

Cavendish Close Infant and Nursery School

Attendance Policy 2023 - 2024

Our School Vision



CAVENDISH CLOSE
INFANT SCHOOL

CCIS

We are Attendance HEROes

(Here Every day Ready and On time).

Attendance Leader	Attendance Champion
Mrs. N. Asghar	Mrs. J. Leadbeater
Assistant Headteacher	Learning Mentor
Policy reviewed – September 2023	To be reviewed – September 2024

Legislation and Guidance

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

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

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

We recognise that good attendance and punctuality are key to raising achievement.

This policy is written with the above statement in mind and underpins our school vision of wanting our children to achieve our **STAR Expectations** and succeed in life within an ever-changing world.

We want our children to be ready for the next stage of their education personally and academically. Good attendance and punctuality plays a significant role in this.

When our children move on from us, we want them to be:

C	Curious, Determined, Brave and Flexible Learners
C	Confident Communicators, Readers, Writers and Mathematicians
I	Independent and Able to Make Safe, Healthy and Happy Choices
S	Sociable, Respectful, Resilient, Kind and Ambitious

We seek to work in partnership with our parents and carers to ensure the best possible start for each pupil and regular attendance and punctuality are an essential part of this partnership.

For our children to gain the greatest benefit from their education, it is important they attend school regularly and on time. We expect our children to commit to being Attendance HEROes (**Here Every day, Ready and On time**):

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

Aims and Objectives

At Cavendish Close Infant and Nursery School, we aim to raise achievement through promoting attendance and punctuality levels of 96% and above. Our aims are:

- to foster a high expectation of attendance in school on a regular basis
- to raise family awareness of the importance of a child's regular attendance at school
- to assist parents, carers and children through clear procedures and expectations for staff, parents, carers and children regarding attendance and punctuality
- to regularly inform parents/carers of their child's attendance levels at school
- to safeguard vulnerable children through clear measures for dealing with absence and lateness

Under Section 444 of the Education Act 1996, parents of a pupil of compulsory school age are under a legal duty to ensure the regular attendance of a pupil where he or she is a registered pupil. Failure to discharge this duty may result in the Local Authority prosecuting the parents and each parent may be fined.

In school, the register is taken twice a day, each day consists of two sessions. Each pupil is marked / \ (present) or O (absent). If a pupil is marked absent, a code indicating the reason for the absence is recorded against the child's name. (see appendix 3)

The Attendance Leader has responsibility for deciding if an absence is authorised or un-authorised. School staff do not need to accept a parental explanation for a child's absence, whether written, telephoned or given in person, if they doubt the explanation.

Absences should be reported to the school office before 9.00 a.m. on the first day of absence and each day thereafter. This can be done by telephone message, verbal, email or by letter. If this is not done, school will make a call home to seek an explanation for the absence, where possible.

Attendance at school is monitored on a regular basis by the Attendance Team. Should a child's attendance fall below 95% parents/carers will be informed to make them aware. Should attendance fall below 90% parents/carers will be contacted to discuss their child's attendance. Attendance below 90% is classed as 'Persistent Absenteeism' and these children are discussed on a regular basis with the Education Welfare Officer.

If poor attendance continues, school will liaise further with the Education Welfare Officer, who may contact the parents/carers and/or arrange a joint meeting with parents/carers and school to try to resolve the issue by agreement. If ways of trying to improve the child's attendance fail, the Education Welfare Service may issue a Penalty Notice or use Court proceedings to prosecute parents/carers.

Authorised Absence or Lateness

For the purpose of this policy, the school defines:

Absence as:

- Arrival at school after the register has closed.
- Not attending at 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.

Unauthorised Absence

An unauthorised absence as:

- No satisfactory explanation has been given to explain the lateness or absence.
- There is reason to doubt the accuracy of the reasons given for the lateness or absence.
- Parent/carers keeping children off school unnecessarily or without an acceptable reason.
- Absences, which have not been properly explained.
- Arrival at school after the register has closed with no acceptable reason.

Unsuccessful attempts to contact the home via telephone call, email or text messaging stating a phone call back will be recorded.

Doorstop Visit Procedure

Doorstop visits allow schools to learn about the underlying reasons behind poor attendance by opening a dialogue with parent/carers. The Educational Welfare Officer may be able to offer this support when required.

Absence Procedure

Attendance and Lateness is tracked on a weekly basis by the Attendance Team.

Last Academic Year	
Letter A	Attendance below 90% last academic year
Letter B	Attendance below 80% last academic year with Educational Welfare Officer involvement.

Absence Procedure	
Initial Absence	First day calling – phone call if no contact has been made with school.
Stage 1	Phone call to parents/carers - awareness of decline in attendance – monitoring Below 95% - Letter 1 - Attendance Team to send a letter home expressing our initial concerns – monitor. Attendance Team to use discretion as necessary.
Stage 2	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring – Below 90% - Letter 2 - Attendance Team to send a letter home where there is no improvement after sending Letter 1. Weekly well-being calls made - meeting to discuss ways we can support child's attendance. Monitor for 6 weeks. Attendance Team to use discretion as necessary.
Stage 3	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring. Support families as necessary Below 90% - CONTINUE TO DECLINE - Letter 3 - Arrangement of a formal meeting/telephone consultation with EWO. Support families as necessary. Parents/Carers may be issued with a fixed penalty notice, a parenting order or told that formal proceedings for prosecution (court warning letter) will be taken resulting in a fine of up to £1,000 and a criminal record. Attendance Team to use discretion as necessary.
Stage 3.5	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring. Support families as necessary Below 90% Meeting to discuss possibility of a contract. A formal written, signed agreement between parents/carers and the local authority (LA) to support irregular attendance. A parenting contract will be offered to parents/carers where their child/ren has/have failed to attend school regularly. It will include: <ul style="list-style-type: none"> • A statement by the parents that they agree to comply for a specified period with the requirements set out in the contract; and • A statement by the LA or governing board agreeing to provide support to the parents for the purpose of complying with the contract.

Late Arrival Procedure	
Stage 1	Late on 3 occasions – phone call made. Late on 6 occasions - initial concern Letter 4 to monitor punctuality to be sent. (Monitor punctuality)
Stage 2	Further decline will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

(See Appendix 1 for letter templates).

Safeguarding at Cavendish Close Infant and Nursery School

We believe in supporting the whole family; our first duty of care, however, is to the child. Where there is any doubt regarding the safety and wellbeing of a child, we will follow our Safeguarding Policy and Children missing from education guidance.

https://assets.publishing.service.gov.uk/media/5a7f5e4a40f0b6230268f135/Children_Missing_Education_-_statutory_guidance.pdf

We value an open and honest relationship with our parents and carers with regular communication and support where necessary.

Attendance of Looked after Children and Children with a Social Worker

Looked After Children and Children with a social worker are the priority for first day response calls. Class Teachers will always complete registers in a prompt and accurate manner, in order to ensure checks can be completed by the Attendance Team in a timely manner. The Attendance team in partnership with social workers will intervene if there is evidence of unauthorised absences from school in order to ascertain any difficulties and remove barriers.

Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016.

As a school we are now required to:

- Inform the local authority in *every* circumstance when deleting a pupil's name from the admission register
- Inform the local authority of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the local authority when registering new pupils, including the pupil's address and previous school.

If a pupil is leaving our school, parents are asked to:

- Give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, the child's new school and the start date when known.
- If pupils leave and we do not have the above information, then a pupil is considered a '**pupil missing in education**'. (see below) This requires schools and local authorities to then carry out investigations in accordance to 'Derby City Council Children Missing from Education. Revised Operational Framework January 2019' to try and locate the child, which may involve liaising with Children's Services, the Police and other agencies.

Children Missing Education (CME)

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise". This is in line with [CME Guidelines 2016](#) [Opens in new tab](#).

Children Missing from Education are:

- not on a school roll
- not being educated in a school or anywhere else
- identified as being out of education for over 20 school days.

Children Missing from Education are not:

- children who are on roll of a school but are not in regular attendance. If a child is not attending their registered school or education provider, the school's attendance policy should be followed

- children who are being Electively Home Educated (EHE)
- children whose parent/carer has applied for a school place, and the application is being dealt with by the admissions procedure.

How to refer a CME?

Contact details:

- Email: cme@derby.gov.uk
- Telephone: 01332 641448
- Address: Education Welfare Service, Locality 3/4 Ashtree House, The Council House, Corporation Street, Derby, DE1 2FS

If you are a professional working in an external authority and believe this child has moved into the city, complete an online referral.

[Referral to Children Missing Education \(CME\) Officer](#)

Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This should include:

- ✓ making reasonable adjustments
- ✓ working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities.
- ✓ establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, routines.
- ✓ develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables

- All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.
- A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a parttime timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Illness - Parents are requested to inform school by phone or email by 9.00 a.m. on the first day of absence and each day thereafter explaining the reason for the absence.

If a pupil has been sick **and the sickness is considered viral**, they should stay at home for 48 hours to avoid passing the illness on to others.

Recurring Illnesses - Through our attendance monitoring procedures, should we identify children with recurring periods of illness, we may request supporting medical evidence for our records. E.g., Appointment cards/letters, second part of prescriptions or prescribed medicines (including labels) can be shown. This in turn will allow us to authorise the absence.

Appointments – School should be given prior notification of medical appointments by email/phone call, verbal or a letter. Wherever possible, all appointments should be made outside of school time either before or after school or during the school holidays. Should an appointment be necessary during the school day, please provide an appointment card/letter/text notification confirming this.

Leave of Absence - Leave of Absence during Term Time

We have adopted a zero tolerance approach with regards to holidays during term time; this is in line with Local Authority and Government guidelines. The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

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

The following examples may be considered 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.
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

The process for requesting leave of absence will be communicated by completing 'Application for Leave of Absence' form that can be collected from the school office or downloaded from the website (*see appendix 2 Application 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. 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 pupil is not in a public place during the first four days of exclusion.

The following procedures will be followed in cases of unauthorised leave of absence:

- On return to school from a period of unauthorised absence, the Education Welfare Service is informed automatically and in line with Derby City Council procedures, a penalty notice is requested by the Headteacher for consideration by the Education Welfare Service, on behalf of Derby City Council.
- Parents/carers may receive a Penalty Notice issued by Derby City Council of £120 per parent, per pupil to be paid within 28 days. This is reduced to £60 per parent per pupil if paid within 21 days.
- If this amount is not paid by 28 days, the Local Authority will issue a summons for the parent/carers to appear in a Magistrates court.

Attendance and Absence will be recorded in End of Year individual school reports.

Registration

Children must attend school on time to be given a mark for that session 8:50 *[see appendix 3 for codes]*

- Children arriving between 8:55 - 9:30 (after registration) will be marked as 'L'
- Children arriving in school after 9.30 will be marked as 'U' – Un-authorized late. This will be recorded as an **unauthorised absence**.

All children arriving late, and missing registration must sign in at the School Office to comply with evacuation procedures in the event of fire or other emergency.

A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others.

Staff input attendance and punctuality on to the School's Information Management System (Integris), *(See appendix 3 for codes)*. This also analyses the attendance for individuals, groups, classes and year groups. The Attendance Team is responsible for completing reports that are generated from the system. These reports give the name of each pupil and the dates of the absence and non-attendance reasons.

It is also a daily requirement that staff input attendance on the class 'Fire Register' (the red laminated class register). In the event of the alarm sounding and an evacuation of the building, the Fire Register should be taken outside so that all children can be safely accounted for.

A child's attendance record is monitored and any absence or continuous late arrival in school will be checked and actioned, this is the responsibility of the teacher. This may also involve the Education Welfare Service if school considers it necessary.

Below are our revised school timings.

Cavendish Close Infant and Nursery School School day timings for 2023/24

	Nursery (Full days)	Reception (Classes 1, 2 and 3)	Year 1 (Classes 5 and 6)	Year 1 and 2 (Class 4)	Year 2 (Classes 7 and 9)
Breakfast Club	From 7:45				
School day starts Doors open / Welcome	8:40	8:40	8:40		
End of registration	8:50	8:50	8:50		
Home time	14:50	15:00	15:10		
After School Club	Until 17:45				

Total learning and care time	6 hours a day (30 hours a week)	6.3 hours a day (31.5 hours a week)	6.5 hours a day (32.5 hours a week)		
Total additional childcare hours available	4 hours	3.7 hours	3.5 hours		

Nursery part-time children access a half day on a Wednesday

Morning 8:45 to 11:45

Afternoon 12:10 to 15:10

Secure Line Gates (Nursery gates and Year 2 playground gates)	Locked at 8:55	Unlocked at 14:50
Wood Road Gates	Locked between 8:20 and 9:10 (50 minutes)	Locked between 14:30 and 15:40 (1 hour, 10 minutes)

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. (Equivalent to 1 day or more a fortnight across a full school year).

We will:

- ✓ Use attendance data to find patterns and trends of persistent and severe absence.
- ✓ Have regular meetings and communicate regularly with the parents/carers of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- ✓ Build strong relationships with families, listen to and understand barriers to attendance and work with families to help remove them.
- ✓ Work together to put additional targeted support in place and reengage children.
- ✓ Provide access to wider support services to remove the barriers to attendance.

Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). We will work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect and potential safeguarding issues.

Late Collection from school procedures

It is the responsibility of parents/carers to collect their child(ren) on time at the end of each school day. Cavendish Close Infant and Nursery School recognises that it has a statutory duty to safeguard and promote the welfare of all pupils therefore:

Late Collection Procedure	
Stage 1	Collected late on 2 occasions in one half term – phone call made. Late on 3 occasions - concern Letter 5 to monitor late collection to be sent. (Monitor late collection)
Stage 2	Further late collection will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

- All late collected children will be recorded and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a pupil has 3 recorded late collections in one half term a letter will be sent home to the parents. (Letter 5)
- Where there is no improvement, in late collection, a referral will be made to the Local Authority.

Child not collected from school.

- In the event that a child is not collected by a parent/carer, this will be brought to the attention of the Headteacher or the school's Designated Safeguarding Lead (DSL) immediately. The Headteacher or the DSL will then make every effort to contact the parent, carer or named alternative carer. The Headteacher or DSL should also inform the Derby City duty social care team in Derby of the current situation. If the parent/carer arrives at school to collect the child, the Headteacher/DSL should inform the duty team that no further action is necessary unless there are grounds for concern about the child's safety. If the parent of the child resides outside of the city, then the respective social care department should be informed of the current situation.
- If the child has not been collected after 30 minutes past the end of the school day, the Headteacher/ DSL should alert the social care duty team and have this information available:
 - Brief circumstances of the incident
 - Child's details
 - Name(s)
 - Date of birth
 - Address
 - Details of parents/carers contact arrangements
 - Details of alternative carers contact arrangements
 - Gender
 - Ethnicity
 - Religion
 - Language spoken
 - SEN/behavioural needs/medical issues
 - Special dietary needs
 - Other agency involvement
 - Previous or current social care involvement
 - Any previous incidents of not being collected from school.
 - It is also important that schools inform the duty officers what steps have already been taken to contact parents/carers and alternative carers.

Penalty Notices

The Education Welfare Service is in place to support school with the monitoring of attendance and punctuality, to ensure that all children of compulsory school age are in school. Part of the role is to carry out official register checks and highlight any attendance concerns. Once a pupil's attendance falls below 90% the Education Welfare Officer (EWO) may make a home visit or require parents/carers to attend a meeting to discuss any concerns. Referrals may be made to other agencies for further support.

Parenting Contract at Cavendish Close Infant and Nursery School

What is a parenting contract?

A parenting contract is a formal written, signed agreement between parents and the local authority (LA) to support irregular attendance.

A parenting contract will be offered to parents/carers where their child/ren has/have failed to attend school regularly. It will include:

- A statement by the parents that they agree to comply for a specified period with the requirements set out in the contract; and
- A statement by the LA or governing board agreeing to provide support to the parents for the purpose of complying with the contract.

While they are **voluntary**, non-compliance will be recorded by the school or LA, as it may be used as evidence in court. (See Appendix 4 Parenting Contracts)

Strategies for Monitoring Good Attendance

At Cavendish Close Infant and Nursery School, we will encourage punctuality and good attendance through:

Breakdown of Rewards at Cavendish Close Infant and Nursery School	
Weekly	Class attendance is tracked weekly. A certificate and trophy is given to the class with the best attendance. Three children randomly selected with 100% are awarded with a certificate and sticker.
Half Termly	The class with the best attendance for the half term is awarded with a non-uniform day during the first week back after half term.
Termly	Individual certificates and attendance badges are presented termly where 100% attendance has been achieved. A prize draw presented termly where 100% attendance has been achieved.
Annually	All children who achieve 100% attendance for the whole year are awarded with a certificate and a special attendance experience.

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

Together:

We are Attendance HEROes

(Here Every day Ready On time).

unless there are grounds for concern about the child's safety. If the parent of the child resides outside of the city, then the respective social care department should be informed of the current situation.

If the child has not been collected after 30 minutes past the end of the school day, the Headteacher/ DSL should alert the social care duty team and have this information available:

- Brief circumstances of the incident
- Child's details
- Name(s)
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- Other agency involvement
- Previous or current social care involvement
- Any previous incidents of not being collected from school.
- It is also important that schools inform the duty officers what steps have already been taken to contact parents/carers and alternative carers.

-Addition Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This should include:

- ✓ making reasonable adjustments
- ✓ working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities.
- ✓ establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, routines.
- ✓ develop individual approaches that meet an individual pupil's specific needs.

-Addition Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a parttime timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

-Addition Appendix

Application for Leave of Absence.

Appendix 1

Letter Templates

Last Academic Year	
Letter A	Attendance below 90% last academic year
Letter B	Attendance below 80% last academic year with Educational Welfare Officer involvement.

Absence Procedure	
Initial Absence	First day calling – phone call if no contact has been made with school.
Stage 1	Phone call to parents/carers - awareness of decline in attendance – monitoring Below 95% - Letter 1 - Attendance Team to send a letter home expressing our initial concerns – monitor. Attendance Team to use discretion as necessary.
Stage 2	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring – Below 90% - Letter 2 - Attendance Team to send a letter home where there is no improvement after sending Letter 1. Weekly well-being calls made - meeting to discuss ways we can support child's attendance. Monitor for 6 weeks. Attendance Team to use discretion as necessary.
Stage 3	Phone call to parents/carers - awareness of continuous decline in attendance – monitoring. Support families as necessary Below 90% - CONTINUE TO DECLINE - Letter 3 - Arrangement of a formal meeting/telephone consultation with EWO. Support families as necessary. Parents/Carers may be issued with a fixed penalty notice, a parenting order or told that formal proceedings for prosecution (court warning letter) will be taken resulting in a fine of up to £1,000 and a criminal record. Attendance Team to use discretion as necessary.
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Late Arrival Procedure	
Stage 1	Late on 3 occasions – phone call made. Late on 6 occasions - initial concern Letter 4 to monitor punctuality to be sent. (Monitor punctuality)
Stage 2	Further decline will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

Late Collection Procedure	
Stage 1	Collected late on 2 occasions in one half term – phone call made. Late on 3 occasions - concern Letter 5 to monitor late collection to be sent. (Monitor late collection)
Stage 2	Further late collection will result in a referral to the Local Authority and Educational Welfare Officer (EWO) involvement.

Appendix 2

Application for Leave of Absence



APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

Please refer to the School Attendance Policy when requesting Leave of Absence – Head teachers are no longer able to grant leave of absence unless there are exceptional circumstances.

I wish to apply for leave of absence from school to be granted to:

Name of child: Class:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances:

.....
.....
.....
.....
.....

Total days requested:

Parent(s) full names(s) Date of birth

..... Date of birth

Address:

Signature of Parent/Carer:

Signature of Parent/Carer:

Consequences for parents taking children on Leave of Absence during term time which are ***NOT*** authorised by the school ***MAY*** result in a Penalty Notice of £120 per parent per child being issued by the Local Authority.

For School Use Only

Attendance %

Interview offered to Parent/Carer? Yes/No Date:

Authorised? Yes/No Head Teacher Date:

Parent(s) informed by letter Yes/No Date:

Appendix 3

Codes for Register

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Work experience placement is for pupils in the final 2 years of compulsory school age.

Code	Definition	Scenario
Authorised absence		
C	Leave of absence granted by the school. Eg a temporary part-time timetable.	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Traveller Absence. Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 4

Contract

Cavendish Close infant and Nursery School Attendance Contract

Date/time of meeting:	
Where:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
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Action agreed

- Parents will fulfil parental responsibility and ensure that ~~xxxx~~ will attend school regularly and on time every day.
- ~~xxxx~~ will arrive at school by 8.45 a.m. every day.
- ~~xxxx~~ will be picked up at between 3.05 p.m. and 3.10 p.m. every day.
- Parents will ensure that non urgent, pre-arranged and other non-essential appointments are made outside of school hours.
- Parents will contact school immediately to inform school of any absences and provide evidence, to support these absences as discussed in the meeting.
- It is expected that ~~xxxx~~ will attend school 100%.
- On receipt of an explanation for absence, the school will make a decision whether this absence be authorised or unauthorised.
- N Asghar or J Leadbeater will be informed if there are any other issues preventing ~~xxxx~~ from attending school.

Attendance target:	
Timescale for improvement:	

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

Name – Parent:

Signed:

Name School Representative: Nalla Asghar

Signed: |

Other Agency