



The Societas Trust

Primary Academy

Pupil Attendance Policy 2021

Coronavirus (COVID-19) update: Please note, Appendix E has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school.

Reviewed & Agreed by the Directors' on 9 December 2021

Review Date– Autumn 2022

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Statement of intent

The Societas Trust believes that in order to facilitate teaching and learning, good attendance in all of its settings is essential. Pupils cannot achieve their full potential if they do not regularly attend.

We are committed to:

- 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 –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

1. Legal framework

1.1. 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 (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Improving school attendance'

2. Roles and responsibilities

2.1. **The Trust Board has** overall responsibility for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the setting's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a **Children Missing Education Policy** in place and that this is regularly reviewed and updated.

2.2. The headteacher is responsible for the day-to-day implementation and management of this policy and procedures of the setting, and distributing these to parents.

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

- Following this policy and ensuring pupils 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 individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- 2.4. Parents are expected to take responsibility for the attendance of their child during term-time.
 - 2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
 - 2.6. Pupils are also responsible for their own attendance and any agreed activities throughout the school year.
 - 2.7. Parents are also responsible for:
 - Providing accurate and up-to-date contact details.
 - Providing the setting with more than one emergency contact number.
 - Updating the setting if their details change.
 - 2.8. The setting will ensure that absence procedures are understood by pupils, parents and carers.
 - 2.9. Parents are also responsible for:
 - Providing accurate and up-to-date contact details.
 - Providing the setting with more than one emergency contact number.
 - Updating the setting if their details change.

3. Definitions

- 3.1. For the purpose of this policy, the setting defines:
 - **“Absence”** as:
 - Arrival after the register has closed.
 - Not attending for any reason.
 - An **“authorised absence”** as:
 - An absence for sickness for which the setting has granted leave.
 - Medical or dental appointments which unavoidably fall during school time, for which the setting has granted leave after any appropriate evidence has been received.
 - Religious or cultural observances for which the setting has granted leave.
 - An absence due to a family emergency or any other exceptional circumstances at the discretion of the headteacher.
 - An **“unauthorised absence”** as:
 - Parents keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained or evidenced.

- Arrival after the register has closed.
 - Absence that is not medical, religious or exceptional.
 - Absence due to day trips and holidays in term-time which have not been agreed.
- **“Persistent absenteeism”** as:
 - Missing 10 percent or more of schooling across the year **for any reason**.

4. Training of staff

- 4.1. The setting recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- 4.2. Teachers and support staff will receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Pupil expectations

- 5.1. Pupils are expected to attend school every day and to keep their attendance at, or above, 97 percent throughout the year.

6. Pupils at risk of persistent absence

- 6.1. The SLT will:
 - Establish a range of evidence-based interventions to address barriers to attendance.
 - Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
 - Attend or lead attendance reviews in line with escalation procedures.
 - Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Inviting Parents to attendance clinics.
 - Home visits
 - Engaging Education Welfare Service on both a traded and statutory basis
 - Using fixed penalty notices and/or legal action.

6.2. The **headteacher** will also engage in attendance clinics to reinforce messages and outline relevance in terms of training and employment.

6.3. Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with parents to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

7. Absence procedures

7.1. Parents will contact the setting as soon as possible on the first day of their child's absence and explain why the child will be absent.

7.2. Alternatively, parents may call into the setting and report to the **school office** where arrangements will be made to speak to a member of staff.

7.3. A **phone call** will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend.

7.4. In the case of persistent absence, arrangements will be made for parents to speak to **the attendance officer**.

7.5. The setting will inform the LA on a regular basis of the details of pupils who fail to attend regularly, or who have missed 6 school days or more without authorisation.

7.6. Once a pupil's attendance falls below 96% the setting's attendance process will begin to be implemented.

7.7. Where a pupil fails to attend regularly, or has been absent without the setting's permission for a continuous period of 6 days or more, and setting-based interventions have failed, formal referrals may be made to The Education Welfare Service.

8. Parental involvement

8.1. The setting will build respectful relationships with parents and families to ensure their trust and engagement.

8.2. The setting will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.

8.3. The setting will liaise and work with any other agencies working with pupils and their families to support attendance.

8.4. Parents will be expected to:

- Ensure their children attend regularly.
- Treat staff with respect.
- Actively support the work of the setting.
- Call staff for help when they need it.
- Communicate with the setting about possible circumstances which may affect their child's attendance or require support.

9. Attendance register

9.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.

9.2. The setting will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school/absence related to coronavirus
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

- 9.1. When the setting has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the setting has set different term dates for different years, e.g. induction days or if part of the setting has to be closed for any reason.
- 9.2. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.
- 9.3. Every entry received into the attendance register will be preserved for three years.
- 9.4. An agreed member of the SLT will complete the '[Educational setting status form](#)' on a daily basis, based on the information on the attendance register.

10. Attendance officer

- 10.1. If a pupil's attendance falls below 96%, the setting will begin to implement their attendance process of letters home, home visits if applicable, attendance clinics, attendance monitoring and/or parental agreements.
- 10.2. If the situation cannot be resolved and attendance does not improve a referral will be made to the Education Welfare Service and statutory action in the form of Penalty Notices and/or legal action may follow.

Permitting absence from the academy without a good reason is an offence by the parent under Section 444 Education Act 1996. The law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the academy.

The following sanctions are available under the Education Act 1996:

- Subject to a Penalty Notice of £60 or £120
 - Proceedings in a Court of Summary Jurisdiction, where if convicted you may be fined up to £1,000
 - Proceedings in a Court of Summary Jurisdiction, where if convicted you may be fined up to £2,500 and/or up to 3 months imprisonment.
- 10.3. **The attendance officer** will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
 - 10.4. **The attendance officer** will provide regular reports to staff across the setting to enable them to track the attendance of pupils and to implement attendance procedures.

11. Lateness

- 11.1. Punctuality is of the utmost importance and lateness will not be tolerated.

- 11.2. The setting day starts at 9:00am. Pupils should be in their classroom at this time.
- 11.3. Registers are marked by 9:20am. Pupils will receive a late mark if they are on site but not in their classroom by this time. This is marked in the register as an L.
- 11.4. The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend before this time. This is marked in the register as a U.
- 11.5. After lunch, registers are marked by 1:00pm. Pupils will receive a late mark if they are not in their classroom by this time.
- 11.6. The register closes at 1:10pm. Pupils will receive a mark of absence if they are not present.

12. Term-time leave

- 12.1. The Societas Trust's aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 12.2. The headteacher will be unable to authorise holidays during term-time.
- 12.3. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- 12.4. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher.
- 12.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 12.6. Requests for leave will not be granted in the following circumstances:
 - Immediately before and during assessment periods
 - When a pupil's attendance record shows any unauthorised absence
 - Where a pupil's attendance is a cause for concern.
 - Where a pupil's authorised absence record is already above 10 percent for any reason
- 12.7. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to the issuing of Penalty Notices. These notices are issued in respect of each parent for each child.

13. Leave during lunch times

- 13.1. Parents may be permitted to take their child away from the setting 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.
- 13.2. Parents will 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.
- 13.3. The headteacher will consider the request and will invite the parent in to the setting 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 setting premises.
- 13.4. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.
- 13.5. Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register.
- 13.6. Our lunch time hours are 12:00pm - 1:00pm. Pupils will leave the setting premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.
- 13.7. Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.
- 13.8. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.
- 13.9. If a pupil is expected to be leaving the setting premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.
- 13.10. If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, they will inform a member of staff at the school office immediately.
- 13.11. Pupils will not be permitted to leave the setting premises where they have a lunch time detention – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a school lunch.
- 13.12. The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns.

- 13.13. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.
- 13.14. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.
- 13.15. Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

14. Truancy

- 14.1. Truancy means any absence of part, or all, of one or more days from school, during which the setting has not been notified of the cause behind such absence.
- 14.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 14.3. All pupils are expected to be in their classes by 9:00am and 1:00pm, where the teacher will record the attendance electronically.
- 14.4. Any pupil with permission to leave the setting during the day must sign out at the school office and sign back in again on their return.
- 14.5. Immediate action will be taken when there are any concerns that a child might be truanting.
- 14.6. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.
- 14.7. The following procedures will be taken in the event of a truancy:
- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
 - If any further truancy occurs, then the setting will consider the possibility of a formal referral to The Education Welfare Service and this may lead to the issuing of a penalty notice and/or legal action.
 - A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival.

15. Missing children

- 15.1. Pupils are not permitted to leave the setting premises during the school day unless they have permission from the headteacher.

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

- The member of staff who has noticed the missing pupil 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 setting premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The grounds
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The setting will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

15.3. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.

15.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

15.5. The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

15.6. Parents and any other agencies will be informed immediately when the pupil has been located.

15.7. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

15.8. Appropriate disciplinary procedures are followed in accordance with the Behaviour Management Policy.

15.9. Prolonged periods of unauthorised absence without contact will be handled in accordance with clauses 7.5 to 7.7 of this policy.

15.10. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

16. Religious observances

16.1. The setting will liaise with local religious leaders of all faiths and will consider the granting of 1 day of authorised absence for any established religious festival.

16.2. Parents will inform the setting in advance if absences are required for days of religious observance.

17. Appointments

17.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

17.2. Where this is not possible, a note and appointment card will be sent to the school office.

17.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

17.4. Pupils will attend school before and after the appointment wherever possible.

18. Modelling, sport and acting performances/activities

All children of compulsory school age require a Child Performance Licences to take part in any performance or activity that including films, television, radio, commercials, theatre, amateur dramatics, dance groups and any sporting events or modelling assignments where the child is paid. Some performances may be exempt for needing a full performance license but would need to apply for an exemption to licensing. It is the responsibility of the production company to apply to the LA for these Licences or exemptions.

Applications for performance Licences and exemptions should be submitted at least 21 days before the date of the first performance to the Local Authority in which the child resides. A child taking part in a performance or an activity under a licence, or a rehearsal during the licensing period, must be supervised at all times during the performance, activity or rehearsal by a chaperone that has been approved by the licensing authority, unless they are under the direct supervision of their parent, or a person who has parental responsibility for the child, or their teacher.

Under section 37(3)(b) of the 1963 Act, a licence is not required where the performance in which the child is taking part is given under the arrangements made by a school. The deciding factor is whether the school is responsible for organising and producing the performance.

If time off school is required to take part in the performance or activity, permission is required from the Head Teacher, this will need to be submitted to the Local Authority with the application forms and supporting documents.

The local authority should only issue a child performance licence if they are satisfied that the child's education will not suffer, and that the producer has made suitable and sufficient arrangements to protect the child.

19. Young carers

- 19.1. The setting understands the difficulties that can face young carers and will support them in anyway possible to ensure their attendance, attainment and future life chances are not affected.
- 19.2. The setting will endeavour to identify young carers at the earliest opportunity from enrolment at the setting and throughout their time at the setting.
- 19.3. The setting will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

20. Rewarding good attendance

20.1. Good attendance and punctuality will be rewarded in the following ways

- Sticker rewards
- Certificates
- Extra playtimes etc
- Dojo Points

21. Monitoring and review

- 21.1. The setting monitors attendance and punctuality throughout the year.
- 21.2. The settings attendance target is 97 percent.
- 21.3. Details of our absence levels can be found on our website.
- 21.4. This policy is reviewed every year by the Trust Board; the next scheduled review date for this policy is Autumn 2021.
- 21.5. Any changes made to this policy will be communicated to all members of staff and parents.

Appendix A: Code of Conduct for Issuing Penalty Notices

This code sets out the criteria that will be used to trigger the use of a penalty notice.

Legal Framework:

Section 444 of the Education Act 1996 (as inserted by section 23 of the Anti-Social Behaviour Act 2003) empowers designated Local Authority (LA) officers, head teachers (as well as deputy and assistant head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

- The Education (Penalty Notices) (England) Regulations 2007
- The Education and Inspections Act 2006.
- The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010.
- Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child's regular attendance at school at which they are registered, if that absence is not authorised by the setting. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 12 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.
- There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher (e.g. family holiday)
- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 12 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Other conditions.

- Penalty Notices can be issued twice for unauthorised leave of absence in any academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for each parent for each child so for e.g. a family with two parents and three children could receive in total 6 Penalty Notices.

Appendix B: Attendance Monitoring Procedures

The setting has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and attendance officer detailing weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers and pupils record their attendance in their planners. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls to 96 percent, the attendance officer speaks to the pupil in school to discuss any issues or problems to ascertain how the setting can help to improve their attendance. The attendance officer also makes a phone call home to discuss this with parents, if necessary.
6. If a pupil's attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the setting's expected standard. The letter also has an attached leaflet outlining how parents can work with the setting and their child to improve attendance.
7. Between 96% and 90% the setting will implement its attendance procedures which may include: letters home, home visits, attendance clinics and/or parental meetings. Regular monitoring of attendance will also take place and interventions escalated as and when necessary. If there is no improvement or improvement is not sustained a referral will be made to The Education Welfare Service.
8. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
9. After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.

Appendix C: Working With Parents - Attendance Letters

Attendance letters are sent out to all parents and carers **every half-term** to inform them what their child's attendance percentage is and therefore which colour coded section their child is in. This provides parents with an instant visual summary of their child's attendance.

95% - 100%

WELL DONE! THIS IS EXCELLENT

If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended the academy every day

91% - 94%

BE CAREFUL

If you are in the yellow group you could be missing up to 2 weeks of learning in the whole year

Less than 90%

PERSISTENT ABSENCE PUPIL

You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in the academy year

Red group letters are sent out by post and parents may be invited into the academy for a meeting with the setting's **attendance officer** and Education Welfare Officer.

The setting will also, on a regular basis, review children's attendance and adopt the following escalation of concern process:

- Letter 1- initial letter of concern
- Letter 2- further concern and requesting some form of medical evidence in order for absences to be authorised.
- Letter 3- Invite to attendance Clinic
- Letter 4- Formal Penalty Notice Warning Letter signed by the head and the Education Welfare Service

NB Some settings in our trust may combine letters 2 and 3 and those that buy additional services from Education Welfare may incorporate home visits into this process.

Appendix D: REGISTRATION: A Statement of Policy

Registration is a time to welcome children into school. It is a formal occasion primarily to identify absentees but at the same time setting the tone for the session by being positive, bright and enthusiastic.

1. The register will be called as soon as possible after the start of the session.

2. Registration times are:

Morning: FS, KS1 & KS2 - 8.55am to 9.05am

Afternoon: FS & KS1 - 12.45 pm to 12.55 pm

KS2 - 1.25 pm to 1.35 pm

3. Children in attendance to be marked with a tick in pencil (not pen).

4. Children not in attendance at the time the register is called to be marked an O.

5. Once completed, the register is to be sent to the school office at 9.05 a.m in the morning and 12.55pm (FS & KS1) or 1.35pm (KS2) in the afternoon.

6. Children arriving late are to report to the office where the office staff will mark them present.

7. Children arriving after 9.30 a.m. will be classed as having unauthorised absence (U) for the morning session.

8. If children are away for any reason, parents are requested to contact the school office on the first day of absence, notifying them of the reason for the absence.

9. If the class teacher has any concern about a pupil be it lateness or regular absence, this should be brought to the attention of the Headteacher or Attendance Officer.

Appendix E: Attendance During the Coronavirus (COVID-19) Pandemic

From September 2020, all pupils are required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support pupils' attendance at school.

The setting will have due regard for the DfE's '[Recording attendance during the coronavirus \(COVID-19\) outbreak](#)' guidance when recording attendance during the pandemic.

1. Attendance expectations from September

- 1.1 As of September 2020, attendance is mandatory for all pupils.
- 1.2 From September, the usual rules on school attendance (as set out in the main body of this policy) apply, including:
 - Parents' duty to ensure that their child attends school regularly.
 - The setting's responsibility to record attendance and follow up absence, in line with the procedures in the main body of this policy.
 - The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

2. Shielding or self-isolating pupils

- 2.1 Shielding advice for all adults and children paused on 1 August. This means that pupils who were shielding can return to school, as can pupils who have family members who were shielding.
- 2.2 Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Parents should inform the setting of any particular measures that need to be in place to ensure their child can return to school safely.
- 2.3 The setting understands that there will be occasions where some pupils may not be able to attend due to coronavirus, including for the following reasons:
 - They are self-isolating and have symptoms of coronavirus or a positive test result themselves, or because they are a close contact of someone who has coronavirus.
 - Rates of coronavirus in the local area have risen and certain individuals are asked to temporarily shield.
- 2.4 Absences relating to pupils following clinical and/or public health advice in respect of the virus will not be penalised.
- 2.5 Where a pupil is unable to attend because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the [Remote Learning Policy](#).

3. Reluctance to return to school

- 3.1 Parents will be advised to contact the setting if they have concerns about their child returning to school.
- 3.2 If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the setting.

4. Monitoring attendance

- 4.1 The **attendance officer** will monitor the setting's attendance rates once the setting is open to all pupils in September.
- 4.2 Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to reengage affected pupils with the setting.