



HALES VALLEY TRUST

Attendance Policy 2022-2023

Policy Tracker - Responsibility for monitoring this policy: Executive Headteacher / Headteacher			
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1.0 Introduction

Hales Valley Trust strongly believes that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community. We ensure that our policy and procedures actively promote attendance and punctuality amongst pupils and forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education (Article 28).

In promoting the belief that attendance and punctuality are important values we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers. We believe that:

- Prolonged and consistent absence, in any year group, affects access to the curriculum ultimately impacting on progress.
- Repeated and consistent lateness is an unsettling start to the school day for both the child and school

1.1 Key principles

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in the Academy to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy.
- Some children find it harder than others to attend school. The Trust will work with children, parents and other local partners to remove any barriers to attendance.
- Subject to the terms of this policy, any day-to-day attendance issues that parents or children have should be discussed with the school. Where more detailed support around attendance is required, parents and children should contact the school office to speak to a leader.

As a school we follow the Department for Education (DfE) documents *Children Missing Education* (September 2016) and *School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities* (July 2019). We expect children to maintain an attendance figure above 96% throughout the academic year.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%;
- Regular attenders make better progress, both socially and academically;
- Regular attenders find school routines, school work and friendships easier to cope with;
- Regular attenders find learning more satisfying;
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

2.0 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, we will adhere to "Working together to Safeguard Children" (2018) Keeping Children Safe in Education (2022) and the School's Safeguarding and Child Protection Policy:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;

- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances;
- Detecting early support through Early Help Assessment.

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

All staff are trained and made aware of possible reasons for extended absence from school. One of these could be female genital mutilation (FGM), which is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Any information or concern that a child is at immediate risk of or has undergone FGM or forced marriage will result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children’s Social Care Services and/or the Child Protection Team, West Midlands Police Service. Records of all incidents will be kept following the same procedures as for all other child protection concerns in school in line with current policy.

Please note that teachers and members of staff with teaching responsibilities have a specific legal duty to act with regards to concerns about female genital mutilation and must personally report to the police a disclosure that FGM has been carried out, in addition to liaising with the DSL/Children’s social care.

Child Missing in Education

Children missing education, particularly repeatedly, can be an indicator of abuse and neglect, including sexual abuse or exploitation, child criminal exploitation, mental health problems, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Our staff are alert to these risks.

We closely monitor attendance, absence and exclusions and our DSL will take appropriate action including notifying the local authority, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

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.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies, and pupil referral units in England statutory guidance.

Schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools’ safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance.

If the school has identified a child, who may not be in receipt of a suitable education provision, for example, they are not on the roll of a school, then a ‘Missing Education Referral Form’ must be downloaded, completed and

returned to ChildrenMissingEducation@dudley.gov.uk and Education Support Service at ess.cs@dudley.gov.uk
The appropriate, most up to date referral form can be obtained from Revolution.

3.0 Roles and Responsibilities

3.1 The Trust will:

- Develop and maintain a whole academy culture that promotes the benefit of high attendance
- Work with children and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- Investigate unexplained or unjustified absence, applying sanctions where appropriate
- Consider individual needs when implementing this policy, including having regard to the Trust's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- Share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- Regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- Ensure that all children can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case
- Ensure that the Trust board and leadership team work together to monitor attendance levels and the effectiveness of this policy
- Ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, Working together to improve school attendance (2022)
- Have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection policy)
- Regularly inform parents about their child's attendance and absence levels
- Support children who are returning to education following long term absence
- Ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- Assign overall responsibility for championing and improving attendance at the Trust to a designated senior leader
- Observe and fulfil the responsibilities set out in guidance issued by the Department for Education (Summary table of responsibilities for school attendance (publishing.service.gov.uk) to the extent not covered above or elsewhere in this policy.

3.2 Parents and Carers

Parents have a legal obligation to ensure their children receives a full time education. This is achieved by regular attendance at school. Section 444 Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient fulltime education suitable:

- a) To age, ability and aptitude and
- b) To any special educational needs he/ she may have
- c) Either by regular attendance at school or otherwise'

Therefore, we expect parents and carers to:

- To ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open
- Ensure that their children are punctual, registration takes place between 8.40am and 8.50am
- To notify the school **every day** of absence by 9.30am. All absences will be recorded as 'O'

unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provide appropriate evidence

- As in the work environment medical and dental appointments should be booked outside of the school day whenever possible
- To provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility. The school should be provided with at least two emergency contact numbers. If contact details change then we must be informed of new details within 24 hours
- If a 'Leave of Absence' is required for exceptional circumstances, it should be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed
- Collecting their children on time to avoid incurring a fine
- Avoiding taking holidays in term time
- Avoiding requesting non-urgent leave of absence
- Working with the school to improve matters if attendance becomes a problem
- Keeping school fully informed on all matters that might affect attendance and their child in school
- Supporting the Home and School Agreement and guidance necessary to ensure smooth running of the school
- To ensure they will not collect their children until the end of the school day
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: Summary table of responsibilities for school attendance (publishing.service.gov.uk)

3.3 Pupils

Pupils will:

- To go straight into class once entered the building
- To attend morning and afternoon registration promptly
- Knowing the value of good attendance

3.4 Teachers

Teachers will:

- Set an example of punctuality and good attendance
- Ensure that registers are taken at the appropriate times and are accurate and up to date
- To take appropriate action when pupils are late
- To have an awareness of class and individual attendance patterns and report to SLT
- To inform SLT/Deputy of any concerns about attendance or where attendance is impacting on a pupil's achievements
- Discuss individual pupil attendance at parent-teacher consultations
- Praise pupils for good punctuality and good attendance

3.5 Senior Leadership Team (SLT)

Senior Leaders will:

- To have a named member of SLT responsible for attendance
- To set clear and challenging attendance targets as part of school self-review
- To ensure that all school personnel, pupils and parents are aware of and comply with this policy
- Monitor trends and arrange for letters to be sent when triggers are hit
- Target intervention and support to those children that have been highlighted as poor attendees
- Develop a multi-agency response to the attendance agenda
- Utilise the support of available specialists in relation to the attendance agenda

- Have a system in place for parents to report a child's absence
- Report to the Governing body the attendance figures and progress to achieving the set targets
- Promote the importance of good attendance through assemblies
- Publicise good attendance during assemblies and newsletters
- Reward good attendance
- Responsible for authorising absence by adhering to DfE guidelines. When it becomes necessary making a referral to Dudley Council, Education Investigation Service (EIS)
- To schedule a home visit from a representative of the school if no contact has been received
- Where we feel there is a safeguarding issue a multi-agency referral would be completed

3.6 Administrative staff

Administrative staff will:

- First day calling for children absent without explanation
- Call all numbers on the contact list in order until receive an answer
- Leave a voice message, if there is a voicemail option
- Send a text message
- Overseas ring tone – and no leave of absence requested - school will unauthorise this absence; SLT to be contacted which may result in EIS being contacted in line with Local Authority Children Missing Education policy and procedures
- Call the contact list at least twice
- To issue first day contact methods i.e., letter, text message, visit, if no other response
- To monitor late entrants into school and adjust Integris accordingly along with the time of arrival
- To forward phone messages to class teachers regarding absences
- To monitor individual and class attendance
- Contact parents when a school have not been provided with a reason for absence
- Record reasons for absence on Integris
- Record medical appointments on Integris and state whether medical evidence has been seen
- To monitor register coding and alert staff of inconsistencies
- To produce reports as requested by EIS
- To produce attendance figures for end of term/year reports
- To undertake reporting and update SLT

3.7. Designated Attendance Lead

The designated attendance lead ("DAL") at the school is Laura Atkinson, Head of School.

The DAL will be responsible for the strategic approach to attendance at the school and will:

- offer a clear vision for attendance improvement
- evaluate and monitor attendance expectations and processes
- oversee attendance and absence data analysis
- ensure that key attendance messages are communicated to parents and children
- provide data and reports to support the work of the Board of Trustees

3.8 Local Governing Body

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The Local Governing Body will:

- take an active role in attendance improvement, recognise the importance of school attendance, and promote it across the trust and Academy's ethos and policies
- ensure the Trust leaders fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and help Trust leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure Trust staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance
- require the school to report to the Local Governing Body on the school's attendance at regular intervals via a Governors' Report
- have a dedicated attendance lead who will drive improvement across the school

3.9 The Board of Trustees

The Board of Trustees will:

- Take an active role in attendance improvement, recognise the importance of school attendance, and promote it across the trust and Academy's ethos and policies
- Ensure the Trust fulfils expectations and statutory duties
- Regularly review attendance data, discuss and challenge trends
- Require the Trust to report to the Trustees on the Academy's attendance at regular intervals

4.0 Procedures

4.1 Late to school in the morning and afternoon

- Registration happens in the classroom and not when a child arrives at school
- Registration starts at 8.40am and finishes at 8.50am.
- If a child arrives for registration in the classroom before 8.50am they will be marked as present code (/)
- If a child arrives in school before 8.50am but does not get to the classroom for registration before 9.00 am then they will receive the late code (L). If a child arrives at school after the main doors have closed they will need to enter via the office by a parent/carer, or adult, and a reason for the lateness given. This will be marked as late (L). Children in Years 5 and 6 can bring a note from home with a reason, as they may not be accompanied by an adult;
- If a child is late due to doctors/medical appointment, please make the school aware of this;
- The school will monitor late marks for individual pupils and will contact and support parents/carers in ensuring that the child/ren arrive to school on time to minimise learning time lost.

4.2 Late collection at the end of the school day or after school events

- The school day ends at 3.15pm. Sometimes we receive messages at the end of the day to say that parents will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens. However, some parents regularly collect their children beyond 3.30pm and sometimes beyond 3.45pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.
- In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.

- For every 15 minute block a child/children are left at school at the end of the school day there will be a £5 charge per child e.g. if one child is collected at 3.46pm there will be a charge for the 15 minutes child care provided 3.30-3.45pm. If a child is collected at 3.45pm there will be a £10 charge for the childcare 3.45-4.00 pm and so on.

Please note this is per child not per family.

- For clarity if a child is collected at 3.40pm there will be no charge but it will be noted as making a late collection and one of your opportunities to collect late will be lost. If a child is persistently being collected between 3.30 and 3.45pm to avoid the late collection charge then we can administer penalty charges on an individual basis.

4.3 Attendance and Illness

- If your child is ill your first action is to call the school as early as possible (and before 9.30am) and let the School Office know your child will not be in school – 01384 818200. The school has a dedicated answer phone system for registering your child's absence option 1.
- This needs to be done every day of absence (unless your child is admitted to hospital, or has a long term illness-related absence for a period of time – in this instance you do not need to ring every day).
- If your child is not in school and we have not had a phone call by 9.30am, the school will contact you to find out why your child is not in school.
- The school also has a Medical Policy that contains information about time allowed for certain illnesses e.g. 48 hours for sickness bugs in line with the Public Health guidelines.

4.4 Leave of Absence Request

It is now necessary for all parents to seek 'Leave of Absence' at least 15 school days before they are intending to take their child out of school. This can be done by completing and returning to the Headteacher a 'leave of absence' form. In order for the leave of absence to be authorised it would have to meet the following criteria;

- A parent/primary carer has a life limiting illness;
- Other circumstances which are considered to be exceptional. This does not include examples such as: Holiday of a lifetime, special family birthdays, cheaper holiday deal or visiting relatives abroad.

A leave of absence request must be made by the parent/primary carer with whom the child normally resides.

Note: All holidays/leave of absence, of 5 days (10 continuous sessions) or more, will be referred to Dudley Council, Educational Investigation Service, who may issue a Fixed Penalty Notice fine and/or consider legal action.

4.5 School Closures and Number of School Days

The academic year is 190 days. These are recorded as 380 sessions, an am and pm session per day. Schools are also required to have an additional 5 days that are used for staff training. These are often called INSET (In Service Training) Days. These days are not part of the 190 days, which is every child's free entitlement and schools endeavor to schedule these to minimise inconvenience to parents and carers.

The Headteacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, e.g. severe weather, the school may have to close. The Headteacher must always consider the health, safety and welfare of every person, who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, use of the school building would be detrimental to a person or persons' health, safety and welfare, then the Headteacher must close part or all of the school.

If a decision is made to close part or all of the school, the Headteacher will endeavor to inform parents of that decision and the details of any arrangements that have been put in place. If the Headteacher decides to close part or all of the school, then the register for those pupils affected is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

Parents should always assume that the school will remain open during term time unless they hear otherwise.

5.0 Dudley Council, Education Investigation Service (EIS)

The Education Investigation Service (EIS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that parents do so.

A parent has a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school may make a referral to the EIS and support them in the actions that they may take.

5.1 Poor Attendance Referrals

- **Between 12 to 24 sessions/6 to 12 days of unauthorised absence within a 6 week period**

School is responsible for making a referral to the Education Investigation Service (EIS) when a child has been absent from school for at least 12 sessions of unauthorised absence within a 6 week period. There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so 12 sessions is the equivalent to 6 days off school.

- **More than 24 sessions/ 12 days of unauthorised absence over 12 weeks**

School is responsible for making a referral to the Education Investigation Service (EIS) when a child has been absent from school more than 24 sessions of unauthorised absence within a 12-week period. There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so more than 24 sessions is the equivalent to more than 12 days off school.

A child is defined as a persistent absentee if they miss 10% or more of their possible sessions.

Prior to the referral to Dudley Council, Education Investigation Services:

- School will inform parents of their child's attendance progress in writing, offering them to contact the school to discuss reasons impacting on their attendance.
- If there has been no improvement, the school will write to parents informing them that a referral to Dudley Council, EIS which may result in a Fixed Penalty Fine or legal action if unauthorised absence continues to occur.
- A member of school staff or School's Attendance Support Officer may undertake a home visit to invite parent/s to an attendance clinic to speak to them when there are ongoing attendance concerns or school have failed to establish a response relating to the child/children's absence.
- A document of this conversation will be recorded on an attendance clinic form which will be signed by the parent and agreed actions noted.

6.0 Exclusion

Parents and carers can be issued with Penalty Notices if a pupil, who has been excluded, contravenes the details set out in the Exclusion Letter as to their whereabouts during the first 6 days of exclusion.

Section 103 Education And Inspections Act 2006 places a duty on parents in relation to an excluded pupil; a parent has to ensure that their child is not present in a public place during school hours without reasonable justification during the first **five** days of each and **every fixed period or permanent exclusion**.

7.0 Deletion from the school roll

Parents need to be aware that their child's name may be deleted from the school roll if your child does not return to school within 10 school days of the agreed return date for an AGREED Leave of Absence.

This action will be taken in consultation with the local authority who may agree to the removal, upon any return you will have to reapply for admission to a school within the borough. A place at your previous school cannot be guaranteed.

8.0 Recording information in the school's admission register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and
- c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
- b) the date when the pupil first attended or is due to start attending that school. Sharing information with the local authority.
- c) Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be removed from the admission register, the school must provide the local authority with:

- a) the full name of the pupil;
- b) the full name and address of any parent with whom the pupil lives;
- c) at least one telephone number of the parent with whom the pupil lives;
- d) the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e) the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see document: Children missing education Statutory guidance for local authorities).

All schools are required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

9.0 Leave of Absence

The Education Investigation Service will instigate statutory intervention on behalf of the Local Authority, when notified that a pupil has a relevant level of unauthorised absence. This may result in a Penalty Notice being issued to a child's parents or carers and the penalty charge will be per child, per parent.

When a child has had at least **5 days/10 continuous sessions** of unauthorised absence coded on registers as "G" then school will make a referral to Dudley Council, EIS.

Dudley Council Education Investigation Service may issue a Fixed Penalty Notice (FPN) Leave of Absence (Holidays 5 days or more)

Absence during term time for holidays is therefore not considered an exceptional circumstance. For more information on EIS and when penalty fines may be issued please contact the Education Investigation Service on 01384 814317.

9.1 What the Law States

A Penalty Notice is £60 (per parent, per child), if paid within 21 days of receipt, rising to £120, if paid after 21 days but within 28 days of receipt. The payment must be paid directly to the Local Authority as indicated on the Penalty Fine, the school does not receive the money. Parents can only be prosecuted if 28 days has expired and full payment has not been made.

Where a child of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under

1. Section 444(1) Education Act 1996: If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.
2. Section 444(1A) Education Act 1996 : an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act, then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

10.0 Attendance Monitoring

Every school has a duty to monitor all pupils' attendance and punctuality which falls below the expected national average. The Trust regularly monitors attendance and has set the below guidelines:

What happens when 5 days/10 sessions or more of school are missed?

If your child has more than 5 days out of school, at any time over an academic year due to illness and/or holiday, then every time your child is absent after this you will be required to provide further information, detail or evidence so we can consider whether the absence can be authorised.

What happens when 10 days/20 sessions or more of school are missed?

If your child has more than 10 days out of school, at any time over an academic year due to illness and/or holiday, you will be invited to an attendance clinic to discuss how we can support improved attendance of your child. This may include additional support from outside agencies. A document of this conversation will be recorded on an attendance clinic form which will be signed by the parent and agreed actions noted.

You may also receive a home visit from a representative of the school, you will be aware of this taking

place as a note/letter from the school will be left at the property stating the date and time of the visit. The next steps will be that your child's absence will then be scrutinised on a weekly basis.

What happens if your child is late 5 times and above

If your child is late more than 5 times we will write to you and you may be invited to an attendance clinic to discuss ways to improve punctuality.

Long Term Sickness Absence

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.

If a child leaves hospital and following this, is at home for 2 weeks, then we can contact Cherry Tree Pupil Referral Unit and they will support the child at home. This would use the 'D' code meaning the child is dual registered with ourselves and Cherry Tree. It is school's responsibility to liaise with Cherry Tree and ensure that a suitable education is being provided.

Can a school place a pupil on a part-time timetable? As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

11.0 Unacceptable reasons for absence

It is not acceptable to assume your child can have days out of school for the following events;

- Moving House
- Funerals
- New babies
- Other child in family is sick and parent cannot get other child to school
- Parent on holiday and child staying with a relative – relative cannot bring child to school – it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Parent sick on a long term basis and cannot get child to school – it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Inclement weather i.e. severe snow – if you live within a 1 mile radius of the school, unless there is a babe in arms in the household, or you live in a remote setting, you are expected to get your child to school.

Other unauthorised reasons are:

- Buying new school shoes/summer uniform because parents forgot to do it in the holidays
- Going to the caravan to avoid traffic
- Waiting in for the builder's/Gas man/delivery driver to arrive
- 'Only Year 6 matters'
- Withdrawing your child from school when alternative arrangements have been made to address the reasons they are unable to attend or take part in a specific lesson or event e.g. Carol Service

- 'Holidays are cheaper'
- Parent/Carer/sibling being sick/illness

Dealing with Truancy

If a pupil is thought to be playing truant, then the school will inform:

- The parent/carer;
- The police

All truants will receive:

- Sanctions;
- Support;
- Discussions to understand the seriousness of the matter;
- A programme of monitoring and support.

The Police must be informed **immediately** if a pupil leaves school without prior permission.

12.0 Coronavirus (Covid-19)

There may be circumstances in which children cannot attend school due to Covid-19. The Trust will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to Covid-19. If a child tests positive for coronavirus, their absence will be recorded as illness.

13.0 Admission register

A pupil's name can only lawfully be deleted from the admission register on the grounds prescribed in [regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended. Schools may wish to seek their own legal advice and should ensure that they have appropriate evidence before deleting a pupil's name from the admission register.

14.0 Alternative provision

All pupils in alternative provision (AP) settings should attend school full-time, including:

- pupil referral units
- AP academies
- AP free schools
- independent AP schools

Schools should visit the pupils at their provision regularly and sufficiently frequently to ensure their well-being and progress. Detailed discussions are held between the school, provider, pupil and parent or carer in advance of the placement and at regular intervals throughout.

15.0 Data Protection Law

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy.