

## Child Attendance (Including Punctuality) Policy

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| Date                     | Version | Reason for change                                 | Overview of changes made   | Source |
| 11.11.2020               | 0.1     | Scheduled Review                                  | Internal Lead Review – Update name & logo. Update responsible names. J Bowman  | DfE    |
| 03.12.2020               | 0.2     | Scheduled Review                                  | Board Lead Review - No changes. H Bowman   |        |
| 11.12.2020               | 1.0     | Scheduled Review                                  | Ratification by Board  |        |
| 13.10.21                 | 1.1     | Scheduled Review                                  | Major updates following legislation changes. C Gethin.   |        |
| 19.11.21                 | 2.0     | Scheduled Review                                  | Ratified by Board  |        |
| 09.12.21                 | 2.1     | New legislation                                   | Updated items from attendance monitoring and clarifications of wording. C Gethin   | DFE    |
| 10.12.21                 | 3.0     |   | Ratified by Board  |        |
| 12.06.23                 | 3.1     | New guidance and requirements from September 2023 | Title change<br>Updated aims and introduction<br>definitions<br>Updated legislation list<br>Full overhaul of roles and responsibilities - especially including LGC<br>legal requirements for parents<br>Strategies we use to promote good attendance added - updated<br>Updated appendices with full code structure from working together.<br>Glossary added to end - C Gethin | DFE    |
| 13.06.23                 | 4       | Internal Review                                   | Altered timings for schools  |        |
| 30.06.23                 | 4.1     | Board Review                                      | Ratified   |        |

|          |     |  |  |                    |
|----------|-----|--|--|--------------------|
| 18.10.23 | 5   | Board review in light of DFE expectations. | Ratified at Directors meeting 29.9.23                                      | LA code of conduct |
| 28.02.24 | 5.1 | SLT review in light of changes to process  | Minor process changes around timings for schools and addition of MyConcern |                    |

## Aims and Introduction

TSSMAT schools want to ensure that our children are able to take the fullest possible advantage of all that we have to offer. We believe excellent school attendance is paramount to children achieving their full potential and therefore, enhancing lifelong outcomes. It is central not only to academic attainment but in developing socially, morally, ethically and in enhancing well-being. It is with this in mind, that we set expectations of excellent attendance for all of our children. Evidence shows children with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

This policy outlines the expectations and procedures of attendance at TSSMAT.

We are committed to meeting our obligations with regards to school attendance by:

- Promoting and modelling good attendance
  - Reducing absence, including punctuality and persistent absence
  - Ensuring every child has access to the full-time education to which they are entitled
  - Acting early to address patterns of absence
  - Ensuring equality and fairness for all
  - Intervening early and working with other agencies to ensure the health and safety of our children
  - Building strong relationships with families to overcome barriers to attendance
  - Working collaboratively with other schools in the area, as well as other agencies
  - Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise
  - Ensuring our attendance policy is clear and easily understood by all staff, parents and children
- Regularly monitoring and analysing attendance and absence data to identify children or cohorts that require more support
- Working across schools, MATS and LAs to share expertise and collaborate on interventions

We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly. We will promote and support punctuality in attending lessons and, as excellent attendance is a learned behaviour, we will place equal importance on high attendance and excellent punctuality in all our children, including those who are not of statutory school age.

We believe that excellent attendance and punctuality in the early years of school develops and establishes attitudes towards school attendance which impacts on future school attendance and ultimately academic success and social and emotional well-being. Similarly, excellent attendance and punctuality post 16 establishes and develops attitudes towards attendance in the workplace and thus lifelong achievements. Therefore, each child enrolled at each of our schools is expected to attend every day, on time so that they can achieve their full potential. We monitor and manage attendance and punctuality across all year groups according to this policy and statutory guidance. It is acknowledged however, that parents of children who are not of statutory school age cannot be subject to legal processes if their child has poor school attendance.

*‘Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. Your child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday. Children becoming **5 years old** between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April. Children who are not of statutory school age cannot have an absence coded as ‘unauthorised’ Once children are of school age (even if they are in a Reception Class). They are subject to the same register coding and absence procedures as any other child’.*

### **Definition of Excellent Attendance and Categories of Absence**

We aim for our children's attendance to be in line with or above national averages.

|                           |               |   |
|---------------------------|---------------|---|
| <b>Excellent</b>          | 97% and above | no more than 6 days/12 sessions absent in any one year  |
| <b>Good</b>               | 95% and above | no more than 10/20 sessions days absent in any one year |
| <b>Persistent Absence</b> | 90% and below | 19 days/38 sessions or more absent in any one year      |
| <b>Severely Absent</b>    | 50% and below | 97 days/195 session or more absent in any one year      |

NB: There are 390 possible attendance sessions/195 days (5 of which are INSET days) in one academic year. Each day being divided into 2 sessions.

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

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

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

Department for Education – 'Working together to improve school attendance' Sept 2022

**The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.** At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of children not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of children not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%)

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study)

### **Legislation and guidance**

Other documents and legislation which relate to this policy include:

- Keeping Children Safe in Education - Department for Education
- Working Together to Improve School Attendance – Department for Education 2022
- Children Missing in Education - Department for Education 2016
- Education ( child Registration) (England)(Amendment) Regulations 2013
- Ensuring a good education for children who cannot attend school because of health needs - Department for Education 2013
- Education ( child Registration) (England) (Amendment) 2012 & 2013
- Equality Act 2010
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (School Attendance Targets) (England) Regulations 2007
- Education ( child Registration) (England) Regulations 2006
- Education Act 1996
- UN Convention on Rights of The Child 1992
- Safeguarding Policy
- Behaviour Policy
- Well-Being Policy
- Special Needs/Inclusion Policy/Core Offer
- Supporting children with Medical/Additional Health Needs Policy
- Pupil Premium Strategy
- Complaints Policy

### **Roles and responsibilities**

Securing excellent school attendance and promoting the importance of such, is the responsibility of the whole Trust and school community. This includes, but is not limited to; TSSMAT, CEO and Board, Headteachers, attendance leads and school staff (teaching and support), governors, parents, carers and the children themselves. Each school ensures that each member of the school community understands their attendance roles and responsibilities, is consistent in their communication with parents and children and receives the relevant training required to support excellent attendance. Each school has a named senior leader responsible for the strategic leadership of attendance and a named link governor.

### **Trust Board – including but not limited to**

- Recognising the importance of school attendance and promoting it across all schools ethos and policies
- Receiving regular reports on attendance data from the CEO
- Having an understanding of the attendance trends across the Trust
- Regularly discussing and challenging trends
- Having an understanding of Trust attendance performance in comparison to national averages and progress towards targets
- Providing support, challenge and accountability to the CEO regarding attendance across the Trust
- Ensuring school staff receive adequate training on attendance
- Ensuring actions are in place to improve/sustain high attendance including for vulnerable groups
- Sharing effective practice on attendance management and improvement across schools

### **CEO – including but not limited to**

- Providing strategic leadership across the Trust on the national attendance agenda
- Having an understanding of Trust attendance performance in comparison to national averages, and progress towards targets
- Leading on the Trust Strategic Plan for Attendance that supports children and families to ensure at least good attendance
- Tackling barriers to attending across the Trust, its schools, specific cohorts of children and individual children

- Accountable for developing and implementing robust data collection and analysis to identify attendance patterns and trends, providing recommendations on action
- Setting and monitoring overall Trust and individual school targets for attendance, including vulnerable groups
- Designing and implementing systems for monitoring compliance across the Trust
- Ensuring school leaders fulfil expectations and statutory duties
- Holding schools within the Trust to account for compliance with attendance policies, processes and strategies
- Receiving and analysing regular reports on attendance from the Headteachers / Executive Headteachers
- Regularly reviewing attendance data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual children or cohorts who need it most
- Monitoring support for specific families to effect rapid change
- Ensuring that each school in the Trust consistently implements current statutory guidance, legislation, TSSMAT Policy, procedures and ethos
- Advising and guiding the Senior Leadership Teams
- Supporting schools in innovative strategies of rewards, incentives and competitions to encourage good attendance

#### **Local Governing Committees and Link Governors – including but not limited to**

- Having an understanding of the attendance trends across the school and the actions in place to improve/sustain high attendance including for vulnerable groups
- Having an understanding of school attendance performance in comparison to national averages and progress towards targets
- Receiving regular reports on an attendance from the Head Teacher/School Strategic Lead for Attendance on at least a termly basis
- Providing professional support, challenge and accountability to the Executive Headteacher / Headteacher/ School Strategic Lead for Attendance regarding attendance
- Ensuring the consistent implementation of this policy and that it does not discriminate on any grounds
- Handling any complaints regarding this policy in line with the school's complaint procedures

#### **Executive Headteacher / Headteacher / School Strategic Lead for Attendance – including but not limited to**

- The day-to-day implementation of this policy and attendance management procedures
- Ensuring all staff, parents, carers and children are aware of the school's attendance expectations
- Ensuring that parents are aware of their legal duty to ensure that their child attends school regularly to facilitate their child's legal right to a full-time education
- Promoting positive attitudes by and children and families towards education
- Monitoring attendance data and identifying trends (including for vulnerable groups and individual)
- Developing, implementing and reviewing strategic approach and action plans to address areas of development/improving attendance
- Ensuring the effective deployment of resources to promote excellent attendance across the school, vulnerable groups and for individual children
- Monitoring the impact of attendance interventions
- Communicating with children and parents regarding attendance, including an individual child's attendance
- Supporting children and families whose attendance gives cause for concern. This will involve assisting in resolving any situation which may be having an adverse effect on a children's attendance. This may include case work with children, and their parents where it is deemed appropriate, to improve the child's attendance. Casework is completed up to the threshold where statutory action is deemed necessary
- Engaging with and supporting children and families in overcoming barriers to attendance/punctuality, using innovative strategies

- Working with professionals, the CEO and if not bought into, the education welfare officers, to tackle persistent absence
- Informing the LA of CME / PPOE and children being deleted from the admissions register
- Developing and reviewing Attendance Action Plans/Parenting Contracts to support the improvement of children attendance/punctuality
- Issuing fixed-penalty notices, where necessary
- Ensuring the accurate and timely reporting of attendance data to the CEO and LGC
- Ensuring that relevant staff with key responsibilities (eg PP, EAL, SENDCOs) are aware of attendance performance and are accountable for excellent attendance within their areas of responsibility
- Advising school staff and parents/carers on the implications of attendance legislation

#### **Class teachers – including but not limited to**

- Recording attendance on a daily basis in a timely manner, using the correct codes, and submitting this information to the school office
- Aware of attendance trends in their class and support senior leaders in expectations, conversations and support for attendance

#### **Office staff – including but not limited to**

- Take calls from parents about absence and record it on the school system
- Update the Headteacher / Executive Headteacher daily with an overview of children's absence patterns which cause concern
- Produce a monthly report which outlines all children who are between 93% and 90% (persistent absence) and below
- Send appropriate letters to families who are persistently late or absent as trust policy in conjunction with Headteacher/ Executive Headteacher analysis

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

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

#### **Children – including but not limited to**

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

#### **Supporting Attendance and Punctuality**

TSSMAT and our schools set high expectations of excellent attendance for all children. We strive to work with children and families in a supportive manner to remove any barriers to excellent attendance and punctuality; endeavouring to make mutually agreeable and reasonable adjustments, and implementing interventions to support this approach.

Schools in the TSSMAT promote excellent attendance in the first instance by ensuring that children and their families are provided with an environment where they feel safe, included, valued, supported, and are inspired by an

accessible and innovative curriculum. We recognise that excellent attendance is integral to the school's ethos and culture and that approaches to the curriculum, behaviour management, well-being, inclusivity and attendance are all inextricably linked and impact upon one another.

We have a culture of support and inclusivity. Where there are concerns about a child's attendance or attendance is a challenge, it is our aim to work with our children and their families in a supportive manner to improve attendance by removing any barriers. TSSMAT and our schools recognise the importance of building strong relationships with our children and their families.

#### Monitoring and Analysing Attendance and Punctuality

The Strategic Lead for Attendance in each school (usually the Headteacher / Executive Headteacher) will monitor and analyse attendance data **weekly** to ensure that intervention and support is delivered quickly to address attendance issues.

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

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

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

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

Analysis will also include identification of:

- Types of absence (codes)
- Patterns in days of absence
- Barriers to attendance

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Attendance data will be benchmarked against national data. The CEO visits each school within the Trust at least termly to review attendance data, analysis, trends, impact of intervention and progress towards targets.

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

#### Attendance Intervention

In order to ensure the school has effective procedures for managing attendance and absence the school and Trust will follow a 'Graduated Response' (appendix 5).

School may also:

- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents
  - Engaging with LA attendance teams
  - Using fixed penalty notices

- Creating attendance clinics
- Establish a range of specific, evidence-based interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- Consider if an Early Help Assessment is appropriate
- Attend or lead attendance reviews in line with escalation procedures, and develop an Attendance Support Plan

#### Working with parents to improve attendance

All children and parents/carers are urged to contact the school if they feel that they are facing any such challenges. Parents should contact the school office in the first instance or if this is an issue for whatever reasons, make direct contact with the senior leadership team.

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with children and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with children and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each child wherever possible to ensure the school has additional options for getting in touch with adults responsible for the child where the child is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness, or absences that have been authorised by the Headteacher /Executive Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the School Strategic Lead for Attendance will work collaboratively with the child and their parents to improve attendance by addressing the specific barriers that prevent the children from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for child absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the child's experience in school, e.g. bullying, the School Strategic Lead for Attendance will work with the Headteacher / Executive Headteacher and any relevant school staff, e.g. the DSL and SENDCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the child's family, the School Strategic Lead for Attendance will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

#### SEND- and health / mental health -related absences

We recognise that children with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support children who find attending school difficult.

In line with the SEND Policy and Supporting Children with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for children with disabilities to reduce barriers to attendance, in line with any EHCP plans or IHCPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a child's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a child that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All children will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a child is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a child is likely to be away from school for more than **15** school days
- Provide the LA with information about the child's needs, capabilities and programme of work
- Help the child reintegrate at school when they return
- Make sure the child is kept informed about school events and clubs
- Encourage the child to stay in contact with other children during their absence

The school will implement an Attendance Support Plan to help any children with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the child is attending school as normal and there has been signs of significant improvement.

#### Reducing Persistent Absence PA (attendance less than 90%)

- Attendance data and trends are analysed on a monthly basis by Headteachers / Executive Headteachers and actions taken where necessary
- Our schools have good relationships with parents and will discuss any concerns and offer support
- Parents will receive a letter when a child reaches **93%** as a reminder that their child's attendance is starting to cause a concern. This offers support and the opportunity to discuss any issues
- Parents will receive a letter when a child reaches **90%**, which is classed as Persistently absent. This letter continues to offer support and opportunity to discuss issues but also, support will be sought to intervene, and supportive but formal meetings will be held in order to improve attendance. Additionally, medical evidence may be requested/provided to authorise any further absence. This medical evidence can be in the form of an appointment card or prescription, for example. Parents will be supported to re-engage children with school once the GP note period has concluded

There are various groups of children who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Children who are eligible for FSM
- Children with EAL
- Children with SEND
- Children who have faced bullying and/or discrimination

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

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

- Offering catch-up support to build confidence and bridge gaps in learning
- Meeting with the child and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having
- Establishing plans to remove barriers and provide additional support
- Leading weekly check-ins to review progress and assess the impact of support
- Making regular contact with the child's parent to discuss progress
- Assessing whether an EHCP plan or IHCP may be appropriate
- Considering whether an Early Help Assessment may be appropriate
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability

The school will focus particularly on children who are severely absent (attendance less than 50%) and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these children are facing.

Where a child at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the child in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

#### Legal Intervention / Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a Headteacher / Executive Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded child is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The school will allow sufficient time for attendance interventions and engagement strategies to improve attendance; however, where engagement strategies to improve attendance have not had the desired effect, or parents fail to engage in the support being offered, the Headteacher / Executive Headteacher will consider statutory action. This may involve requesting the LA to issue a fixed penalty notice (fine); referring to the LA for prosecution as a final resort and referring to children's social care where there are safeguarding concerns.

#### Children Missing in Education

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

#### Reduced Timetables

Placing a child on a reduced timetable may be used as a strategy to support a child who is finding attending school a challenge. The use of part time or reduced timetables are used as a short term (ideally for no more than **6 weeks**) measure to ensure the successful return to full time education. The decision to place a child on a reduced timetable must be approved by the CEO. These children must also be reported to the LA.

### Flexi-Schooling and Home Education

Parents are within their rights to make requests for flexi-schooling arrangements or to home educate their children. Any such requests should be discussed with the Headteacher. However, it is the ethos of the TSSMAT that children are best placed to learn in school and therefore requests for flexi-schooling arrangements will only be granted in exceptional circumstances and home education discouraged.

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

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

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

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

### Motivation

The Trust has a policy of celebrating and incentivising excellent and Significantly Improved Attendance. Each school has individual ways of promoting and incentivising excellent and significantly improved attendance. All schools will demonstrate the benefits of excellent school attendance throughout school life (For example, through displays, assemblies, registration periods and where appropriate through praise and reward to year groups, classes and individual children).

### Recording attendance

#### **Attendance register**

We will keep an attendance register, and place all children onto this register.

We will take our attendance register at the start of the first session of each school day and again during the second session. It will mark whether every child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

#### **Procedures**

|  |                 |
|--|-----------------|
| Children received from:  | 8:30am          |
| Children must arrive in school on each school day by:                          | 8.45 am         |
| The register for the first session will be taken at:                           | 8:45 am         |
| The register for the first session will close at:                              | 8.55 am         |
| A child will be marked as 'L' (late) if they arrive between these times.       | 8:55am - 9:00am |
| Children arriving after this time will be marked as 'U' (Unauthorised absence) | 9:00am          |
| The register for the second session will be taken by:                          | 1:30pm          |

#### **Unplanned absence**

The child's parent/carer must notify the school office by phone, email or website app absence notification system on the first day of an unplanned absence by 9am or as soon as practically possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the child's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the child's parent/carer notifies the school office in person by phone, website app or email, at least one day in advance of the appointment where possible. In the event of an on the day appointment, parents should let the school office know as soon as practically possible. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please complete a Term Time Absence Request form which can be found on the school website.

#### **Lateness and punctuality**

A child who arrives:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school monitors the late arrival of children. In the morning those arriving through the school gate later than 08:45 will be marked as arriving late via an 'L' in the register.

Persistent lateness will be monitored and Headteachers / Executive Headteachers will work with families. If persistent lateness continues, the Headteacher / Executive Headteacher will become involved and actions will be taken to overcome any barriers to improve punctuality. Ultimately, continued unauthorised lateness could result in records being provided to the Local Authority which may result in Statutory Action being taken.

Children arriving after the close of register (09:00) will have a 'U' (unauthorised absence) recorded on the register, unless there is an acceptable reason verified by a parent / carer. Where a child does arrive late, **it is ESSENTIAL that this is recorded in the register.**

### **Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carers to ascertain the reason, initially by phone
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### **Reporting to parents**

Where there are no issues we will send attendance data to parents termly.

### **Illness**

All children should attend school unless they are too ill to do so. Illness may be either a physical illness or a mental health/emotional wellness issue.

However, illnesses may not mean a child cannot attend school. Schools and parents are asked to refer to the UK Health Guidance 'How long should you keep your child off school.' (Appendix 2)

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

Where a child has significant health or medical needs schools may develop an personalised 'Health Care Plan' which it will implement to ensure that the child continues to have excellent school attendance.

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

Medical evidence is required for periods of absence due to illness of **5 days** or more. Medical evidence for any absence due to illness may be required for children at a level of persistent absence (attendance of 90% or less).

Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes. All children should return to school as soon as they are well enough.

### **Children too ill to attend school and the Local Authority**

*Where it is clear that the child will be away from school for **15 days** or more, whether consecutive or cumulative, the local authority must arrange suitable full-time education (or as much education as the child's health condition*

*allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.* – DFE ‘Ensuring a good education for children who cannot attend school because of health needs. Statutory guidance for local authorities’ January 2013

### **Other absences**

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

**Medical Appointments** Parents and carers are asked to make routine medical, dental and opticians outside the school day. Parents will be asked to provide evidence of medical appointments which fall inside the school day.

**Hospital Appointments** Parents will be asked to provide evidence of hospital appointments which fall inside the school day. Parents should avoid taking the child out for the entire school day for an appointment when it is practical for them to attend for part of the day. If the school considers that the child could have attended for part of the day but is absent for the whole day a proportionate unauthorised absence will be recorded.

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

The law states that *‘children must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school’.*

Department for Education – ‘Working together to improve school attendance’ Sept 2022

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

An authorised absence is where:-

1) a child is too ill to attend school and

- After a period of 5 days medical evidence has been provided
- For a child at a level of persistent absence (less than 90%) medical evidence is provided
- Medical evidence is provided for absence immediately before or after a period of school holiday
- Medical evidence is provided where there is a regular pattern to illness absence

2) Evidence is provided for exceptional medical appointments

3) The absence is unavoidable and exceptional

4) A leave of absence for exceptional circumstances has been granted by the school

An unauthorised absence is where:-

- 1) the school considers that the child was well enough to attend school but did not
- 2) medical evidence is not provided for an illness absence of 5 days or more
- 3) medical evidence is not provided for a child at a level of persistent absence
- 4) medical evidence is not provided for illness absence immediately before or after a period of school holiday
- 5) medical evidence is not provided where there is a regular pattern to illness absence
- 6) the school considers that the absence was not unavoidable or exceptional
- 7) a leave of absence request is declined but still taken (this includes holidays in term time)

Further details of authorised and unauthorised absence can be found in Appendix 1.

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

Requests for leave in exceptional circumstances should be made at least 2 weeks in advance of the event and in writing, using the Leave of Absence Request Form. Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the Headteacher’s decision is final.

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

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

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

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

If the school grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice.

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

Grounds for Deleting a child from School register – DfE – 'Working Together to Improve School Attendance' Sept 2022

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

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

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

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

| Circumstance         | Number of Days which maybe be authorised  | Additional Notes<br>All requests MUST be made in writing, 2 weeks in advance                                 |
|----------------------|---|--|
| Religious Observance | 1 day in any one academic year  | · additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice |
| Family Celebration   | 2 days in any one period of absence<br><br>Maximum of 4 days in any one academic year | · additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice |

|   |  |   |
|---|--|---|
| Family<br>Emergency/compassionate<br>leave  | 2 days in any one period<br>of absence<br><br>Maximum of 4 days in any<br>one academic year  | · additional days for travelling abroad will NOT be<br>authorised and may be subject to a fixed penalty<br>notice   |
| Participation in a<br>performance   | Dependent on LA licence<br>Absence must <u>not</u> to be<br>authorised if licence not<br>obtained by parents from<br>LA except in specific<br>circumstances. | · additional days for travelling abroad will NOT be<br>authorised and may be subject to a fixed penalty<br>notice<br>· Parents are required to obtain a licence from the<br>LA<br>· Not to be authorised if a child's attendance<br>would fall below 96%<br>· School to make arrangements for the child to<br>receive a suitable education<br>o For not less than 6 hours per week and<br>o During each complete period of 4 weeks or if<br>less than 4 weeks during that period, for periods<br>of time not less than 3 hours a day and<br>o On days where children would be expected<br>to attend school and<br>o For not more than 5 hours on any such day |
| Participation in a sporting<br>event – competing at a<br>national level or above<br>except in specific<br>circumstances | Maximum of 4 days in any<br>one academic year  | · additional days for travelling abroad will NOT be<br>authorised and may be subject to a fixed penalty<br>notice   |
| Gypsy/Roma and Traveller<br>Absence   | NA but only travel for<br>occupational<br>circumstances  | · Absences will not be granted for any other<br>reasons other than occupational circumstances   |

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

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

Further information about authorised and unauthorised absences can be found in appendix 1.

#### **Approval for term-time absence**

Headteachers / Executive Headteachers will only grant a leave of absence to children during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's /Executive Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. The Trust will authorise 2 days of religious observance across the year.
- Traveller children travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the child is attending educational provision

Other possible 'exceptional circumstances' where the Headteacher / Executive Headteacher may grant term-time leave are:

- The death or terminal illness of a close relative.
- Weddings of close friend or relative
- Out of school programs such as music, arts or sport operating at a high standard of achievement.

Documentary evidence of this event will be required.

All cases will be considered on individual requests.

Unauthorised Leave of Absence (e.g. For Holiday During Term-time) Where a request for leave of absence is made by a parent and subsequently taken after it has not been approved by the headteacher, the absence then becomes unauthorised.

Referrals to the Local Authority will be made by the Trust school headteacher with regard to issuing of a penalty notice.

From 1st January 2018 **any period of unauthorised leave may result in a parent receiving a penalty notice fine.**

If a parent hasn't requested leave of absence and their child is absent from school with a reason, or suspected reason, which is not permitted as an allowable circumstance (eg. family holiday) this will be recorded as an unauthorised absence and the procedure outlined above will be followed.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1:

### Authorised and Unauthorised Absences and Register Coding

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

#### Present

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

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

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

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

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

#### Absent

##### Authorised Absence from School

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

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

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

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

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

#### A child is participating in a performance

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

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

211. Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a child's education. Where the licence specifies the dates that a child is to be away from school to perform, the school should record the absence for those

days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the Headteacher / Executive Headteacher to grant leave of absence.

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

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

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

#### **A child is pregnant**

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

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

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

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

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

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

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

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

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

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

Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Unauthorised Absence from School**

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

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

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

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

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

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

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

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

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

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

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

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

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

243. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a child will be marked as absent. This should be the same for every session and depending on the

structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Code V: Educational visit or trip**

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

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

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

**Code W: Work experience**

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

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

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

**Unable to attend due to exceptional circumstances**

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

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

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

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

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

### **Safe Walking Distance**

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

### **Child in custody**

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

### **Administrative codes**

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

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

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

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

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

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

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

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

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

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

- Days between terms
- Half terms
- Occasional days (for example, bank holidays)
- Weekends (where it is required by the management information system)
- Up to 5 non-educational days
- Use of school as a polling station

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

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

## Appendix 2:

### How Long Should You Keep Your Child Off School

Taken from [How long should you keep your child off school - checklist poster \(text version\) - GOV.UK \(www.gov.uk\)](#)

Promotional material

## How long should you keep your child off school - checklist poster (text version)

Updated 27 April 2022

Applies to England

| Yes  | Until   |
|--|---|
| Chickenpox                                     | at least 5 days from the onset of the rash and until all blisters have crusted over   |
| Diarrhoea and Vomiting                         | 48 hours after their last episode   |
| Cold and flu-like illness (including COVID-19) | they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19 |
| Impetigo                                       | their sores have crusted and healed, or 48 hours after they started antibiotics   |
| Measles  | 4 days after the rash first appeared  |
| Mumps  | 5 days after the swelling started   |
| Scabies  | they've had their first treatment   |
| Scarlet fever                                  | 24 hours after they started taking antibiotics  |
| Whooping cough                                 | 48 hours after they started taking antibiotics  |
| <b>No</b>                                      | <b>But make sure you let their school or nursery know about</b>   |
| Hand, foot and mouth                           | Glandular fever   |
| Head lice                                      | Tonsillitis   |
| Threadworms                                    | Slapped cheek   |

Further advice and guidance on [managing cases of infectious diseases in all education and childcare settings](#) is available.

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## **Appendix 3**

### **Contents of Admissions Register**

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

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

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

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

### **Child Information**

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

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

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

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

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

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

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

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

### **Maintaining the Admission Register**

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

#### **Appendix 4 : Grounds for Deleting a child from the Admissions Register**

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

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

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

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

- the full name and address of any parent the child normally lives with;
- at least one emergency telephone number of any parent the child normally lives with;
- if applicable, the full name and address of the parent who the child is going to live with, and the date the child will start living there;
- if applicable, the name of the child's other school and when the child began or will begin to attend the school;
- the reason set out in regulation 8 under which the child's name is to be deleted from the admission register.

#### **Deleting the name of a child of compulsory school age**

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

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

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

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

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

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

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

### **Transfer between schools**

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

#### **School A will:**

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

#### **School B will:**

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

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

#### **School Attendance Order (SAO)**

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

#### **Child of no fixed abode**

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

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

#### **Dual registration**

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

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

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

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

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

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

**School Attendance Order (SAO)**

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

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

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

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

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

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

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

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

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

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

**School medical officer**

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

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

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

- at no point has the absence been authorised by the school (under regulation 6(2));
- the school does not have reasonable grounds to believe that the child is unable to attend because of sickness or an unavoidable cause; and

- the school and the local authority have jointly made reasonable efforts to find out the child's location, but they have not succeeded.

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

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

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

- that order is for a period of more than 4 months; and
- the school does not have reasonable grounds to believe the child will return to the school at the end of that period.

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

177. Where a child has died.

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

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

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

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

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

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

**Compulsory school age**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### *Regulation 8(2)*

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

- the child is registered at the school as a result of a school attendance order, but school has now been named on that order or the order is revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the child's name is deleted under regulation 8(1)(a); or
- the child has died, and the child's name is deleted under regulation 8(1)(j); or
- the child has been permanently excluded from the school, and the child's name is deleted under regulation 8(1)(m).

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

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

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

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

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

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

- at no point has the absence been agreed by the school;
- the school does not have reasonable grounds to believe that the child is unable to attend because of sickness or an unavoidable cause; and
- the school has made reasonable efforts to find out the child's location, but they have not succeeded.

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

191. Where a child has died.

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

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

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

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

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

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

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

#### **Appendix 4**

Grounds for Deleting a child from the Admissions Register

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

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

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

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

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

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

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

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

## Appendix 5: Graduated Response to Attendance and Punctuality

| GRADUATED RESPONSE TO ATTENDANCE  |                                   |   |   |
|---|-----------------------------------|---|---|
| <b>NOTES:</b> <ul style="list-style-type: none"> <li>Any safeguarding concerns should be dealt with as a priority and following policies and procedures</li> <li>Process applies to ALL children including those of non-statutory school age</li> <li>Process can be expedited where there are attendance/safeguarding concerns</li> <li>Attendance is reviewed half termly with RAG rating and attendance summary attached</li> <li>Starting point will depend on the needs and priority in each school</li> <li>Starting point will depend on needs of family</li> <li>Make letters personal to child</li> <li>Send via post, email etc. directly to the parents, not in given to child to take home</li> </ul> |                                   |   |   |
|   | Scenario                          | Action  | Documentation   |
| First Day of Absence  | No reason given for absence       | School to call parents and all emergency contacts to ascertain whereabouts of child   | School to keep record of dates/times of phone calls     |
| Second Day of Absence   | No reason established for absence | School to call parents and all emergency contacts to ascertain whereabouts of child   | School to keep record of dates/times of phone calls etc |
| Third Day of Absence  | No reason established for absence | School to call parents and all emergency contacts to ascertain whereabouts of child<br><br>Carry out home visit<br><br>Log on My Concern/Safeguarding Concern | School to keep record of dates/times of phone calls etc |

|                             |   |   |   |
|-----------------------------|---|---|---|
| <b>Day 4-10 of Absence</b>  | <b>No reason established for absence</b>  | <p>School to call parents and all emergency contacts to ascertain whereabouts of child</p> <p>Follow CME procedures (ask class mates, liaise with schools attended by siblings, check with previous school, contact with other agencies known to family/police)</p> <p>Escalate Safeguarding Concerns</p> <p>Continue to make home visits</p> | <b>School to keep record of dates/times of phone calls/visits etc</b>   |
| <b>Day 10-20 of Absence</b> | <b>No reason established for absence</b>  | <b>Refer to LA as CME</b>   | <b>School to keep record of dates/times of phone calls/visits etc</b>   |
| <b>STEP 1</b>               | <b>Attendance starting to fall below school target but above 90% (from 93%)</b> | <b>School to send by post letter to parents from head teacher</b>   | <p>Attendance Letter 1 with attendance certificate<br/>or<br/>Attendance Letter 1 NS (non-statutory school age) with attendance certificate</p> <p>Children falling at risk and below after half termly checks to be monitored weekly. Informal meeting/conversation held and logged. Session attendance must increase to avoid attendance letter 2 within a 4 week period.</p> <p>Add to My Concern profile flag</p> |
| <b>STEP 2</b>               | <b>Attendance not improved and falling below school target but above 90%</b>    | <b>School to send by post letter to parents from head teacher</b>   | <p>Attendance Letter 2 with attendance certificate<br/>or<br/>Attendance Letter 2 NS (non-statutory school age) with attendance certificate</p> <p>Children falling at risk and below after half termly checks to be monitored weekly. Informal meeting/conversation held and logged. Session attendance must increase to</p>   |

|                                  |   |  |   |
|----------------------------------|---|--|---|
|                                  |   |  | avoid attendance letter 3 within a 4 week period.<br><br>Add to My Concern log  |
| STEP 3                           | Attendance not improved<br><br>(where below 90% medical evidence needed for any absence due to illness) | Parents/carers asked to meet with head teacher/member of SLT<br><br>Notes of meeting kept (can be hand-written and scanned)<br>Use RECORD OF ATTENDANCE/PUNCTUALITY MEETING document<br><br>(review in 6 weeks – if improved action closed, if not progress to Step 4)   | Attendance Letter 3 invite to meeting<br><br>RECORD OF ATTENDANCE/PUNCTUALITY MEETING<br><br>In the event of non attendance - school are to produce an action plan for attendance improvement. To be shared with parents. Review in 6 weeks.<br><br>Update My concern |
| STEP 4<br>TSSMAT AIM involvement | Attendance not improved and below 90% or cause for concern  | Parents/carers asked to meet with TSSMAT Attendance Support Officer and member of school SLT<br><br>School send request for involvement to CEO<br>1) Copy of Attendance Intervention record<br>2) Copy of current attendance certificate<br>3) Copy of RECORD OF ATTENDANCE/PUNCTUALITY MEETING<br><br>Update My Concern throughout. |   |
| OTHER POSSIBLE STEPS             |   |  |   |
| Early Help                       | FPN/Statutory Action  |  |   |
| Attendance Improves              |   |  | Well done letter  |

#### GRADUATED RESPONSE TO PUNCTUALITY / LATENESS

##### NOTES:

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

- Send via post, email etc directly to the parents
- Any safeguarding concerns should be dealt with as a priority and following policies and procedures

|  | Scenario   | Action   | Documentation  |
|--|--|--|--|
| <b>STEP 1</b>                                  | <p>Lateness a concern</p> <p>5 late sessions in a 12 week period.</p> <p>(late before or after register closed on a regular basis)</p>               | School to send by post letter to parents from head teacher   | <p>Lateness Letter 1 with attendance certificate or</p> <p>Lateness Letter 1 NS (non-statutory school age) with attendance certificate</p> <p>Add to My Concern Flag</p> |
| <b>STEP 2</b>                                  | <p>Punctuality not improved</p> <p>7 late sessions in a 12 week period.</p>  | School to send letter to parents from head teacher   | <p>Lateness Letter 2 with attendance certificate or</p> <p>Lateness Letter 2 NS (non-statutory school age) with attendance certificate</p> <p>Update My Concern</p>      |
| <b>STEP 3</b>                                  | <p>Punctuality not improved</p> <p>10 late sessions in a 12 week period (where below 90% medical evidence needed for any absence due to illness)</p> | <p>Parents/carers asked to meet with head teacher/member of SLT</p> <p>Notes of meeting kept (can be hand written and scanned)</p> <p>Use RECORD OF ATTENDANCE/PUNCTUALITY MEETING document</p> <p>(review in 6 weeks – if improved action closed, if not progress to Step 4)</p>  | <p>Lateness Letter 3 invite to meeting with attendance certificate</p> <p>RECORD OF ATTENDANCE/PUNCTUALITY MEETING</p> <p>Update My Concern</p>                          |
| <b>STEP 4</b><br><b>TSSMAT AIM involvement</b> | <p>Punctuality not improved and more than 15 lates in 12 week period</p>   | <p>Parents/carers asked to meet with TSSMAT Attendance Support Officer and member of school SLT</p> <p>School send request for involvement to CEO:</p> <ol style="list-style-type: none"> <li>1) Copy of Punctuality Intervention record</li> <li>2) Copy of current attendance certificate</li> <li>3) Copy of RECORD OF ATTENDANCE/PUNCTUALITY MEETING</li> </ol> <p>Update My Concern</p> |  |

**OTHER POSSIBLE STEPS**

|                         |                         |  |                  |
|-------------------------|-------------------------|--|------------------|
| Early Help              | FPN/Statutory<br>Action |  |                  |
| Punctuality<br>Improves |                         |  | Well done letter |

## **Glossary and clarification:**

### **Parental Responsibility**

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

- Parental Responsibility or
- Responsibility for the day-to-day care of the child.

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

### **Who has parental responsibility**

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

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

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

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

### **Births registered in England and Wales**

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

They both keep parental responsibility if they later divorce.

### **Unmarried parents**

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

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

### **Births registered in Scotland**

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

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

### **Births registered in Northern Ireland**

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

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

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

### **Births registered outside the UK**

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

### **Same-sex parents**

#### **Civil partners**

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

#### **Non-civil partners**

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

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

TSSMAT uses Children, where there is reference to pupils or students it is DFE guidance or a relevant, external piece of documentation.

CEO Chief Executive Officer  
CME Child Missing in Education  
DFE Department for Education  
DSL Designated Safeguarding Lead  
EAL children with English as an Additional Language  
EHCP Educational Health Care Plan  
FSM Free School Meal children  
IHCP Individual Health Care Plan  
LA Local Authority  
LAC Looked After children (A child is looked after by LA if he or she is in their care or if he or she is provided with accommodation for a continuous period of more than 24 hours by)  
PA Persistent Absence (attendance less than 90%)  
PP child Premium  
PPOE child Missing Out on Education  
SA Severely Absent (attendance less than 50%)  
SEND Special Educational Need/Disability  
SENDCO Special Educational Needs/Disability Co-Ordinator  
SW children with a Social Worker

### **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and every three years by the full Board of Directors.