

Moulton Chapel Primary School
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Attendance policy



Attendance Lead: Mrs Lisa Sexton

Attendance Governor: Mrs Lorna Poll

Approved by: Governing Body

Date: September 2023

Last reviewed : October 2022

Next review due by: December 2024

Mission Statement

Moulton Chapel Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

*Absence from school, for any reason, can have a negative effect on a child's educational progress and achievement. To this end, holidays taken during term time should be avoided whenever possible. From September 2013, holidays taken within term time will be classed as unauthorised absences except in exceptional circumstances. **Current law does not give any entitlement to parents to take their child on holiday during term time.***

Parents should be aware that any parent who fails to ensure their child (ren)'s regular attendance at school may be issued with a Penalty Notice (fine) of £60 payable within 21 days, or £120 if they pay within 28 days. This is in accordance with Government and Local authority guidelines.

*The Local Authority states that any unauthorised absence (not deemed as exceptional circumstances) of **4.5 days** or more over a **6-week** period would mean a Fixed Penalty Notice can be issued. (see appendices 4-9)*

Legal Framework

- *Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.*
- *A child is of compulsory school age at the beginning of the term following their 5th birthday.*

Two publications supporting this policy are the DfE documents with links below:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

Aims

- *All pupils in our school have an equal right to education in accordance with the National Curriculum.*
- *No pupil will be deprived of their opportunity to receive an education that meets their needs and personal development.*
- *In the first instance, it is the parent's responsibility to ensure their child attends school, as required by law.*
- *Some pupils and parents may need support at some stage to meet their attendance obligations and responsibilities.*
- *Situations that are beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, working partnership with external agencies to resolve these.*
- *The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and*

responsible citizens with the skills and knowledge and understanding necessary to contribute to the life and culture of their communities.

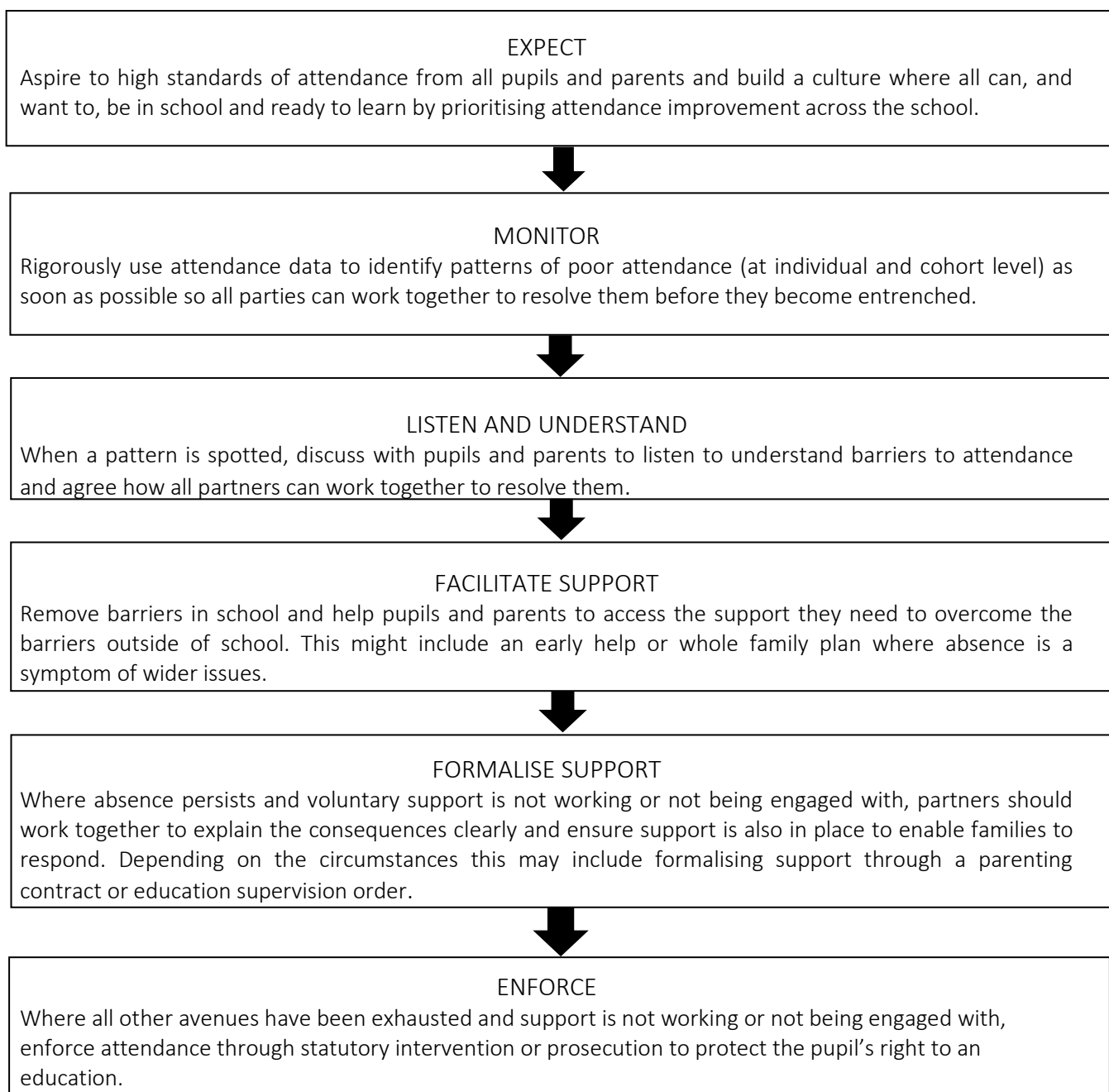
Expectations

Our school has regular day-to-day contact with most parents and has an effective system for contacting parents when needed. This means that many parents are easily contactable, which helps us to resolve a problem or concern quickly. If there is a problem with attendance, then we would contact parents to discuss the problem. This could either be conducted by telephone call appointment or by a face-to-face meeting. During these conversations it may be necessary to discuss referrals to outside agencies to offer additional support.

The school follows the following pathway to help improve attendance:

Working together to improve attendance

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:



We expect the following from our pupils:

- *That they attend school regularly.*
- *That they will arrive on time and be appropriately prepared for the day ahead.*
- *That they will tell a member of staff about any problem or reason that may prevent them from attending school.*

We expect the following from parents:

- *To ensure their child(ren) attend school regularly and punctually.*
- *To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend either by phone, email or ParentMail.*
- *To ensure their child (ren) arrive in school well prepared for the school day and to check that they have done their homework (when appropriate).*
- *To contact the school swiftly and in confidence whenever problems occur that may affect their child's performance in school.*
- *To avoid removing their child from school for holidays during term time.*

Parents and pupils can expect the following from our school:

- *Regular, efficient and accurate recording of attendance.*
- *Early contact with parents when a pupil fails to attend school without providing good reason.*
- *Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or parent)*
- *Recognition and reward for good attendance.*
- *A quality education that meets their child's needs.*

Encouraging Attendance through Good practice and rewards

Attendance in our school is encouraged in the following ways:

- *Accurate completion of the registers at the beginning of each morning and afternoon session within 15 minutes of the start of the session.*
- *Attendance checks by the Headteacher and the Attendance Governor*
- *A school certificate for 97%+ and 100% attendance for each small term.*
- *Acknowledgment of best attendance class in school each week, with year groups with 100% attendance being acknowledged weekly in assembly.*
- *If necessary, the school will establish a mechanism for working with those parents who are concerned that their child may be experiencing difficulties in attending school regularly.*
- *Parents receive in their child's report card and end of year report details of their child's attendance and whether or not it is excellent, good, satisfactory or causing concern.*
- *The efficient use of the registration records kept centrally on the school administration system to provide valuable year group, class and pupil level data which enables speedy analysis and timely responses by our school.*

Categorising absence

- *Where pupils are recorded as absent, the register must show whether the reason for the absence and whether this is authorised or unauthorised.*
- *Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.*

Absence will be categorised as follows:

- **Medical/Dental/Optician Appointments** - Parents are advised, where possible, to make appointments **outside of the school day**. Where this is not possible, pupils should be out of school for the minimum amount of time necessary.
- **Late Arrival** - Registration begins at 8.45 a.m. pupils arriving after this time will be marked as present but arriving late (L code). The register will close at 9:00 a.m. pupils arriving after the close of register will be recorded as unauthorised late (U code), this will not be authorised and will count as an absence for that school session. Notes of why a child is late will be stored on the school MIS in order to support identification of any patterns. Arriving late is a disadvantage as pupils are unsettled when classroom routines/ lessons have already commenced and should therefore be avoided. Persistent lateness may result in the involvement of the Local Authority and possible Fixed Term Penalty Notices being issued.
- **Unplanned absence / illness** - Parents **MUST** contact school on the first day of any unplanned absence – for example if a child is unable to attend due to illness by 9.15am or as soon as practically possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. but consent to contact the GP may also be requested. The school will not ask for medical evidence unnecessarily.

If no message has been received by **9.15am**, then attempts will be made to contact parents/carers by telephone. (It may be necessary to make enquiries from siblings as to the reason of absence). A home visit may be conducted if there are any concerns about a child's wellbeing.

On the second day of non-attendance, if the child is still absent **and** no explanation has been received, then the school will again endeavour to contact parents/carers for an explanation. A home visit may be conducted if there are relevant concerns about a child's wellbeing.

After three days of unexplained absence, the school may take the following action:

- Send a letter to parent /carer
- Conduct a wellbeing/safeguarding visit
- Arrange an attendance panel meeting and invite parent/carers
- Make a referral to safeguarding team if concern regarding the child's safety is not guaranteed.

After 10 days unexplained absence, the school will contact the Children Missing Education Team at the Local Authority and notify them of the situation.

- **Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement.
- **Excluded (No alternative provision made)** - Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- **Religious Observance** - We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance.

Parents must give advance notice to the school if they intend their child to be absent.

- **Traveller Absence** -The aim for the attendance of children from the travelling community, in common with all other children, is to attend school as regularly and as frequently as possible.

Moulton Chapel Primary School will follow County guidance to protect parents from the traveller community from unreasonable prosecution for non-attendance.

- **Leave of absence** - *Parents are encouraged to avoid taking their children on holiday during term time. Leave of absence may be granted but only in exceptional circumstances, at the discretion of the Headteacher or Governing Body. Parents wishing to take their child on a leave of absence during term time must complete the appropriate form from the school office or school website, which MUST be completed and submitted for consideration in advance – retrospective applications will not be authorised.*

If parents feel aggrieved by the Headteacher's decision, they have an opportunity to appeal to the Governors' School Attendance Panel – this should be done in writing to the Clerk of Governors.

- **Unauthorised absence** - *Absence will not be authorised unless a satisfactory explanation has been given which has been accepted as such by the school. If after 2 weeks no satisfactory explanation has been given for the absence, it will be coded as unauthorised.*

Examples of unsatisfactory explanations include:

- Cheaper holiday costs
- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school

Reintegration

The return of pupil into school after a long-term absence may require special planning and additional support. For example, it may be appropriate to create a Pastoral Support Plan (PSP). The Headteacher and appropriate staff within the school will be responsible for working with parents and child to create a suitable programme for the child to be reintegrated back into school full time. Programmes will be created to meet individual needs and may involve phased, part-time re-entry with support in class as appropriate. The management and implementation of the programme is the responsibility of all involved within the creation of it. Programmes will be reviewed regularly and amended as necessary. Parenting contracts and Parenting Orders may need to be considered as and when the need arises.

All staff will be notified of any child on a PSP reintegration programme by the HT.

Monitoring of Absence

The school operates the following procedures for monitoring children's attendance.

- *During each large term the HT will monitor every child's attendance record.*
- *If a child's attendance dips below 90% during that term, then a letter will be sent the parents highlighting the importance of regular attendance. The letter will include a detailed breakdown of their child's attendance during that term. Parents will be made aware that their child's attendance will be monitored for the coming term, and should the child's attendance not improve, parents will be invited in to meet with the HT to discuss their child's attendance. (Discretion is used by the HT when considering attendance reports to allow for legitimate reasons for absence).*
- *Children who are persistently late will also be monitored and on reaching a trigger of 90% over a six-week period will also be issued with a letter informing them of this.*

Escalation process

The action that will be taken if a child's attendance falls below acceptable limits is as follows:

- *A letter will be sent seeking parental co-operation to raise the child's attendance above 90%*

- *Parents will be invited to attend a parent meeting with the Headteacher to try and work together to address the problem and agree an action plan.*
- *A target will be set in this meeting to be reviewed within 4 weeks.*
- *If this target is not met then parents will be invited into school again to attend a School Attendance Panel, which will then set a new target to be reviewed within 4 weeks. If the parent fails to attend this meeting, this could result in a Formal Legal Warning Letter.*
- *Where the child's attendance remains below 90%, then parents may become involved in the Local Education Authority's Prosecution Procedure and parents may be prosecuted under section 444 of the 1996 Education Act for failing to ensure their child's regular attendance at school.*

School Organisation

In order for our attendance policy to be successful, every member of staff makes attendance a high priority and conveys to pupils the importance and value of education.

In addition there are specific responsibilities allocated to individual staff:

Headteacher

- *To oversee and demonstrate ownership of the whole policy*
- *To regularly report progress on attendance to Governors, pupils and parents*
- *To set challenging but achievable targets to reduce levels of absence*

Class teachers

- *To complete registers accurately and on time*
- *To follow up immediately any unexplained absence by asking administrative staff to contact parents*
- *Correctly code 'Lates'*
- *To challenge suspicious or inappropriate reasons for absence*
- *To record all reasons for absence in the register, and also who gave the reason*
- *To inform the Headteacher of concerns in a timely manner*

Governors

- *Nominate a Governor who has a specific role / interest in monitoring attendance and/or policies*
- *Play a valuable role through representations at school attendance panel meetings, parent evenings*
- *Receive and monitor attendance reports at Full Governors Meetings*
- *Ensure any concerns are raised at Full Governors Meetings.*

School Administrator

- *Produce reports from weekly registers, termly % information, and individual children's attendance records – termly and weekly if required*
- *Take messages on absence from parents/carers to relay to teachers*
- *Input onto MIS reasons given for absence*
- *Contact, initially by phone, parents/carers regarding absence*
- *Check attendance registers are completed.*

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- *The school is replaced by another school on a School Attendance Order*

- *The School Attendance Order is revoked by the local authority*
- *Permanent exclusion has occurred, and procedures have been completed*
- *Death of a pupil*
- *Transfer between schools*
- *Pupil withdrawn to be educated outside the school system*
- *Failure to return from an extended leave of absence and the local authority have tried to locate the pupil*
- *A medical condition prevents their attendance and return to the school before ending compulsory school-age*
- *20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil*

We will follow Lincolnshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown. In line with safeguarding procedure where school has received no notification as to the whereabouts of the child for a period of 5 school days, the school will report the absence to the Local Authority.

School attendance targets

The Governing Body approves overall absence targets which are presented to them by the Headteacher.

Support Systems / Liaising with external agencies

Research shows that schools who work in partnership with a full range of support service have a greater impact on school attendance than when they act alone or when support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of institutional, community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school or the Pupil Reintegration Team. It is therefore vital that strong partnerships are established with all agencies that work with children and young people. If utilised the Pupil Reintegration Team may be able to help schools establish multi-agency meetings or may be able to advise on how schools can become involved with existing local arrangements.

Other agencies to be used where appropriate in individual cases.

- *'Pathways' service*
- *Educational Psychologists*
- *Special Educational Needs Service*
- *Social Care*
- *Local Police*
- *Boston Pilgrim School*
- *Pastoral Support*
- *Healthy Minds Service*
- *BOSS (Behaviour Outreach Support Service)*
- *EBSA (Emotional Based School Avoidance)*
- *Pupil Reintegration Team*

Data Protection Act

The Data Protection Act and the General Data Protection Regulations place obligations on all agencies that process, store and share information on any individual. We have full regard for the requirements of the Regulations. Our school has a Privacy Notice which details the circumstances under which data is managed. Nothing in the legislation prevents our school from sharing

information with the police or social care where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Appendix 1

Guidance for class teachers

It is the legal responsibility of parents to see that their child/ren receive(s) regular education suitable to their age, aptitude and ability.

Our school attendance registers must be kept up to date. They should be completed at the beginning of the school day and directly after lunch.

Children who are 'late'

The code 'L' should be used if a child arrives between 8.50am and 9.00 and between 1.00pm and 1.15pm.

The code 'U' should be used if a children arrives after 9.00am and after 1.15pm.

Categorising Absence

Only the school, in the context on the law can authorise absence, a note or explanation from parents does not guarantee authorisation. If a class teacher does not accept the explanation offered for absence as a valid reason then the matter should be referred to the Headteacher.

Emerging patterns of authorised absences should also be reported to the Headteacher for follow up.

Filling in Registers

At the beginning of the academic year

It is the administrator's responsibility to populate the class registers on the school's Management Information System (RM Integrus). It is the teacher's responsibility to inform the administrator of any errors on their register.

Each day

It is the teacher's responsibility to ensure that their register is completed accurately by the appropriate times and with the accurate coding.

Teachers should be aware that the attendance of every class in every school has to be made available for inspection during school hours by HMI and from the LA.

Please ensure that your register is up to date and accurate so that the office staff can complete their tasks.

Persistent Absence

Persistence is: 'any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions regardless of whether or not it is authorised'. This will be followed up in the same way absence is by the Headteacher.

Appendix 2

Good Practice

Good practice occurs with:

- *The Headteacher being charged with specific responsibility for pupil attendance.*
- *The school has devised a sensitive scheme to follow-up absenteeism – e.g. either by telephoning or emailing and sending out letters to parents.*
- *Class teachers ensure that records of attendance are as accurate as possible and the explanations for absence are produced when pupils return to school.*
- *Rewards are available for individual pupils with excellent / good attendance record in the form of certificates and prizes.*
- *The school contact parents / carers of pupils who are persistently late.*
- *Absentees and truants are welcomed back into school upon their return and efforts are made to reintegrate them socially and academically.*

Appendix 3

Guidance for Parents

The importance of regular and punctual attendance at school is included in our correspondence to parents.

How can parents help us:

- *Ensure that their children attend school regularly and that they arrive on time.*
- *Contact the school whenever their child is absent, giving details of the reason for the absence and the length of time their child will be away from school.*
- *Help their child prepare for the school day by ensuring homework has been done and the child has everything they need for the day ahead.*
- *Attend Parent consultation evenings to discuss progress or problems and talk to staff if there are problems or changes in family circumstances which affect their child.*
- *Contact the school if problems arise which may keep their child away from school, so that the school can help.*
- *Avoid taking their child on holidays during term time. Term time absences, especially during SATS and examination periods, may seriously affect the progress of your child.*
- *If your child has been off, ensure that they catch up on any learning they have missed whilst being away from school.*



Moulton Chapel Primary School



APPLICATION FOR TERM TIME LEAVE OF ABSENCE

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's education progress. The Local Authority expects all parents/guardians to ensure their child attends school wherever possible. Any absences, including holidays, taken during term time, could hinder academic achievement. If you wish to apply for your child to be absent from school, please complete this form and return it to school for consideration.

As a parent or carer, you should avoid booking holidays or visits overseas during term-time.

*Parents are reminded that they do not have any entitlement to term-time leave for their children. At Moulton Chapel Primary School, we will not agree to authorise leave during term-time unless there are **exceptional circumstances** which warrant this-these should be detailed within this application.*

Retrospective permission will not be given.

Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report.

Parent section	
Full name of child/children	
Name of parent / guardian	
Reason for absence	
Length of absence (School days)	
Dates of absence	
Parent/guardian signature	
School section	
Attendance to date	
Total number of absence days requested this year	
Leave approved	Yes / No
Approved by	

As you are aware, schools report their attendance to the Governors and Local Authority and can only approve term time absence in exceptional circumstances. Taking leave of absence during term time could lead to a Fixed Term Penalty Notice being issued by the Local Authority. I am sure you understand the difficult position schools are in on this matter and if you would like to discuss it further, please do not hesitate to contact us at school.

Thank you.

Appendix 5

COPY OF LETTER TO BE SENT FOR ABSENTEEISM CAUSING CONCERN – BELOW 90% IN A 6 WEEK PERIOD

LETTER 1

Dear <Name of Parent>

Re: Name of pupil dob

In accordance with our procedure to improve attendance and achievement, I am writing to you because your child's attendance has fallen to ...%. A copy of the attendance record is enclosed.

An attendance of less than 90% means an average of at least one day off every week and this will harm your child's future if it is not improved. I realise that there may be good reason for your child's recent absence, and you may have already told us about it. However, it is vital that all pupils attend at least 97% of the time and therefore we will be monitoring your child's attendance.

With your support, I would expect your child's attendance to improve. If it does not, you will be invited to a meeting to discuss your child's attendance and any support the school can give.

I would like to remind you that parents/carers have a responsibility to ensure their children receive an adequate education under section 444 of the 1996 Education Act.

If you have any concerns or wish to discuss this further, please do not hesitate to contact the school.

I look forward to seeing an improvement in 's attendance in the coming term.

Yours sincerely

Lisa Sexton

Headteacher

Appendix 6
COPY OF LETTER TO BE SENT FOR ATTENDANCE MEETING
LETTER 2

Dear **<Name of Parent>**

Re: **Name of pupil** **dob**

On **<date>** I wrote to you advising that **.....**'s attendance had fallen to **...%**. Unfortunately, there has been no significant improvement in **his/her** attendance, and this is continuing to cause concern. A copy of the attendance record is enclosed.

I must remind you that regular attendance is a legal requirement, and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible.

You are invited to attend a meeting at school on **<date>** at **<time>** to discuss your child's attendance and offer our support in improving this.

If you are unable to attend on this date, please contact the school to arrange a mutually convenient time.

Please complete the reply slip below to confirm you will be attending this meeting.

Yours sincerely

Lisa Sexton
Headteacher

Attendance Meeting **<date>**

Child's Name:.....

I will/will not be able to attend the attendance meeting on **<date>**

If you are unable to attend, please provide dates you are available.

Signature:.....

Appendix 7
COPY OF LETTER TO BE SENT FOR ABSENCE PANEL MEETING
LETTER 3

Dear **<Name of Parent>**

Re: **Name of pupil** **dob**

Following our meeting on **<date>**, I note that there has been no significant improvement in **<pupil's name>**'s attendance. **<Pupil's name>**'s attendance for this academic year has fallen to...%. A copy of the attendance record is enclosed.

You are invited to attend a School Attendance Panel meeting on **<date>** to discuss the concerns around **his/her** attendance.

I need to draw your attention to the fact that parents have a duty in law to ensure their child attends school regularly unless they are unable to do so by reasons of ill health or any other legally acceptable reason.

If you are unable to attend this meeting, please contact the school to rearrange. Should you subsequently not arrive for the meeting it will go ahead as planned and a copy of the action plan will be sent to you.

Please complete the reply slip below to confirm you will be attending.

Yours sincerely

Lisa Sexton

Headteacher

School Attendance Panel Meeting <date>

Child's Name:.....

I will/will not be able to attend the attendance meeting on **<date>**

Signature:.....

Appendix 8

*COPY OF LETTER TO BE SENT FOR REFERRAL TO CHILDREN MISSING EDUCATION
LETTER 4*

Dear **<Name of Parent>**

Re: **Name of pupil** **dob**

*Following our School Attendance Panel meeting on **<date>**, I note that there has been no significant improvement in **<pupil's name>**'s attendance. **<Pupil's name>**'s attendance for this academic year has fallen to...%. A copy of the attendance record is enclosed.*

*It has now become necessary to refer **<Pupil's name>** and the concerns around **his/her** attendance to the local authority, Children Missing Education Team and they will contact you in due course.*

Should you have anything you wish to discuss concerning this matter, I will continue to be available. Please contact the school should you require an appointment.

Yours sincerely

Lisa Sexton

Headteacher

Appendix 9

**COPY OF LETTER TO BE SENT FOR FIXED PENALTY NOTICE WARNING LETTER
LETTER 5**

Dear <Name of Parent>

Re: Name of pupil DOB

Pupil registered at: Moulton Chapel Primary School

This letter is a Fixed Penalty Notice Formal Warning and is being sent you because you have requested a period of leave of absence from school for your child during term time. The period you have requested from [redacted] is not deemed to be an exceptional circumstances and therefore will be coded as unauthorised absence.

If you choose to ignore this warning, you may receive a Fixed Penalty Notice for the above period of absence. A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- *Section 7 of the education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.*
- *Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.*
- *In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.*

Should you wish to discuss this matter further, please contact the school to make an appointment.

Yours sincerely

*Mrs Lisa Sexton
Headteacher*

Appendix 10

DfE – summary table of responsibilities for school attendance

All Pupils

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Ensure their child attends every day the school is open except when a statutory reason applies.</i></p> <p><i>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</i></p> <p><i>Only request leave of absence in exceptional circumstances and do so in advance.</i></p> <p><i>Book any medical appointments around the school day where possible.</i></p>	<p><i>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</i></p> <p><i>Develop and maintain a whole school culture that promotes the benefits of good attendance.</i></p> <p><i>Accurately complete admission and attendance registers.</i></p> <p><i>Have robust daily processes to follow up absence.</i></p> <p><i>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</i></p>	<p><i>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</i></p> <p><i>Ensure school leaders fulfil expectations and statutory duties.</i></p> <p><i>Ensure school staff receive training on attendance.</i></p>	<p><i>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</i></p> <p><i>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</i></p> <p><i>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</i></p> <p><i>Offer opportunities for all schools in the area to share effective practice.</i></p>

Pupils at risk of becoming persistently absent

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Work with the school and local authority to help them understand their child's barriers to attendance.</i></p> <p><i>Proactively engage with the support offered to prevent the need for more formal support.</i></p>	<p><i>Proactively use data to identify pupils at risk of poor attendance.</i></p> <p><i>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</i></p> <p><i>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</i></p> <p><i>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</i></p>	<p><i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i></p>	<p><i>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</i></p> <p><i>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</i></p> <p><i>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</i></p>

Persistently absent pupils

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Work with the school and local authority to help them understand their child’s barriers to attendance.</i></p> <p><i>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</i></p>	<p><i>Continued support as for pupils at risk of becoming persistently absent and:</i></p> <p><i>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</i></p> <p><i>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</i></p> <p><i>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</i></p> <p><i>Where there are safeguarding concerns, intensify support through statutory children’s social care.</i></p> <p><i>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</i></p>	<p><i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i></p>	<p><i>Continued support as for pupils at risk of becoming persistently absent and:</i></p> <p><i>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</i></p> <p><i>Where there are safeguarding concerns, ensure joint working between the school, children’s social care services and other statutory safeguarding partners.</i></p> <p><i>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</i></p>

Severely absent pupils

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Work with the school and local authority to help them understand their child’s barriers to attendance.</i></p> <p><i>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</i></p>	<p><i>Continued support as for persistently absent pupils and:</i></p> <p><i>Agree a joint approach for all severely absent pupils with the local authority.</i></p>	<p><i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i></p>	<p><i>Continued support as for persistently absent pupils and:</i></p> <p><i>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</i></p> <p><i>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children’s social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children’s social care assessment and building attendance into children in need and child protection plans.</i></p>

Support for cohorts of pupils with lower attendance than their peers

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<i>Not applicable.</i>	<p><i>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</i></p> <p><i>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</i></p>	<i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i>	<i>Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.</i>

Support for pupils with medical conditions or SEND with poor attendance

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Work with the school and local authority to help them understand their child's barriers to attendance.</i></p> <p><i>Proactively engage with the support offered.</i></p>	<p><i>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</i></p> <p><i>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</i></p> <p><i>Consider additional support from wider services and external partners, making timely referrals.</i></p>	<i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i>	<p><i>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</i></p> <p><i>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive</i></p>

	<i>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</i>		<i>a suitable education.</i>
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Support for pupils with a social worker

<i>Parents are expected to:</i>	<i>Schools are expected to:</i>	<i>Academy trustees and governing bodies are expected to:</i>	<i>Local authorities are expected to:</i>
<p><i>Work with the school and local authority to help them understand their child's barriers to attendance.</i></p> <p><i>Proactively engage with the support offered.</i></p>	<p><i>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</i></p>	<p><i>Regularly review attendance data and help school leaders focus support on the pupils who need it.</i></p>	<p><i>Regularly monitor the attendance of children with a social worker in their area.</i></p> <p><i>Put in place personal education plans for looked-after children.</i></p> <p><i>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</i></p>

Monitoring

<i>Parents:</i>	<i>Schools:</i>	<i>Academy trustees and governing bodies:</i>	<i>Local authorities:</i>
<i>Schools regularly update parents on their child's attendance.</i>	<i>Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.</i>	<i>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.</i>	<i>DfE Regions Group monitors local authority efforts as part of regular interaction.</i>