



Attendance Policy

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Author/Reviewer:	Ben Paxman
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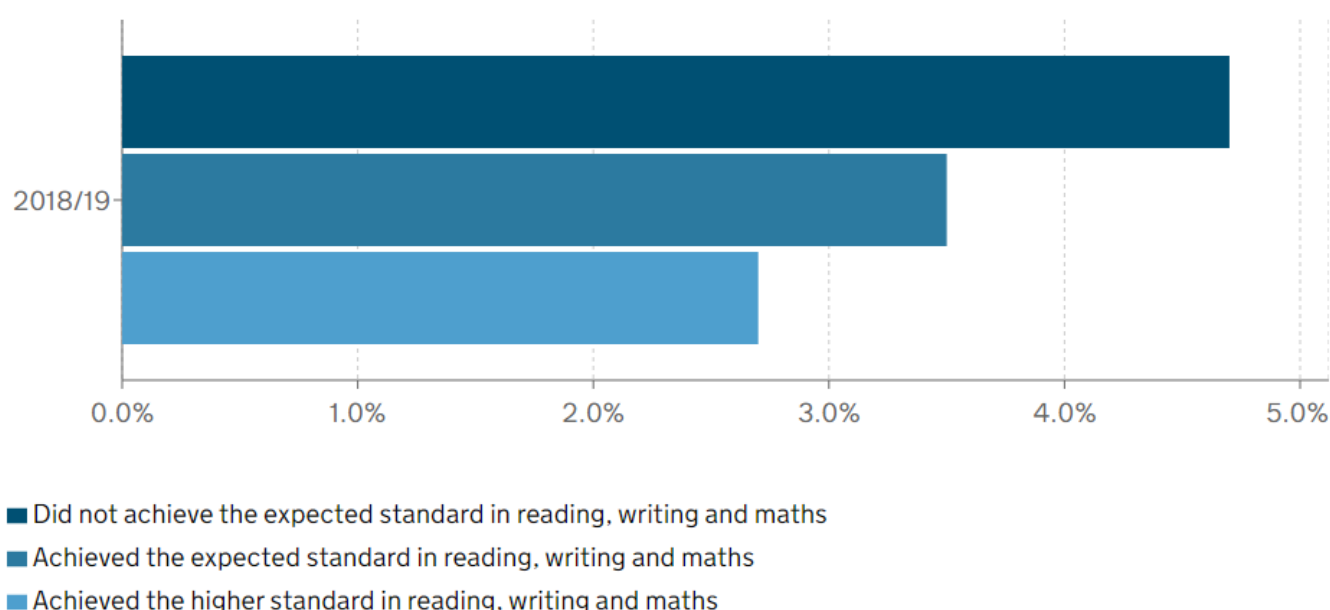
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1. Introduction

At Totley Primary School, we believe that excellent school attendance is crucial in enabling children to maximise the educational opportunities available to them, including their attainment, wellbeing and wider life chances. We view the promotion of great attendance as a key aspect of our whole-school ethos and, as such, it is the responsibility of everyone within the school community. Every school day matters.

There is a direct link between children attending well and attaining well at the end of Key Stage 2.

Figure 1: Overall absence rate over the key stage by attainment in reading, writing and maths at the end of key stage 2 in England



<https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4/2018-19>)

Totley Primary School values all pupils and has high expectations that they will have excellent attendance. We acknowledge that some pupils find it harder than others to attend school therefore at all stages of improving attendance and, as set out in this policy, we will strive to work with pupils and families to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Securing good attendance cannot be seen in isolation; it is a strand that runs through all aspects of school improvement and involves close interaction with our efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. The drive for great attendance is led by the school attendance champion but is a concerted effort across all teaching and non-teaching staff in school, the governing body, the Mercia Learning Trust, Local Authority, and other local partners. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

School attendance champion: Ben Paxman – Headteacher / DSL

School attendance governor: Greg Raynor

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable for their age, ability and aptitude and for any special educational needs they may have, either by regular attendance at school or otherwise.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.

What does the law say?

- This advice summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, headteachers, school staff, governing bodies, pupils and parents.
- These requirements are contained in:
 - The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- They are also referenced in:
 - Working Together to Improve Attendance (DFE – 2022)

3. Recording Attendance

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil is:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

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

See Appendix D for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils should arrive in school by 8.45am on each school day.

The register for the first session will be taken by 8.55am and will be kept open until 9.15am. The register for the second session will be taken at:

FS2 – 12.40pm and will be kept open until 12.50pm.

Y1 – 12.50 and will be kept open until 1.00pm.

Y2 – 1.05pm and will be kept open until 1.15pm.

Y3, Y4, Y5 and Y6 – 1.15pm and will be kept open until 1.25pm.

4. Categorising absence

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

Parents/guardians should advise the school by telephone (0114 2364482) or email (enquiries@totley.sheffield.sch.uk) before 8.30 am **every day** when a child is absent and provide the school with an expected date of return. When leaving a message, the relationship of the person leaving the message, to the child, must be made clear. Verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/guardians.

Absence will be categorised as follows:

Illness: In most cases, a telephone call or a note from the parent, informing the school that their child is ill, will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. We will not ask for medical evidence unnecessarily. We do acknowledge that there may be occasions where children are ill and are unable to attend school. It is therefore of the utmost importance that they attend at every other opportunity.

Medical/Dental Appointments: Parents are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card/email to school.

Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Suspension (No alternative provision made): Suspension from attending school is counted as an authorised absence.

Family Holidays and Extended Leave: Parents/guardians do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised to avoid doing so. Should a parent wish to apply for leave of absence they must complete a 'Request for Absence Form', which is available from the Main Office (see Appendix C). The Headteacher will consider if the leave is for exceptional circumstances. In line with the Sheffield Local Authority policy,

leave should only be granted for exceptional circumstances. If parents take children on holiday during term time without authorisation, they may be fined.

Parents wishing to take their child on holiday during term time must send a written request (Appendix C) to the Headteacher before holiday arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of SATs
- Pupil's ability to catch up with the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made.

In completing the form (Appendix C) it is important that parents/guardians acknowledge:

- The expected date of return
- That parents must contact school should any delays occur
- That the child's place may be withdrawn if the family does not return as expected

All requests for leave of absence will be responded to in writing via an Edulink text or email.

If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the School's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases the School or Local Authority may issue a fine.

Religious Observance: Tootley Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

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

Late Arrival: Registration begins at 8.45 am; pupils arriving after 8.55 am will need to enter school through the Main Office and will be marked as present but arriving late. The register will close at 9.15 am; pupils arriving after the close of register will be recorded as absent for that school session.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the School.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school.

5. **Children with medical conditions, SEND or who are highly vulnerable**

Some children face greater barriers to attendance than their peers. These can include children who suffer from long term medical conditions or who have special educational needs and disabilities. It may also include children who have suffered severe trauma or who may be Looked After, for example, and have significant social, emotional and mental health needs. 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. At Totley Primary School, this will include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan, where needed. Considering whether additional support from external partners (including the Local Authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, School will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.

6. **Children Missing in Education**

There are many reasons why a child may become missing in education. Although not exhaustive, the most common being:

- Pupils at risk of harm/neglect – for children who are in immediate danger or at risk of harm, a referral should be made immediately to children's social care and the police, if appropriate
- Children of Gypsy, Roma and Traveller families
- Children of Service Personnel
- Missing children and runaways
- Children who cease to attend school
- Children of new migrant families.

(Taken from Children Missing Education (CME) – Department For Education 2016)

Schools' responsibility: Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity. School will return a form to the Local Authority, detailing information on the child. Schools have a safeguarding duty in respect of their pupils, therefore must closely monitor pupils' attendance through their daily register. As part of this, it is important that pupils' poor attendance is referred to the Local Authority. (CME 2016)

Deletions from the register: School will seek to make reasonable enquiries to establish the whereabouts of the child, jointly with the Local Authority. The Local Authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made. School must notify their Local Authority when they are about to remove a pupil's name from the school admission register under any of the grounds set out in the CME 2016 guidance – see Appendix A. When removing a pupil's name, the Local Authority must be notified of:

- a) The full name of the pupil
- b) The full name and address of the parent with whom the child normally resides
- c) At least one telephone number of the parent
- d) The pupil's future address and destination school (if known)
- e) The reason(s) why the pupil's name has been removed from the admission register.

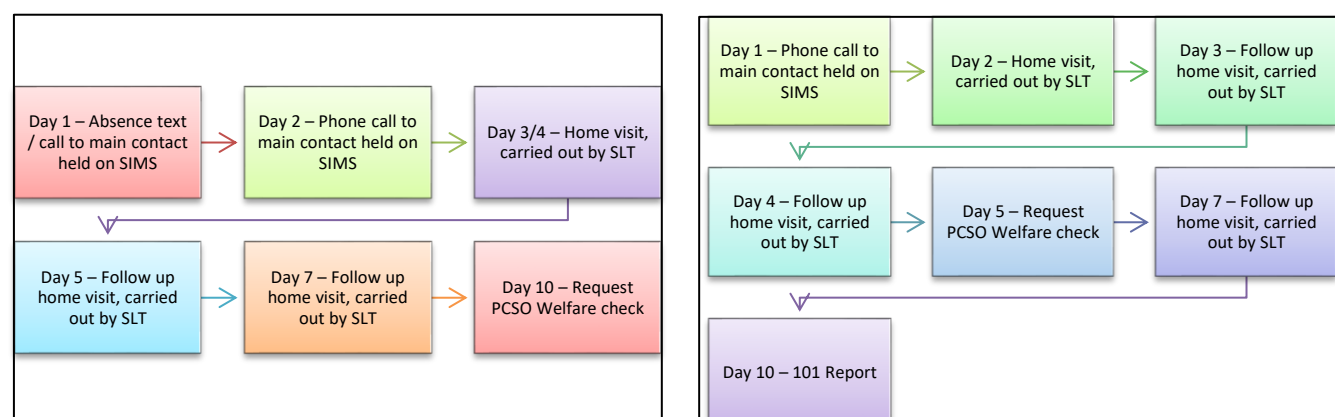
Under Section 436A of the Education Act 1996, Local Authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education at a place other than school. Local Authorities should trace those children and ensure that they receive full-time education.

Where a pupil has not returned to school for ten days following an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and Local Authority have jointly made reasonable enquiries to establish the whereabouts of the child. This only applies where the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. (CME 2016).

Unexpected Absence Protocols

Following guidelines, School has a strict policy regarding absence when School has not been notified of absence and/or cannot contact a parent/guardian.

<u>General Protocol</u>	<u>Vulnerable Pupil Protocol</u>
<p>Day 1 – Absence text to main contact held on SIMS (followed up with phone call if no response)</p> <p>Day 2 – Phone call to main contact held on SIMS</p> <p>Day 3 – Home visit, carried out by SLT</p> <p>Day 5 – Follow up home visit, carried out by SLT</p> <p>Day 7 – Follow up home visit, carried out by SLT</p> <p>Day 10 – Request PCSO Welfare check</p>	<p>Day 1 – Phone call to main contact held on SIMS</p> <p>Day 2 – Home visit, carried out by SLT</p> <p>Day 3 – Follow up home visit, carried out by SLT</p> <p>Day 4 – Follow up home visit, carried out by SLT</p> <p>Day 5 – Request PCSO Welfare check</p> <p>Day 7 – Follow up home visit, carried out by SLT</p> <p>Day 10 – 101 Report</p>



7. Home Educated Children

Under Section 7 of the Education Act 1996, parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school. On receipt of written notification to home educate, school will inform the pupil's Local Authority that the pupil is to be deleted from the admission register. School will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. There is no requirement for parents to obtain the School or Local Authority's agreement to educate their child at home. However, if a parent/guardian fails/refuses to provide notification, a referral will be made to the Local Authority with immediate effect.

8. Child relocates

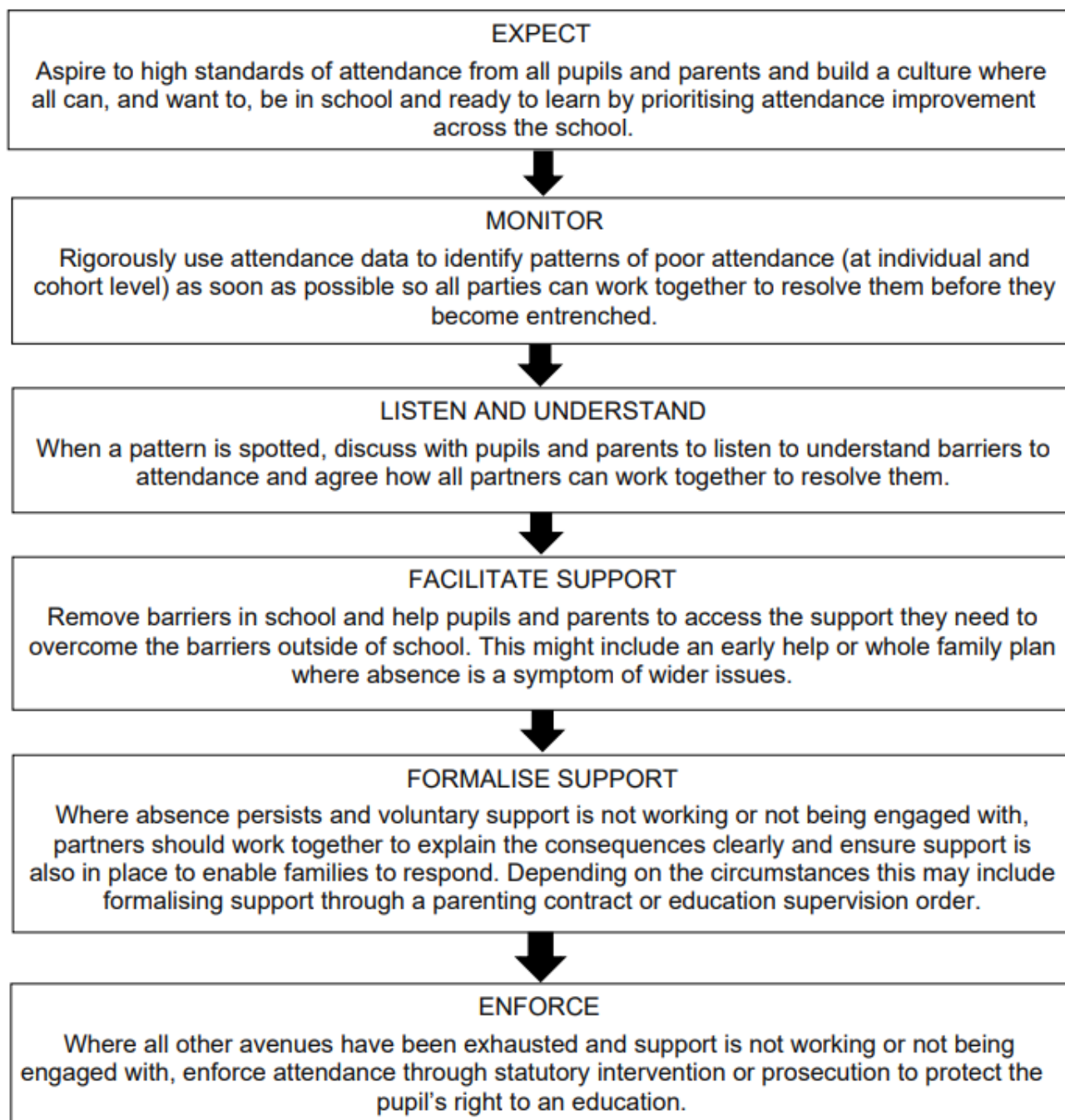
When a child moves within Sheffield Local Authority, parents should contact Sheffield Primary Admissions, who will contact local schools to seek a setting for the child where there are places available. If no provision is available, support will be offered to complete a transfer request. The Sheffield Primary Admissions team (0114 2735766 / ed-admissions@sheffield.gov.uk) will be able to provide full details for admissions or transfers. For relocation outside of Sheffield, parents/guardians will need to contact the relevant Local Authority for details on how to proceed.

9. Suspension and Permanent Exclusion

School must arrange full-time education for suspended pupils from the sixth school day of a fixed period suspension. If a permanent exclusion has been put in place, the Local Authority will be notified with immediate effect.

10. Working Together to Improve Attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or, more broadly, requires schools and local partners to work collaboratively with, not against, families. We subscribe to the approach outlined in the DFE's 'Working together to improve attendance' (2022) in that all partners should work together to:



11. Roles and Responsibilities

School believes that improved attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents/guardians
- Regularly review the School's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the School's attendance and related issues through termly reporting at Governing Body meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that there is a named senior leader to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Attendance Champion will:

- Be responsible for ensuring everyone works together to improve attendance and creates a whole school ethos of 'Every School Day Matters'
- Meet termly with their linked Inclusion and Attendance Specialist. The purpose of this Targeted Attendance Support Meeting will be to discuss:
 - The school improvement plan objectives linked to attendance
 - The targets and outcomes identified in the school attendance action plan
 - The whole school and cohort level attendance data
 - Any pupils considered to be severely absent (less than 50%)
 - Any pupils on reduced timetables to ensure these are being reviewed and used for the shortest time necessary and not treated as a long-term solution
 - Any pupils accessing some of their learning off site, to ensure this is used as a short-term intervention to support a child re-engage in their learning
 - Where time allows, pupils considered to be persistent absentees (90% or less)
 - Next steps for the school to progress towards excellence in attendance

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed bi-annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues

- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior leader to lead on attendance and allocate sufficient time and resources
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and in conjunction with the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise targeted solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Issue fixed-penalty notices, where necessary, in conjunction with Sheffield Local Authority (this will be the responsibility of the Headteacher).
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.

Teachers and support staff will:

- Actively promote the importance and value of good attendance to pupils and their parents/guardians
- Form positive relationships with pupils and parents/guardians
- Contribute to a whole school approach which reinforces good School attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Contribute to the analysis of attendance data to identify causes and patterns of absence, where appropriate
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Support the SLT in documenting interventions used to a standard required by the Local Authority should legal proceedings be instigated.

Daily Procedures - The Attendance Team (SLT and School Managers) will:

Daily Procedures –

- Check class registers
- Update marks and comments on SIMS (a central record)
- Make first day contact with parents
- Challenge lateness
- Make home visits when necessary.

Monitoring –

- Analyse reports and data
- Monitor pupil attendance/absence patterns
- Produce and dispatch letters for persistent absentees and late concerns
- Support with referral to outside agencies as required
- Attend attendance panel meetings as required.

School Requests that Parents/Guardians will:

- Aim to ensure their child attends every day on time
- Talk to their child about School and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular School attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the School if their child is absent to let them know the reason why and the expected date of return (in accordance with the procedures previously stated)
- Try to avoid unnecessary absences. Wherever possible, make appointments for the doctors, dentists etc outside of School hours
- Ask the School for help if their child is experiencing difficulties by speaking to the class teacher or Headteacher
- Inform the School of any change in circumstances that may impact on their child's attendance
- Support the School; take every opportunity to get involved in their child's education, form a positive relationship with School and acknowledge the importance of children receiving the same messages from both School and home
- Encourage routines at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child off School to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time. Where this is unavoidable, send an Absence Request Form (See Appendix C) to the Headteacher in advance of booking the holiday.

Promoting Attendance and Support

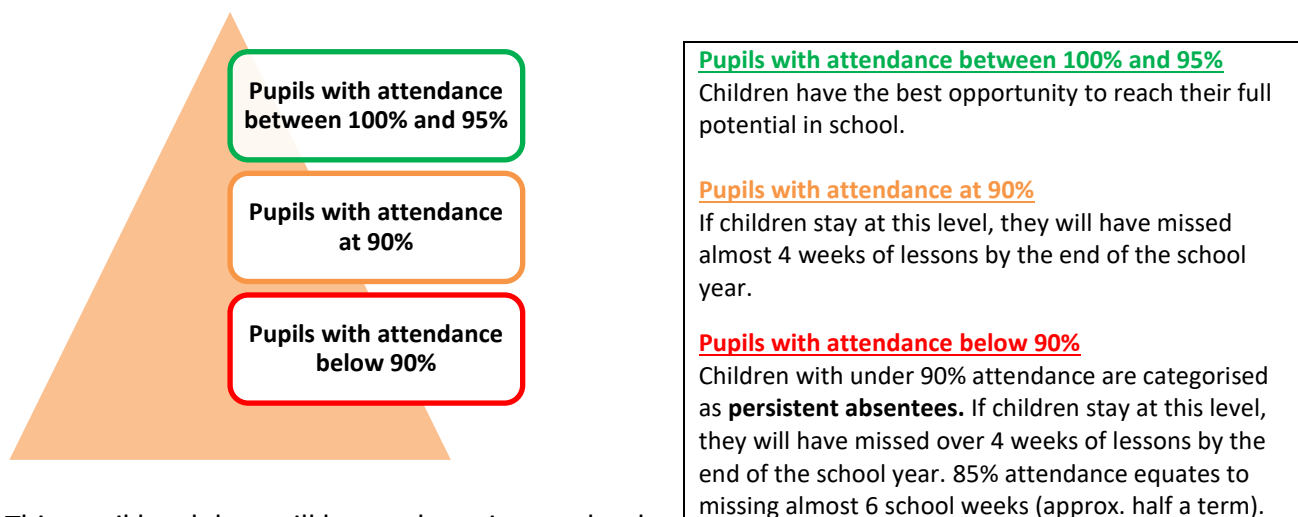
We believe that working together with parents and guardians is the best way to result in positive attendance outcomes for our children. We celebrate good class attendance in monthly newsletters and in assemblies.

Our SLT is happy to work with both children and families to improve attendance and punctuality.

12. Using Attendance Data

Pupils' attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every month, the School Managers will provide the SLT with attendance data for the previous month for each class. This information is shared in monthly newsletters which are sent home to parents and guardians. Attendance data is discussed at termly pupil progress meetings, although any serious concerns will be taken up with parents and guardians as a matter of urgency. Attendance data is shared with parents/guardians within end of year reports.



This pupil level data will be used to trigger school action as set out in the Escalation of Intervention (Appendix B). Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. School will share attendance data with the Department for Children, Schools and Families and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

13. Reporting to parents/guardians

School will inform parents about their child's attendance and absence levels. This information will be shared via Edulink. The attendance for the year will also be reported in children's end of year reports.

14. Support Systems

We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school; for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents/guardians and pupils
- Referral to the Sheffield Attendance and Inclusion service
- Attendance report cards
- Referrals to support agencies, e.g. MAST
- Pupil Voice Activities
- Friendship groups
- PSHE
- Reward systems
- Additional learning support
- Behaviour support
- Emotionally Based School Avoidance support materials
- Reintegration support packages.

Support offered to families will be child centred and planned in discussion and agreement with both parents/guardians and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the use of legal sanctions will be considered.

Pupils who have more than 4 broken weeks of illness during one term will be required to provide medical proof of illness before any further illness absence can be authorised. Medical proof can be in the form of a medical appointment card or a prescription in the child's name.

15. Legal Interventions

If your child does not attend school regularly, we will try to help you get your child back to school. We will contact you in the first instance to raise concerns about your child's attendance. We may arrange meetings with you to explore how we can support your child to re-engage in their learning and be able to attend. If we see no improvement, we will ask the Local Authority for help.

Fixed Penalty Notices

After this, if you do not meet your responsibility to make sure that your child goes to School then legal action may be taken. This could mean:

- a fixed penalty fine of £120 per parent or guardian for holidays in term time or poor attendance and/or punctuality. The payment must be made directly to the Local Authority
- prosecution in the Magistrates' Court which could result in you receiving a Community Order, a fine of up to £2,500 per parent or Guardian, or a custodial sentence
- your child being issued an Education Supervision Order which would mean them attending court and measures being put in place regarding attendance at School.

If you are worried about your child's attendance the first thing to do is to contact school to discuss your concerns. If you need more help you can contact the Local Authority on sheffieldinclusion&attendance@sheffield.gov.uk.

Parenting Contracts (Anti-Social Behaviour Act 2003): A Parenting contract is a voluntary agreement between School and the parent; it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

16. Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health & Safety
- Access to the Curriculum
- Anti-bullying.

Failing to attend School on a regular basis will be considered as a safeguarding matter.

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

Appendix A:**Grounds for deleting a pupil from the school admission register (CME 2016)**

1	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the Local Authority for that named in the order or the order is revoked by the Local Authority on the grounds that arrangements have been made for the child to receive efficient full-time education suitable to his/her age, ability and aptitude otherwise than at school.
2	That the child has been registered as a pupil at another school - except where it has been agreed by the proprietor that the pupil should be registered at more than one school.
3	Where a pupil is registered at more than one school that he/she has ceased to attend the school and the proprietor of any other school at which he/she is registered has given consent to the deletion.
4	Where the child has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	That the child has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
6	In the case of a pupil granted leave of absence in accordance with regulation that (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause - and (iii) the proprietor and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	Where the child is certified by the School Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	Where the child has been continuously absent from the school for a period of not less than twenty school days and, (i) at no time was his/her absence during that period authorised by the proprietor (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	That the child is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	The pupil has died.
11	That the pupil will cease to be of compulsory school age before the school next meets.
12	That the child has been permanently excluded from the school.

Appendix B: Escalation of Attendance Interventions

Pupils with attendance below 90%

The SLT will speak to the pupil to:

- Welcome the pupil back to School
- Confirm with the pupil the reason for absence and offer any support that may be required as appropriate for their age
- As appropriate, identify underlying home/school issues that may be causing the pupil's absence
- Update the pupil on other work they have missed and support any catch up required as appropriate for their age
- Letter sent home to parents/guardians explaining their child has flagged up on the attendance radar
- Agree a review date and monitor the pupil's attendance %
- Invite parents in to meet with the Headteacher to help with any support.

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities.

Where improvement has not occurred following this intervention, letters will be sent home to parents and parents could be invited to a meeting with the Headteacher where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Clear targets set and agreed for improvement with parents/guardians
- Monitoring period commences
- Agree a review date.

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the monitoring period will automatically commence. This could lead to a fine if no improvement is seen.

The SLT will be responsible for all action at this level and will record all intervention and outcomes. The SLT will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete a CAF leading to multi agency support
- Referral to guidance and support
- Refer to the Local Authority to initiate legal proceedings.

Any complex cases will be co-managed with the appropriate external agencies such as MAST, the Attendance and Inclusion team, CAMHS, SEND support services etc, in order to provide the most effective support for the family for the child to return to school.

Significant/ongoing attendance concerns will be a standing item on the agenda of the Senior Leadership Team meetings where these will be reported and the effectiveness of interventions measured. This again will be used to review and inform whole school strategies. The Headteacher will report at least termly to the Governing Body in conjunction with the lead governor for attendance.



Totley Primary School **Absence Request Form**

Please note that only absences in exceptional circumstances can be authorised by the school and that requests should ideally be made at least 4 weeks before the date of the absence period. Parents/guardians must contact school should any delays occur. Failure to do this could lead to the withdrawal of the child's school place.

Child's name:		Class:	
Parent's name:		Parent's Telephone Number: Parent's Email Address:	
Dates of exceptional leave: From:		To:	Number of days requested:
Why are you requesting leave?			
What are the exceptional circumstances?			
Signed Parent and Carer:			
Date:			

To be completed by the school

Child's name:	
Attendance Record to date (%)	
Number of days requested:	Number of days authorised:
Headteacher's decision:	
Authorised: <input type="checkbox"/>	
Unauthorised as per school and Local Authority policy: <input type="checkbox"/>	
Signed	Date
Office Use:	
Date scanned:	
Date message sent to parent/carer:	
Recorded on SIMS:	

Appendix D

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

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	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	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	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