the effectiveness of the intervention.

The Trust Attendance Support will ensure an IAP spreadsheet is in place and updated.

A plan may be initiated by the Trust Attendance Manager and assigned to the Trust Home School Liaison Officer where a pupil is subject to formal attendance processes.

The Trust Attendance Manager will monitor the effectiveness of plans with the Trust Home-School Liaison Officer.

The IAP is over a 4-week period. The pupil will agree no more than two targets to improve attendance and will meet weekly with their assigned worker. The worker will contact the parent after each session to report on progress. The expectation is for attendance to improve. If attendance is not improving, the worker will advise the parent that formal/legal intervention may be required. There are three plans that are RAB. The process starts with the Red plan. If improvements are made, this progresses to Amber and then to Blue. This allows the child to see progression and be supported over a 12-weeks period in sustaining improvements.

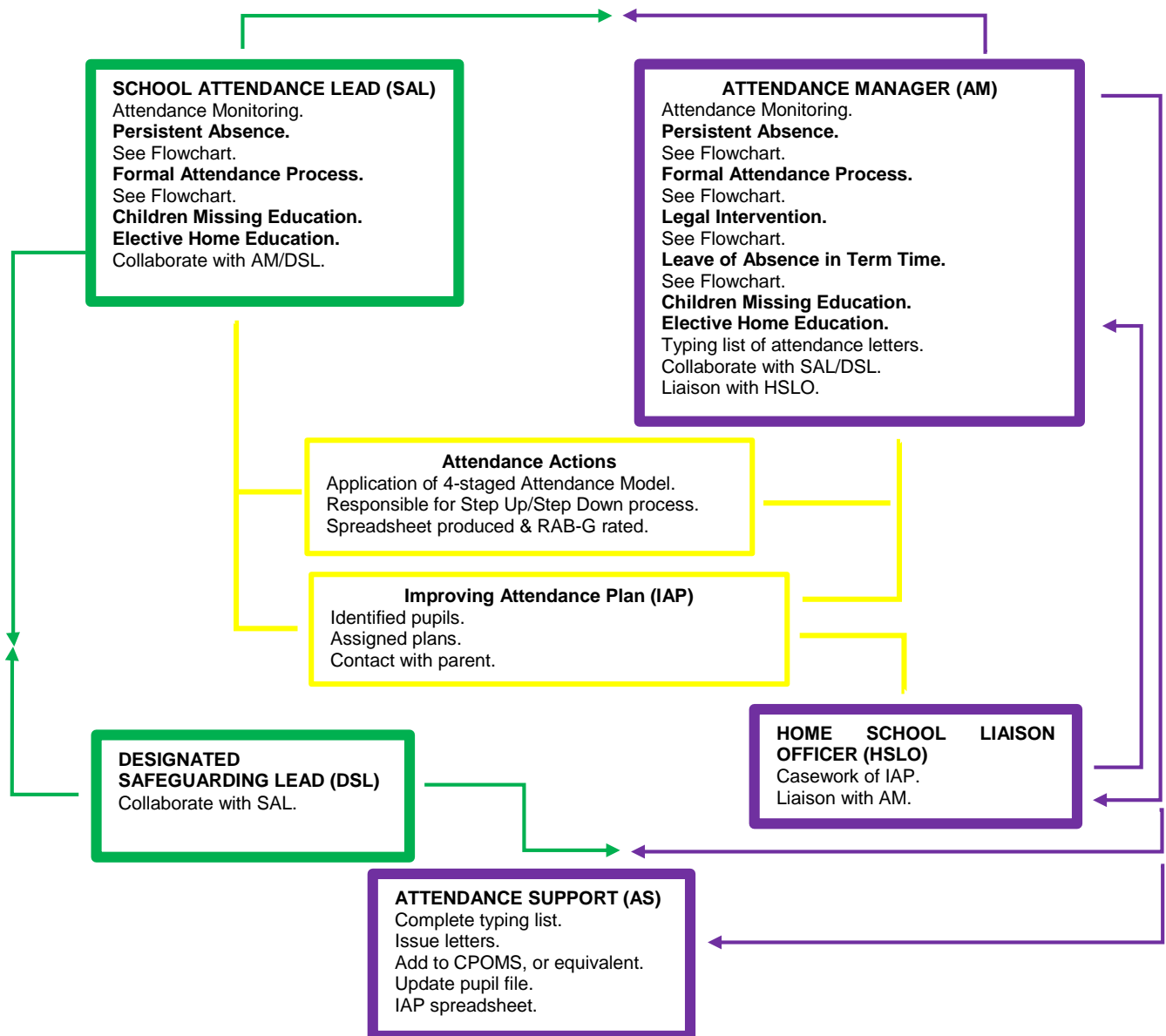
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Flow Chart: Attendance Monitoring

<i>Universal Monitoring</i>	<i>100% -97.0% Universal Monitoring</i>
<i>Concerns Emerging</i>	<i>96.9% - 94.0% Attendance Letter 1 Attendance Letter 2 or Fast Track</i>
<i>Concerns Continuing</i>	<i>93.9% - 91.0% Formal Attendance Process with Legal Intervention</i>
<i>Concerns No Improvement</i>	<i>Less than 90.9% Formal Attendance Process with Legal Intervention Legal Proceedings</i>

SCHOOL LEVEL

TRUST LEVEL



Appendix H: Formal Attendance Process / Legal Intervention

Trust Level

The Trust Attendance Manager will establish a case file. This will be held securely as a paper file and electronically. Correspondence will be collated in both files. The correspondence in the paper file will be recorded on the Referral Chronology appertaining to the current academic year and only including documents relevant to the formal process.

The collating of documents and the case file will be facilitated by the Trust Attendance Support.

It is important that correspondence is retained for evidence, should the matter be referred for consideration of legal proceedings.

The formal attendance process satisfies the requirements for legal intervention to be taken. It is important that the appropriate letters are issued and relevant documentation is completed.

Each parent is a separate legal identity and all correspondence should be issued individually, despite both parents living at the same address. If not, any subsequent prosecution could be undermined.

The Trust Attendance Manager will arrange for the parent to be invited to an Attendance Case Conference, to be held in the school. The Trust Attendance Support will ensure all correspondence is sent in a timely manner as directed by the Trust Attendance Manager.

At the end of each half term, the Trust Attendance Support will send an email to the School Attendance Lead, confirming the date and time of the Attendance Case Conferences to be held in the following half term, at the same time requesting information from the school about the child's academic progress and the impact the attendance is having on learning. A brief account must be provided

The conference will be chaired by the Trust Attendance Manager in the school where the pupil is on roll. It is expected that the school will provide a suitable room for the conference to take place.

School staff will not be formally invited to attend but must advise the Trust Attendance Manager if it is their intention to attend. This will enable the parent to have notice of the persons to be present. If any external professional attends the conference without prior notification being given to the parent, their participation in the conference must be discussed with the parent before the conference begins.

As the formal process is required to abide by statutory timescales for legal intervention, if a parent does not attend the conference, with or without apologies and the meeting cannot be reconvened, the meeting will be held in absence and recommendations made.

Following introductions, the Trust Attendance Manager will explain that the purpose of the meeting is to formulate plans to improve attendance advising that as the conference is part of the formal attendance process a legal intervention will be considered.

The parent must be informed at the conference the matter may be considered for legal action if attendance does not improve. It is important that in all cases a legal intervention is considered. This may be either the monitoring or issue of a legal intervention.

The penalty notice process must be considered as the initial option when considering a legal intervention. Before a penalty notice can be issued, the parent must be issued with a penalty notice warning. This is a period of 15 consecutive school days, where a child must attend school every day, otherwise the penalty notice may be issued. Where a penalty notice warning letter is issued, the parent must be given at least 3 days' notice of the commencement of the penalty notice warning period.

A court warning letter must be issued, if the matter is to be summonsed.

The evidence for referral to the local authority for legal intervention will have regard to the 6 months statutory limitation of proceedings. At least 10% unauthorised absence is required, within a prosecution period, which must fall within the 6 month period; calculated as 24 calendar weeks.

Where the matter is referred for legal proceedings, the Trust Attendance Manager may be minded to require the Magistrates to consider imposing a Parenting Order. This is not a punitive requirement but is aimed at supporting the parent in giving effect to their parenting responsibilities to enable school attendance to improve. In all cases the parent must be informed that such a request will be made. The Trust Attendance Manager will need to be mindful of local authority requirements for this request to be made and whether the local authority have provision to support an application.

Following the initial conference, a review conference will be arranged in 4 to 6 weeks, as required

In all cases, the Trust Attendance Manager will produce minutes of the conference and either a contract (where the parent has attended) or recommendations (where the parent has not attended), of actions to improve attendance. This must include an attendance target and consider a legal intervention, as afore-mentioned.

Minutes must be shared with the parent. Minutes must not be shared with any other person without the consent of the parent. Additionally, minutes must not be copied and distributed, without the consent of the Trust Attendance Manager.

For evidential purposes, minutes must be either posted by first class post or if necessary, hand- delivered. A letter will accompany the documents, along with the invite for the review meeting and any other correspondence relating to legal intervention. This is facilitated by the Trust Attendance Support under the direction of the Trust Attendance Manager.

Where a parent does not attend the meeting, the Home School Liaison Officer will make efforts to engage with the parent, usually by a home visit, to discuss the recommendations. This will also provide vital information and evidence for any subsequent legal proceedings.

If attendance is improving, the Trust Attendance Manager will step down the process and consider an Improving Attendance Plan to continue to support the child with improvements. This must be discussed with the School Attendance Lead.

The Trust Attendance Manager will arrange for a step down letter to be sent to the parent. A copy will be given to the Headteacher.

If improvements to attendance are not sustained following immediate closure of the process, the matter must be fast tracked back for formal intervention and consideration of legal proceedings.

Where there is no sustained improvement to attendance, and there is supporting evidence, the Trust Attendance Manager will complete a referral to the local authority, with a recommendation for legal intervention. This will take the form of either the issue of a penalty notice or the issue of a summons, depending on the relevant documents having been issued. The referral will be supported by the necessary documentation to satisfy the legal process within each local authority. A copy of the case file will be retained in the pupil's file. This will be facilitated by the Trust Attendance Support.

On completion of court action, and irrespective of whether the case is proven, the Trust Attendance Manager will arrange for the parent to attend a Post Court Meeting 1. The preparation and conduct of the meeting will follow a similar process to the Attendance Case Conference, whereby either a contract or recommendation will be made. Correspondence should be posted to each parent, having regard to the parents separate legal identities.

The matter will be reviewed in 4 to 6 weeks, at Post Court Meeting 2.

In either of the two Post Court meetings, the Trust Attendance Manager will consider if sustained improvement to attendance has been made and step down the matter, with continued support through an Improving Attendance Plan, or to close the case. Where there is no sustained improvement the matter will be stepped up and further formal attendance processes initiated, with the arrangement of the Attendance Case Conference. No more than two Post Court Meetings must be held.

Where a parenting order has been imposed, the Trust Attendance Manager will liaise with the Responsible Officer for the local authority in relation to the provisions of the order and any counselling sessions the parent is required to attend. An update on progress of the order should be regularly provided by the local authority. If the parent is not being compliant with the provisions of the order, including improvements being made to attendance, the Trust Attendance Manager must recommend to the local authority for the parent to be in breach of the order. Breach letters are undertaken by the local authority and where issued should be copied for Trust files. The Trust Attendance Manager must petition the local authority to initiate a breach letter, where it is considered there is a breach of the provisions of the order. Generally, the local authority process involves two breach letters, however, this may differ across each local authority. Following the issue of both breach letters, any further non-compliance should be undertaken by the local authority in liaison with the police.

Where breach letters have been issued without effect and further non-compliance has not been determined by the local authority, the Trust Attendance Manager must not be deterred from stepping up the matter to further formal processes with the requirement for legal intervention. Discussion with the local authority may require professional challenge.

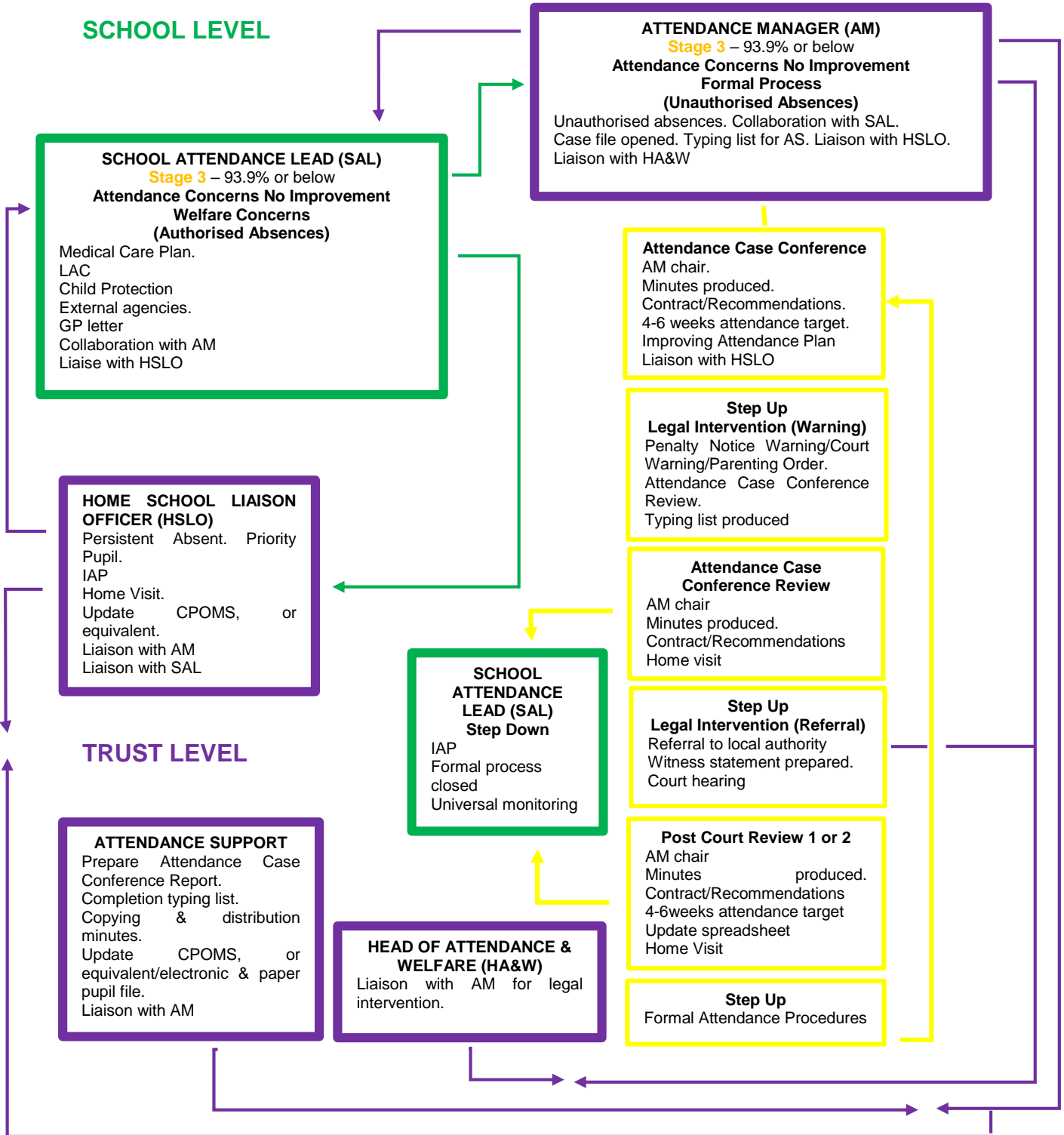
The Trust Attendance Support is responsible for the typing and issuing of attendance documentation, in a timely manner, as directed by the Trust Attendance Manager

An electronic copy of all correspondence must be saved in the pupil's file. A copy will also be added to CPOMS.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Flow Chart: Formal Attendance Process / Legal Intervention

The Education Act 1996, section 444(1), section 4441A & section 444ZA
 The Education (Penalty Notices) (England) (Regulations) 2007
 The Education (Penalty Notices) (England) (Amendment) (Regulations) 2012
 The Education (Penalty Notices) (England) (Amendment) (Regulations) 2013
 The Anti-Social Behaviour Act 2003, section 23
 Crime & Disorder Act 1998, section 8



Appendix I: Leave of Absence in Term Time

School Level

A leave of absence in term time request should be submitted by the parent with whom the pupil normally resides (resident parent) and recorded through each school office.

On receipt of a request, the administrator will record the details on the appropriate spreadsheet. Once recorded, the request form should be passed to the Trust Attendance Manager.

The Trust Attendance Manager will consider the request in accordance with the policy. This will include consideration of the exceptional circumstance criteria. Where necessary, the Trust Attendance Manager will make enquiries with the parent for any evidence to support the application.

Trust Level

Where the request is for a sporting activity undertaken by an external agency, the Trust Attendance Manager will ensure enquiries have been made with the external agency. The request will not be approved as an off-site educational activity unless it has been satisfied that appropriate safeguarding policies and practices are in place. In such cases, the parent must submit a request for leave of absence in term time, together with a supporting letter from the external agency, to include the name of the child protection lead of the organisation and a copy of, or link to, their safeguarding policy. The Trust Attendance Manager must collaborate with the Designated Safeguarding Lead for each school to authenticate the policy. This process must be undertaken in all cases where a pupil is being supervised off-site in an activity by an external agency. Without this information, the absence must not be granted and the parent will be liable to a fine.

Where a pupil is undertaking a performance, the Trust Attendance Manager will liaise with the local authority to ensure the appropriate Child Entertainment License has been issued.

If there is a discrepancy with a request being agreed, the Trust Attendance Manager will contact the Headteacher to discuss the matter. Where this cannot be resolved the Trust Attendance Manager will forward the matter to the Head of Attendance & Welfare. All correspondence must be factual and recorded on the form.

The request form should be forwarded to the Trust Attendance Support for the typing and issue of the appropriate letter to the parent, which will include a copy of the signed application form. The Trust Attendance Support will update the spreadsheet accordingly.

The Trust Attendance Manager will retain the request form and continue to monitor the process. If the leave of absence in term time is taken, the Trust Attendance Manager will apply the criteria in the Penalty Notice Code of Conduct to determine whether a penalty notice should be issued or a warning letter. If the criteria satisfies the issue of a penalty notice, the appropriate letter will be issued to the parent, with submission to the local authority making recommendation for the issue of notice. This must be done in compliance with each local authority procedures.

If the criteria is not satisfied the warning letter will be issued to the parent. The Trust Attendance Manager will complete the typing sheet and the Trust Attendance Support will ensure the appropriate letter is issued and the referral is submitted to the appropriate local authority with the supporting documents. The attendance actions spreadsheet is updated.

The Trust Attendance Manager will retain the paper file and monitor the response of the local authority if a penalty notice has been recommended. Where the warning letter is issued, the Trust Attendance Manager will update the attendance actions spreadsheet and close the file. The paper file is retained and filed by the Trust Attendance Support.

If the penalty notice is issued, the file will remain open and monitored by the Trust Attendance Manager for payment of the fine. If the fine is paid, the Trust Attendance Manager will update the attendance actions spreadsheet and close the file. The paper file is retained and filed by the Trust Attendance Support. If the fine is unpaid, the Trust Attendance Manager will liaise with the appropriate local authority in preparation of the court file. The paper file is retained and filed by the Trust Attendance Support.

Where leave of absence in term time is taken without submission of the application form, information should be communicated to the Trust Attendance Manager, who will investigate the matter with the parent. In such cases, the Trust Attendance Manager will arrange for the issue of the appropriate letter. If on enquiry, the parent admits to the leave of absence in term time, applicable to the policy, the Trust Attendance Manager will ensure the appropriate registration code is applied and complete for submission to the appropriate local authority. This will include a recommendation for either the issue of the penalty notice or the warning letter, in accordance with the penalty notice code of conduct. The paper file will be retained by the Trust Attendance Support and the process followed, as if application had been made. The Trust Attendance Support will update the attendance actions spreadsheet.

If the parent does not admit to taking leave of absence in term time, the Trust Attendance Manager will consider the authenticity of the absence and where this is not satisfied, the absence will be unauthorised. The Trust Attendance Manager will then consider referral of the matter to the local authority in accordance with formal attendance process.

To ensure the consistency of safeguarding practice for all pupils on roll at the school, the expectations for leave of absence in term time also applies to pupils not of school age. The same process is applied, however, the matter cannot be referred to the local authority. The correspondence to parents is similar, other than it states that legal intervention does not apply.

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Show people (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. When Traveller Families are known to be travelling for occupational purposes the school requires a Traveller Families Postcard to be completed before the pupil is to be absent. This is a safeguarding requirement, which enables the school to be aware of the duration the pupil is to be absent from the school and the area in which the child will be residing. If the postcard is not completed the absence will be recorded as

unauthorised and formal attendance processes considered. If the absence is agreed by the Head Teacher, the absence will be recorded with registration code T and the Trust Attendance Manager will ensure the appropriate letter is issued. Retrospective notification will not be authorised.

The parents of children from travelling groups are encouraged to ensure their child continues with their education so that their learning is not interrupted. In such cases, the school will support dual registration arrangements with a subsidiary school in the area in which the pupil is travelling to. This will enable the school to keep the pupil on roll as their main school, until their agreed return. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

If a pupil does not return to the school as expected from leave of absence in term time or from travelling, the Children Missing Education process must be initiated (see para 19). Where all enquiries to trace the pupil have been satisfied, the school will remove the pupil from roll after the expiry of 20 school days, or as otherwise advised by the Trust Attendance Manager.

The Trust Attendance Support is responsible for the typing and issuing of attendance documentation, in a timely manner, as directed by the Trust Attendance Manager.

An electronic copy of all correspondence is saved in the pupil's file. A copy will also be added to CPOMS.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Flow Chart: Leave of Absence in Term Time

The Education (Pupil Registration) (England) Regulations 2006
 The Education Act 1996, section 444 (1)
 The Education (Penalty Notices)(England)(Regulations) 2007
 The Education (Penalty Notices)(England)(Amendment)(Regulations) 2012
 The Education (Penalty Notices)(England)(Amendment)(Regulations) 2013

SCHOOL LEVEL

HEAD TEACHER (HT)
 Request form/Traveller postcard for signing.
 Consider exceptional circumstance criteria.
 Unless otherwise stated, forward to AM.

ADMINISTRATOR
 Application form/Traveller postcard submitted through school office.
 Record details on spreadsheet.
 Forward application to AM.
 Dates recorded as comment on register.

TRUST LEVEL

ATTENDANCE MANAGER (AM)
 Consider request in accordance with Leave of Absence in Term Time Policy.
 Where necessary, make enquiries with parent. Liaison with DSL.
 Discussion with HA&W if discrepancy.
 Typing list to AS.

DESIGNATED SAFEGUARDING LEAD (DSL)
 Off-site Approved Sporting Activity

Leave Taken
 Letter to parent.
 Recommendation made in accordance with Penalty Notice Code of Conduct.
 Referral to local authority or warning letter.
 Monitor for local authority response.
 NSA letter to parent.

Leave Taken Without Application
 Information to AM for investigation with parent.
 Letter to parent.
 Leave admitted, consider criteria for exceptional circumstances.
 Amend registration certificate with appropriate code.
 Referral to local authority or warning letter.
 Not admitted, absence unauthorised & formal attendance processes considered.

Off-site Approved Sporting Activity
 Further enquiries with external agency.
 School to be satisfied appropriate safeguarding policy & practice in place.
 Parent to provide supporting letter from external agency, to include name child protection lead & copy of, or link to, safeguarding policy.
 Safeguarding policy retained by school for inspection purposes.
 DSL alerted to and satisfied with policy.
 Registration code P (supervised sporting activity).
 Other code letter to parent.

Warning Letter (Academy)
 Warning letter issued, case closed.
 Monitor formal attendance process.
 Update spreadsheet.
 Add to CPOMS, or equivalent.

Penalty Notice (Local Authority)
 Penalty Notice issued, monitor payment.
 Penalty Notice unpaid, legal proceedings by local authority.
 Legal proceedings complete Post Court Meeting (Formal Attendance Process).
 Update spreadsheet.
 Add to CPOMS, or equivalent.

Child Performance
 Liaison with local authority to ensure Child Entertainment Licence issued.
 Registration code B (educated off-site).
 Other code letter to parent.

ATTENDANCE SUPPORT (AS)
 Typing and issue of appropriate letters.
 Copy of application form to parent.
 Original application and copy of letter on file.
 Forward application form & letters to AM.
 Supporting documents to file.
 Submission to local authority.
 Update spreadsheet.
 Add to CPOMS, or equivalent.

Traveller Families
 Traveller Postcard completed.
 Registration code T (Traveller).
 Other code letter to parent.
 Encourage & support dual registration.
 Liaison with Traveller Education Service.

Appendix J: Attendance Correspondence

Trust Level

All letters are to be drafted to the Trust standard.

The date of the letter is required to be written in full, for example, 11th September 2017. The date must not be abbreviated, for instance, **as 11/09/17**. This has the potential to be incorrectly interpreted as the month/date/year.

A date contained within the text of the letter is required to be written in full. This includes the date for the commencement of a penalty notice-warning period and the end date.

An invite to a meeting should be written within the text of the letter in the format of time/day/date/venue, with the particulars written in full and in bold. For instance, **1:30pm on Friday 11th September 2017 at St Margaret Clitherow's Catholic Primary**.

At all times, the name of the school should be written in full.

Information regarding parental salutation and addresses should be taken from the details provided by the parent on the school's MIS. Where this differs or is not given, confirmation of the details should be sought before the letter is issued. It is the responsibility of each school to update parental details.

The parental salutation for the addressee, should be written using the appropriate title, initial of forename followed by the surname, for instance, **Mrs J Smith**. Unless otherwise agreed, the salutation of 'parent/carer' should not be used. This is significant to the identification of persons for legal purposes.

The greeting at the opening of the text, the parental salutation should include the appropriate title and the surname, for instance, **Dear Mrs Smith**.

A pupil is identified on the letter by their full name printed in bold. In all cases, where a child's date of birth is used, it should be formatted as DD/MM/YYYY, for instance, **Re: John Smith DOB: 01/01/2005**. This information should be taken from the details held on the schools MIS. Where this differs or is not given, confirmation of the details should be sought from the appropriate school. It is the responsibility of each school to update details.

For the penalty notice-warning letter and the EYFS letter, it is important that the words 'absences' and 'sessions' are used within the text. For instance, '.... **of which, 2 sessions were authorised absences and 20 sessions were unauthorised absences.**' At least 3-days' notice must be given to the parent, before the commencement of the penalty notice warning period.

To satisfy legal requirements, a separate letter is required for each parent. Despite living at the same address, the letters are required to be posted separately.

A full entry of the letter posted must be made in the post book. This includes the date the letter was posted with the addressee's name and address. This allows for an audit trail to be established.

In legal proceedings, first class post is deemed to be good service. All letters relating to the formal attendance process should be sent by first class post. This includes:

- SO4 home visit letter
- SO5 initial invite to Attendance Case Conference
- SO6 review invite to Attendance Case Conference
- SO7 penalty notice-warning letter
- SO8 court warning letter
- SO12aCSA leave of absence in term time, referral to local authority letter
- SO12b leave of absence in term time, not admitted letter
- SO15 parenting order letter
- SO16CSA leave of absence in term time, denied letter
- SO19 post court invite letter 1
- SO19a post court invite letter 2
- SO27 minutes letter

All other correspondence can be sent 2nd class post.

Letters, other than formal attendance letters, may be hand-delivered to the parent. In doing so, the letter should only be handed to the addressee. A record should be kept on the child's register on the schools MIS.

The process for issuing attendance letters is intended to be supportive and informative to the pupil and the parent. Any collaboration must be open, transparent and accountable.

The Trust Attendance Support is responsible for the typing and issuing of attendance documentation in a timely manner, as directed by the Trust Attendance Manager. An electronic copy of all correspondence is saved in the pupil's file by the Trust Attendance Support. A copy will also be added to CPOMS.

It is important for audit purposes that attendance action spreadsheets are updated.

All information stored electronically or otherwise, must be handled confidentially and in accordance with data protection requirements.

Appendix K: Exemplar School Attendance Policy

Exemplar School Attendance Policy (Page 1)

NAME SCHOOL recognises that high levels of school attendance are significant to raising standards in education and ensuring all pupils can fulfil their potential. It is an assumption so widely understood but insufficiently stated that children and young people need to attend school regularly to benefit from their education. Missing out on lessons leaves pupils vulnerable to falling behind and achieving less in both primary and secondary school.

The policy is relevant to every child on roll between the ages of

***3 and 11 years (primary)**

***11 and 16 years (secondary)**

***16 years and 19 years (Sixth Form)**

The Trust facilitates the attendance monitoring and intervention where a child's school attendance is falling below national expectations. A robust monitoring process ensures a parent is aware of their child's attendance at the earliest opportunity with intervention at the appropriate threshold within a continuum of need.

As with all aspects of a child's life, it is the parents who have the pivotal role in ensuring their child's best interests are taken into consideration at all times. The law in relation to the regular attendance of a child at school is strict in the application of this responsibility. We want to support our parents in carrying out this responsibility but at the same time we will tender challenges where a child's level of attendance falls behind expectations. To this end, the policy is robust in its early identification of attendance concerns and structured to ensure the appropriate level of support is put in place.

Safeguarding and pupil absence from school

Absence from school is a safeguarding factor and this will be the foremost concern for the school and the Trust when dealing with pupil absence. It is therefore important that parents notify the **NAME SCHOOL** of reason for absence on each day of absence and that absences are kept to a minimum to avoid any unnecessary home visits or referrals to external agencies.

NAME SCHOOL recognises that safeguarding is everyone's responsibility, and all staff who during the course of their employment have direct or indirect contact with the pupils and their families, or who have access to information about them, have a responsibility to safeguard and promote the welfare of the pupil. This includes effective joint working practice with external agencies and professionals that have different roles and expertise and ensuring attendance practice and record keeping reflects this responsibility.

Absence from school is monitored to identify pupils who may be vulnerable for welfare reasons or identified as not making progress in their learning.

NAME SCHOOL recognises that a child's learning journey starts at the very beginning of their Early Years education, this being an important time for parents to embed good habits of attendance with their child, which will follow them through their school life. The parent is expected to have good routines in place to ensure their child is prepared for school each day and is ready to learn by attending regularly and being in school on time. Once established, we believe the child will easily become accustomed to all school routines and will grow through their education to become an independent learner. If there are any issues the child's class teacher must be alerted immediately.

At times difficulties may arise within a family, which can impact upon a child's learning and school attendance. In such cases, it is important for a pupil or parent to speak to a person within school, who in confidence, will listen and discuss the best way forward. **NAME SCHOOL** believe in working closely with the pupils and parents to develop relationships to ensure a child's education is not interrupted and they can continue to attend school regularly. However, by the same token, the frequent absence of a child from school will not be tolerated and the necessary enquires will be made with a parent.

Context of the school attendance measures

A parent is responsible for ensuring their child being of compulsory school age receives a suitable full-time education and attends school regularly. This is a legal requirement.

Exemplar School Attendance Policy (Page 2)

A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 January and 31 March, they are of compulsory school age on 31 March; if they turn five between 1 April and 31 August they are of compulsory school age on 31 August. If they turn five between 1 September and 31 December, they are of compulsory school age on 31st December.

A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

The legal powers and duties that govern school attendance and explains how they apply to local authorities, academies, head teachers, school staff, governing bodies, pupils and parents, are contained in:

- 2 The Education Act 1996, sections 434(1)(3)(4) & (6) and 458(4) & (5)
- 3 The Education (Pupil Registration) (England) Regulations 2006
- 4 The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- 5 The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- 6 The Education (Pupil Registration) (England) (Amendment) Regulations 2013

School Day

The timings for the school day are as follows:

INSERT START & FINISHING TIMES, INCLUDING TIME REGISTRATION CLOSSES (RECOMMENDATION AFTER 30 MINUTES)

Morning registration will take place at the start of the school day. **INSERT TIME**

Afternoon registration will take place immediately after lunch. **INSERT TIME**

If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. In such cases, to ensure effective safeguarding practice is in place, it is important that the pupil's details are recorded in school as being signed out by a member of staff. In the case of a primary school aged child a signature from the appropriate adult collecting the child is also required. Accordingly, where the pupil returns to the school, they should be signed back in. Reasons for signing a child out of school, in every case must be confirmed by the parent. Evidence will be requested to support the reason.

Attendance and Absence Codes

A list of all the codes and their meanings are contained in the *The Education (Pupil Registration) (England) Regulations 2006*.

The codes enable the school to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps the school, local authority and Ofsted to gain a greater understanding of the level and the reasons for pupil absence. Parents are encouraged to notify the school of reason for absence on each day of absence, to enable the appropriate registration code to be applied.

Attendance Registers

The law requires all schools to have an attendance register. All pupils (regardless of their age) must be placed on the register.

At **NAME SCHOOL**, the attendance register is taken at the start of the first session of each school day and once during the second session. . On each occasion a record is made as to whether a pupil is:

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

The school will follow up any absences to:

- ❖ Ascertain the reason;
- ❖ Ensure the proper safeguarding action is taken if necessary;
- ❖ Identify whether the absence is approved or not; and

Exemplar School Attendance Policy (Page 3)

- ❖ Identify the correct code to use before entering it on to the electronic register which is used to download data to the School Census.

All attendance information is kept in accordance with confidentiality and data protection practice. The main attendance register is compiled electronically using the **Management Information System (MIS)**.

Lateness

Code L: Late arrival before the register has closed

Code U: Late arrival after the register has closed.

(Registers close 30 minutes from the beginning of registration. For statistical reasons, arrival to school after this time is recorded as an unauthorised absence and will be subject to formal attendance processes. Afternoon registration closes after the register is taken).

Regular school attendance is determined between the hours prescribed by the school. As part of a parent's responsibility to ensuring their child attends regularly at school, it is important for parents to ensure their child is arriving on time to school.

NAME SCHOOL will not tolerate a child being late to school and reasons will be contested. The staffs strive hard to ensure each pupil within their care is taught to good and outstanding national curriculum requirements. This cannot be achieved where a child is late to school and is not ready to learn.

It is important that a child arrives to school on time.

Once the school entrance is closed, the pupil will be required to sign in at the school office, where the reason for lateness will be recorded. **In the case of a primary school aged child, the expectation is for the parent (or person bringing the child to school) to accompany the child into the school office, to record the reason for lateness.**

Lateness to school can be a very upsetting and isolating experience for a child and parents are encouraged to ensure that their child is on time at school every day. This is important for the child as:

- ❖ Before the beginning of the school day, it is important for a child to have contact with their peers on the playground. This is one of the times during the school day where they can share quality time with their peers and are able to forge their friendships. Children who are late to school miss this opportunity and can quickly become anxious and withdrawn, lacking in self-esteem and feeling left out.
- ❖ Children who are late to school readily become identified amongst their peer group as a person who is unprepared for school and who disrupts the learning of others. This can leave the child feeling confused and unsettled, having to play catch up with their work without having had the appropriate instruction from the tutor. In turn, this may lead to the child becoming unhappy and disaffected with their learning and not wanting to come to school.
- ❖ All the business of the school day is generally given to the pupil in the registration period. Where a child is late to school, they may miss out on vital information important to their learning or participation in other school activities, such as school trips.

At NAME OF SCHOOL (SECONDARY ONLY), if a pupil is late to school, they will receive a same day after school detention. It is particularly important for pupils in their final school years to have good punctuality as this information, along with their percentage of school attendance, is given by the school in any future references sought from prospective employers or further education providers.

Lateness to school is a safeguarding factor which is monitored to identify pupils who may be vulnerable for welfare reasons or identified as not making progress in their learning. The minutes late are accumulated on each occasion a child is arriving late to school. Where lateness is persistent, the Trust may notify a parent in writing of the amount of time which their child has missed from their learning, by arriving late to school. Following receipt of a letter, the expectation is for lateness to school to improve.

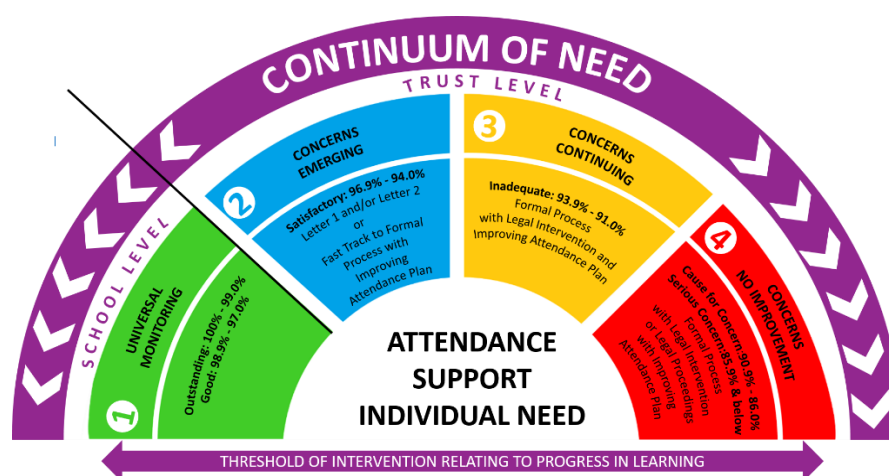
Monitoring Attendance

The Trust monitors school attendance when attendance falls below national expectations and facilitates the attendance monitoring process in collaboration with the School Attendance Lead.

The expectation is for pupils to attend school every day, otherwise attaining at least 97% attendance for the school year, which equates to having 5 days (or 10 sessions) absence.

Exemplar School Attendance Policy (Page 4)

The model of attendance practice supports a continuum of need applying a step up/step down process. It consists of a four-tiered approach, which is applied consistently across the stages, to ensure the individual needs of a child are being met.



A robust attendance process is applied within the tiered-approach that matches the level of a child's attendance to their expected progress in learning. This will determine the level of intervention necessary. **The monitoring of attendance for pupils in the Early Years Foundation Stage (FS1) and the Sixth Form follows this process but without recourse to formal or legal proceedings. The monitoring of attendance for pupils in the Early Years Foundation Stage (FS2) follows this process, including the formal attendance process but without recourse to legal intervention where the child is not of school age.**

The Trust will notify a parent in writing, as early as possible, where their child's attendance has fallen below expectations. To comply with legal requirements, each parent is notified in writing separately.

At stage 2, where there are continuing concerns and decline in attendance, the second attendance letter highlights the need for the parent to provide proof of illness/medical absence to be provided to enable the authenticity of an absence to be satisfied. In such cases, a prescription notice, medical letter, appointment card, or similar, will suffice. The school does not require the parent to provide a GP sick note, and do not expect the parent to make an additional payment, subject to prescription charges, to satisfy this requirement.

The attendance process is subject to fast tracking and where appropriate, the Trust will initiate measures without recourse to the staged approach. This is generally applied where unauthorised absence has been determined, is frequent and further delay will be detrimental to the welfare and educational progress of the pupil.

Formal Attendance Process/Legal Intervention/Legal Proceedings

The Trust initiates the formal attendance process, where there is a continued decline in attendance (stage 3). In such cases, the Trust will invite the parent to an Attendance Case Conference, to be held at the school, the purpose of which is to formulate a plan to work together to improve attendance. A legal intervention will be considered. A review conference will be held within 4 to 6 weeks. In some cases, the Home-School Liaison Officer may be assigned to support a parent and child to improve attendance.

As a child's regular attendance at school is a legal requirement, subject to section 444 of the Education Act 1996, legal intervention may be deemed to be necessary (stage 4). This requires a referral to the local authority who has the delegated authority to arrange either the issue of a summons or penalty notice to the parent of a child who is not attending school regularly, where there is evidence to support the commission of the offence.

Exemplar School Attendance Policy (Page 5)

The Trust will initially consider using the Penalty Notice Regulations when considering a legal intervention. This must be preceded by a penalty notice warning letter, requiring the parent to ensure the child attends school every day for 15 consecutive school days, as stipulated in the letter, otherwise the parent may be issued with a penalty notice. By adopting this measure, it is hoped that good habits of attendance will be encouraged and further intervention is not required. Where the penalty notice warning period has been achieved, it is important that improvements to attendance are sustained, otherwise a fine may still be issued.

The issuing of a penalty notice is undertaken by the local authority acting on the recommendation of the Trust and subject to evidential requirements being satisfied. The penalty is £60 if paid within 21 days, rising to £120 to be paid within 28 days. Payment is made to the local authority. There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28-day period, the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

The Trust may consider the issue of a court warning letter to a parent, where on the acquisition of evidence, the matter will be referred to the local authority for a summons to be issued against the parent. Cases are heard in the Magistrates Court and triable on conviction to a fine up to and not exceeding £2500 and/or 3 months' imprisonment.

Where the matter is referred for legal proceedings, the Trust may be minded to require the Magistrates to consider imposing a Parenting Order. This is not a punitive requirement but is aimed at supporting the parent in giving effect to their parenting responsibilities to enable school attendance to improve.

Persistent Absence

A pupil who has 10% or more absence is classified as being a 'persistent absentee'. This is measured in sessions missed from school and could be owing to either authorised or unauthorised absence. These are pupils that are particularly vulnerable to missing education or not making efficient progress in their learning. In most cases pupils with this level of absence will be subject to an Improved Attendance Plan, to ensure they are supported to improve their school attendance. In collaboration with the School Attendance Lead, the Trust may write to a parent whose child is a persistent absent pupil.

Unauthorised Absence

The school has a responsibility to follow up all unexplained and unexpected absence. Unauthorised absence is recorded where the school is not satisfied with the reasons given for the absence.

Parents/carers are expected to notify the school of their child's absence on the first day of the absence and every day thereafter. All unexplained and unexpected absences will be followed up in a timely manner on the same day of absence. Every effort will be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the school will amend the register if satisfied as to the authenticity of the absence. If this is not satisfied, the school may require further evidence to support the absence. In accordance with safeguarding practice, where a child has been absent for 3 days, the Trust will be informed and a home visit will be made. It is therefore important that absences are managed effectively and a child is returned to school as soon as possible.

Illness (not medical or dental appointment)

Parents/carers are advised to notify the school as soon as possible when a child is to be absent for illness. If the authenticity of illness is in doubt or illness absence is frequent, the Trust may require a parent to provide medical evidence to support illness absence. In such cases, a prescription notice, medical letter, appointment card, or similar, will suffice. The parent is not expected to request medical certificates from the GP, or any other information, which can incur a charge.

NAME SCHOOL will ensure that pupils at school with medical conditions are supported to enable them to have full access to their education. In such cases an individual medical care plan may be initiated, in consultation with the parent and pupil and relevant healthcare professional. The plan will consider the management of absence from school.

Exemplar School Attendance Policy (Page 6)

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Parents are therefore encouraged to make appointments out of school hours. Where this is not possible, a child should only be out of school for the minimum amount of time necessary for the appointment, returning to school immediately after the appointment.

It is important to ensure effective safeguarding practice is in place. A pupil arriving at school after being at a medical appointment, who has not been marked present for that session, must be signed into the school at the office. Evidence of the medical appointment will need to be produced, otherwise a child arriving into school will be recorded as late, which may be an unauthorised lateness, depending on the time of arrival into school.

NAME SCHOOL seeks to work flexibly with parents in managing medical absence, so as not to penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments. Where evidence is produced or the school are satisfied to the authenticity of the absence, on returning to school the child will be recorded as late for that session. In such cases, the minutes late will not be recorded.

Administration of Medicines in School

OUTLINE OF SCHOOL POLICY

Children Missing from Education

A pupil who is absent from school for 10 consecutive school days is regarded as a 'child missing from education'. In such cases, a referral will be made to the Trust and the local authority. All necessary enquiries to trace the pupil, through any additional contact numbers or home visits will be made. This is regarded as a major safeguarding concern and may involve contact being made with the Police or the local authority children's services. It is important for a parent to notify the school on each day of absence and ensure a change to contact information is updated. This will avoid unnecessary enquiries or referral being made to the police or the local authority children's services.

Leave of Absence in Term Time

The Leave of absence in Term Time policy is managed by the Trust.

The parent who has responsibility to ensure the regular attendance of their child at school, must make application to the Head Teacher of the school at which their child is on roll, for any leave of absence in term time. Using the appropriate application form, the request should be made providing at least one month's notice. A separate application is required to be completed for each child. Leave of absence in term time is not a parental right.

The application form and the Leave of Absence in Term Time policy is downloadable from the school website.

Head Teachers will not grant leave of absence in term time. However, there may be exceptional circumstances, for granting leave of absence in term time, which will be determined as:

- ❖ a recent serious illness/bereavement of an immediate family member;
- ❖ a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- ❖ restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Each parent will be informed in writing whether the leave has been agreed or not, within 15 school days of the application being received.

Where the decision is made not to grant leave of absence in term time and the leave is taken without prior approval, or without application, each parent will be informed in writing of the decision to refer the matter to the local authority.

Where this is the case, the matter will be referred to the local authority for consideration of the issue of a penalty notice. The local authority has a Penalty Notice Code of Practice that will determine whether a fine is issued. The Trust will have regard to the Penalty Notice Code of Conduct in making the recommendation for the issue of penalty notices. A penalty notice may be issued to each parent in respect of each child who has been absent.

Exemplar School Attendance Policy (Page 7)

The penalty is £60 if paid within 21 days, rising to £120 to be paid within 28 days. Payment is made to the local authority. There is no right of appeal by parents/carers against a penalty notice. If the penalty is not paid in full by the end of the 28-day period, the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

To enhance safeguarding practice, the Trust requires an application for any leave of absence in term time to be completed (with the exception of medical or illness absences). This includes where a child is participating in a sporting activity, performance, or where the absence is for religious observance. In such cases, the Trust will

undertake enquiries as to the safeguarding arrangements of any external provider, before agreeing to the absence. Evidence will be requested to support an application.

A consistent approach is used in determining exceptional circumstances or considering absences for other reasons. By adopting a universal approach, fairness and proportionality is assured in application of the policy.

Travelling Children

Where a child is to be absent from school to travel in the course of a parent's business, a traveller postcard is required to be completed by the parent, giving details of the duration of the period of absence and the expected date of return. With this information, for short periods of absence, the Trust will consider authorising the absence. Where this information is not provided and the period of absence is in excess of 20 school days, the school will remove a child from roll. It is therefore important that this procedure is followed.

Whilst travelling, ideally a child should be registered at another school. This will ensure that a child's learning is not interrupted. In such cases, the child will remain on the school roll as a dual registered pupil. If required, the Trust can help the parent to identify a school in another area.

Alternative Provision

The school is responsible for the safeguarding and welfare of pupils educated off-site. Where this is the case, the school must have reciprocal arrangements in place with the alternative provider, to provide attendance information. Where possible, this will be provided daily, at the least weekly. All unexplained and unexpected absences are to be followed up in a timely manner. The school and the Trust will make challenges to an external provider that is not providing attendance information or following up absences.

Pupils may be present at an off-site activity which has been approved by the school. The appropriate registration code (B) is used in such cases and in using this code the school is certifying the education is supervised and measures have been taken to safeguard children. This code will not be used for any unsupervised educational activity or where a pupil is at home doing school work.

A pupil may be dual registered at more than one school. Where this is the case, the appropriate code (D) is used to indicate the pupil was not expected to attend the session as they were scheduled to attend the other school at which they are registered. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school.

Rewarding Attendance

Each school and college has incentives for encouraging pupils to attend school regularly. These include raising points for achieving good attendance which collectively contribute to House/Group attendance cups. It is important that all pupils are given the opportunity to contribute to this success by attending school regularly.

Every Day Counts

As few as 19 missed days (or 38 sessions) over the school year reduces a child's chances of success. Their SAT or GCSE results could drop by one grade across all subjects.

Education is important to all children regardless of ability. It builds a child's resilience and offers a safe and nurturing environment in which a child can learn lots of exciting new skills and knowledge every day, as well as learning to work with others and forging friendships which will support them through their childhood, with some friendships lasting well into adulthood.

Exemplar School Attendance Policy (Page 8)

Being organised the night before with appropriate bedtimes and ensuring a child has at least 9 hours downtime from the use of electronic games or gadgets before bed, is an important and common sense approach to ensuring a child attends school and is ready to learn. Once established, this is a habit which will follow them through life.

Attendance in the latter years of a child's education can significantly impact on their opportunities when leaving school, with further education providers and prospective employers requiring references, for which the school

is legally bound to provide an honest and accurate account.

Any questions about this policy or further information and advice on school attendance matters or parenting support can be obtained from the school or college or the Trust:

NAME SCHOOL

ADDRESS

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