

Attendance Policy

Kennet School Academies Trust



Review

| | | | |
|--------------------------|-----------|--------------------------|-----------|
| Approved by: | CEO | Date: | July 2023 |
| Last Review Date: | July 2023 | Next Review Date: | July 2024 |

Responsibilities

| | |
|----------------------------|--|
| School Senior Staff | Implementation at school level |
| Governors | Check school compliance with policy and report breaches or concerns to Directors Review attendance trends via the dashboard |
| Directors | Review and approve the policy Review attendance trends via the dashboard |

Contents

| | | |
|----|--|----|
| 1 | Policy Statement | 2 |
| 2 | Scope & Purpose | 2 |
| 3 | Roles & Responsibilities | 2 |
| 4 | Targets, Attendance & Punctuality | 3 |
| 5 | Procedures..... | 4 |
| 6 | Leave of Absence During Term Time..... | 4 |
| 7 | Pupils Who Are Late | 4 |
| 8 | Persistent Absence..... | 4 |
| 9 | Religious Leave of Absence | 5 |
| 10 | Registers | 5 |
| 11 | Strategies for Promoting High Attendance..... | 5 |
| 12 | Attendance Monitoring | 6 |
| 13 | Legal Sanctions | 6 |
| | Appendix 1: Kennet School's Local Procedures..... | 7 |
| | Appendix 2: Francis Baily Primary School's Local Procedures..... | 11 |
| | Appendix 3: Whiteland Park Primary School's Local Procedures | 17 |



1 Policy Statement

KSAT is committed to ensuring that pupils and families understand the absolute importance of full attendance at school. Absence has a detrimental effect on a pupil's academic progress; indeed, it is the greatest determinant of under-achievement at all phases. Poor attendance or sporadic absences may also be an indicator of underlying issues that need resolving either inside or outside of the school. Absence may also mean that a young person is more vulnerable to safeguarding risks, such as sexual and criminal exploitation, including county lines activity.

As such, all our schools invest time and money in working with families to make pupil attendance a top priority. As a Trust, we take our duty to safeguard children and our mission to challenge educational and social disadvantage seriously. Securing great attendance for all pupils is central to our work and enables pupils to access exceptional life chances through school. Poor attendance withholds this from pupils. We work tirelessly to create a culture in our schools where pupils want to attend, and we see great attendance as a benchmark of our positive culture. Throughout this document we have used the term 'families' to refer to our pupils' parents, carers or others that hold parental responsibility, or 'PR', including the Corporate Parent for those to whom that applies.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the Department for Education's (DfE) guidance on the school census, which explains the persistent absence threshold.

2 Scope & Purpose

- To create an environment in which pupils are enabled to become mature and industrious, accepting responsibility for their own actions and preparing for future success.
- To form an active partnership with families to support the learning of their children.
- To ensure regular contact with pupils in order to safeguard their well-being.
- To provide every opportunity for our pupils to secure outstanding outcomes and reach their full potential.

3 Roles & Responsibilities

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to

- maintain high expectations,
- rigorously monitor attendance,
- engage with pupils and family to understand the barriers to good attendance,
- facilitate and support families to remove the barriers,
- formalise this support to provide more rigid structures, and
- ultimately move to enforce these expectations through the appropriate routes.

Our schools will:

- accept that outstanding attendance is everyone's responsibility
- formally recognise good attendance and punctuality (above 97%)
- challenge attendance that is less than good and set targets for pupils to improve
- intervene when poor attendance / punctuality becomes a problem and before it becomes a habit
- follow up on any non-attendance where there is no contact with an action
- deal sympathetically with any problem a pupil may have which is causing attendance / punctuality to decline and always stay in regular contact with parents / carers

- act swiftly to reduce absence, in particular persistent absence, with a specific focus on immediate support for vulnerable learners
- work actively with children and families in Nursery and Reception classes to emphasise the benefits of high attendance; to instil and reinforce good habits of attendance from the start of their educational journey
- ensure every child of statutory school age has access to full time education
- communicate a clear and transparent process around the management of attendance to families following the listed process: prevention and reward / recognition; support and challenge with punitive measures where necessary; and legal action and / or external agencies when other measures have no impact
- not grant extended leave during term time and will refer to the Local Authority for legal action
- involve other external agencies if we believe there could be wider safeguarding issues surrounding the child
- Provide support for families where pupils are absent due to extenuating medical related needs, please see the 'support pupils with medical conditions policy'.

Families will:

- encourage their child to attend the school daily, be punctual and inform the school immediately if their child is absent
- make every effort to arrange medical appointments outside of the school day, and where this is not possible, follow the school's approach to managing leave of absence for medical reasons (see Appendix 1)
- inform the school of any problems which might affect their child's attendance
- cooperate with the school if their child's attendance / punctuality is unsatisfactory
- make requests for special leave of absence for their child during term time by completing in advance an 'Application for Leave in Exceptional Circumstances' form which is available from the school office.

Pupils will:

- always attend the school unless prevented by a specific illness or unavoidable circumstances
- always arrive to the school and lessons on time

Local Governing bodies will:

- ensure school leaders fulfil expectations and statutory duties as outlined above
- regularly review and challenge attendance data
- monitor attendance figures for the whole school and key groups within
- ensure staff receive adequate training on attendance
- hold the headteacher to account for the implementation of this policy.

4 Targets, Attendance & Punctuality

The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance over the academic year of 97%.

If you're a pupil is absent from school on a regular basis, they are damaging their future life choices, for example, research shows that in secondary school, 19 days' absence correlates on average, to a grade at GCSE in all subjects.

| Attendance in one year | Number of days missed | Number of sessions missed (am or pm) | Equivalent weeks missed |
|------------------------|-----------------------|--------------------------------------|-------------------------|
| 95% | 9 days | 18 sessions | 2 weeks |
| 90% | 19 days | 38 sessions | 4 weeks |
| 85% | 29 days | 58 sessions | 6 weeks |
| 80% | 38 days | 72 sessions | 8 weeks |
| 75% | 48 days | 96 sessions | 10 weeks |
| 70% | 57 days | 114 sessions | 11.5 weeks |
| 65% | 67 days | 134 sessions | 13.5 weeks |

5 Procedures

All our schools have in place a coherent system of rigorously monitoring pupil attendance. Class teachers, subject tutors, form tutors / advisors, middle leaders, senior leaders, home link officers and the Education Welfare Officer all play key roles in this system and our MIS is used to manage this information.

Every period of absence, one day or more, is followed up with an action. The nature of the action will be based on the matrix below. Please see Appendix 1 for the school's local procedures.

The school reserves the right to action each and every absence and will do so through the full range of interventions as follows:

- Discussion with pupils
- Discussions with parents
- School Intervention letters
- Engagement of the EWO
- Use of Penalty Notices.

This policy is to be deployed alongside the school's pupil support services which provide a wide range of pastoral, personal and family support in the appropriate way for each case individually.

The school will always contact Social Services on the first day of an unexplained absence for any child with a Child Protection Plan and if there are signs that cause concern regarding absence or a change in pupil behaviour which becomes apparent through the attendance support processes.

All parents will receive attendance certificates and are required to ensure that any unauthorised absence is accounted for with a clear explanation – although this will not automatically cause the absence to be deemed as authorised.

6 Leave of Absence During Term Time

Leave of absence during term time is not permitted. Any planned or extended absence from the school will be counted as unauthorised and will normally lead to a fixed penalty notice via the Local Authority.

7 Pupils Who Are Late

Late to school is defined as pupils not being in registration when the register is taken. If a pupil arrives more than 15 minutes after the registration closes, then an unauthorised absence code of 'U' will be applied to the register. We ask that all pupils are in the school building no later than 10 minutes before the official start time so that they can get prepared and organised for the learning that day.

Where appropriate, the school will contact parents / carers informing them when their child is late. In our secondary schools, lateness results in a same-day sanction in line with the Positive Behaviour Policy.

Excellent attendance is recognised in celebration assemblies and through certificates, letters and, in some schools, by positive behaviour points.

8 Persistent Absence

Any pupil who has an overall attendance of **below 90%** is considered to be in the persistent absence category.

Any pupil who is persistently absent will be monitored and supported through a plan of additional actions. The Education Welfare Officer / Attendance / Pastoral Team will meet with pupils, and their families whose attendance causes concern. Where necessary, home visits are made. In situations of persistent truancy, a family may be fined.

9 Religious Leave of Absence

For a day set aside exclusively for religious observance, pupils will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the national policy.

10 Registers

The Register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. Should a pupil not be in registration, they should be marked absent. However, if class teachers / form tutors are aware of any appointments elsewhere, in or out of school, these should be recorded using the relevant code. All schools follow the Department for Education guidance on the use of attendance codes and do not deviate from this.

Where pupils move between classrooms, post-registration truancy would be identified quickly as there is a requirement for teachers to complete a lesson register in addition to the two legal registration points. If a member of staff suspects that a pupil is missing from the lesson, then they should follow the school procedure, alerting the appropriate staff without delay.

11 Strategies for Promoting High Attendance

School Leaders promote a variety of strategies for high attendance. Strategies referred to in the DfE recently published papers are also used in order to maximise attendance and improve the life chances of all children: Outstanding achievement can only be achieved if it is recognised to be everyone's shared responsibility. The school approach can be found in Appendix 1, but for the Trust we outline the following strategies

Directors will:

- hold the Chief Executive Officer to account for explaining patterns of attendance within and between schools.

Local Governors will:

- scrutinise attendance key performance indicators via the dashboard presented at every LGB meeting (six times a year) – this includes including elective home education, managed moves in and out, fixed term exclusion and the use of alternative provision
- hold school leaders to account to swift and proportionate action in line with the policy, as well as setting a culture of attendance for all.

The Headteacher will:

- scrutinise the use of attendance codes in schools
- oversee decisions regarding elective home education and permanent exclusion.

The School Leadership Team will:

- form positive relationships with pupils and families
- ensure that there is a whole school approach which reinforces good attendance
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- ensure that the Registration Regulations, England, 2006, and other attendance related legislation is complied with
- ensure that there is a named member of the school leadership team to lead on attendance and allocate sufficient time and resources
- return school attendance data to the Local Authority and the Department for Education as required and on time
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site, are implemented (see School expectations)
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence and is then interpreted to devise solutions and to evaluate the effectiveness of interventions
- develop a multi-agency response to improve attendance and support pupils and their families.

12 Attendance Monitoring

The attendance officer monitors child absence on a daily basis.

- Families are expected to call the school in the morning if their child is going to be absent due to illhealth (see above).
- If a pupil's absence goes below 95% the school will take action with the family and start monitoring their attendance more closely
- If a pupil's absence goes below 90%, the pupil will be formally monitored with family involvement and a plan for intensive support
- The persistent absence threshold is 10%. If a pupil's individual overall attendance rate is greater than or equal to 10%, the child will be classified as a persistent absentee.
- The Trust and schools will monitor persistent absence and 'low attendance', (this is defined as overall absence being greater than or equal to 5%).
- Pupil-level absence data is collected each term by the Trust. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with Trustees.

13 Legal Sanctions

Our schools will work hard to engage with all our families to ensure that, where attendance of a pupil is a concern, appropriate support is identified and implemented, where appropriate and where possible. We expect that all families will engage positively with support and that attendance will improve as a result.

However, the school will fine families for the unauthorised absence of their child (where the child is of compulsory school age).

If issued with a penalty notice, families must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

The decision on whether to issue a penalty notice ultimately rests with the Headteacher, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- a 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 the parent or withdraw the notice.

Appendix 1: Kennet School's Local Procedures

A: Procedures

1) School Procedure

| | |
|--------------------|---|
| Daily | The Attendance officer will inform the Deputy Safeguarding Lead of every pupil who is absent each day and ensure first day absence contact is made with all pupils. |
| Weekly | <p>Deputy Heads of House (DHOH) will review the pupil attendance tracker on a Monday morning. Pastoral staff will then be directed to complete an appropriate action. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u></p> <ul style="list-style-type: none"> 1 day absence in a week: Tutor contact with pupil 2-day absence in a week: Tutor contact home 3-day absence in a week: House team contact home <p><u>Absence thresholds for wider action</u></p> <ul style="list-style-type: none"> 100%-96%: Green: Tutor conversation with pupil 95%-91%: Amber: Contact home from Tutor/ DHOH 90% or lower: Red: Head of House (HOH)/DHOH action <p>If the tutor has actioned and attendance does not improve, this is escalated to the DHOH to action with the HOH.</p> <p>Actions should be reported directly back to the DHOH who will record these centrally by the end of the week.</p> |
| Fortnightly | <p>Heads of House meet with the Attendance Officer (AO) to review every pupil in the House, with a focus on PA threshold and all home contact requirements that meet the school's letter thresholds:</p> <p><u>Letter 1: Attendance drops below 95%</u> <u>Letter 2: Attendance does not improve and continues to fall since letter 1</u> <u>Letter 3: Attendance under 90%- EWO involvement</u></p> <p>Letter templates are detailed in Appendix 2</p> <p>The three Education Welfare Officer (EWO) meetings a year will be used as an overview check on this procedure and progress legal action where required.</p> |

2) Medical & Dental Appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil has to make their own way to reception at the authorised time. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medical Conditions policy.

3) Strategies for Promoting High Attendance

School level strategy for promoting high attendance. Class teachers will:

- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- contact parents and carers regarding absence and punctuality
- review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets
- periodically review practice and consistency both across and between departments
- proactively promote attendance practice as part of staff induction
- consider the individual needs and vulnerabilities of pupils

- actively promote the importance and value of good attendance to pupils and their families
- form positive relationships with pupils and families
- comply with the Registration Regulations, England, 2006, and other attendance related legislation
- contribute to the evaluation of school strategies and interventions
- work with other agencies to improve attendance and support pupils and their families

B: Model Letters

Letter 1

Dear

As you are aware, Kennet School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining good examination results.

We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise examination performance and future life chances. I am therefore concerned about xx level of attendance, which is only xx since September. I enclose the registration certificate for you to consider. I note that xx's absences have been due to illness. Please ensure all appointments are now booked outside of school time and no further absence is planned.

I will continue to monitor the situation and hope to see an improvement. Naturally, I will contact you again, if necessary, in order to discuss the situation further.

In the meantime, if you wish to discuss this or any other matter, please do not hesitate to contact me at the school.

Yours sincerely

Head of St XXXX House

Letter 2

Dear

RE: Attendance

Our records show that [name of pupil]'s attendance has continued to fall since our previous letter dated to%. We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise examination performance and future life chances.

The average attendance at Kennet School is approximately 96%. X's attendance is falling worryingly short of that figure.

We are very concerned about the impact that the absence is having upon [name of pupil]'s learning and it is therefore imperative that we have a meeting with yourselves to help support [name of pupil] and yourselves so the attendance issues can be resolved.

Please contact me on 01635 862121 to arrange a meeting to discuss ways to improve his / her attendance.

We advise that all medical / dental appointments are arranged to fall outside of the school day and would like to inform you that no further absence can be authorised by the school unless accompanied by medical evidence.

Yours sincerely

Head of St XXXX House

Letter 3: Address Letter 3 – Unauthorised Letter

Dear

RE: Attendance

Following previous letters to you regarding low rate of attendance, our records show that [name of pupil]'s attendance has fallen to%.

As you are well aware Kennet School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining good GCSE results.

[Name of pupil] has missed large sections of his/her learning and without considerable effort on the part of yourself and [name of pupil] to immediately remedy the attendance problem, he/she will continue to have problems throughout his/her schooling and will fail to match his/her potential.

The Kennet School Education Welfare Officer is aware of our concerns and may have to seek your permission to contact your doctor to provide evidence of medical absence, should [name of student] continue to have so many absences. You will be aware that ultimately, the Education Welfare Services may use all means, including legal recourse should attendance concerns persist. The current attendance levels now meet the threshold for such action.

[action, e.g. meeting with school or EWO as directed by the EWO at review meetings]

As a school we are exercising our right to not authorise any further absences until significant improvement has been made, unless there is medical evidence indicating medical attention has been sought for illness. As previously stated, appointments are now required to be booked outside of the school day to avoid any further absence. Failure to supply the necessary information will leave you liable to a fixed penalty fine and subsequent legal action if the Education Welfare Services feels that it is appropriate.

Yours sincerely

[Senior Leader]

C: Attendance Codes

The following codes are taken from the Department for Education's guidance on school attendance.

| Code | Definition | Scenario |
|-------------|-------------------------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Authorised Absence | | |
|-----------------------------|---|---|
| Code | Definition | Scenario |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| Unauthorised Absence | | |
| Code | Definition | Scenario |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Appendix 2: Francis Baily Primary School's Local Procedures

A: School Procedure

Our attendance procedures to action absences are as follows:

Every period of absence, one day or more, is followed up with an action. The nature of the action will be based on the matrix below.

| | |
|----------------|---|
| Daily | The school office will inform the Deputy Safeguarding Lead of every pupil who is absent each day and ensure 1 st day absence contact is made with all pupils. |
| Weekly | <p>The Headteacher reviews the attendance reporting for the week which includes individual pupils and their year-to-date attendance percentages alongside absence days from the week. They will review with RAG assessment (red, amber, green) the data before directing to relevant staff to complete an action ranging from classroom teacher conversations, Parental contact or directing to the Education Welfare Officer (EWO) to following legal absence proceedings. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u> 1 day absence in a week: school office notification as per policy (school will chase reason for absence if not provided) 3 day absence in a week: teacher calls for a missed learning conversation (if further contact required this will be logged in CPOMS) Follow-up contact as required following day 2 call Where concerns have been raised, there will be an additional targeted conversation with the child on their return to consider their safety during absence.</p> <p><u>Absence thresholds for wider action</u> The headteacher reviews attendance of pupils across the school weekly and applies RAG rating for appropriate actions. Likely actions as follows: 100%-96%: Green: Class teacher conversations 95%-91%: Amber: Contact home from Headteacher, letter procedure triggered as below 90% or lower: Red: Headteacher and external agencies involved where appropriate</p> |
| Monthly | <p>School leaders meet with the Attendance Officer (and where possible the EWO) to review attendance rates for all who meet a threshold with a focus on Persistent Absence (below 90%) and carry out all home contact requirements that meet our letter thresholds:</p> <p><u>Letter 1: Attendance drops below 95%</u> <u>Letter 2: Attendance does not improve and continues to fall since letter 1</u> <u>Letter 3: Attendance under 90%- involvement of external agencies as appropriate</u></p> <p>Letter templates in Section B of this appendix.</p> |

The school reserves the right to actions each and every absence and will do so through the full range of interventions as follows:

- a) Discussion with child
- b) Discussions with parents
- c) School Intervention letters (in line with guidance from EWO meetings)
- d) Engagement of the EWO
- e) Use of Penalty Notices.

Medical and dental appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil will present to the school office at the authorised time for pick up. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medical Conditions policy.

Strategies for Promoting Attendance

At Francis Baily School, we believe it is important to reward pupils with excellent attendance. The range of strategies we use are:

- Positive reinforcement by class teachers and staff
- Each class attendance published in the newsletter recognising classes with highest attendance
- Letters home to parents when attendance improves
- Collaborate with the full range of external agencies and support service to benefit our families.

Class teachers will:

- form positive relationships with pupils and families
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- consider the individual needs and vulnerabilities of pupils
- contribute to the evaluation of school strategies and interventions

B: Letter Templates

Letter 1

Dear

As you are well aware Francis Baily Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances. I am therefore concerned about xx level of attendance which is only xx since September. I enclose the registration certificate for you to consider. I note that xx's absences have been due to illness. Please ensure all appointments are now booked outside of school time and no further absence is planned.

I will continue to monitor the situation and hope to see an improvement. Naturally, I will contact you again, if necessary, in order to discuss the situation further.

In the meantime, if you wish to discuss this or any other matter, please do not hesitate to contact me at the school.

Yours sincerely

Headteacher

Letter 2

Dear

RE: Attendance

Our records show that [name of child]'s attendance has continued to fall since our previous letter dated to%. We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances.

The average attendance at Francis Baily Primary School is approximately 96%. X's attendance is falling worryingly short of that figure.

We are very concerned about the impact that the absence is having upon [name of child]'s learning and it is therefore imperative that we have a meeting with yourselves to help support [name of student] and yourselves so the attendance issues can be resolved.

Please contact me via the school office to arrange a meeting to discuss ways to improve his / her attendance.

We advise that all medical / dental appointments are arranged to fall outside of the school day and would like to inform you that no further absence can be authorised by the school unless accompanied by medical evidence.

Yours sincerely

Headteacher

Letter 3: Address Letter 3 - Unauthorised letter

Dear

RE: Attendance

Following previous letters to you regarding low rate of attendance, our records show that [name of child]'s attendance has fallen to%.

As you are well aware Francis Baily Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

[Name of child] has missed large sections of his/her learning and without considerable effort on the part of yourself and [name of child] to immediately remedy the attendance problem, he/she will face unfair challenge throughout his/her schooling and will fail to achieve his/her potential.

The School Education Welfare Officer is aware of our concerns and may have to seek your permission to contact your doctor to provide evidence of medical absence, should [name of child] continue to have so many absences. You will be aware that ultimately, the Education Welfare Services may use all means, including legal recourse should attendance concerns persist. The current attendance levels now meet the threshold for such action.

[action e.g. meeting with school or EWO as directed by the EWO at review meetings]

As a school we are exercising our right to not authorise any further absences until significant improvement has been made, unless there is medical evidence indicating medical attention has been sought for illness. As previously stated, appointments are now required to be booked outside of the school day to avoid any further absence. Failure to supply the necessary information will leave you liable to a fixed penalty fine and subsequent legal action if the Education Welfare Services feels that it is appropriate.

Yours sincerely

Headteacher

C: Attendance Codes

The following codes are taken from the Department for Education's guidance on school attendance.

| Code | Definition | Scenario |
|------|-------------------------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

Authorised Absence

| Code | Definition | Scenario |
|------|-----------------------------------|--|
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |

Unauthorised Absence

| Code | Definition | Scenario |
|------|----------------------|---|
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |

| | | |
|----------|---|---|
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

D Attendance Process

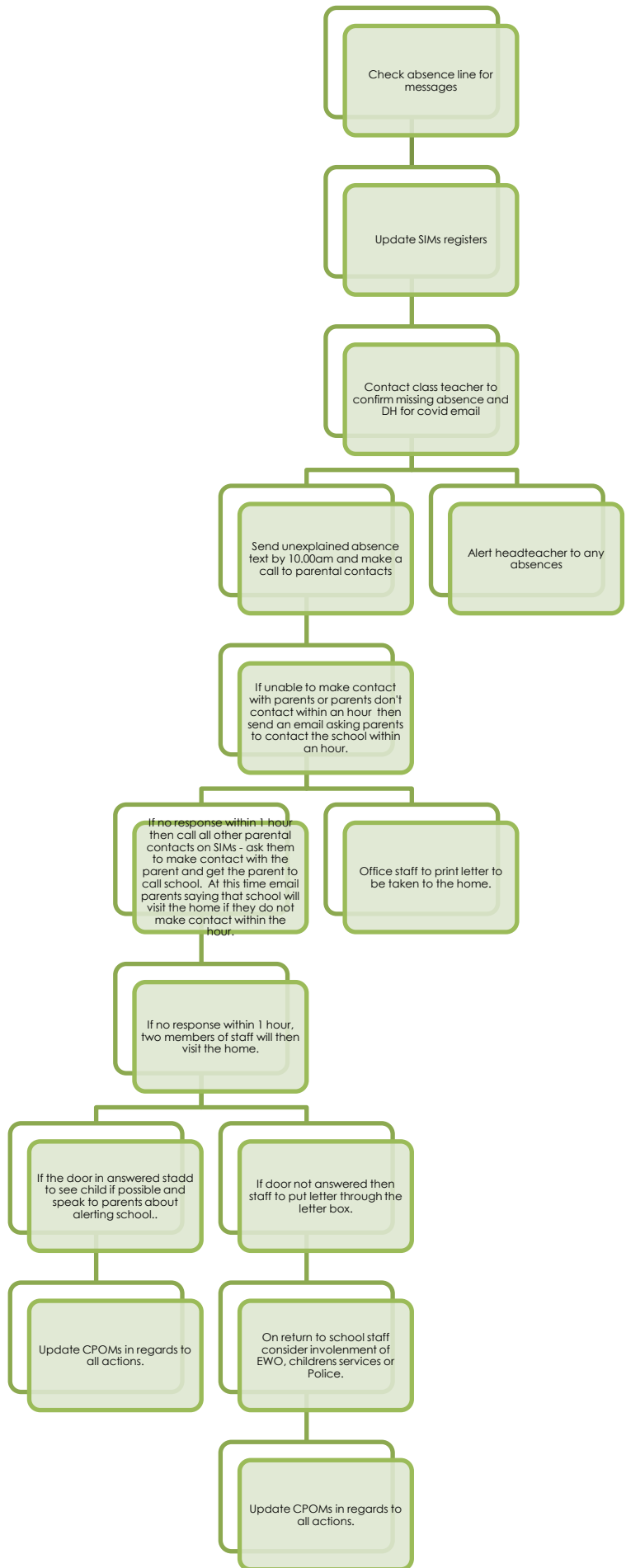
Between 8.45-10am

At 10am
To be completed by 10:30am

At latest 11:30am

Email sent by 12pm

At 1pm



Appendix 3: Whiteland Park Primary School's Local Procedures

A: School procedure

Our attendance procedures to action absences are as follows:

Every period of absence, one day or more, is followed up with an action. The nature of the action will be based on the matrix below.

| | |
|--------------------|---|
| Daily | The school office will inform the Deputy Safeguarding Lead of every pupil who is absent each day and ensure 1 st day absence contact is made with all pupils. |
| Weekly | <p>The Headteacher reviews the attendance reporting for the week which includes individual pupils and their year-to-date attendance percentages alongside absence days from the week. They will review with RAG assessment (red, amber, green) the data before directing to relevant staff to complete an action ranging from classroom teacher conversations, Parental contact or directing to the Education Welfare Officer (EWO) to following legal absence proceedings. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u></p> <p>1 day absence in a week: school office notification 2-day absence in a week: teacher calls Follow-up</p> <p><u>Absence thresholds for wider action</u></p> <p>100%-96%: Green: Class teacher conversations 95%-91%: Amber: Contact home from Headteacher and invite to meeting 90% or lower: Red: Headteacher and EWO review and action</p> |
| Fortnightly | <p>School leaders meet with the Attendance Officer and EWO to review attendance rates for all who meet a threshold with a focus on Persistent Absence (below 90%) and carry out all home contact requirements that meet our letter thresholds:</p> <p><u>Letter 1: Attendance drops below 95%</u> <u>Letter 2: Attendance does not improve and continues to fall since letter 1</u> <u>Letter 3: Attendance under 90%- EWO involvement</u></p> <p>Letter templates in Section B of this appendix.</p> |

The school reserves the right to actions each and every absence and will do so through the full range of interventions as follows:

- a) Discussion with child
- b) Discussions with parents
- c) School Intervention letters (in line with guidance from EWO meetings)
- d) Engagement of the EWO
- e) Use of Penalty Notices.

Medical and dental appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil will present to the school office at the authorised time for pick up. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medical Conditions policy.

Strategies for promoting high attendance

At Whitelands School, we believe it is important to reward pupils with excellent attendance. The range of strategies we use are:

- Positive reinforcement by class teachers and staff
- Each class attendance published in the newsletter recognising classes with highest attendance
- Letters home to parents when attendance improves
- Collaborate with the full range of external agencies and support service to benefit our families.

Class teachers will:

- form positive relationships with pupils and families
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- consider the individual needs and vulnerabilities of pupils
- contribute to the evaluation of school strategies and interventions

B: Model Letters

Letter 1

Dear

As you are well aware Whitelands Park Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances. I am therefore concerned about xx level of attendance which is only xx since September. I enclose the registration certificate for you to consider. I note that xx's absences have been due to illness. Please ensure all appointments are now booked outside of school time and no further absence is planned.

I will continue to monitor the situation and hope to see an improvement. Naturally, I will contact you again, if necessary, in order to discuss the situation further.

In the meantime, if you wish to discuss this or any other matter, please do not hesitate to contact me at the school.

Yours sincerely

Headteacher

Letter 2

Dear

RE: Attendance

Our records show that [name of child]'s attendance has continued to fall since our previous letter dated to%. We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances.

The average attendance at Whitelands Park Primary School is approximately 96%. X's attendance is falling worryingly short of that figure.

We are very concerned about the impact that the absence is having upon [name of child]'s learning and it is therefore imperative that we have a meeting with yourselves to help support [name of student] and yourselves so the attendance issues can be resolved.

Please contact me via the school office to arrange a meeting to discuss ways to improve his / her attendance.

We advise that all medical / dental appointments are arranged to fall outside of the school day and would like to inform you that no further absence can be authorised by the school unless accompanied by medical

evidence.

Yours sincerely

Headteacher

Letter 3: Address Letter 3 - Unauthorised letter

Dear

RE: Attendance

Following previous letters to you regarding low rate of attendance, our records show that [name of child]'s attendance has fallen to%.

As you are well aware Whitelands Park Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

[Name of child] has missed large sections of his/her learning and without considerable effort on the part of yourself and [name of child] to immediately remedy the attendance problem, he/she will face unfair challenge throughout his/her schooling and will fail to achieve his/her potential.

The School Education Welfare Officer is aware of our concerns and may have to seek your permission to contact your doctor to provide evidence of medical absence, should [name of child] continue to have so many absences. You will be aware that ultimately, the Education Welfare Services may use all means, including legal recourse should attendance concerns persist. The current attendance levels now meet the threshold for such action.

[action e.g. meeting with school or EWO as directed by the EWO at review meetings]

As a school we are exercising our right to not authorise any further absences until significant improvement has been made, unless there is medical evidence indicating medical attention has been sought for illness. As previously stated, appointments are now required to be booked outside of the school day to avoid any further absence. Failure to supply the necessary information will leave you liable to a fixed penalty fine and subsequent legal action if the Education Welfare Services feels that it is appropriate.

Yours sincerely

Headteacher

C: Attendance Codes

The following codes are taken from the Department for Education's guidance on school attendance.

| Code | Definition | Scenario |
|-------------|-------------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |

| | | |
|----------|-------------------------------|---|
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

Authorised Absence

| Code | Definition | Scenario |
|----------|-----------------------------------|--|
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |

Unauthorised Absence

| Code | Definition | Scenario |
|----------|---|---|
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |

| | | |
|----------|---------------------------------|---|
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |