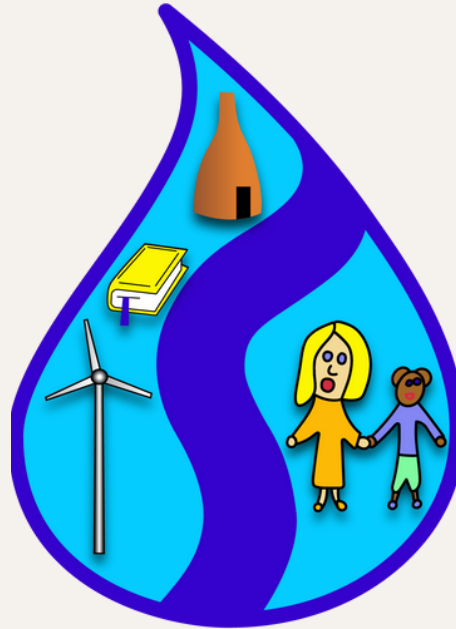
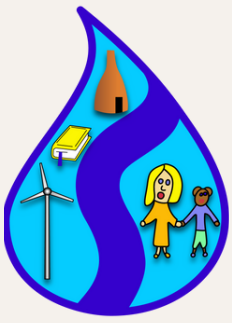


ATTENDANCE PROCEDURES

- Reporting absences
- Unauthorised absences in a 10 week period
- Exceptional Leave of Absence Requests
- Persistently Absent



WATERSIDE PRIMARY SCHOOL



REPORTING ABSENCES

WATERSIDE PRIMARY SCHOOL

Step 1

REPORTING A CHILD'S ABSENCE

There is an expectation that parents/carers contact the school every day to report their child's absence.

They must provide the child's full name, year, class and reason for absence.

Please note if a child has been absent from school for longer than 5 days school will need medical evidence in order to authorise the absence.

Step 2

PARENTS/ CARERS WILL BE CONTACTED

If parents/carers have not informed the school of their child's absence a text and phone call will be sent that morning.

If there is still no contact made and therefore no reason is given for the absence then the absence will be marked as unauthorised.

If the child is on the school's vulnerable list home visits will be completed on day 2.

Step 3

AFTER 2 CONSECUTIVE DAYS OF UNAUTHORISED ABSENCE

After 2 Consecutive days of unauthorised absence and there has been no contact from parents /carers, under safeguarding school will complete a home visit.

Daily home visits will continue until communication is received from a parents/carers.

If there are additional safeguarding concerns, school will follow safeguarding procedures.

Step 4

AFTER 5 DAYS OF CONSECUTIVE UNAUTHORISED ABSENCE

After 3 consecutive days of unauthorised absence and there has been no contact from parents/carers, under safeguarding school will seek advice from the children missing in education team and social care. A Safe and well check from the police may be organised.

If there are additional safeguarding concerns, school will follow safeguarding procedures.

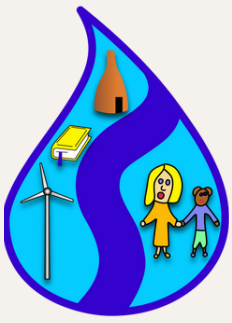
Step 5

CHILD ABSENT FROM EDUCATION

If a child has been absent from school for 20 consecutive days, a child missing in education referral will be completed and sent to the local authority.

The local authority will then complete checks and may advise the school to unroll the child from the school.

If a child's attendance is below 90% (in a rolling year) then all absences will be unauthorised unless medical evidence provided



UNAUTHORISED ABSENCES IN A 10 WEEK PERIOD

WATERSIDE PRIMARY SCHOOL

Step 1

AFTER 2 AND 3 DAYS OF UNAUTHORISED ABSENCES

After 2 days of unauthorised absences in a 10 week period an initial letter will be sent to parents/carers.

After 3 days of unauthorised absences in a 10 week period a second reminder letter will be sent to parents/carers.

Step 2

AFTER 4 DAYS OF UNAUTHORISED ABSENCES

After 4 days of unauthorised absences in a 10 week period a third warning letter will be sent to parents/carers.

The letter will also include an invite to attend an attendance clinic with the attendance team to discuss a plan going forward.

Step 3

ATTENDANCE CLINIC

After 4 days of unauthorised absences, parents/carers will be invited to attend an attendance clinic with the attendance team.

During this meeting, parents/carers and school will work together to formulate an action plan in order to improve attendance going forward and to avoid more unauthorised absences

Step 4

PENALTY NOTICE WARNING LETTER REQUEST

After 5 days of unauthorised absences in a 10 week period a final letter will be sent to parents/carers to explain that a referral for a penalty notice warning letter has been requested from the local authority

Step 5

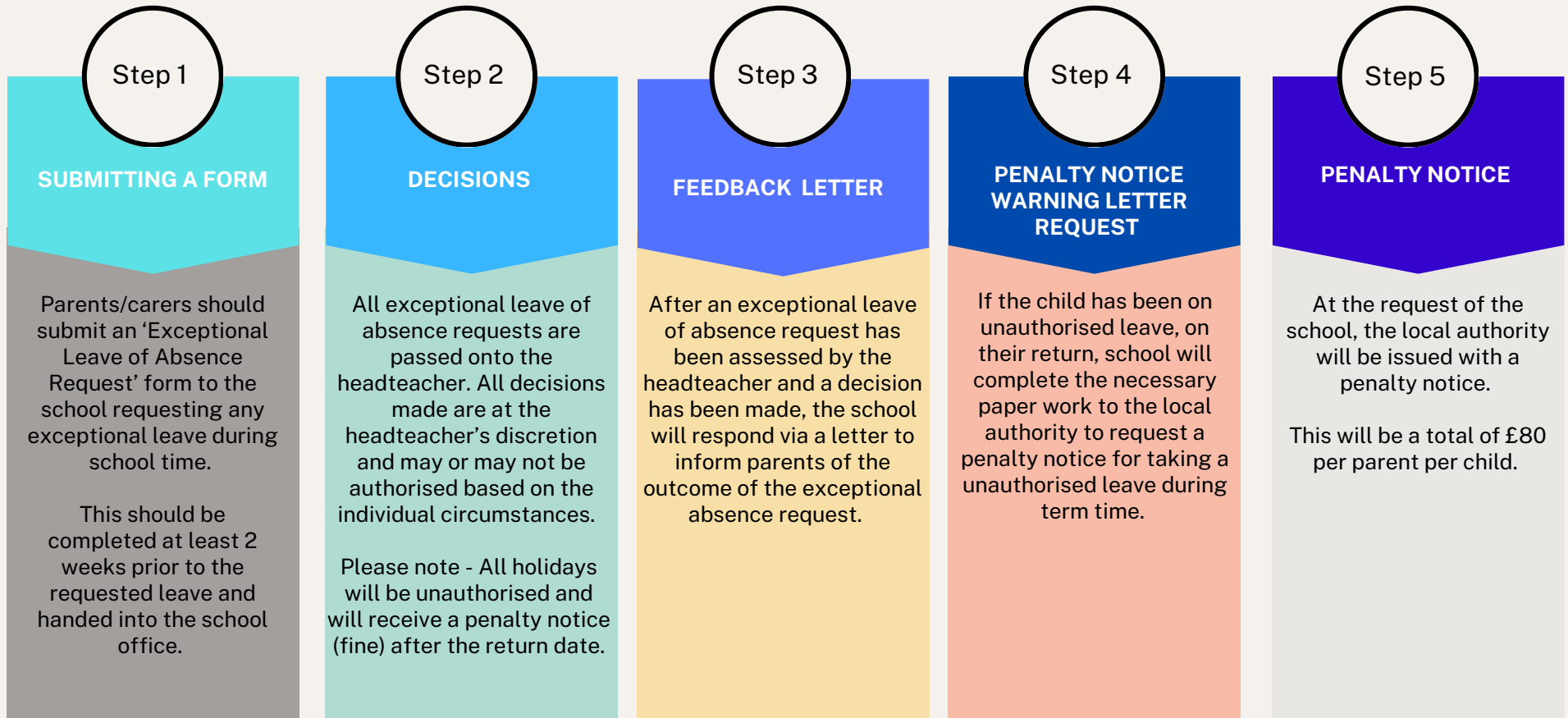
The child will be placed on a penalty notice warning letter where there should be no unauthorised absences in a 20 day period.

If there are further unauthorised absences without medical evidence during that period then a penalty notice will be issued through the local authority.

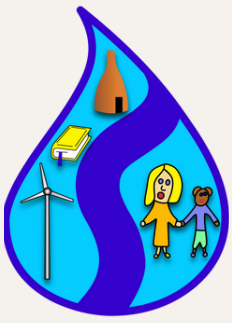


EXCEPTIONAL LEAVE OF ABSENCE REQUESTS

WATERSIDE PRIMARY SCHOOL



Each child will be entitled to 2 days authorised absences for religious reasons. Any other absences due to religious reasons will be unauthorised.



PERSISTENTLY ABSENT LESS THAN 90% ATTENDANCE

WATERSIDE PRIMARY SCHOOL

Step 1

LETTER 1 - INITIAL LETTER

If a child's attendance falls below 95%, this would be considered below the government expectation.

The attendance team will send letter 1 to parents/carers to inform parents/carers that attendance has now dropped below 95%

Step 2

LETTER 2 - REMINDER LETTER

If a child's attendance falls below 93%, this would be considered below the government expectation.

The attendance team will send letter 2 to parents/carers to inform parents/carers that attendance has now dropped below 93% and if there is no improvement then further action may be taken

Step 3

LETTER 3 - MONITORING LETTER

If a child's attendance falls below 90%, this would be considered significantly below the government expectation and persistently absent. School would therefore need to take further action.

The attendance team will send letter 3 to parents/carers to inform parents/carers that attendance has now dropped below 90% and therefore attendance will be monitored

Step 4

ATTENDANCE CLINIC

If a child's attendance falls below 90% and letter 3 has been sent to parents/carers. They will be invited to attend an attendance clinic with the attendance team to discuss how attendance can be improved going forward. Parents/carers will also be told that all absences going forward will be unauthorised unless medical evidence is provided.

Step 5

FOLLOWING UNAUTHORISED ABSENCE PROCEDURES

If a child's attendance continues to decrease and is below 90% the unauthorised absence procedures will be followed and relevant referrals made if there are 10 session as unauthorised absences in a 10 week period.