

**FEDERATION OF ST. NICHOLAS C OF E MIDDLE SCHOOL, PINVIN, AND  
PINVIN C OF E FIRST SCHOOL**



**POLICY ON ATTENDANCE**

**SC21**

Date approved at FGB	4.7.17
Statutory/ school policy status	School policy
Review period	2 years
Date of next review	Summer 2019

Chair of Governor's signature.....

Headteacher's signature.....

## **Person(s) responsible for implementing and monitoring the policy:**

Executive Headteacher

Governing body

### **Introduction**

Our approach to attendance sits at the very heart of our Federation and is underpinned by our vision statement. As a Church of England Federation, we will consider all aspects of attendance in this context:

*‘Set in the context of our Christian Foundation, the Pinvin Federation of St. Nicholas Church of England Middle School, Pinvin and Pinvin Church of England First School is committed to providing excellence in education, where everyone has the opportunity to develop a love of life-long learning. Our aim is for all to have the opportunity to excel and that through a strong sense of team and community we can achieve together’*

#### **We expect our pupils to be:**

- *Confident and enthusiastic*
- *Independent*
- *Creative thinkers*
- *Hard working*
- *Caring towards each other*
- *The future*

#### **We expect our staff to:**

- *Be a role model for our pupils*
- *Be professional in approach*
- *Have high expectations*
- *Enjoy learning themselves*
- *Be supportive and encouraging*
- *Make education fun*

#### **We expect our stakeholders to:**

- *Be supportive of our Christian values*
- *Partners in improving learning*
- *Committed to making the Federation a leading establishment of education*

Our vision is underpinned through our focus on Rights, Respects and Responsibilities. A rights-respecting school not only teaches about children’s rights but also models rights and respect in all its relationships: between pupils and adults, between adults themselves and between pupils. Article 28 of the UN Convention on the Rights of the Child states: “You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.” This is central to our ethos.

## Section 1

### Rationale/statement of intent

At the Pinvin Federation we aim to:

- Ensure that regular attendance and punctuality are given a high priority by all staff throughout the school.
- Establish effective procedures within the school to follow up unauthorised absences at the earliest opportunity.
- Convey a clear message to parents and pupils that regular attendance is vital and that unauthorised absences will be the subject of follow up actions.
- Comply with government regulations on attendance.
- Keep records of all absences and distinguish between authorised and unauthorised absences.
- Establish clear communications with external agencies.
- Have in place a clear line management structure that addresses the needs of securing strong Federation attendance.

## Section 2

### 2.1 Promoting good attendance and punctuality

Attendance is central to raising standards and ensuring that pupils can reach their potential. Children who miss lessons are more vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary phases of education (See below for information relating to the link between absence and attainment at KS2).

The Pinvin Federation has high expectations with regards to both attendance and punctuality.

Attendance is celebrated weekly, with a Class Trophy and a House Attendance Trophy at St Nicholas CE Middle School and Year Group Trophy and display at the First School. 99%+ Gold certificates are awarded on a termly basis to those pupils who sustain near 100% attendance, 98%+ Silver and 97%+ Bronze. A 100% attendance lucky draw takes place at the First School and the Middle School every week, whereby a child's name is taken from a computer-generated system and a reward given.

Attendance is also closely linked with the Behaviour System where attendance at school sessions equates to a merit or point. **Additional merits of 10 E-praise points are awarded to those pupils who have maintained 100% attendance during any half-term period – which equates to an additional 60 points in an academic year.** Pupils then realise the value of a high level of attendance and how this relates to the expectations that we have as a Federation in relation to behaviour. Form/class teachers are to update e-praise at the end of term to log 100% attendees.

The Federation also recognises improvements in attendance and will send letters home to those parents that improve the attendance or punctuality of their child, where it had been a previous cause

for concern and/or provide certificates or awards to the children for significant improvement.

The Federation offers a number of opportunities for pupils that then encourage high levels of attendance. Clubs that meet the needs of a variety of learners take place during the course of the week and are aimed at all pupils. The addition of: Forest School sessions, a breakfast based club alongside close working relationships with our, before and after school link provider, are also available to foster positive attendance. There is also an opportunity for vulnerable learners and attenders to attend a daily reading session with our Reading Ambassadors. The Federation also has a minibus in place that serves the community of the Pinvin Caravan Site.

The Federation also sends out termly attendance printouts to families informing them of their child's attendance. Attendance is covered on each newsletter with the best performing year and house for the month accredited. Annually the Federation in September sends out a communication that highlights the importance of attendance and the risk that poor attendance can have on subsequent GCSE results.

Where attendance and punctuality is a concern, The Pinvin Federation will intervene early, working with parents, often through the form of an Attendance Support plan (ASP) and, where necessary, other professionals, to improve attendance and punctuality with a view to raising attainment and outcomes for pupils. There is a clear set of processes in place to tackle attendance concerns and these are contained within this document.

### Attainment in KS2 tests by levels of overall absence split into percentage point bands

Figure 1: Percentage of pupils achieving stated levels at the end of KS2 in the 2012/13 academic year by percentage of sessions missed over KS2

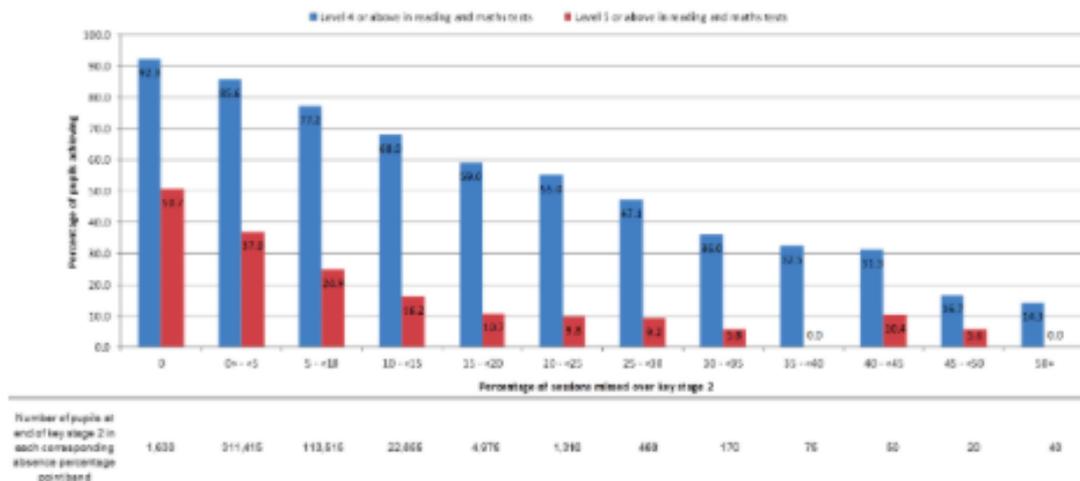


Figure 1 shows that in general the higher the percentage of sessions missed across the key stage, the lower the likely level of attainment at the end of KS2. In particular, pupils with no absence are 1.6 times more likely to achieve level 4 or above, and 4.7 times more likely to achieve level 5 or above, than pupils that missed 15-20 per cent of all sessions.

The relationship between absence and KS2 attainment remained similar over the past five academic years.

Figure 2: Percentage of pupils achieving stated levels at the end of KS2 in the 2012/13 academic year based on grouping pupils into percentile bands according to their overall level of absence over KS2

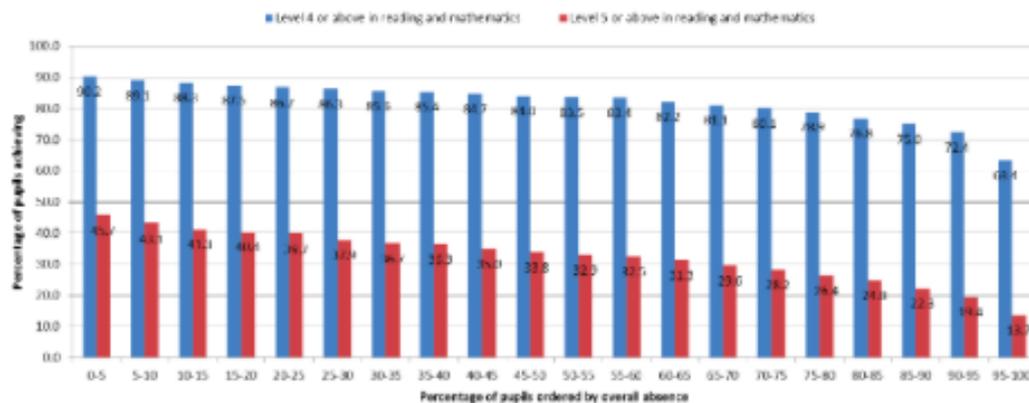


Figure 2 shows a gradual decrease in KS2 achievement as overall absence rates increase. Specifically, pupils with the lowest five per cent of overall absence rates are 1.4 times more likely to achieve level 4 or above in reading and maths tests and 3.3 times more likely to achieve level 5 or above in reading and maths tests than pupils with the highest five per cent of overall absence rates.

## **Taken from the February 2015 Research report – The link between absence and attainment at KS2 and KS4**

### **2.2 Roles and responsibilities**

Parents, schools and Local Authorities share legal responsibility for school attendance. The legal requirements are contained in:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The law requires all schools to have an admission register and an attendance register, onto which all pupils must be placed.

Schools must enter pupils on the Admission Register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

Every amendment to the Admission Register and Attendance Register must include: the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and position of the person who made the amendment.

Every entry on the admission register and attendance register must be preserved for a period of three years after the entry was made.

#### **Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years.

#### **Children at risk of missing education**

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home educated.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
- Have been permanently excluded.

## Parents

Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

Parents may need to be reminded of the Federation's expectations regarding attendance. Parents have an obligation to inform the school if their child is unable to attend school and to give an explanation.

### What does your child's attendance figure mean as lost learning time?

Attendance Figure	Approximate days absent by the end of the school year	School time missed by the end of Year 11
100%	0	0
95%	10	$\frac{1}{4}$ of a year
90%	20	$\frac{1}{2}$ of a year
85%	30	$\frac{3}{4}$ of a year
80%	40	1 whole year

#### **Casestudy example (taken from parent leaflet [www.hants.gov.uk](http://www.hants.gov.uk))**

Liam is in Year 1 and his attendance rate at school is always around 90%. Liam and his family think this is pretty good!

If Liam continues to attend for only 90% of the time, then over five years he will miss the equivalent of about one-half of a school year.

90% attendance for Liam = 20 days absence (four weeks of school missed).

His absence profile:

- Two days sore throat – September
- Five days cold and cough – December
- Two days dentist – six month check up
- One day Christmas shopping.
- One day upset stomach – March
- Two days high fever/virus – June
- Five days unauthorised holiday
- One day birthday treat
- One days two doctors appointments

Whilst it is not compulsory for children below statutory school age to attend school, it is important that parents understand the need to establish good routines with children at a young age. If there

are concerns related to a child's attendance or punctuality whilst in the Foundation Stage, then The Pinvin Federation will ensure that parents are informed and offered support to improve the situation.

### **Teachers**

Teachers have a major role to play in developing good attendance. Effectiveness in other areas, e.g. dealing with incidents of bullying, can improve absenteeism.

### **Governors**

The governing body will be kept informed on issues related to attendance. They will have a role to play in scrutinising the attendance data that is produced externally (E.g. Raiseonline) and that developed by senior leaders. They will be responsible for ensuring the effective implementation of the policy and to ask questions of senior leaders in relation to this.

### **Pupils**

Pupils will be encouraged to recognise the importance of good attendance and punctuality. The Pupil Parliament in both schools will have as part of their remit a focus on how best as pupils they can support and encourage good attendance at school.

## **Section 3**

### **3.1 Recording attendance**

#### **Attendance Registers**

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion, they must record whether every pupil is:

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

Any absences should be followed up to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download the data to the School Census.

The Federation will use national codes to record and monitor attendance and absence in a consistent way, which complies with the regulations.

Pupils must not be marked present if they were not in school during registration. If a pupil leaves the school premises after registration they are still counted as present statistically.

## **Registration codes**

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

Present in school during registration.

### **Code L: Late arrival before the register has closed**

The Federation will keep the registers open for a period of 30 minutes. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

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

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

### **Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

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

This code should be used to record time spent in interviews 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 educational establishment.

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

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

#### **Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, 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.

#### **Authorised Absence from School**

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

**Absence codes when pupils are not present in school are as follows:**

#### **Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

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

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.

#### **Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

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

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. 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. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

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

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the

appointment.

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

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

### **Code T: Gypsy, Roma and Traveller absence**

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.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **Unauthorised Absence from School**

**Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:**

#### **Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise 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 for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

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

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

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

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

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

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

### **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

### **Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

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

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or the transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- This code can also be used where a pupil is unable to attend because: The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

### **Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

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

This code should be used for whole or partial school closures that are known or planned in advance such as between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

## **Section 3**

### **3.2 Lateness/punctuality**

Department for Education guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school, but schools can choose to use a shorter period.

With regards to The Pinvin Federation, the register is deemed closed between 20-25 minutes after registration, at 9.15am. A pupil who arrives after registration but before 9:15am will be recorded as 'late'. Pupils arriving after 9.15am will be recorded with a U and therefore recorded statistically as an absence.

Repeated lateness should be brought to the attention of the Inclusion Leader and Executive Headteacher by the Attendance Officer and school administrators. If there are more than 3 occurrences in a two-week cycle, a letter will be sent to the parent requesting an Attendance Support Plan meeting (ASP) with the Inclusion Leader, Attendance Officer and Executive Headteacher, this letter will be followed up with a phone call from the attendance officer and a text message. **(Ref LL1 and LL2).**

The Federation also has in place a process for late collection. Repeated late collection (3 occurrences

in 2 weeks) invokes an ASP meeting to discuss appropriate steps forward and formal action plan, this will have followed the parents being charged for late collection (see below).

All parents/carers should be onsite and ready to pick up their children when school learning ends at 3:15pm at the First School and 3.30pm at the Middle School.

Children who are not picked up by 3:30pm at the First School and 3.45pm at the Middle School will be taken to the Late Collection Room where they will be supervised by school staff.

If it is the first occasion of late collection and then no charge will be made for the supervision of the child but a late collection letter will be sent **(Ref LC1)**.

There will be a charge of **£10** applied to contribute to the cost to the school for supervision of children if one of the following applies:

1. A second occasion of late collection with no notification made by the parent/carer by 3:30pm at the First School and 3.45pm at the Middle School.
2. Further repeated occurrence of late collection by the parent/carer by 3:30pm and/or 3.45pm (school dependent) even with advanced notification.

The charge of **£10** will be expected to be paid on arrival. For example, if two children are collected after 3:30pm in the above circumstances, the parent would be charged a total of £20 for their supervision.

In line with the school's safeguarding procedures, if a child remains uncollected by 4pm safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by school staff.

### **3.3 What to do if my child is absent?**

Parents have an obligation to inform the school if their child is unable to attend school, and should give an explanation. To report absences, parents can contact the school offices by telephone or email. If there is prior knowledge of the absence, parents can write a letter.

### **3.4 First day absence and subsequent procedures**

The school Administration Team will begin First Day response calls after **9:15am and before 11am**. This will be for all pupils. The information from the First Day Response calls can be used to update the registers. The information should also be disseminated to class teachers and the Inclusion Manager.

If the parents/carers are not contactable or the reason for the absence is queried, a text message and standard letter will be sent to the parents asking for an explanation for the absence. **(Explanatory Letter EL1)**

Through its regular monitoring of attendance, any negative pattern of absence will be followed up by

a phone call and/or a letter home to invite parents in for an ASP meeting to address any underlying concerns. **(Attendance Letter AT1)**

The Federation will have an internal monitoring list of pupils, and pupils on the list will have their attendance monitored fortnightly by the Attendance Officer. The Inclusion Leader will liaise with the office administrators and parents to ensure that all absences are authorised or unauthorised. Repeated absences will be followed up with a phone call and/or letter to parents, inviting them into school for an ASP meeting. The initial meeting will be with the Inclusion Leader, Attendance Officer and Executive Headteacher, follow up meeting may be conducted by one or all of the named personnel. Where there is a pattern of frequent lateness, the Federation will follow up the same procedures as for repeated absence.

### **Third day absence**

If your child is not seen and contact has not been established with any of the named parents/carers after three days of absence, we will make all reasonable enquiries daily to establish contact with parents/carers and the child, including sending daily letters, text messages and making enquires to known friends and wider family.

### **Ten days' absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *'Missing In Education'*. Children's Services staff will endeavour to locate the child. There will be regular checks on telephone numbers throughout the year to ensure the Federation has up-to-date contact numbers and addresses.

Schools can remove from the school roll if the pupil was referred to CME on receipt of appropriate evidence. If there is no information as to the whereabouts of the child, the schools cannot remove the pupil from roll until all enquiries as to the whereabouts of the child or young person have taken place over a period of 20 school days. If this process has not been followed schools will be required to reinstate pupils back on to their school roll.

## **3.5 Returning to school**

When a child returns to school, regardless of the length of absence, the class teacher (For up to 5 days) and/or Attendance Officer (More than 5 days) should check the pupil is:

- Able to participate in lessons and catch up with any work missed
- Well – physically and emotionally

With any absence of more than 1 week or where it is felt the child is able to return but with the need for support this will need to be raised with the Inclusion Leader in the first instance. They will then liaise with the Inclusion Team to ensure that the most appropriate support is provided. If it is felt that the child is not ready to return to school, this should be communicated to the Inclusion Leader who will liaise with the Executive Headteacher in making a final decision on whether the child should

be in attendance.

## Section 4

### Request for leave of absence

The power to authorise/unauthorise a leave of absence belongs to the Head Teacher. The Holiday Authorisation Calculation Chart can be used to guide the Head Teacher's decision. If the Local Authority has already begun legal proceedings, holiday should not be authorised.

Parents should put their request for a leave of absence in writing, using the 'Application For Leave of Absence Request Form' and will be provided with a copy of the School Attendance Policy. This should be at least one month prior to the intended period of absence with the exception of bereavements/funerals or absences beyond the parents control; schools will respond to the request within one week. If school is aware of any difficulties that may preclude a request form being completed, appropriate support should be offered to the parent/carer. **There is an Acceptance (LAA) and Refusal standard letter (LAR).**

The Federation strongly discourages holidays during term time and holidays in term-time will not be authorised unless they meet the following exceptional criteria **(LAA: Acceptance Letter):**

- The holiday is to visit immediate family members in another country or the child's/parents' country of birth.
- The holiday is of significant cultural/religious significance to the family who are constrained by the festival/religious calendar.
- In the event of Service Families requesting a holiday in a time period that is constrained by active deployment.
- The Federation will authorise all leave of absence requests where pupils are visiting new schools for their next phase of education or where families are moving area.
- The funeral of a close family member or relative
- The child is participating in a sports/cultural/music event that would be deemed to be significant

The governing body determine that **ANY** other circumstances are therefore not deemed sufficiently exceptional to authorise and will support the Executive Headteacher in determining these as unauthorised.

Holidays which have not been agreed in advance or are not put in writing at least 4 weeks in advance, will lead to the pupil being marked with unauthorised absences and that this may be referred to the Local Authority for consideration of a Penalty Notice or other action.

Although Leave of Absence requests will be considered, it is important that parents understand the following circumstances whereby no absences will be authorised **(LAR: Refusal Letter):**

- The first two weeks of the school year are very important for learning routines, establishing

relationships and expectations and building friendships. Leaves of absence will not be granted during this period.

- Key Stage 1 and 2 assessments are important times in the academic year and we strongly advise parents not to apply for a leave of absence during these times as they will not be granted for any year group in the week that tests are taken (Dates available via the school website), this includes non-statutory testing years as part of our GL assessments.
- The Federation places great value on Transition Days at all levels of the organisation and therefore will not authorise leaves of absence during these days (Dates available on the school website).

Parents/Carers may advise schools that they need to take their child away from school for a period of time and that they do not know the date of return. The Federation should consider whether these absences should be regarded as 'family holidays' or as an ordinary absence from school and should make sure they have contact details, including an address. In this instance, Code C (for exceptional occasions) may be appropriate. When considering each individual request, the following should be taken into account:

- The nature of the event for which leave is sought
- Its frequency
- Whether the parent gave advance notice
- The pupil's overall attendance pattern

Leave for Religious or Cultural Observance must be requested (Eg Stow Fair, Eid etc...)

## **Section 5A**

### **Understanding types of absence – authorised and unauthorised**

Every unauthorised absence should be followed up by the Federation. Letters will be used, and for some parents, communication will also be in the form of a phone call and text. Letters, phone calls and texts will all be recorded.

The School Administration Team monitor attendance on a daily basis through the attendance registers. The Attendance Officer will monitor all attendance at a fortnightly reporting level and will look at a pupil's on-going profile across the Federation, prioritising those pupils where attendance falls below a 92% threshold. This will then create an overview of attendance which will then form the basis for the following actions on page 22.

In addition, data will be produced by the school administration team for each school, this analysis will take place on the first week of the month for the Inclusion Leader and Executive Headteacher and will provide a breakdown of each school, classes and groups (boys, girls, SEND, FSM, GRT).

If a child has a large number of absences through illness, and this gives cause for concern, then a request may be sought by the Inclusion Manager or Executive Headteacher for a more formal meeting to discuss this.

Authorised absences are recorded with codes: C, E, H, I, M, R, T

If possible, parents should arrange medical appointments out of school time, but if this is unavoidable, it will be recorded as an authorised absence.

Whilst we understand that children become ill, it is essential that absence due to illness is kept to a minimum. Where, within a half-term, a child has a number of absences due to illness, The Federation may request that medical evidence is provided before further absences are authorised, they may also request further information from the GP with parental consent.

Unauthorised absences are recorded with the codes: G, N, O, U

## **Section 5B**

### **Attendance Support Plan Meetings**

The Federation is committed to working with families and outside agencies to improve the attendance of pupils. An Attendance Support Plan (ASP) meeting will be put in place in the following circumstances as a way of ensuring an improvement to attendance:

- Pupils with medical needs that impact on their attendance should have an ASP in place that is reviewed at least termly and/or if a situation arises where the medical need requires a more immediate meeting
- Repeated late attendance (see Section 3.2)
- Repeated late collection (see Section 3.2)
- Attendance falls below thresholds as defined in Section 5A

The meetings will be conducted by the Inclusion Leader, Attendance Officer and Executive Headteacher. Where appropriate, pupils may also be requested to attend the meeting. There may also be circumstances for other Federation based staff to attend the meeting and/or appropriate outside agencies. The meetings will take the form of a plan that is then agreed and signed by all who attend, with clear actions and timescales. **(See ASP template)**

## **Section 6**

### **Penalty Notices for non-attendance and other legal measures**

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### **Legal measures for tackling persistent absence or lateness**

Legal measures will only be considered when there is unauthorised absence and:

- The child or family do not require the support from any agency to improve the attendance
- The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

## **Penalty Notices for non-attendance – Worcestershire’s Code of conduct**

The *Code of conduct* states that:

- If a pupil is absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 60 possible school sessions, then a warning will be issued. Failure to comply with the recommendation will result in a Penalty Notice being issued.

### **Legal measures for absence taken when the Headteacher has declined parents/ carers’ request for leave of absence**

Where a pupil has unauthorised absence (Code G) due to either:

- non-approval of a parent/carer’s request for leave of absence or
- a holiday that has been taken without permission

The Federation will refer the concern if appropriate to the Education Investigation Team ([edinvservice@worcesterhsire.gov.uk](mailto:edinvservice@worcesterhsire.gov.uk))

## **Section 7**

### **Absence through competing at regional, county or national level for sport**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher’s discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

### **Absence through child participation in public performances, including theatre, film or television work and modelling**

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher’s discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child’s participation in a public performance is recorded as C, an authorised absence.

### **Gypsy, Roma, Traveller and Showman families**

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for

**work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school.

All GRT and showman families must complete a standard 'Travelling Form' before taking any leave.

## Appendices

### The law

The Education Act 1996, Part I, Section 7 states:

*“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:*

*a) to his age, ability and aptitude and*

*b) to any special needs he may have*

*either by regular attendance at school or otherwise.”*

For educational purposes the term *parent* is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI, Section 444 contains the details of when an offence is committed if a child fails to attend school.

### Register and admission roll keeping

The legal requirements are found in: The Education (Pupil Registration) (England) Regulations 2006.

### Guidance documents on attendance

The following Department for Education documents are used to guide attendance recording:

- *Absence and attendance codes* (guidance for schools and local authorities)
- *Keeping pupil registers* (guidance on applying the Education Pupil Registration Regulations).
- *School attendance* (Departmental advice for maintained schools....and local authorities)

These and other guidance documents are available on the Department for Education website.

[http://westmerciaconsortium.proceduresonline.com/chapters/p\\_miss\\_ed.html#schools](http://westmerciaconsortium.proceduresonline.com/chapters/p_miss_ed.html#schools)

## **School Interventions: The Process**

### **Attendance**

Step 1 First day Response from Administration Team:

- Concerns / Vulnerable pupil checked. Findings shared with class teacher and Inclusion manager.
- Text and letter to parents where no reason given.

Step 2 Attendance officer on a fortnightly basis:

- Monitoring of attendance data and letter sent to Parents to explain that attendance is being monitored.
- concerns / vulnerable pupil list checked and updated
- Explanatory letter (EL1) – sent by the Administration Team where no reason for absence given. If no response is received in relation to absence then this is coded as unauthorised.
- Monitoring Letter (ML1) under 92% - sent by the Head of School (Inclusion)
- Attendance Letter 1 (AT1) under 85% - sent by Executive Headteacher
- Attendance Letter 2 (AT2) under 80% and/or no improvement seen following Letter 1 - sent by Executive Headteacher

Step 3

- First written Attendance Warning Letter using the EIS template

Step 4

- Final written Attendance Warning Letter using the EIS template

Step 5

- All paperwork is then collated by the office, if no improvement is made and this is then sent as evidence with the referral form.

### **Punctuality**

Step 1 = Monitoring of attendance data

- concerns / vulnerable pupil list is checked and updated

#### Step 2

- LL1: Late warning letter for repeated lateness is sent by Executive Headteacher after 3 uses of Code L in one month/or late collection

#### Step 3

- LL2: Late warning letter is put in place requesting a meeting to complete as ASP with the aim of improving punctuality

#### Step 4

- EIS informed of repeated lates beyond registration where this has then impacted in taking the attendance threshold below 80%. Prior to this the Federation will send a first and final written warning.

Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER  
**Executive Headteacher Mr Andrew J Best**

**ML1: Monitoring Letter**

Date

Dear

Name:

DoB:

According to our records, your child's attendance has fallen below \_\_\_\_\_ for this academic year so far and we will be monitoring their attendance.

Please could you make contact with school, by phone, email or in person to provide reasons for any future absences. We can then support you and your child further to ensure that they attend school fully.

Thank you for your help in this matter.

Yours sincerely

Miss Natalie Rushton  
**Inclusion Leader**

Federation of

Pinvin C of E First School and

St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER

**Executive Headteacher Mr Andrew J Best**

**LL1: Late Letter**

Date:

Dear

Name: \_\_\_\_\_ dob: \_\_\_\_\_

According to our records, your child has been late for the sessions listed on the attached Registration Certificate. We are now monitoring your child's punctuality and we aim to provide further support to ensure that your child arrives in school promptly so that no learning time is missed. Please speak to your child's class Teacher or contact myself to discuss how we may support you with this.

Thank you for your help in this matter.

Yours sincerely

Miss Natalie Rushton

**Inclusion Leader**

**nar37@pinvinfirst.worcs.sch.uk**

Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER  
**Executive Headteacher Mr Andrew J Best**

**EL1: Explanatory Letter**

Date

Dear

Name:

According to our records, your child has been absent for the session(s) listed on the attached Registration Certificate.

We have no record of the reason for the absence(s). Could you therefore please complete the slip at the foot of this letter and return it to school within 5 days to enable us to update our records, if no reason is provided we will have to record it as unauthorised.

Thank you for your help in this matter.

Yours sincerely

Miss Natalie Rushton

**Inclusion Leader**

.....

Date

Reasons for absence



Federation of  
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St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER

**Executive Headteacher Mr Andrew J Best**

**(AT2) Attendance Letter 2**

Date

Dear

Name:

DOB:

Please find enclosed your child's latest Attendance Report. You will see that his/her attendance is only \_\_\_\_ which means that he/she has had \_\_\_\_ days absence since \_\_\_\_\_.

I understand that these absences may have been due to holiday/illness but as \_\_\_\_ attendance is less than/close to 80% we will now be making a referral to the Education Inclusion Service (copy of letter enclosed).

Regular attendance is important to help your child achieve and reach their full potential. To support you and your child, I would like to invite you into another Attendance Support Plan meeting in school on \_\_\_\_\_ at \_\_\_\_\_ in order to discuss your child's attendance. The meeting will involve the School Attendance Officer and Inclusion Leader alongside myself and we will also discuss the referral to the Education Investigation Service. I attach a copy of the School Attendance Policy for your information.

If you would like to arrange the meeting for a time that is more convenient for yourself, then please contact the school office.

Yours sincerely

Mr Andrew Best

**Executive Headteacher**

Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER  
**Executive Headteacher Mr Andrew J Best**

**E.I.S letter**

Date:

Dear

Name:

DOB:

As there has been little or no improvement in your child's attendance at school since our meeting that took place on \_\_\_\_\_. As a Federation, we are committed to high levels of attendance and therefore I have no option now but to refer your child's attendance record to the Education Inclusion Service who will be contacting you in due course. Please see the attached registration certificate.

Yours sincerely

Mr Andrew Best  
**Executive Headteacher**



Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER

**Executive Headteacher Mr Andrew J Best**

**LC1 Late Collection Letter**

Date:

Dear

Name:

DOB:

I am writing to you because your child has been collected late from the school on \_\_\_\_\_.

As a parent, you have a duty to collect your child on time at the end of the school day which is 3.15pm at the First School and 3.30pm at the Middle School. Failure to do so will result in the school charging £10 for additional childcare that goes beyond the school day as we will need to pay for staff time taken to deliver this.

In certain situations, and automatically after 4pm we will also contact the local police, who would then proceed to collect the pupils and liaise with you accordingly.

Yours sincerely

Mr Andrew Best

**Executive Headteacher**

Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER  
**Executive Headteacher Mr Andrew J Best**

Improved Attendance:

Date:

Dear

We are writing to inform you that we have seen an improvement in \_\_\_\_\_ attendance over the course of this term. Your child's attendance since the start of the year is now\_\_\_\_\_.

We expect all children to be in school at least 95% of the school year. We would like to thank you for your efforts in getting \_\_\_\_\_ to school.

Yours sincerely

Miss Natalie Rushton & Mr Andrew Best  
**Inclusion Leader & Executive Headteacher**

Federation of

Pinvin C of E First School and

St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER  
**Executive Headteacher Mr Andrew J Best**

Late Improvement Letter

Date:

Dear

We are writing to inform you that we have seen a (significant) improvement in \_\_\_\_\_  
punctuality over the course of this term.

We would like to thank you for your efforts in getting your child to school on time.

Yours sincerely

Miss Natalie Rushton & Mr Andrew Best  
**Inclusion Leader & Executive Headteacher**

Federation of

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St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER

**Executive Headteacher Mr Andrew J Best**

Leave of Absence Refused (LAR)

Date

Dear

Pupil's name and D.O.B.

Thank you for returning a completed leave of absence form requesting permission for your child to be absent from school for..... days.

As you will be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that pupils will only be given authorised permission to take leave in term time if there are exceptional circumstances. Having looked at your application, you have not given details of any exceptional circumstances relating to your request.

**Therefore, if the absence occurs the dates will be unauthorised.**

Our key priority is to ensure that ..... is as successful as possible and is able to achieve his/her full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to exceptional circumstances only. We attach a copy of the school attendance policy for your information.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

Mr Andrew Best

**Executive Headteacher**

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Federation of  
Pinvin C of E First School and  
St Nicholas C of E Middle School,  
Pinvin



Main Street, Pinvin, Worcestershire WR10 2ER

**Executive Headteacher Mr Andrew J Best**

Leave of Absence Accepted (LAA)

Date:

Dear

Pupil's name and D.O.B.

Thank you for returning a completed leave of absence form requesting permission for your child to be absent from school for..... days.

As you will be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that pupils will only be given authorised permission to take leave in term time if there are exceptional circumstances. Having looked at your application, we have decided that you have provided appropriate details of an exceptional circumstance relating to your request.

**Therefore, the absence will be granted as authorised.**

Thank you for taking the time to put together your leave of absence request.

Yours sincerely

Mr Andrew Best  
**Executive Headteacher**

**TPFOS: ATTENDANCE SUPPORT PLAN (ASP)**

<b>Name of Pupil</b>			<b>Date of Meeting</b>	<b>Date of Review</b>
<b>Name of Parent/Carer</b>				
<b>Class Teacher</b>				
<b>Meeting Attendees</b>				
<b>Historic Attendance Data</b>	<b>Attendance 14-15</b>	<b>Attendance 15-16</b>	<b>Attendance 16-17</b>	
<b>Current Attendance Data</b>	<b>Current Attendance</b>	<b>Target Attendance</b>		
<b>Reasons for Absence</b>				
<b>Barriers to Attendance</b>				
<b>Action Plan</b>				
<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>	<b>Outcome</b>	
<b>Agreement</b>				
<b>Signed Parent/Carer</b>				
<b>Signed Pupil (If appropriate)</b>				
<b>Signed Inclusion Leader</b>				
<b>Signed Executive Headteacher</b>				

