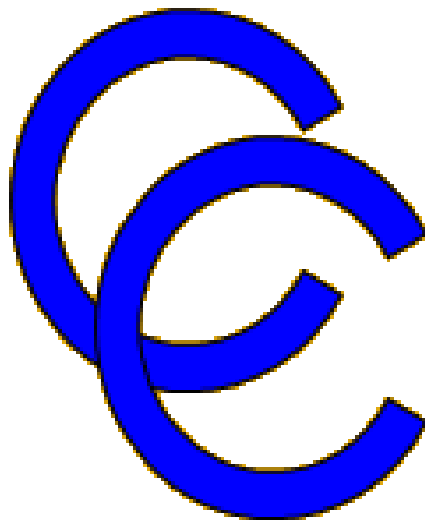


Attendance Policy

Cavendish Close Infant and Nursery School



We are Attendance HEROs
(Here Every day Ready On time).

Approved by: Our EWO and our Full Governing Board in January 2020

This is a new Policy.

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Aim

Our aim at Cavendish Close Infant and Nursery School is that:

Our children will be

Attendance HEROs

(Here Every day Ready On time).

We are committed to:

1. Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable

- to age, ability and aptitude, and
- to any special educational needs he/she may have either by regular attendance at school or otherwise.

2. To Promoting and modelling good attendance behaviour.
3. Ensuring equality and fairness of treatment for all.
4. Implementing our policies in accordance with the Equality Act 2010.
5. Early intervention and working with other agencies to ensure the health and safety of our children.
6. Rewarding regular attendance.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) 'School attendance'
- DfE (2019) 'Child performance and activities licensing legislation in England'
- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'Children missing education'

This policy will be implemented in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Policy
- Behaviour Policy
- Children Missing Education Policy

Roles and responsibilities

The school has overall responsibility for:

- The implementation of the Attendance Policy and procedures
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Having regard to 'Keeping children safe in education' (2019) when making arrangements to safeguard and promote the welfare of children.

The Headteacher, Attendance Leader and Attendance Champion are responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school, and distributing these to parents/carers.

Staff, including teachers, support staff and volunteers, are responsible for:

- Following the Attendance Policy and ensuring children do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of an individual child to inform decisions as to whether any welfare concerns should be escalated.

Parents/carers are expected to take responsibility for the attendance of their child/ren during term-time.

Parents/carers are expected to promote good attendance behaviour and ensure that their child attends school every day.

Definitions

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed after 9.00 (L)
- Not attending school for any reason.

An "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments, which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

An "unauthorised absence" as:

- Parents keeping children off school unnecessarily or without reason.
- Absences, which have never been properly explained.
- Arrival at school after the register has closed after 9.15 (U)
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time, which have not been agreed.
- Leaving school for no reason during the day.

"Persistent absenteeism" as:

- Missing 10 percent or more of schooling across the year for any reason.

Training of staff

The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk children as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of meetings.

Teachers and support staff will receive regular and ongoing training as part of their development.

Pupil expectations

Children are expected to attend school every day throughout the year.

Contact details

Parents/carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Attendance register

Designated staff members will take the attendance register using the electronic INTREGRIIS Electronic programme and a laminated fire register at the start of each school morning and afternoon. This register will record whether children are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. (Appendix 12)

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment and the date of amendment.

Every entry received into the attendance register will be kept for three years.

Attendance Leader

If they are persistently absent, children will be referred to the Attendance Leader who will attempt to resolve the situation through a parent engagement.

If the situation cannot be resolved and attendance does not improve, the Attendance Leader has the power to pursue sanctions such as prosecutions or penalty notices to parents.

Absence procedures (see Appendix 3)

Parents/carers are required to contact the school as soon as possible on the first day of their child's absence.

- A text message or phone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school.
- Parents/carers are required to provide school with an explanation of why their child is absent; this is required even if the parent has already contacted the school via phone call. Parents may call school or report to the school office.
- In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Leader.
- The school will inform the LA, on a termly basis, of the details of children who fail to attend regularly, or who have missed 10 school days or more without permission.
- If a child's attendance drops below 90 percent, the Attendance Leader will be informed, and a formal meeting will be arranged with the parents/carers. Targets for improvement will be initiated.
- Where a child has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will report the child as a 'child missing from education'. If the LA have failed to establish the whereabouts of the child after making reasonable enquiries, advice from LA will be followed.

Lateness (see Appendix 4)

- Punctuality is of the utmost importance and lateness will not be tolerated.
- Doors open at 8:45 and close at 8:55 (Nursery 8.55)
- Registration for the school day starts at 8.55. (Nursery 9.00)
- Children must be in their classroom by 8:55 for registration. (Nursery 9.00)
- The register closes at 9:00. (Nursery 9.05)
- Children will receive a mark of absence if they do not attend school before this time.
- Children will receive a (L) if they arrive at school between 8:55 and 9:15
(Nursery 9.00 – 9.20)
- If they arrive at school once, the register has closed after 9:15 they will receive a (U).
(Nursery after 9.20)
- After lunch, registers are marked at 1:15.
- In Nursery, children who access 15 hours at the end of the week are expected to arrive at Nursery at 12.30 when the doors will be open. Registration is at 12.30. Children will receive a (L) if they arrive at school between 12.30 - 12.50. If they arrive at school once, the register has closed after 12.50 they will receive a (U).

Term-time leave - Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1st September 2013.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school **if** the leave is granted.

The Local Authority has issued the following guidance to schools to help clarify circumstances for authorised absence:

9.1 'Examples of Exceptional Circumstances

- Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling.
- Significant family illness to Mother (step), Father (step), sibling or principal carer.
- Disclosure of significant abuse where a short leave of absence may be beneficial to recovery.
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

Family requests for holidays for family weddings or to see relatives are not deemed to be exceptional circumstances, the availability of cheap flights or holidays are also not deemed to be exceptional circumstances. The onus is always on the parents to provide evidence to support applications for leave of absence.'

Families, who take children out of school in term time for holidays, may be subject to a legal process undertaken by the Education Welfare Service of the Local Authority, in Cavendish Close Infants case this is Derby City. The 2007 Regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.

Should you decide to take your child out of school for a holiday we still require you to complete an ***Application for Leave of Absence Form***, which is available from the school office.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1st September 2013.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This

brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

You can also download a copy of Derby City Council's ***Advice to Parents and Carers about Penalty Notices***, which gives further information about Penalty Notices.

If you want to find out more about the legal changes, please search on the link below to access information from the Department for Education website.

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Leave during lunch times

- Parents/carers may be permitted to take their child away from the school premises during lunch times with permission from the Headteacher – it is at the Headteacher’s discretion as to whether a pupil will be allowed to leave the premises.
- Parents/carers are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the Headteacher.
- The Headteacher will consider the request and will invite the parents/carers in to school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child’s behaviour when not on the school premises.
- The Headteacher reserves the right to grant or refuse a request and will inform the parent/carers.
- Our lunch time hours are 11:55 – 1.15. Children will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.
- Parents/carers will be required to meet their child at the school office when taking them off the premises – the child will be signed out and back in at the school office.
- A member of staff will be available at the school office before the child leaves the premises and upon their return to sign them back in. No child will leave the premises before the member of staff has given their permission.
- The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a child displays poor conduct of behaviour when off the premises, or where there are attendance concerns.
- Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher’s decision. If permission is withdrawn, parents are not entitled to appeal the decision.
- Permission will be updated on a termly basis – letters will be sent to parents/carers at the beginning of each term to confirm whether they would like their request to continue.

Missing children

Children are not permitted to leave the school premises during the school day unless they have permission from the Headteacher.

The following procedures will be taken in the event of a child going missing whilst at school:

- The member of staff who has noticed the missing child will inform the Headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the child has not been found after 10 minutes, then the parents of the child will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the child, and the emergency contact lists has been exhausted, the police will be contacted.
- The missing child's teacher will record the incident on CPOMS describing all the circumstances leading up to the child going missing.
- If the missing child has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- When the child has been located, members of staff will care for and talk to the child to ensure they are safe and well.
- The Headteacher will take the appropriate action to ensure that children understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the child has been located.
- The Headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
- A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

Religious observances

- The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
- Parents/Carers are required to inform the school in advance if absences are required for days of religious observance.

Appointments

- As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- Where this is not possible, a note and appointment card/text should be sent to the class teacher.
- If the appointment requires the child to leave during the school day, they will be signed out at the school office by a parent.
- Children should attend school before and after the appointment wherever possible.

Modelling, sport and acting performances/activities

- Under Section 37 of the Children and Young Persons Act 1963, parents/carers of children engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).
- Where a child requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the LA.
- The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.
- The LA will only approve a licence application once it is satisfied that:
The child's education, health and wellbeing will not suffer; and
The conditions of the licence will be observed.
 - The LA will impose any conditions it considers necessary to ensure that the child is fit to take part in the performance/activity, that there will be proper provision for the child's wellbeing, and that the pupil's education will not suffer.
 - The school will make additional arrangements for children engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the children.
 - The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.
 - The children will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child would be required to attend a school maintained by the LA issuing the licence.
 - The above requirement will be met by ensuring a child receives an education:
For not less than six hours a week; and
During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
For not more than five hours on any such day.
- Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the child can only take part in the activity for a specified number of days within a six-month period.
- Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.
- Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day.

- The Headteacher will not authorise any absences which would mean that a child's attendance would fall below national average percent which is 96%.
- Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.
- The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.
- The maximum number of consecutive days that a child can perform is six – this applies to performances only.
- Children who perform are entitled to a break of at least 14 days following the last performance where the child has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.
- A licence is also required where a child will be absent from school and conducting a performance or activity abroad.
- The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:
 - Where rehearsals during the performance period are taking place;
 - Where performances or activities are taking place; or
 - Where the pupil is receiving their education, in order to check that licensing conditions are being met.
- The LA has the power to amend or revoke existing licences at any time.
If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.
- The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

Rewarding good attendance

Our school acknowledges the importance of high levels of attendance and punctuality.

To promote outstanding attendance, at Cavendish Close Infant and Nursery School we have a number initiatives and celebrations throughout the year

- Class attendance is tracked weekly and a certificate and trophy is given to the class with the best attendance during Monday's Together Time assembly.
- The class with the best attendance for the half term is awarded with a non-uniform day
- We also give out individual attendance certificates every term for those children who have been to school every day and therefore have 100% attendance. One child's name will then be picked a prize.
- A special day out, at the end of the school year for children with 98% or above attendance.

Attendance Leader: Mrs N. Asghar (Assistant Headteacher)
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Attendance Champion: Mrs J Leadbeater (Learning Mentor/HLTA)
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Acting Headteacher: Mrs c Diffin

Appendix 1

Termly Attendance Review

1. Access cumulative information from INTRGRIS on previous annual attendance and attendance to date for the current academic year for, less than NA (National Average), more than 90%, less than 90% and (cohort, class, SEN, PP,)
2. For each child in the report whose attendance is below 90% consider previous terms attendance, reasons for current absence and speak to class teacher, children and parents
Using the 'fill tool' and label each child as **no concern**, **monitor**, **intervene**
3. Assess the identified children for patterns and trends in groups, classes and cohorts
4. Ring parents/carers on monitoring/intervene list to inform them about their child's attendance.
5. Create or update the attendance monitoring list and share with teachers
6. For children who are in the **monitor** and **intervene** categories, If the reasons behind the child's absences are a concern send 'First Warning Letter' Stage 1 (see appendix 7a) and record relevant details on CPOMS. Half Termly
7. Ensure the children on the list are monitored on a weekly basis by assessing information from INTREGRIS on attendance to date for the current academic year for less than National Average, more than 90%, and less than 90%

7a. Improvement weekly in attendance data for individuals	7b. No improvement in 6 weeks	
8a. Monitor until attendance is at National Average	8b. School Attendance Panel meeting Attendance Leader, Attendance Champion and parent/carers Distribute/share Attendance HERO poster. (Appendix 8) Send Second Warning Letter – Stage 2 (Appendix 7b)	
	9a. Improvement weekly	9b. No improvement in 6 weeks
	10a. Monitor until attendance is at National Average	10b. Final Warning Letter stage 3 (appendix 7c) arranging meeting with Attendance Leader Attendance Champion and EWO

	11a. Improvement weekly	11b. No improvement in 4 weeks
	12a. Monitor until attendance is at National Average	12b. Stage 4 Local Authority Action Court Proceedings

Appendix 2

Weekly Attendance Review

At the end of each week, create class poster from INTREGRIS on attendance to date

Using the report for persistent absence RAG rate (red, amber, green) **children's names** to show monitoring **accepted**, **monitored**
RAG rate **children's attendance** to show **improving**, **maintaining**, **declining** children

Share attendance poster with each class and celebrate 1st 2nd and 3rd place attendance with a trophy.

Display the newly updated poster with whole school attendance percentage, class attendance and persistent absence percentage in all classrooms. Share during staff briefing on Mondays.

For **improving** children

For **maintaining** and **declining** children

Send a positive text (see Appendix 10) weekly
Monitor until attendance is at National Average

Send a reminder text (see Appendix 10) weekly
See section 7b on the 'Termly Attendance Review flowchart (appendix 1)

4 weeks

Appendix 3

Absence Management Flowchart

8:55 – 9.10

Attendance lead or Attendance Champion to be at the main entrance to the school to welcome children and identify any children who are late.

Discussion with children/parents/carers to promote attendance and punctuality and ascertain reasons.

Afternoon

Attendance Champion to create late and absence reports from INVENTORY weekly

Send text messages for absent children (Appendix 10)

Send text messages for late children (Appendix 10)

Call parents of targeted children

Refer any relevant information to EWO via email

Update any relevant information on CPOMS

Friday Afternoon

Create absence reports from INTREGRIS

Edit the latest monitoring list (Appendix 16)

Check whole school attendance percentage

Check whole school persistent absence percentage

Send positive and reminder texts (Appendix 10)

Send a late text to parents if more than 3 times late in a week

Create Attendance poster to share during Assembly on Monday

Ad Hoc

Congratulate positives for children and families who are **no concern**

Arrange attendance meetings for **monitor** and **intervene** where relevant

Appendix 4

Late Flowchart

8.55

Attendance lead or Attendance Champion to be at the main entrance to the school to welcome children and identify any children who are late.

Children that arrive late (after 8.55:)

Discussion with child to promote attendance and punctuality and ascertain reasons

Parent/ carers to sign in and add reason for lateness

Text message (see appendix 10) to be sent to parent/carer reminding them of their duty to ensure their child is punctual, the effects on education (9:30)

If a child is persistently late (more than 3 three times in 2 weeks), a face-to-face/voice to voice invite to meet with the attendance Leader takes place.

For continued lateness and no support from parents cross reference to Termly Attendance Review flowchart

Appendix 5

Absence Flowchart

Child is absent after the close of the register

Has a reason been provided via telephone? (9:15 am)

Yes

No

Is the reason valid? Make a decision.

Unmonitored pupil: T2P Message (see appendix 10) (9:15am)
Monitored pupil: T2P Message (see appendix 10) (9:15am) and phone call

Yes

No

Response

No response

Authorised absence

Unauthorised absence

Is the reason valid?

Unauthorised absence

Parents informed via phone call

Yes

No

If the child is monitored see section 8b onwards of the Termly Attendance Review flowchart

Authorised absence

Unauthorised absence

If the child is monitored see section 8b onwards of the Termly Attendance Review flowchart (Appendix 1)

EWO Home Visit

Appendix 6 – Application for leave of absence application.

Appendix 6a

Dear Parent/ Carer

Child name	
Date of leave	

Thank you for your request leave of absence.

As you are aware the Minister of Education announced from 1st September 2013 schools, Academies and free schools can no longer grant leave of absence during term time, unless there are '*explicit exceptional circumstances.*'

After careful consideration of the information given to myself and school regarding your family circumstances we have decided, on this occasion only, to allow the absence to be considered as an exceptional circumstance. Therefore, the period of absence -date range- will be authorised.

Yours Sincerely

Headteacher

Appendix 6b

Dear **Mr Smith**

Ms Bloggs

date

Anthony Bloggs

DOB: 01/01/2004

James Bloggs

DOB: 25/12/2005

Choose which statement is
appropriate

Thank you for your Leave of Absence request **DATED**

OR

Thank you for your Letter/phone call/e mail **DATED** requesting Leave of Absence/informing us that the children are on holiday etc

OR

The child(ren) have recently returned to school and informed staff that they have been away on holiday. During the absence we have tried to make contact with you on **DATES** and the Education Welfare Officer has made a visit(s) to your address on **DATE(s)**.

OR

We have reason to believe that your child(ren) were on holiday. During the absence we have tried to make contact with you on **DATES/daily** and/or the Education Welfare Officer has made a visit to your address on **DATE(s)**.

In accordance with the School Attendance policy this is to notify you that the period of absence towill be recorded as unauthorised as it does not meet the criteria for '*exceptional circumstances*'.

All un-authorised absences are reported to the Education Welfare Service who may issue a Penalty Notice.

- Fines apply per parent per child
- Payment is £120 if paid within 28 Days – reduced to £60 if paid within 21 Days
- If not paid the matter will be placed before the Court.

If you wish to discuss this further please contact the **school** by **DATE**.

Yours sincerely

Headteacher

Appendix 7

Stage 1
First Warning Letter

Dear Parent/Carer

's attendance currently stands at %_. As a whole school, we use **96%** as a minimum standard for good attendance.

Good attendance is absolutely vital to ensure that your child receives the very best education possible. At school, we monitor children's attendance on a daily basis to make sure that it does not slip and to alert parents of a possible attendance concerns. This letter forms the **highlighted First Stage** of our attendance alert system, which is set out as follows:

Stage 1	An initial concern letter has been send because attendance has dipped to 95% and below. Attendance will now be monitored closely to see signs of improvement for the next 4 weeks.
Stage 2	A second concern letter has been sent because attendance is now at 90% and below. Medical proof required for all future absences (prescribed medicines, prescriptions, appointment confirmation and hospital letters) is now required. If not received, the absence will be unauthorised. <i>A member of the Attendance Team will like to see you on:</i> <div style="text-align: center; border: 1px solid black; padding: 5px;">Monday 27th January .2020 at 9.15</div>
Stage 3	Further decline in unauthorised sessions in a four-week school period has resulted in a referral to the Education Welfare Service, which may lead to a fine or court action.

We will now continue to monitor your child's attendance closely over the next 4 weeks to ensure that their attendance percentage improves.

If there is no improvement, or indeed further decline, a second letter will be sent informing you that medical proof will be required for all future absences (prescribed medicines, prescriptions, appointment confirmation and hospital letters). If not received, the absence will then be unauthorised. All unauthorised absences are reported to our Education Welfare Officer who will then follow up any recurrent attendance issues.

We would be happy to discuss any issues/concerns you may have regarding your child's attendance. You can contact our Attendance Team on 01332 662239.

Yours Sincerely

Attendance Team

Appendix 7a

Stage 2 Second Warning Letter

Dear Parent/Carer

's attendance currently stands at %_. As a whole school, we use **96%** as a minimum standard for good attendance.

Good attendance is absolutely vital to ensure that your child receives the very best education possible. At school we monitor children's attendance on a daily basis to make sure that it doesn't slip and to alert parents of a possible attendance concerns. This letter forms the **highlighted Second Stage** of our attendance alert system, which is set out as follows:

Stage 1	An initial concern letter has been send because attendance has dipped to 95% and below. Attendance will now be monitored closely to see signs of improvement for the next 4 weeks.
Stage 2	A second concern letter has been sent because attendance is now at 90% and below. Medical proof required for all future absences (prescribed medicines, prescriptions, appointment confirmation and hospital letters) is now required. If not received, the absence will be unauthorised. <i>A member of the Attendance Team will like to see you on:</i> <div style="border: 1px solid black; padding: 5px; text-align: center;">Monday 27th January .2020 at 9.15</div>
Stage 3	Further decline in unauthorised sessions in a four-week school period has resulted in a referral to the Education Welfare Service, which may lead to a fine or court action.

For this reason, medical proof will also be required for all future absences (prescribed medicines, prescriptions, appointment confirmation and hospital letters). If not received, the absence will then be unauthorised. All unauthorised absences are reported to our Educational Welfare Officer who will then follow up any recurrent attendance issues.

We will continue to monitor your child's attendance and should there not be a marked improvement, we will them contact you to arrange a face to face meeting with myself and our Educational Welfare Officer to discuss any issues/concerns you may have regarding your child's attendance and to offer any support if necessary.

We would be happy to discuss any issues/concerns you may have regarding your child's attendance. You can contact our Attendance Team on 01332 662239.

Yours Sincerely

Attendance Team

Appendix 7b

Stage 3 Third Warning Letter

Dear Parent/Carer

's attendance currently stands at %_. As a whole school, we use **96%** as a minimum standard for good attendance.

Good attendance is absolutely vital to ensure that your child receives the very best education possible. At school we monitor children's attendance on a daily basis to make sure that it doesn't slip and to alert parents of a possible attendance concerns. This letter forms the **highlighted Third Stage** of our attendance alert system, which is set out as follows:

Stage 1	An initial concern letter has been send because attendance has dipped to 95% and below. Attendance will now be monitored closely to see signs of improvement for the next 4 weeks.
Stage 2	A second concern letter has been sent because attendance is now at 90% and below. Medical proof required for all future absences (prescribed medicines, prescriptions, appointment confirmation and hospital letters) is now required. If not received, the absence will be unauthorised. <i>A member of the Attendance Team will like to see you on:</i> 20.01.2020 at 9.15
Stage 3	Further decline in unauthorised sessions in a four-week school period has resulted in a referral to the Education Welfare Service, which may lead to a fine or court action.

There has been a further decline in your child's attendance despite several warnings and phone calls.

The Educational Welfare Officer has now been informed and a meeting will take place on:

Time	
Date	
<u>If you are unable to make this time or date please contact me on the number below.</u>	

We would be happy to discuss any issues/concerns you may have regarding your child's attendance. You can contact our Attendance Team on 01332 662239

Yours Sincerely

Attendance Team

Appendix 8

Attendance Poster

Appendix 9

Text Message formats

Monitoring

Send a positive text: We are asking for you to ensure your child's attendance improves and this week it has! Your child is taking the right steps for success! Thank you for your support – keep up the good work! 😊

Send a reminder text: As you know, we are asking for your child's attendance to improve but this week hasn't shown any improvement. Help your child to a brighter future and ensure they attend every day.

Lateness

Send a text re lateness: Please be aware that your child was late for school this week. It will help your child's education to be in school on time (8:55). Please contact school if we can help in any way.

Absence

Send a text or phone call re absence – Unmonitored pupil: Your child is absent from school today and we have had no reason provided. Please contact school at your earliest opportunity.

Send a text re absence – Monitored pupil: Your child is absent from school today and we have had no reason provided. We are concerned about your child's level of attendance. Please contact school at your earliest opportunity.

Appendix 10

Monitoring Format

Late Children
Monitoring Highlight RAG – see appendix 1

Week 1				
Name	Attendance %	Reason	Time	Action

Appendix 11

Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Children are present at morning registration
\	Present (pm)	Children is present at afternoon registration
L	Late arrival	Children arrives late after register has closed 9.00
B	Educated off site	Children are at a supervised off-site educational activity approved by the school
D	Dual registration (attend elsewhere)	Children are attending a session at another setting where they are also registered
P	Approved sporting activity	Children are participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Children are on an educational visit/trip organised, or approved, by the school

Code	Definition	Scenario
Authorised absence		
C	Other Authorised Circumstances	Children been granted a leave of absence due to exceptional circumstances
E	Excluded	Children been excluded but no alternative provision has been made
H	Family holiday (agreed)	Children been allowed to go on holiday due to exceptional circumstances
I	Illness (NOT medical or dental)	School has been notified that children will be absent due to illness
M	Medical/dental appointment	Children are at a medical or dental appointment
R	Religious observance	Children are taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Children from a Traveller community are travelling, as agreed with the school
Unauthorised absence		
G	Family holiday (NOT agreed)	Children are on a holiday that was not approved by the school
N	No reason yet provided for absence	Children are absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided by Friday afternoon)
O	Unauthorised absence	School is not satisfied with reason for children's absence
U	Late (after register closed)	Children arrived at school after the register closed (9.15)

Code	Definition	Scenario
X	Not required to be in school	Children of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or children is in custody/ snow day
Z	Children not on roll	Register set up but children have not yet joined the school
#	Planned whole or partial school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
*	Not Yet Marked	Waiting for mark