



Making a difference, as we grow together

# Attendance and punctuality policy

Alderman Pounder Infant and Nursery School



<b>Approved by:</b>	Governing body	Date: 13.10.2024
<b>Last reviewed on:</b>	September 2024	
<b>Next review due by:</b>	Autumn 2024	

# Introduction

At Alderman Pounder Infant and Nursery School, we believe that education is crucial to provide children with the best possible life chances and consequently attendance at school is paramount to achieve this. Research shows that there is a clear link between academic achievement and attendance at school. The DfE reports that “the higher a pupil’s attendance, the more they are likely to learn, and the better they are to achieve.” If children do not have good attendance, then this dramatically impacts on the quality of their education and their life chances.

We expect all our children to attend school every day that school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to ensure this is the case. Where we have concerns about attendance or punctuality, we believe in the importance of working in partnership with families to address these, providing appropriate support to overcome barriers.

The school’s designated attendance champion is Adam Butterworth-Drury (Headteacher), assisted by Clare Goodyear (Extended Services Manager) whose responsibilities are identified within this policy. They can be contacted through the school office: [office@aldermanpounder.notts.sch.uk](mailto:office@aldermanpounder.notts.sch.uk) or 0115 9252928.

## The law

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child’s age, ability, and aptitude.

The education act states those with day-to-day care can be considered to have parental responsibility even if they are not a birth parent. Within this policy, the word ‘parent’ is used to represent any adult covered by this definition.

By law, all children become compulsory school age at the beginning of the first term following their fifth birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

When a child is registered at a school, parents have the legal responsibility for ensuring their child’s regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

## Aims and objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

As a school, we are committed to:

- Working in partnership with families to overcome barriers to attendance.
- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring all stakeholders have a clear understanding of our tiered approach:
  - universal procedures and provision for promoting excellent attendance
  - support for families where a child is at risk of persistent absence

- targeted support for families where attendance is causing concern
- Early intervention where attendance may cause concern, including working with other agencies.
- Closely monitoring and analysing attendance and absence data to identify pupils and/or groups of pupils that require more support.

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### Attendance Support Team

- The office team, Headteacher and our school ELSA will work together to support children and families at Alderman Pounder with attendance issues
- Mrs Butterworth-Drury, Headteacher and Clare Goodyear, Extended Services Manager are the Attendance Champions and will work to support families to ensure all children are in school every day.
- First day calling, parents meetings and home visits are carried out and all key staff are available to support and signposting for all families in regards to attendance.
- Attendance contracts are created to support families who struggle getting children into school.
- School liaise with the Local Authority when required.

### Class teacher

Class teachers are responsible for:

- Completing the register promptly each morning and afternoon
- Quality first teaching to support the motivation for children coming to school
- Highlighting to parents attendance concerns and impact on missed learning

### Headteacher

The Headteacher is responsible for:

- Monitoring the attendance of children whose attendance is causing concern
- Working with families to support excellent attendance
- Working with outside agencies to provide support for families
- Conducting home visits

### Administration staff

Administration staff are responsible for:

- Completing the daily attendance
- Calling parents where children are absent with no communication
- Highlighting to the headteacher where there are unknown reasons for absences
- Monitoring overall absence and highlighting key families to the headteacher
- Sending letters in line with attendance procedures

### Parents

Parents/Carers are responsible for:

- Ensure their child attends school everyday unless exceptional circumstances
- Phoning school before 8:45am if their child will be absent.
- Show evidence, if required, of appointments

- Attend any meetings requested to discuss attendance
- Work with school to improve attendance if required

## School procedures

We expect all children to be brought to school on time by an adult who will stay with them until the start of the school day.

### Registration

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session. A full school day counts as 2 sessions. All attendance is recorded using Scholar Pack. Attendance registers are legal documents, and these must be kept securely and preserved in line with the relevant retention schedule.

	School day	AM register		PM register	
		Taken	Closed	Taken	Closed
Nursery	8:45 – 11:45am 12:30 – 3:30pm	8:45am	9:15am	12:30pm	1:00pm
Reception	Soft start from 8:40am 8:45am – 3:15pm	8:45am	9:15am	12:45pm	1:15pm
KS1	8:45am – 3:15pm	8:45am	9:15am	1:00pm	1:30pm

### Nursery

#### Morning session

We ask that all children in Reception and KS1 are dropped off first, before any siblings in nursery.

Children in Nursery come into school through their external classroom door where the Nursery team will greet them from 8:45am. Once all children waiting in the line have been welcomed, the register is taken. Children will be marked as late if they arrive after the door has been shut.

The morning register is closed by the office at 9:15am.

Children will be marked with an unauthorised absence if they arrive after 9:15am.

The morning nursery session finishes at 11:45am.

#### Afternoon session

Children arriving for the afternoon Nursery come into school through their external classroom door where the Nursery team will greet them at 12:30pm. Once all children waiting in the line have been welcomed, the register is taken. Children will be marked as late if they arrive after the door has been closed.

The afternoon register is closed by the office at 1:00pm.

Children will be marked with an unauthorised absence if they arrive after 1:00pm.

The afternoon nursery session finishes at 3:30pm.

### Reception

Children in Reception have a soft start between 8:40 and 8:45am to allow families time to drop them off at the external classroom doors first, before any siblings in Key Stage 1 or Nursery.

The doors will shut at 8:45am and registers will be taken. Children will be marked as late if they arrive after the doors shut 8:45am.

Registers are closed by the office at 9:15am. Children will be marked with an unauthorised absence if they arrive after 9:15am.

Registers will be taken again in the afternoon at 12:45pm.

School finishes at 3:15pm.

## Key Stage 1

At 8:43am, a whistle is blown on the KS1 playground to ask all children to begin lining up ready to enter school. At 8:44am, a second whistle is blow to ask families to depart from the playground and for classes to begin entering the school.

At 8:45am, once the last class has entered, the doors will shut and registers will be taken. Children will be marked as late if they arrive after the doors shut 8:45am.

Registers are closed by the office at 9:15am. Children will be marked with an unauthorised absence if they arrive after 9:15am.

Registers will be taken again in the afternoon at 1:00pm.

School finishes at 3:15pm.

## Absence

If their child will be absent from school, parents must phone the school office (0115 9252928) before 8:45am giving reasons for their child's absence.

Where a child is absent from school and we have not received any contact from their parent, then we initiate our first-day contact process. The office team check all the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, contact the parent of these children.

### First-day contact

The school will follow up any unexplained absences to find out the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unexplained absences will be followed up from day 1 using the following process:

1. If no reason has been provided by 9:15am on the first day of absence, a text message will be sent: *"Pupil\_name has not been brought to school today. Please call the school immediately on 01159252928 to update us. Thank you."*
2. If no reason has been provided by 10:00am, the office will make a phone call to the parent of the pupil. If we cannot contact the parent, we will begin to call all available contacts for the pupil.
3. If no contact has been received by 10:30am through calling the parent and all other available contacts, a second text message will be sent out. *"We have tried unsuccessfully today to contact you regarding Pupil\_name's absence. If we do not hear from you before 11:00am, we will conduct a safe and well home visit. Thank you"*
4. If contact has still not been received by 11:00am, the office will inform all Designated Safeguarding Leads (DSLs) and the Senior Leadership Team (SLT). A home visit will be carried out.
5. If there is no answer during the home visit, a home visit letter (Appendix 1) will be left requesting urgent contact.

If the child has a social worker, they will be informed that the child has not been in school and that they have not been seen when a home visit was carried out.

If contact is not made by the end of the day, social services may be contacted for advice and to request a safe and wellbeing check. The police may also be contacted if required. Advice from other agencies will be followed.

School will do all it can to contact the child each day and continue to follow professional advice. By day 10 of no contact, school will contact CME (Children Missing Education).

### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

*Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.*

### **Known absences over one day (e.g. illness)**

We ask that for absences beyond one day, the parent phone the school regularly to provide an update on their child's condition.

If a child is off for 5 days and no medical evidence has been provided, the school will look to conduct a home visit to check on the wellbeing of the child and to see if there is anything the school can support with. Medical evidence can take the form of an appointment card or prescription – it does not need to be a medical certificate or doctor's letter.

If the child is not seen during a home visit, the Headteacher, DSLs and/or SLT will undertake a dynamic risk assessment to decide on the level of concern. School may contact social services or the police to request a safe and wellbeing check. Advice from other agencies will be followed.

### **Medical appointments during school time**

Every effort should be made to arrange medical appointments outside school hours. Appointments like dentists and eye appointments can generally be made outside of school hours. If it is necessary for a child to be out of school for appointments, the child should be returned to school directly after the appointment. For all appointments, a letter/appointment card or official appointment text should be provided to the school office prior to or straight after the appointment to ensure this can be marked as a medical absence.

### **Religious observance**

Absence from school may be authorised for religious observance where the day is exclusively set apart for religious observance by the religious body to which the child/child's parent belongs. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

### **Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Absence from school is likely to be recorded as an unauthorised absence when:

- there is no parental explanation.
- the school is not satisfied with the explanation for an absence.

In either of these situations, parents could face a penalty notice or prosecution. The Law states that for your child to be considered to be attending school regularly, they must be at school every day they are required to be there by the Head Teacher. This was confirmed in a Supreme Court ruling in 2017.

### **Applications for Leave of Absence in Term Time**

In September 2013 the government introduced new regulations making it clear that headteachers are no longer permitted to give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. Children should not be taken out of school during term time unless it is unavoidable.

Any requests for term time leave should be made on a Withdrawal from Learning form (Appendix 2) available from the school office and handed in at least 4 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school. It is at the discretion of the headteacher to determine how many days your child can be away from school if leave is granted.

Parents may be issued with a penalty notice fine or prosecution should leave of 5 days (10 sessions) or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur, or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold.

### **Long term absence**

Where children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and school agree that it is appropriate.

Parents should inform school staff of any such absence and the school will support them as much as possible.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the targeted support services where appropriate.

## **Lateness**

We ask all parents to ensure their child arrives for the start of the school day so they can go into school with their class and start the day in a positive way. Coming in late can be distressing for children and disrupts their learning and the learning of others. Children who are persistently late after close of register soon fall behind with their learning.

For safeguarding reasons, any child arriving after 8:45am needs to enter school via the main entrance doors and must be signed in by an adult, using the 'Late arrival at school' form (Appendix 3). This is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives after our registers have closed will be marked as attendance code U. This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Lateness is monitored by the class teachers and the attendance team. When a child is identified as persistently late, a member of the attendance team will phone the parent to discuss the impact of this and to help identify any barriers and possible support. If lateness continues, a letter explaining the implications of poor punctuality and what can be done to improve the situation will be sent to the parent.

If punctuality significantly improves following intervention, a text message is sent to the parent.

*“We’ve noticed Pupil\_name arriving on time more often. It’s great to see, and it will really help with his/her learning. Thanks for your support!”*

If a child arrives late to school every day, their learning begins to suffer as they will miss the main input of lessons. Below is a graph showing how being late to school every day over a school year adds up to lost learning time.



### Persistent lateness

Where a pupil is persistently late for 10 separate instances over a period of ten school weeks, and where these are signified as attendance code U in the attendance register, the school can make a request to the Local Authority for legal action.

## Children Missing in Education

In order to safeguard children who may be at risk of missing education it is important for all staff in school to take swift action. This includes the need to liaise with the relevant colleagues in safeguarding / education within Nottinghamshire County Council (NCC) for pupils who are to be removed from the admission register, and include circumstances where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. elective home education – this will be communicated with the elective home education team.
- Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
- Has ceased to attend school and no longer lives within reasonable distance of the school and has been discussed with the children missing officer (CMO) as they have not been registered at a new school.

In these instances, the NCC Children at Risk of Missing Education flowchart (Appendix 4) will be followed.

## Changing Schools

If a parent decides to send their child to a different school, they must inform the headteacher as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

## **Attendance monitoring and support**

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed.

The school sets aspirational attendance targets each year. These targets are agreed by the SLT and the Governing Body. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

We have robust attendance monitoring and escalation procedures which help to identify emerging attendance concerns promptly.

### **Universal offer**

The individual needs and vulnerabilities of all our children is of great importance to us and taken into consideration when monitoring attendance and offering support.

To help maintain excellent attendance for all children:

- We deliver assemblies which celebrate good attendance and highlight its importance
- We develop positive home-school relationships
- Our Senior Leadership Team are available at the start of the day to welcome children and answer any questions
- We use a relational approach to promote and encourage positive behaviours
- Our first day absence procedure (if no reason is provided) includes a home visit to ensure we know all children are safe
- We send letters and messages home celebrating excellent and/or improved attendance
- All parents must sign their child in if arriving late so this can be monitored closely
- Each week, our office team identify children whose attendance has fallen below 95%.
- Our office team challenge absences with professional curiosity at the point of absence notification if patterns of absence are identified.
- Children who have shown a significant improvement in their attendance are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.

For all children who are in receipt of Pupil Premium funding:

- Our attendance team monitor attendance weekly for all children eligible for pupil premium.

- Feedback from this monitoring is passed onto to our Pupil Premium lead and any actions required are planned.
- Working with members of SLT, the pupil premium lead and family support worker, we seek to proactively engage with pupils who have poor attendance.
- Tailored support is given to families and children who need help to create good attendance habits.

### **Targeted support where a child is at risk of becoming persistently absent:**

When a child's attendance drops below 93% and they are at risk of becoming persistently absent:

- Our attendance team meets weekly to monitor pupils who have fallen below 93%.
- An early intervention wellbeing phone call is made by the attendance team to identify possible barriers to attendance (push and pull factors) and offer strategies and support to overcome these.
- We consider interventions including the ATTEND framework.
- We inform parent that their child's attendance has fallen below that of their peers and the impact that poor attendance can have.
- If attendance does not improve, we send a letter to tell the parent we are concerned about their child's attendance and offer support (Appendix 5).
- We ensure that the parent is aware of the action that will be taken if their child's attendance falls below 90%.

### **Specialist support where a child has become persistently absent:**

When a child has become persistently absent with attendance below 90%:

- Our attendance team meets weekly to monitor pupils who have fallen below 90% and identify actions which may include sending Letter 1 to notify the parent of our concern
- When a pupil falls below 90%, a further wellbeing call is made to the parent by our attendance team to inform them of their child's attendance and offer support to improve the pupil's attendance.
- We consider interventions including the ATTEND framework.
- Our attendance team hold weekly check-ins with the Pastoral Team (including Pastoral Lead and SENDCO) to triangulate information to identify possible actions.
- If there is no improvement in the pupil's attendance over the next 5 days, this will trigger a letter (Appendix 6) to parents offering them a face-to-face meeting to discuss their child's attendance.
- If there is no improvement, and parent does not arrange a meeting to discuss possible support from the school with the child's attendance, a further letter will be sent informing them of a given time and date for a face-to-face meeting (Appendix 7).
- During the meeting, support that can be offered to the child and family will be discussed and an attendance contract will be written and agreed (Appendix 8).
- If parents/carers fail to attend the meeting, and there is no further improvement in attendance, a fixed penalty notice warning letter (Appendix 9) will be sent informing them that their child's attendance will be monitored over the next 6 weeks and that if their child is absent for 3 or more days, a fixed penalty notice letter (Appendix 10) will be sent.
- If their child is absent for 5 or more days, a fixed penalty notice letter (Appendix 11) will be sent, informing them that a request has been made to the local authority to issue a fixed penalty notice.
- The attendance team will make regular contact via phone and text to continue to offer help/support and to keep communications open.

## **National framework for penalty notices**

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised holiday in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. If a case is prosecuted at court, it carries the possibility of a fine up to £2,500 and/or 3 months imprisonment. Community orders including parenting orders may also be issued.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

## Appendix 1: First-day contact templates

### Text message 1:

[[student\_pref\_firstname]] has not been brought to school today. Please call the school immediately on 01159252928 to update us. Thank you.

### Text message 2:

We've tried unsuccessfully today to contact you regarding [[student\_pref\_firstname]]'s absence. If we don't hear from you by 11:00am, we will conduct a home visit. Thank you.

### Home visit letter:

##Parent's name##

##Address line 1##

##Address line 2##

##Postcode##

##Date of visit##

Dear ##Parent's name##,

### RE: Absence from school without reason

We attempted a home visit today as ##Child's name## is not in school today and we have not received contact from you with a reason for this. Please contact the school immediately on 0115 9252928 to let us know the reason for their absence.

If we do not hear from you by the end of the day, we may contact social services or the police to request they carry out a safe and wellbeing check.

Yours sincerely,

##Name##

##Job role##

## Appendix 2: Withdrawal from Learning form



# Application for Withdrawal from Learning

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability, and aptitude. The education act states those with day-to-day care can be considered to have parental responsibility even if they are not a birth parent. Within this form, the word 'parent' is used to represent any adult covered by this definition.

The Application for Withdrawal from Learning should be returned to the school office at least 4 weeks before any proposed absence in order to allow sufficient time for it to be processed. Please ensure that both sides of this form are completed fully, including additional sheets where necessary (e.g. additional children or additional adults have day-to-day care of your children).

Please note that from September 2013 the school cannot legally authorise any time off school unless it is for an exceptional reason. The school will not authorise any holidays. Should you choose to take your child(ren) out of school in term time it will not be authorised unless the school agrees the reason to be exceptional. We advise that no bookings are placed until the request is confirmed as authorised.

Evidence is typically required to meet the definition of exceptional circumstances. Please supply any evidence with the form if you think your absence meets any of the exceptional circumstances criteria.

A copy of our attendance and punctuality policy is available at <https://www.aldermanpounder.notts.sch.uk/policies/> or from the school office.

Child(s)' details		
Pupil 1's name (in full):	Class:	Date of birth:
Address (inc postcode):		
Pupil 2's name (in full):	Class:	Date of birth:
Address (inc postcode):		
Pupil 3's name (in full):	Class:	Date of birth:
Address (inc postcode):		
Pupil 4's name (in full):	Class:	Date of birth:
Address (inc postcode):		
Pupil 5's name (in full):	Class:	Date of birth:
Address (inc postcode):		

OFFICE USE:		
Date received:	Entered onto ScholarPack:	Attendance code(s):

Parent's details	
Parent 1's legal name (inc. title):	Date of birth:
Address (inc postcode):	
Phone number(s):	
Email:	
Relationship to pupil:	Signed:
Parent 2's legal name (inc. title):	Date of birth:
Address (inc postcode):	
Phone number(s):	
Email:	
Relationship to pupil:	Signed:

I/We make application for my/our child(ren) named overleaf to have leave from school for the reasons stated below. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or Prosecution by the Local Authority.

Details of requested leave		
Exceptional reason for request:		
First day of leave:	Last day of leave:	Date of return to school:
Destination:		Total number of school days missed:
Adult(s) accompanying pupil:		

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised holiday in term time (Attendance code G). If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

- First Offence - £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) - £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) – A Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. If a case is prosecuted at court, it

carries the possibility of a fine up to £2,500 and/or 3 months imprisonment. Community orders including parenting orders may also be issued.

**Appendix 3: Late arrival at school form**



**Late arrival at school** Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of arrival: \_\_\_\_ : \_\_\_\_

*Arrival after 9:00am is recorded as 'arrived in school after registration closed' which is counted as an absence.*

Year group: \_\_\_\_\_ Class: \_\_\_\_\_

Child's first name: \_\_\_\_\_ Child's last name: \_\_\_\_\_

Adult's first name: \_\_\_\_\_ Adult's last name: \_\_\_\_\_

**Reason for lateness:** *Please note: We do not accept general statements including 'running late'.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

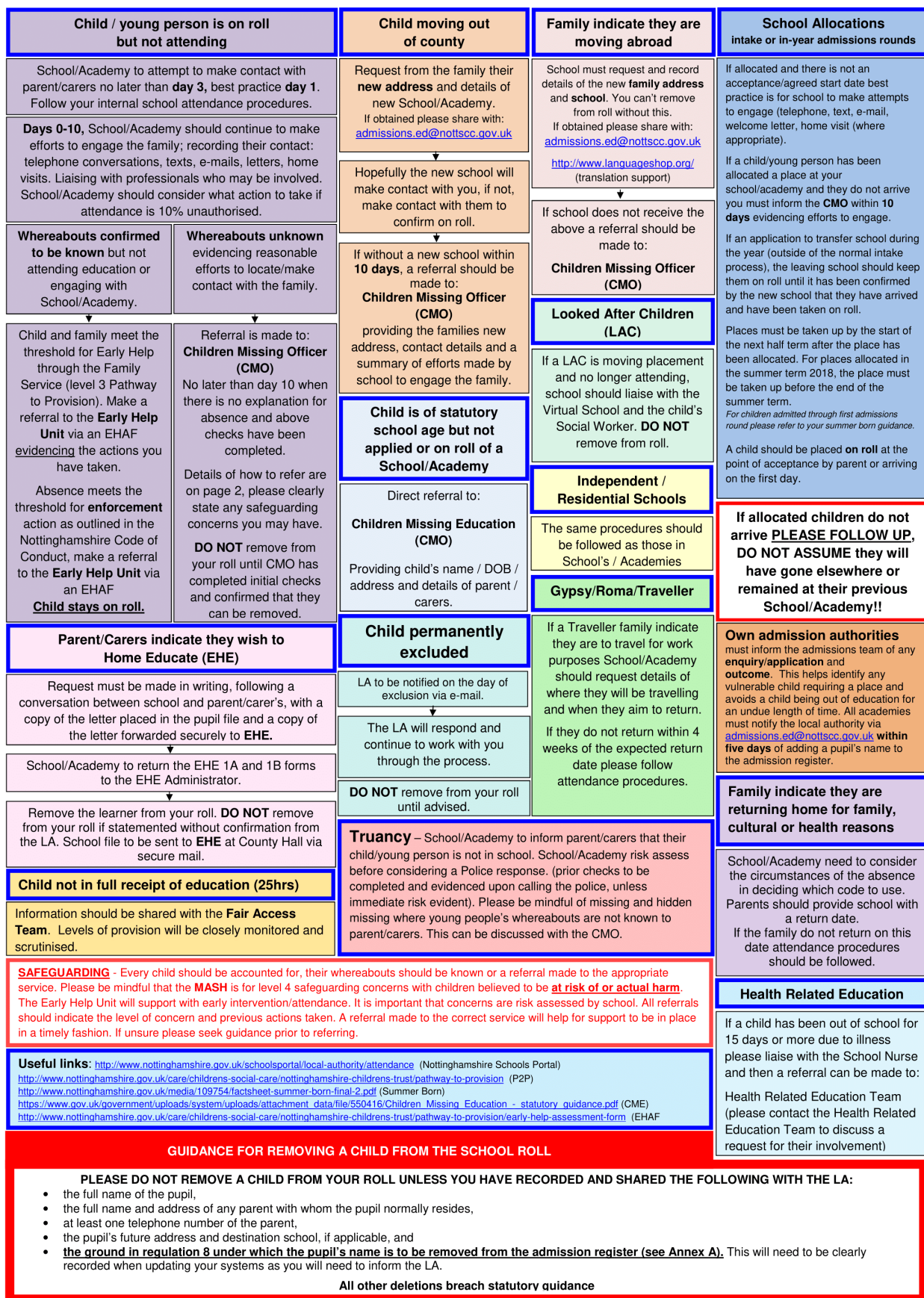
Packed lunch:

School meal:

*School meals cannot be requested after 10:15am. Any child arriving after 10:15am must be provided with a packed lunch unless a meal has been requested in advance.*

## Appendix 4: NCC Children at Risk of Missing Education flowchart

### GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION



## Appendix 5: Letter 1 – At risk of becoming persistently absent

##Parent's name##

##Address line 1##

##Address line 2##

##Postcode##

##Date of visit##

Dear ##Parent's name##,

### **School attendance concern**

Your child ##Child's name##'s attendance is a cause of concern at ##%. I am writing to bring this to your attention in order that we might work together to improve this. I enclose their attendance certificate for your information. I am proposing a school meeting/ home visit/telephone discussion (delete as appropriate) to further discuss ways we can support your child.

I know that you want your child to have the best possible attendance at school to support them in achieving the best possible outcomes. If you have any questions or queries or want to talk in person about this then please ring the office.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action.

Yours sincerely,

Adam Butterworth-Drury

Headteacher

## Appendix 6: Letter 2 – Persistently absent

##Parent's name##

##Address line 1##

##Address line 2##

##Postcode##

##Date of visit##

Dear ##Parent's name##,

### **Serious school attendance concern**

At Alderman Pounder Infant and Nursery School, we are committed to our aim of raising educational standards. A key factor influencing our achievement of this aim is ensuring that all children attend school regularly and I am sure you will agree that poor attendance has a detrimental effect on academic achievement.

I am writing to let you know that ##Child's name##'s attendance is currently ##% (which is the same as ## days absence so far this school year). Any child whose attendance falls below 90% is classed as persistently absent from school. This is a National standard.

As your child's attendance has fallen below 90%, any further time off school due to illness may not be authorised without medical evidence. This means that if they are unwell, you must get medical evidence of this or it may be marked as unauthorised. Medical evidence does not need to be a letter from the doctor - an appointment card or relevant prescription which is dated during the time of absence may be sufficient.

Further action may be appropriate if absence continues but at this stage we wanted to make you aware of the situation and to work with you wherever possible to increase the time spent in school. If you would like to meet to discuss this further either Adam Butterworth-Drury or Clare Goodyear are available to talk to.

Yours sincerely,

Adam Butterworth-Drury

Headteacher

## Appendix 7: Letter 3 – Persistently absent (no improvement)

##Parent's name##

##Address line 1##

##Address line 2##

##Postcode##

##Date of visit##

Dear ##Parent's name##,

### Serious school attendance concern requiring improvement

Unfortunately, following our previous communication and letter on ##.##.##, there has not been a significant improvement in your child's attendance.

I would like to invite you to a meeting in school on ##.##.## at ##.##.## with Adam Butterworth-Drury and Clare Goodyear. You are welcome to bring a trusted friend or relative with you for support. Similarly, if there are any adaptations that you would like us to consider to help you to better access this meeting, please let us know these by ##.##.##.

The meeting will cover:

- Attendance rates and expectations
- Reasons and explanations for absences
- Opportunities to identify and offer support to improve attendance
- Create an action plan (attendance contract)

In the unlikely event that you choose not to attend, the meeting will still be held to discuss your child's attendance.

We would like to discuss any support that can be offered to help improve your child's attendance which is currently at ##% (which is the same as ## days absence so far this school year).

We would like to remind you that any further time off school due to illness will not be authorised without medical evidence and that attendance below 90% can result in a request to the Local Authority for formal action to be taken.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer(s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter, per parent.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore your child's irregular attendance could result in one of the following actions:

- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. If a case is prosecuted at court, it carries the possibility of a fine up to £2,500 and/or 3 months imprisonment. Community orders including parenting orders may also be issued.

Your child's attendance will continue to be monitored and no further action will be taken if their attendance increases to above the Persistent Absence threshold of 90%.

Yours sincerely,

Adam Butterworth-Drury

Headteacher

**Appendix 8: Example attendance contract**

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	

<b>Present at meeting:</b>	
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<b>What is the pupil's current absent rate/Pattern:</b>	
<b>Please describe the reasons for the pupil's absences, (any barriers to attendance, support needs)</b>	

<b>Action agreed for School</b>
<p><i>EXAMPLES OF ACTION AGREED:</i></p> <ul style="list-style-type: none"> <li>• School will alter pupil's timetable on a temporary basis,</li> <li>• School will refer pupil to MHST.</li> </ul>

<b>Action agreed for Parent/Carer</b>
<p><i>EXAMPLES OF ACTION AGREED:</i></p> <ul style="list-style-type: none"> <li>• Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</li> <li>• Parent will provide medical evidence for every sickness absence pupil may incur.</li> </ul>

<b>Action agreed for Pupil</b>
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**EXAMPLES OF ACTION AGREED:**

- *Pupil will arrive at school by 8.30 a.m. every day Are any issues preventing pupil from attending regularly, school staff will be informed?*

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative

..... Other Agency







## Appendix : Attendance codes

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
L	Late arrival before the register closed	Present
B	Attending any other approved educational activity <i>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.</i>	Approved Education Activity
K	Attending education provision arranged by the local authority <i>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</i>	Approved Education Activity
P	Participating in a sporting activity	Approved Education Activity
V	Attending an educational visit or trip	Approved Education Activity
W	Attending work experience	Approved Education Activity
C	Leave of absence for exceptional circumstances <i>A leave of absence in term time should only be agree in Exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</i>	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable <i>In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to parttime, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary parttime education, be expected to attend the school.</i>	Authorised absence
E	Suspended or permanently excluded and no alternative provision made	Authorised absence
I	Illness – Physical and Mental (not medical or dental appointment) <i>Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.</i>	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment.	Authorised absence

	<i>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</i>	
Q	Unable to attend the school because of a lack of access arrangements	Authorised absence
R	Religious observance <i>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion.</i>	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes. <i>The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</i>	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances <i>Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</i>	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence
D	Dual registered at another school <i>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave 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.</i>	Not counted in possible attendances
X	Non-compulsory school age pupil not required to attend school	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being available	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel (caused by a local, national, or international emergency).	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances

Z	Prospective pupil not on admission register <i>To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.</i>	Code not collected
#	Planned whole school closure	Code not collected