

Whitleigh Community Primary School

Attendance Policy and Procedures

Whitl School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Policy Title	GLT Common School Attendance Policy and Procedures
Category	Common Policy
Responsible Officer	Maintenance of this Policy and Procedures (Sections A, B & C) is the responsibility of the GLT Director(s) of Education Maintenance of the Procedure in Section D is the responsibilit of the Headteacher
Approved on	October 2026
Minor technical or operational updates made	
Review Cycle and next approval date	Annual October 2027
Monitoring arrangements	This policy will be reviewed every year, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.
Associated Policies *Internal Policy Library* *Published GLT Policies* *For school policies please visit the school website*	• The GLT Health and Safety Policy and Procedures • The GLT Educational Visits Policy • The GLT Supporting Children with Medical Conditions and Administration of Medicines Policy • The GLT First Aid Policy and Guidance • The GLT Food & Nutrition Policy, Food Standards and Allergen Management Procedures • School Safeguarding Policies
This Policy is based on or takes into account the following legislation and guidance	This Policy and Procedures meet the requirements of Working Together to Improve School Attendance (July 2026) from the Department for Education (DfE), the DfE's statutory guidance on school attendance parental responsibility measures and 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 School Attendance (Pupil Registration) (England) Regulations 2024 ● The Education (Penalty Notices) (England) (Amendment) (No. 2) Regulations 2024) And the following guidance: ● School census guidance ● Keeping Children Safe in Education **(KCSIE 2026)** ● Mental health issues affecting a pupil's attendance: guidance for school ● Working together to improve school attendance ● [For non-compulsory age pupils]: Education and Skills Funding Agency Guidance 2023

GLT Common School Attendance Policy and Procedures

Section A

A1. Scope and Applicability

It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.

If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.

Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors

This is a Common School Policy. Common School Policies are where the Board of Trustees has determined that all schools in the Trust must follow the same Policy, so that the Trust can fulfil its statutory responsibilities and/or manage its schools effectively. Common school policies and procedures are approved by the Board of Trustees. Some will have a school-specific element or annex; in these cases each school's Headteacher will have tailored those specific parts of the policy/procedure – and those parts only, as indicated in the policy/procedure – to their specific requirements.All schools and services within the Trust must comply with Common School Policies, although the appendix is applied locally.

A2. Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means Trustee or Community Governance Committee member
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Section B

B1. Policy Statement

The Board of Trustees of the Greenshaw Learning Trust is committed to meeting our obligation with regards to school attendance through building a culture and ethos that values good attendance, which includes:

- Promoting good attendance.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Promoting and supporting punctuality in attending lessons.

B2. Policy Principles

The Board of Trustees of the Greenshaw Learning Trust firmly believe that all pupils benefit from outstanding school attendance. To this end, we will do all we can to ensure that our pupils achieve maximum possible attendance and that any problems that prevent excellent attendance are identified and acted upon promptly. In order for a pupil's attendance record to be deemed outstanding, we will expect every pupil to attend every day that the school is open to them, whilst working with parents/carers to develop appropriate individualised support approaches for pupils whose attendance is impacted by an additional or special educational need, disability or a diagnosed chronic/medial (including mental health) condition.

All GLT schools must ensure that they maintain systems and practices that will:

- Maintain a safe, secure environment where pupils feel valued and welcome, thereby positively encouraging attendance.
- Create an ethos in which excellent attendance is the norm.
- Raise pupil awareness of the importance of punctuality and uninterrupted attendance, and encourage in pupils motivation and a sense of responsibility.
- Support pupils and families who experience difficulties maintaining good school attendance.
- Celebrate excellent school attendance.
- Act in accordance with the Education Act 1996 and work collaboratively with local authorities to support parents in ensuring that their children are regularly attending school.

In addition, all GLT Schools expect pupils to :

- Attend school every day
- Attend school punctually.
- Attend school appropriately prepared for the day.

And all GLT schools expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities.

- Ensure that the child/children in their care arrive at school punctually, prepared for the school day.
- Contact the school on the morning of each day of the pupil's absence.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Be aware that any unexplained absence is treated as an unauthorised absence and may be considered a safeguarding concern, this may result in a home visit or a referral to Children's Services.

B3. Roles and Responsibilities

The Headteacher is responsible for:

- Implementation of this policy at their school
- Monitoring school-level absence data and reporting it to the governing body
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting fixed-penalty notices, where necessary
- Authorising any absence due to exceptional circumstances
- Directing School Attendance Officer to issue/request a notice to improve

The Senior Leader with responsibility for attendance (see Section D1) is responsible for:

- Leading attendance across the school and embedding a whole school approach to promoting/supporting excellent attendance
- Defining clear vision and priorities to improve attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to understand the challenges causing attendance issues and plan steps to address these
- Creating intervention / reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Liaising with external agencies where appropriate for specific support
- Working proactively with local authorities and supporting them in their statutory responsibilities

The school attendance officer (see Section D1) is responsible for:

- Monitoring and analysing attendance data including completed registers and accurate coding
- Informing the School DSL (Designated Safeguarding Lead) and safeguarding team of unexplained absence of any pupil on safeguarding register by 9.30am.
- Informing the DSL of any parent / carer who have not responded to contact from school on the first day of absence of any pupil
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to address persistent absence
- Advising the Headteacher or appropriate Senior Leader when to issue fixed-penalty notices
- Responding to absence in accordance with the Attendance Procedures

All relevant teaching staff are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information correctly

Section C

GLT Attendance Procedures

C1. Recording attendance

All schools will keep an attendance register, and place all pupils onto this register.

Schools will take an attendance register at the start of the first session of each school day and once during the second session. The morning attendance register will be open for 30 minutes and the second register will be taken after midday. The attendance register will record whether each pupil is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.
- Late.

Attendance registers are legal documents which are shared with the DfE. Any amendment to the attendance register will include:

- the original entry,
- the amended entry,
- the reason for the amendment,
- the date on which the amendment was made, and
- the name and position of the person who made the amendment

Schools will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

Every entry on the attendance register will be kept for 6 years after the date on which the entry was made.

C2. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence as soon as practically possible. Please see Section D for details.

Absence due to physical or mental illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

When no communication is received about a child's absence and we are unable to contact parents/carers, a home visit will be carried out within 24 hours in primary schools and 72 hours in

secondary schools of the absence occurring. Following the home visit, if we have further concerns or are not satisfied with the outcome, a referral may be made to Children's Services.

C3. Planned absence

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Where a pupil's attendance is a concern, medical evidence will be required to support the absence.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

C4. Lateness and punctuality

A pupil who arrives late before the register has closed will be marked as late.

A pupil who arrives late after the register has closed will be marked as absent.

GLT schools open their AM registers for 30 minutes (for exact times for each school see Section D) , pupils who arrive late but within the 30 minute window will receive a Late mark (L) in the register. Pupils who arrive after this time will have their mark recorded as an unauthorised absence (U Code - Late After the Close of Registers) in the AM register. PM registration is taken during the first lesson/session that starts after midday.

Lateness after registration has closed is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence. Continued Lateness after the Close of Registration may result in a referral to the local authority requesting a notice to improve or a penalty notice.

C5. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call or message the pupil's parent/carer before 10:30am on the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's named contacts, the school may contact other emergency contacts or the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- All normal absence monitoring procedures will continue during the unexplained absence, including calling/emailing/texting the parent/carer on each day that the absence continues. This may also involve contacting the school of any siblings, home visits and reference to Children's Services.
- A period unexplained absence of 20 consecutive days or more will result in a referral to the local authority as a Child missing in Education (CME)

Continued concerns about a child's attendance may result in

- Implementation of a staged attendance intervention. Please see Section D for details.
- Home visits, from the third day of unexplained absence.
- A referral to the school's Safeguarding Team, an EHAT (Early Help Assessment Tool), the school nursing service, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check.
- The school may request or issue a notice to improve in order to support attendance
- A referral to the local authority requesting the issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

C6. Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels.

C7. Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The Headteacher will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All parents/carers requesting leave of absence in term time will need to complete a "Request for Leave of Absence in Term Time for Exceptional Circumstances" form, where possible, at least six weeks before the absence and return it to the school. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

If a pupil's return to school is delayed due to travel issues, parents/carers must provide independent evidence of the delay, such as official documentation from the travel company or airline detailing changes to booked flights or confirmation of a cancellation

If a parent/carer requests an authorised absence due to an overseas emergency, they must provide proof of travel booked at short notice, such as a booking confirmation from the airline or travel company or e-ticket showing the date of purchase, to support the application.

The school reserves the right to request medical evidence from a healthcare professional for any period of pupil absence that occurs immediately before or after a requested leave of absence or school holiday period.

Headteachers will consider requests for a leave of absence from pupils with an EHCP with a complex profile of needs who attend a school with a highly specialist base Approval for such requests is not guaranteed.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart. If parents/carers do not inform the school any days missed may be recorded as an unauthorised absence.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has received approval from the school in writing, but it is not known whether the pupil is attending educational provision.
- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933

Absences that the school is unable to authorise include:

- Holidays during term time (unless in exceptional circumstances *).
- Arrival after the registers close without prior notification.
- Shopping trips, even if this is for school uniforms.
- Birthday celebrations.
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- All unexplained absences.

**Exceptional circumstances will typically only cover:*

- *For Service children, where parental leave is dictated*
- *Holidays arranged and paid for by children's social care*
- *Holiday arranged by organisations such as Make a Wish Foundation*
- *Blue light staff (NHS clinical, police, paramedics, fire brigade) where holidays have been dictated and proof is provided*
- *A significant family event - ie; wedding or funeral of an immediate family member*

C8. Legal sanctions

[For children of compulsory school age **only.**]

The school can apply to the local authority for a fine to be issued to parents/carers for the unauthorised absence of their child from school.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore only 2 penalty notices can be issued to the same

parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

• The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

• A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

• A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Penalty notices can only be requested by a Headteacher, local authority officer or the police and issued by the local authority.

All schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. The threshold 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 (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

C9. Strategies for promoting attendance

All schools will use a range of strategies for rewarding and promoting good attendance. This may include issuing or requesting a notice to improve.

C10. Monitoring attendance

The school will:

- Monitor attendance and absence data across the school and at an individual pupil level.
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Provide attendance reports to the Board, its Committees and Governing Bodies..

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies and to facilitate discussions with pupils and families.

Pupil-level absence data will be collected each term and published at national and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

C11. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will use strategies to improve attendance, these may include:

- Using attendance data to find patterns and trends of persistent and severe absence.
- Holding regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Providing access to wider support services to remove the barriers to attendance.

C 12. Elective Home Education

Deregistration Process and Responsibilities:

Upon receipt of a written request from a parent/carer to remove their child from the school roll for Elective Home Education (EHE), the school will contact the parent to offer a formal meeting and will notify the Local Authority Elective Education Team. The pupil will be formally removed from the school roll the day the request is received. For pupils subject to a Child Protection Plan, the school will contact the allocated social worker before formally removing the child from the school roll following a request for Elective Home Education

- Parental Responsibility: It is the sole responsibility of the parent/carer to ensure their child receives a suitable education once deregistered. The school will not provide work or resources for the child.
- Local Authority Contact: The Local Authority's EHE team will be notified and will subsequently contact the family to discuss their provision.

Re-enrolment and Waiting Lists

- The school will hold the child's place open for five days.
- If parents change their minds after the five-day cooling-off period and wish to re-enrol their child after this date, they must apply through the usual in-year admissions process. If a place is not available, the child will join the school waiting list.
- An electively home educated child who wishes to re-enrol will not immediately gain priority at the top of the waiting list for any preferred school

GCSE Pupils

For pupils preparing for GCSEs or other public examinations:

- Examination Costs: Parents/carers are responsible for all costs associated with public exam entries.
- Examination Centre: Parents/carers are responsible for finding an external examination centre that will facilitate their child sitting their public exams.

C13. Sixth Form

The rigours of post-16 study mean that excellent attendance is perhaps even more important in Sixth Form than in any other years. The school's Sixth Form Team will therefore adopt the principles outlined above, unless otherwise stated.

While we expect Sixth Form pupils to take a greater degree of responsibility for their attendance than pupils in other years, we will still involve parents/carers where we feel it is appropriate.

Sixth Form pupils can be expected to remain onsite for the full school day. However, the Headteacher may choose to allow pupils to leave the school site at certain times (e.g. break, lunch, and in exceptional circumstances, study periods). Sixth Form pupils will be expected to sign in and out when arriving at / leaving school.

Sixth Form places will not be withdrawn on the grounds of low attendance. However, where a pupil's attendance is impacting upon academic performance, it might be appropriate for the school, in consultation with the pupil and their parents/carers, to consider whether changing a course and/or resitting a year might be appropriate. Such decisions will always be made with regard to the pupil's best interests.

Section D - School Operational Attendance Procedures

D1. School Key Contacts

Key Contact	Name	Email
Headteacher	*Mark Dyson*	*mark.dyson@whitleighprimary.co.uk*
Senior Leader with responsibility for attendance	*Rhiannon Roberts*	*rhiannon.roberts@whitleighprimary.co.uk*
Attendance Officer	*Chelsea Baker*	*chelsea.baker@whitleighprimary.co.uk*

D2. Registration times

	Open	Close
Morning Registration	08:50	09:20

D2. Notifying the school of unplanned absences

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day

If your child is absent, you must:

- Contact the school as soon as possible (before 9:20am), by telephone on 01752 706383, on the first day of absence giving reason for absence
- Keep the school informed as to when you anticipate your child will return to school

D3. Staged attendance interventions

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of school staff.

If your child is absent (1st day and 2nd day absence), we will:

- Make contact, through text or telephone, with you as soon as possible on the first day of absence if we have not heard from you. Absences that are not reported will be deemed a safeguarding concern.
- If reasons for absence are not provided, a text will be sent requesting an explanation. If we receive no response, we may instruct a home visit to take place by one of the attendance team if we have not heard from you as to the reason your child is off school.
- Furthermore, if a reason is still not provided, a letter will be sent.
- Should a reason for absence still not be provided following the letter, an unauthorised absence will be recorded. Unauthorised absences will be monitored and could lead to a Penalty Notice in line with Government guidance.

- If your child is absent for 3 days or more, we will aim to conduct a home visit at the earliest convenience.
- Where a pupil has a disability, an EHCP, or documented SEND, attendance targets and threshold triggers will be adjusted as a reasonable adjustment in line with the Equality Act 2010.
- School avoidance, anxiety, or mental health-related absences are supported, ensuring they trigger supportive plans.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, and this can be embarrassing for the child. Lateness can also encourage absence.

Trigger	Action
Child has a pattern of lateness beginning	Verbal communication via face to face or via the telephone by the class teacher.
Repeated lateness occurring	Verbal communication and a late letter will be sent home by the Attendance Officer and uploaded record to CPOMS and/or Bromcom
If there is no improvement or increased late attendance	The Attendance Officer will notify the Attendance Team. The Attendance Officer and member of the Attendance team will arrange a meeting with the parent/s to develop a Lateness Support Plan and uploaded record to CPOMS and/or Bromcom
Failure to attend support plan meetings or further incidents of lateness	Attendance Officer to make a referral to the local authority and uploaded record to CPOMS and/or Bromcom

If a child arrives late, but before the close of the register, their attendance will be marked as L.

If a child arrives late, and after the close of the register (9:20am), their attendance will be marked as U, which is classed as an unauthorised absence.

Pastoral check-in with the attendance team will occur before formal Local Authority legal referral.

Graduated Response to Attendance

%	Action
96% +	No action needed – Recognition and praise
95% - 96%	Class Teacher conversation – Attendance officer to monitor weekly for deterioration
95% - 94%	1st Stage attendance letter – Phone call home
93% - 92%	Attendance support meeting – review meeting after every 4 weeks
91% - 90%	Medical evidence request – daily monitoring
90% or below	Attendance action plan – review meeting after 2 weeks
Failure to meet target	Referral to Local Authority

Note: Percentage thresholds serve as guidance. Triggers will be adapted for pupils with SEND, EHCPs, or documented medical needs in accordance with the Equality Act 2010.

In the autumn term, where small absences make bigger percentage impacts, the child's previous year's attendance will be looked at as well.

Attendance of 96% +

The attendance officer will monitor students in this category for recognition and regular feedback is given to class teacher/year/pastoral teams.

This should trigger recognition, this could be in the form of:

- Certificates
- Postcard home
- Start or end of day conversation with parents
- Telephone calls home
- Stickers
- Recognition in assembly
- Termly attendance spinner

Between 95% and 96%

The attendance officer may begin to monitor students whose attendance begins to decline and raise concerns with the class teacher/year/pastoral/safeguarding/SEN teams if they have not received a valid reason and feel there is a cause for concern.

This may result in:

- A telephone call home from the attendance Officer or attendance team member
- Back to school conversation
- If we have concerns about your child's attendance, we will inform you in writing and you will be given the opportunity to discuss any concerns with the school attendance team. This includes a pattern of attendance as well as extended periods of absence.

Between 95% and 93% - Attendance Support Plan

1st stage absence concern letter sent home unless there are exceptional circumstances including:

- Ongoing treatment relating to a chronic medical condition for which the school holds a healthcare plan
- An emergency hospital admission, i.e. appendicitis, an accident or the onset of a medical condition
- Bereavement of an immediate family member. This should be followed up by a phone call home from the attendance officer or attendance team member to reinforce the importance of excellent attendance.

There may be need to check the following:

- Siblings attendance - make contact with primary school/other provision if you have concerns
- Friends, look for similarities in absences
- Broken weeks and patterns in absence

Between 91% and 93%

The attendance team will invite parents/carers into school for an Attendance Support Plan Meeting (ASP), this invitation will be sent in the form of a letter and a copy attached to the pupil's profile in Bromcom. The purpose of this meeting is to identify any barriers to attendance and offer appropriate support to the child and family. Examples of issues that may affect attendance may include:

- Bullying
- Friendship groups issues
- Medical issues that the school is unaware of
- Anxiety
- Undiagnosed SEN needs
- More complex issues at home, including illness, financial, housing concerns, divorce or bereavement
- Issues in certain lessons

In conjunction with the child and parents/carers a supportive plan will be put into place, to remove potential barriers to school attendance, this may include:

- A medical support plan
- A referral to ELSA (Emotional Learning Support Assistant) mentor or other pastoral/support services in school
- A referral to the SEN team for assessments to be carried out
- A referral to the safeguarding team
- A referral to outside agencies for support for the child or the wider family
- Short term support with transport to school (walking pickups, bus tickets - where possible)
- Assigned consent to hold certain medications in school, such as paracetamol, ibuprofen

This plan should be reviewed after four weeks. If there has been an improvement in attendance this will be acknowledged to both parents and pupils, however, support will continue to be available if needed and that the school will continue to monitor in case of future deterioration.

If attendance does continue to deteriorate the pupil's parents/carers will be invited in for a review meeting. The purpose of this is to discuss any further concerns and revise any support or

interventions currently being offered, this should be reviewed two weeks to ascertain whether the support or intervention has been successful.

Parents/carers should always be made aware of potential avenues of escalation, including requests for medical evidence, referrals to outside agencies. During this period, normal attendance procedures such as text, emails, unexplained absence letters and phone calls home will continue for any further absences. Meetings will be minuted (usually using notetaking summary software) signed by all parties present, a copy of the minutes should be given to parents/carers, and a copy should be uploaded to Bromcom.

- Following this, request that medical evidence be provided to support further absence if there is no improvement in your child's attendance. Failure to provide evidence will result in unauthorised absences which could lead to a Penalty Notice.

Between 91% and 90% - Medical Evidence

DfE guidance dictates that parental notification should generally be accepted without question unless there is a **genuine and reasonable doubt**, such as failure to engage with supportive measures, about the authenticity of the illness. If the pupil/family fails to engage with supportive measures offered during the Attendance Support Plan meeting, the school will write to the parents informing them that no further absences will be authorised unless suitable medical evidence is provided. A copy of this letter should be sent to each individual parent or carer, a copy of the minuted support plan should also be included.

Acceptable medical evidence includes:

- A Letter from the hospital with the date and time of an appointment
- A letter from a specialist stating that the pupil was unable to attend school
- A letter of a named, dated and stamped appointment card for a GP
- A photo of a prescription or medication label with the pupil's name, date of birth and the date it was dispensed clearly visible
- Patient summary record from GP

Non-urgent appointments such as optician or routine dental appointments during the school day will not be authorised.

Schools would continue to follow all normal attendance procedures.

Pupils required to provide medical evidence should have an N (unexplained absence) entered into the register until suitable evidence is received. If suitable evidence is not received, a letter to parents reminding them of the need to provide medical evidence should be sent. Parents should be given five school days to provide this. If not received, the mark will be changed to O (unauthorised absence).

90% and Below - Attendance Action Plan

If, despite being offered interventions and support, there is a continued deterioration in the pupil's attendance and the parents/carers are not providing suitable medical evidence to support these

absences, despite regular reminders by email, text and letter, the school should arrange an Attendance Action Plan Meeting (AAP).

Each parent or carer should receive a separate invitation, in writing to this meeting. This meeting should reflect the escalation of the situation and will involve the attendance officer and a senior member of staff, this could be:

- The deputy headteacher
- The DSL or DDSL
- The SENCO
- In some cases, an external worker such as a social worker, key worker or mentor may be invited to attend
- A parental advocate if required
- A member of the GLT attendance team

This meeting would set out very clear attendance targets, a review date of two weeks should be set.

Other options to consider when holding an AAP meeting might include:

- A reduced timetable
- Withdrawal for a particular lesson for targeted support
- Offer of further support, such as breakfast, support with homework or revision
- Approaching the local authority for respite at an alternative provision
- If requested by the parent, support with an in-year transfer to another school

All meetings should be minuted (usually using notetaking summary software), signed by all parties present. A copy should be given to parents/carers and a copy should be uploaded to Bromcom.

Failure to Attend AAP

If parents/carers fail to attend this meeting, they should be sent an alternative date and time. If they fail to attend the second meeting, it should be held in their absence with a copy of any minutes/targets sent to them.

Targets Not Met

A final warning letter should be sent, this should clearly set out the next stages of the process, this may include:

- A referral to children's social care
- A request for a police welfare check
- A home visit
- A referral to the local authority for a penalty notice to be issued
- A referral to the local authority asking them to initiate legal proceedings When we send the final warning letter, we should be able to evidence that we have worked with the family and offered solutions to non-attendance, for example, mentoring, referrals to safeguarding, outside agencies, staged interventions, adapted timetables etc. this should all be included in the letter. Local authorities will only start their attendance process if we have documented evidence that we have offered support and intervention at each stage.

D4. Strategies for promoting attendance

This is a successful and happy school, and your child plays their part in making it so. However, for our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure your child attends regularly, and this Policy sets out how together we will achieve this.

To help us all to focus on this we will:

- Regularly give you details on attendance via Class Dojo and newsletters. This may include attendance percentage for the week, patterns or trends that we have noticed, classes with 100% attendance the previous week etc.
- Once termly, inform you of your child's attendance rate by letter.
- Provide you with DfE Attendance Bandings Letters
- Report to you in Parents Evening on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate attendance in class
- All children achieving 96% or above by the end of each long term will be entered into a draw. This means that even if attendance has been lower in one term, the pupil has another 2 chances to be entered into the attendance spinner. The winners, one from each team, will be presented with a gift card.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Provide Early Help to families who may need it.
- Sense of belonging. Developing a feeling that everyone is wanted, needed and belongs in our school community. This is achieved for example through direct communication, 4 at the door each morning etc.

D5. Procedure for Reporting a Children Missing in Education (CME) and Elective Home Education (EHE)

<u>CME</u>

When a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, and the school and local authority have failed after jointly making reasonable enquiries to establish the child's whereabouts; the pupil can be removed from the admission register. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Our reasonable enquiries are:

- Phone calls to all contacts
- A home visit by members of the attendance Team or Senior Leadership Team
- Informing PCC's Inclusion and Welfare Service

If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to Children's Social Care (and the police if appropriate).

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016) **and follow the Plymouth City Council** procedure and contact: CME@plymouth.gov.uk. Tel: 01752 307405.

EHE

We ask that parents notify us in writing of their intentions.

We then alert any new cases of EHE to EHE@plymouth.gov.uk using the Schools EHE information form on which can be found on the School Room Pages If the child has an EHCP the school should contact the 0-25 SEND Team without delay and arrange an early EHCP review.

If the child has a Social Worker, the DSL will contact the Social Worker and keep the child on the roll of the school until the LA undertakes its safeguarding assurance checks If the child does not have a social worker and/or an EHCP we will not remove the child from roll until the LA has completed their safeguarding assurance checks and notified the school in respect of removal from roll.

If we have any concerns about the risk of significant harm to a child, who is going to be Home Educated, we submit a referral directly to the MASH. Completion of the PCC School EHE Safeguarding and SEN form.