



Attendance Policy

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Introduction

Meadowbank Primary School and the Education Learning Trust aim to ensure all children receive an education to enable them to reach their full potential and lead happy and rewarding lives. We believe that it is vital that attendance problems are followed up at an early stage, and we are committed to doing so, in partnership with parents and the Local Authority. We will work with families to address any barriers to attendance and ensure support is offered which addresses any underlying issues

We recognise that the causes of poor attendance are diverse and that all responses to absence must take account of the specific needs and circumstances affecting the pupil concerned. Whenever possible, pupils should receive their education within their school, children who are unable to attend school due to medical needs, should continue to have access to as much education as their medical condition or hospitalisation allows.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education and aim to reintegrate pupils back into school as soon as they are well enough.

Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. This is not just in relation to academic achievement. Poor attendance also leaves children and young people at greater risk of neglect, social isolation and offending.

Legal Framework for School Attendance

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

- Education Act 1996
- United Nations Convention on the Rights of the Child
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following school policies:



- Attendance Policy
- Safeguarding Policy
- Confidentiality Policy
- Data Protection Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

Legal Duties on Parents

- Parents are responsible for making sure that their children of compulsory school age have regular and punctual attendance in school. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16.
- The definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child. If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

Legal Duties on Schools or the Local Authority

- Maintain and preserve accurate registers as required by regulations and (*for maintained schools only*) make them available for inspection by the Local Authority. This includes:
 - Monitoring pupils educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.
 - Having clear procedures for the closure of registers during each session.
- Comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:
 - Pupils' names are added to the school roll on the expected date of attendance.
 - Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.
 - All removals from roll are reported to the Local Authority.
 - Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils.
- Report pupils who fail to attend regularly to the Local Authority via regular meetings with the Education Welfare team. This includes both authorised and unauthorised absences. (In the case of pupil on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed).



- Report Missing Pupils (pupils who are continuously absent for 10 days or more without explanation) to the Local Authority via the Children's Services Contact Centre.
- Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school.

Roles and Responsibilities

Meadowbank believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the ELT, school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

- Support and hold to account the leadership team regarding its obligations in relation to attendance.
- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Ensure that the importance and value of good attendance is promoted to all school staff, pupils and their parents. Contributing and participating in initiatives to promote good attendance across the school.
- Identify a member of the governing body to lead on attendance matters, working closely with the identified school lead ensuring there is sufficient time and resources allocated.
- Monitor the school's attendance through termly reporting at governing body meetings and on a half-termly basis to the lead governor for attendance, plus ensuring effective implementation and reviewing arrangements for those not in school or not attending due to medical needs.
- Ensuring staff responsible for childrens health needs are adequately trained and that there are robust systems in place for dealing with health emergencies and critical incidents for both on and off site activities

The leadership team will:

- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Return school attendance data to the Local Authority and the Department for Education as required.
- Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues, including notification of pupils likely to be absent for a significant period due to their health needs.
- Actively promote the importance and value of a whole school approach which reinforces good school attendance to pupils and their parents and the wider staff



team. Ensure good teaching and learning experiences that encourage all pupils to attend and to achieve.

- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance. Identify patterns of poor attendance at an early stage.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Monitor the implementation of the Attendance Escalation Interventions (See Appendix One).
- Ensure all interventions around attendance are accurately recorded and documented. Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
Ensure compliance with the relevant duties when supporting pupils with health needs, and that the needs are understood by all those involved and acted upon. Develop a multi-agency response to improve attendance and support pupils and their families.
- Identify an Attendance Officer, this person is responsible for all aspects of attendance in school. (see below)

Attendance Officer will

- Monitoring the recording of attendance across school, actively promote the importance of good attendance.
- Accurately record and document interventions around attendance. Collect data and share information with senior leaders and governors
- Work with pupils and their families to ensure attendance is a priority. Liaising with families and external agencies.
- When known, pupils absent due to health needs or illness for less than 15x school days arrangements should be made for school work to be provided. When a period of absence is to last more than 15x days school will notify the local authority who will take over responsibility for education.
- Provide teachers with information on pupils health needs and arrange training to support children with health needs that may impact on their education.
- Implement the Attendance Escalation Interventions in relation to individual pupils (See Appendix One and Two).
- Actively work with the Education Welfare team to, identify pupils with poor attendance and agree strategies to improve attendance.
- Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support pupils and their families.



- Complete Education Penalty Notice and Enforcement requests for children who meet the Local Authority threshold.

Teaching and pastoral support staff will:

- Actively promote the importance and value of good attendance to pupils and their parents. Contributing to a whole school approach which reinforces good school attendance.
- Contribute to the provision of good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Report concerns about a pupil's attendance to the attendance officer and contribute to the evaluation of school strategies and interventions.
- Attend training for and understand what to do in an emergency related to children's health needs. Have knowledge on signs, symptoms and triggers of common medical conditions in school.
- Keep parents informed of how attendance is affecting pupil's attainment or performance in school.

Parents will:

- Ensure their child has regular and punctual attendance as required by law.
- Ensure school has up to date information including:
 - Parents' and pupils' addresses
 - Parents' telephone numbers and email addresses
 - Telephone numbers for emergency contacts
 - Details of new addresses and schools in the event of a move away from the area
 - Health needs
 - Changes in circumstances
- Comply with the school's absence procedures by:
 - Telephoning school on the first and third day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).
 - Requesting leave of absence only in exceptional circumstances and in advance by completing the exceptional circumstance leave request for form available from the school office
 - Providing medical or other evidence in relation to absence if required by the school.
 - Arranging medical or dental appointments to take place outside school hours wherever possible.
 - Not taking family holidays in term time. Not taking leave of absence for any reason without prior agreement.



- Work in partnership with school and other agencies to address any attendance problems to ensure the best possible outcomes.
- Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity. Attend meetings with school staff to discuss support available for your child.
- Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.
- Take an active interest in their child's educational progress and instil the value of education and good attendance.

Absence from School

All absences must be recorded in the school register, and categorised as either authorised or unauthorised.

Authorised absence from school

Authorised absences are those which the school has determined are for a justifiable reason. This could be because a child is ill, or because of other exceptional circumstances. It is for the school, not the parents, to determine whether an absence should be authorised.

Illness

Parents are asked to telephone school on the first and third day that their child is unable to attend school, except where a doctor's report has been provided indicating an expected return date.

Where pupils miss a lot of school due to illness, Meadowbank will seek medical evidence before authorising absences. Where this arises we will write to parents to inform them of this requirement. If medical evidence is not produced the absences will not be authorised, and this could result in a referral to the Local Authority.

Where pupils are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the schools responsibility to ensure that a referral is made in appropriate cases. Meadowbank will work in partnership with parents and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.

Medical/Dental appointments

Parents are expected to make medical or dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. The appointment card must be submitted to school as evidence.

Leave of absence

May be given in exceptional circumstances such as family bereavement, or for other legitimate reasons such as an interview at another school or college. The absence should be restricted



to the minimum time required and parents are asked to request permission in advance by completing the exceptional circumstance leave request for form available from the school office. Requests are responded to in ten school working days.

Family Holidays / Special Visits

Parents should be aware that there is no right to time off for a family holiday. Leave of absence for any reason is only granted in exceptional circumstances and will not be granted for the purpose of a holiday.

Other examples of authorised circumstances:

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package.
- Where a pupil is absent from school due to an exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. In order to fulfil legal requirements, in such cases, pupils must attend school for at least 200 in every 12 months.

Unauthorised Absences from School

Unauthorised absences are absences from school for which the school have not given permission for, including arriving late at school after the registers have closed. Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Illness where parents have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school
- Waiting for a place at a new school
- Other family members appointments
- It is not acceptable for a parent/carer to collect a child early for an appointment



Late Arrival at School

AM Registration begins at 8.50am pupil arriving after 8.55am will be marked as present but arriving late (L). The register will close at 9.20am; pupils arriving after the close of register will be marked as late (U). This will not be authorised and will count as an absence for that school session.

If the school gates are closing / closed children must be brought into school via the lodge 'Late Door'. Children must be signed into the building.

Managing attendance in school

- Meadowbank recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances which may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support which may be required.
- Meadowbank will use the Attendance Escalation Interventions (Appendix 1) to ensure that every pupil with attendance concerns receives a red, amber or green rating and that an appropriate response is made to address the situation.
- Meadowbank recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- Meadowbank will implement a range of strategies to identify cases requiring support including:
 - Regular attendance monitoring meetings between the lead attendance officer and relevant teaching/pastoral staff and, at agreed periodic intervals, with the school's designated Education Welfare team member.
 - Regular analysis of attendance data by the leadership team and governing body.
- Meadowbank will implement a range of strategies to provide support to pupils and families including:
 - Early contact with parents by telephone/text – school will attempt to make immediate contact with parents whenever a child is absent without explanation.
 - Attendance letters – Meadowbank will notify parents in writing if there are attendance concerns and offer support. Where the offer of support is not taken up and/or those concerns persist, school will notify parents in writing that absences will only be authorised if medical evidence is provided.
 - Meetings in school – school will invite parents to meetings in school at an early stage to discuss attendance concerns.



- Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them.
- Team Around the School – After appropriate action by school and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.
- Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including Parent Contracts (see below).
- Meadowbank will also consider a range of other strategies to improve individual pupils' attendance including:
 - Attendance Panels – parents and pupils may be invited to discuss attendance at attendance panels consisting of pastoral staff, senior staff and governors.
 - Reintegration Support Packages – where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils so to ensure a smooth return to school.
 - Part-time timetables – in exceptional circumstances where a pupil is unable to manage full time attendance a temporary part-time timetable may be put in place.
- Alternative provision – in exceptional circumstances where it is felt that a pupil's needs may be better served outside of the mainstream curriculum; referrals may be made to alternative education providers.
- Whole School Strategies – Meadowbank will promote good attendance using a range of initiatives including:
 - Safeguarding and Pastoral Manager
 - Rewards systems
 - Pupil Voice activities
 - Restorative approaches
 - Implementation of the Stockport Emotional Health and Well-being Strategy
 - Attendance report cards
 - Late at the Gate initiatives
 - PSHE activities
 - Whole school assemblies
 - Meet and greet



Pupils with additional health needs

- Health needs identified but not restricted to
 - Physical health issues
 - Physical injuries
 - Mental Health difficulties including anxiety
 - Emotional difficulties or school refusal
 - Progressive conditions
 - Terminal illness
 - Chronic illness
- Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil. Alternative provisions may need to be considered for example Hospital school, home tuition or Pupil Referral Unit.
- The LA expects schools to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.
- The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned. Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources
- During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- Awarding bodies for assessments will be contacted by school where appropriate to request applications for special arrangements, as early as possible.
- Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods:
 - Parentmail
 - Website information
 - Emails
 - Invitations to school events
 - Cards or letters from peers and staff

Reintegration

- When a pupil is considered well enough to return to school, we will develop a tailored reintegration plan, with reasonable adjustments as required in collaboration with the LA, this may include one or more of the following
 - A personalised or part-time timetable, drafted in consultation with the named staff member
 - Access to additional support in school where appropriate
 - Online access to the curriculum from home



- Movement of lessons to more accessible rooms
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue
- As far as possible, the child will be able to access the curriculum and materials that they would have used in school
- If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.
- For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence. Meeting may be arranged to discuss medical issues, training and timing and pace of return.
- The reintegration plan will include
 - The date for planned reintegration, once known.
 - Details of regular meetings to discuss reintegration
 - Details of the named member of staff who has responsibility for the pupil
 - Clearly stated responsibilities and the rights of all those involved
 - Details of social contacts, including the involvement of peers and mentors during the transition period.
 - A programme of small goals leading up to reintegration
 - Follow up procedures
 - Training for staff on any specific health needs, using knowledge of health care professionals as required in a timely manner

Meadowbank will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period. Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

Legal Sanctions

- Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.
- A parent who commits this offence may be liable to prosecution in the Magistrates' Court, and depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.
- Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school



without agreement, to the Education Welfare team within Stockport Council. This can take several routes:

Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct.

Education Penalty Notices for Irregular Attendance - Before being issued with an Education Penalty Notice, parents will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three month period.

Education Penalty Notices for unauthorised leave of absence - Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.

Parent Contract referrals – a Parent Contract is an agreement which usually involves the school, parents, member of the Local Authority Education Welfare team member and in some cases the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.



Appendix 1 - Escalation of Attendance Interventions

1. Introduction

At Meadowbank we categorise attendance into Gold, Green, Amber and Red, which in turn indicates the rewarding of positive attendance and any course of action that may be needed to improve pupil attendance at school.

Attendance Indicators

Colour Code	% attendance
GOLD	100%
Green	96 – 99%
Amber	92 – 95%
Red	Below 92%

A session is a morning or an afternoon in school. There are two sessions per day.

At Meadowbank we recognise that there is a wide range of reasons why a pupil's attendance may not fall into the Green category. The purpose of these attendance escalation interventions is to ensure that all pupils whose attendance falls below 96%, and/or who miss school for unauthorised term time holidays regardless of their overall attendance, receive a suitable response. In all cases we will exercise judgement and consider the particular needs of the pupil and the circumstances surrounding the case.

1.1 The following tasks in relation to pupil absence will apply to all pupils irrespective of current attendance level:

❖ Unexplained Absence

The Pastoral and Safeguarding Manager will attempt to make immediate contact with parents whenever a child is absent from school without explanation. If this is not possible, other emergency numbers provided to school will be contacted.

On the 10th consecutive day of absence the Pastoral and Safeguarding Manager will report the pupil as Missing from Education to Stockport Children's Services Contact Centre.

❖ Requests for Leave of Absence

All requests for Leave of absences will be dealt with by the Headteacher/designated member of staff.



❖ **Referrals to the Education Welfare team to use the Education Penalty Notice system for Unauthorised Leave of Absence**

All referrals will be made by the Pastoral and Safeguarding Manger

❖ **Referrals to the Education of Sick Children Service**

All referrals will be made by the Pastoral and Safeguarding Manger

❖ **Notification of Removal from Roll**

The Pastoral and Safeguarding Manger will complete a Notification of Removal from Roll form and submit to the local authority whenever a pupil is deemed to meet legal criteria for removal.

The Pastoral and Safeguarding Manger will work jointly with the Education Welfare Service to ensure that all pupils removed from roll are confirmed as starting in a new educational provision

Attendance Reward Programme

End of term certificates and badges given in assembly for Gold and Green. Given extra playtime or time to watch a movie.

End of year for Gold certificates provided plus afternoon tea / hot chocolate / picnic with Safeguarding and Pastoral Manager and a member of the SLT.

1.2 Actions for Pupils in the Gold Category

No action required

1.3 Actions for Pupils in the Green Category

GREEN 96% to 99%



At this stage, all action is at class teacher and admin level and will be monitored by the Pastoral and Safeguarding Manager

When a pupil is absent and returns to school, if their attendance remains above 96%, all action is at class teacher and administration level.

This will include:

- Welcoming the pupil back to school
- Updating the pupil on any work they have missed and supporting any catch up as required.

The Attendance Reward Programme will be used to recognise and celebrate pupils with the best attendance levels, i.e. in relation to pupils with attendance levels of 96% and above.

1.4 Actions for Pupils in the Amber Category

AMBER 92% – 95% attendance

The attendance levels and reasons for absence for this group will be analysed by the Pastoral and Safeguarding Manager to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should be put in place to overcome a particular barrier to attendance and prevent a drop into poor attendance. The Pastoral and Safeguarding Manager will maintain regular oversight of decisions for this group of pupils.

For pupils with attendance of 92% to 95% the pastoral and safeguarding manager could:

- Referral to the Education Welfare team to request an Education Penalty Notice
- Call parents to share concerns, agree a plan.
- Request medical evidence
- Write to parents. The letter will:
 - Provide details of the current attendance
 - Convey the school's concern about the level of attendance
 - Invite the parent to make contact with Pastoral and Safeguarding Manager to discuss attendance and how it can be improved (see Pre-Referral LETTER 1 – Initial attendance contact letter)

Attendance will continue to be closely monitored whilst in this band with further contact made with the parent at regular intervals discuss the progress until the pupil's attendance moves above 96%



1.5 Actions for Pupils in the Red Category

RED Below 92% (persistent absence report)

The attendance levels and reasons for absence for this group will continue to be analysed by the Pastoral and Safeguarding Manager and Headteacher with additional input from a member of Stockport Family Education Welfare Team to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should be put in place to overcome a particular barrier to attendance (Under 92% meetings). The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of pupils.

For pupils with attendance below 92% the pastoral and safeguarding manager could:

- If not sent already, Pre-Referral LETTER 1 – Initial attendance contact letter shall be sent and the case shall be monitored as above to see if attendance improves.
- If Pre-Referral LETTER 1 – Initial attendance contact letter has previously been sent, then the attendance lead will send a second letter indicating that absences will no longer be authorised without medical evidence. (Pre-Referral LETTER 2 – medical evidence required/legal duties letter)
- Where absences are not authorised, either due to no contact from the parent, or no medical evidence being provided following Pre-Referral Letter 2 being sent, further action should be taken. Depending on the reasons for poor attendance, the strategies already attempted and the parent(s)' willingness to engage with support, this could be:
 - Referral to the Team Around the School (TAS)
 - When pupils with poor attendance are discussed at the TAS the level of absence and action agreed to improve attendance should be clearly written into the minutes
 - Completion of an Early Help Assessment (EHAs) and commencement of Team Around the Child (TAC) process
 - When EHAs and TAC processes are put in place for pupils with poor attendance the EHA should clearly identify the barriers to attendance and the plan should clearly identify actions and interventions to improve the attendance.
 - Referral to the Education Welfare team for a Parent Contract to be undertaken
 - Where a case is accepted for Parent Contract by the Education Welfare Team:
 - a member of school staff will be nominated to take part in the contracting process alongside the parent and Education Welfare Team member



- nominated member of school staff will update the Education welfare officer of any absences on a daily or weekly basis
- The nominated officer will liaise directly with the Education Welfare Team member before authorising any absences
- Referral to the Education Welfare team for the Education Penalty Notice system to be used
- Liaison with education services, the ethnic diversity service or with voluntary agencies to access appropriate support to address identified needs.
- Contact will be made with the parent on a regular basis by a named member of staff to discuss progress until the child moves to Amber.

Appendix 2 Pre-Referral LETTER 1 – Initial attendance contact letter

Date

Dear

Re: Name of child

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is well below the level of attendance which we expect from our pupils. I enclose a copy of the registration certificate which shows the attendance record for the current school year.

We hope that bringing this issue to your attention may lead to an improvement in attendance.

If there are any issues which you believe are affecting [forename of child]'s attendance, please contact the school and make an appointment to see me to discuss how the situation can be improved.



Please also be aware that where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I look forward to hearing from you.

Yours sincerely,

Pre-Referral LETTER 2 – Medical evidence required/legal duties

Date

Dear

Re: Name of child

I am writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance remains concerning and now stands at [] %.

As I previously advised you, where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.



I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

Yours sincerely,