



# Transform Trust Attendance Policy (Nottingham) September 2019

Updated June 2019

### Mission Statement

**Regular and punctual attendance is an essential prerequisite to effective learning. At *(insert school name)* School we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality. We expect all pupils to attend school every day.**

### Legal Responsibility

The parent/carer of a child of compulsory school age is required by law to ensure that the child attends the school at which he/she is registered. Should a parent/carer fail to ensure that his/her child attends that school then the parent/carer is guilty of an offence. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code will be used.

### Authorised Absence

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance;
- exclusion;
- traveller child travelling for the purposes of parents' employment
- 'exceptional' occasions (the nature of such occasions will be determined by school on an individual basis).

Whenever a child is absent from school it is the duty of the parent/carer to notify the school on the day of absence before the start of school and provide a reason for absence.

### Unauthorised Absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should **not** be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (e.g. shopping, minding the house, etc);
- family holidays (unless granted under 'exceptional' circumstances).

### Persistent Absence

Persistent absence (or PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

### Approved Educational Activity

Children who are educated off site, dual registered, or who are engaged in supervised educational activities away from school premises, need not be marked as absent, and will be recorded as on an approved educational activity. This means that children attending educational visits, or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of appropriate code. This is important in order to ensure that an accurate record of those children physically present on site at any given time is instantly available.

### Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session.

In considering attendance levels, the register is of paramount importance. Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

### Punctuality

Once the doors are closed pupils must enter school via the school office. School staff will operate a daily "late gate". Any pupil who comes into school late, after the registers are closed, will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil

Children who have attended a dentist or doctor's appointment and subsequently come to school late, before the session has closed will receive a late mark and a comment entered. If they don't return before the end of the session the absence will be recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning. Where there have been persistent incidents of lateness parents/carers will be advised of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Where a child is persistently late after the above has been exhausted and thresholds for legal action have been met, 'U codes' may be used in the register and a referral may be made for legal action to the Education Welfare Service, who may in turn issue a Penalty Notice:

**A Penalty Notice incurs a fine of £60 if paid within 21 days increased to £120 if paid within the 28<sup>th</sup> day.**

**It is the responsibility of the Headteacher to monitor attendance and punctuality. Transform Trust in conjunction with the Headteacher set attendance targets annually and are kept informed on attendance figures.**

### Leave of Absence

There is no entitlement in law for any leave of absence from school in term time.

Any applications for leave of absence must be made in advance using the 'Leave Request' form and any request can only be authorised where School accepts there are 'exceptional circumstances'. Any parent/carer requesting leave of absence with sufficient notice will be asked to make an appointment to see the relevant member of staff to explain the circumstances.

At *(insert school name)*, when considering such requests we may also take into account the following:

- circumstances of the request
- purpose of the leave
- length of the proposed leave
- the pupil's general absence/attendance record going back 12 months
- any attempts made to mitigate the length of absence
- the proximity of SATs
- general welfare of the pupil

If the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence this will be unauthorised. It will be up to the family to prove that they have not taken a family vacation.

Where parents/carers take children out of school without authorisation legal action may be taken (see section on Penalty Notices below).

Parents/carers risk losing their child's place on the School Roll if the pupil does not return to School on the agreed date of return and re-admission cannot be guaranteed as defined in legislation.

### Penalty Notices

Where children accrue sufficient unauthorised absences, which reach thresholds set by the local council, school can make a referral to the Education Welfare Service, this may now include holidays/absences which have been attached to a school inset day or bank holiday.

The law gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered able but unwilling to ensure their child's school attendance. Reducing absences from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others.

Parents/carers commit an offence if a child fails to attend school and those absences are classed as unauthorised. A Penalty Notice is an alternative to prosecution, which does not require an appearance in court unless the fine is unpaid after 28 days.

Full payment of the Penalty Notice means that parents/carers can avoid being prosecuted and convicted. Penalty notices are issued per parent per child at £120. However, if paid within 21 days the cost is £60.

The Education Welfare Service may also consider other options, such as taking further legal action.

If a pupil has 10% unauthorised absence in any 10 week revolving period (which equates to 5 days in any 10 week period) the school can seek legal action. If a pupil is also absent and suspected to be on holiday for 4 days attached to an INSET day or Bank Holiday, or for 5 or more days, legal action may be requested.

### Absence for religious reasons

The Local Authority has agreed with Religious Leaders and SACRE that one day for each religious festival (no more than three days in any one academic year), should be counted as authorised absence. This will be marked as 'R' in the register.

### Children Missing Education

All schools (including academies) must inform their Local Authority and Transform Trust via the Guardians email of any pupil (including non-statutory school age children) who is going to be deleted from the admission register, where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (Details can be obtained from the local council and their home educated department);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

School should refer any child who they believe should or may be removed from its roll whether the onward school is known or not. The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination. It is expected that the school /educational provision attempts to locate the pupil before the discussion takes place with the CME Officer and before the referral is submitted. Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with *The Education (Pupil Registration) (England) (Amendment) Regulations 2016*.

After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school when or whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Head Teacher/Principal of the school following consultation with the Local Authority via CME.

The school should create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing From Education Officers to identify and locate children.

It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register.

**The Local Authority [Education Welfare Service] should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.**

### Attendance incentives

Good attendance is rewarded in a variety of ways at *(insert school)*, using a mixture of individual, class and whole school incentives (see Appendix).

### Monitoring Attendance

All pupils' attendance will be monitored regularly and at least half termly (see Appendices 1 and 2). The Trust PA monitoring form will be completed and submitted to the Chair of the Attendance Group by the first Friday following any holiday and the contents discussed with

the Headteacher the following week. Actions to improve the attendance of pupils whose attendance is of concern must be planned and recorded. Letters that may be useful to send to parents are available in the Attendance Toolkit.

The principles of this policy will also be applied to all Nursery and Foundation 2 pupils.

**Review date: July 2020**

#### APPENDIX LIST

- 1 Transform Expectations
- 2 List of Incentives/Rewards
- 3 Unexplained Absence Protocol
- 4 Unexplained Absence Checklist
- 5 Example Attendance Monitoring List
- 6 Absence Request Form
- 7 Attendance Monitoring Guidelines

## Appendix 1

### Transform Trust

#### Attendance – Expectations

##### Transform Trust schools will:

- Achieve 96+% total school attendance, apart for those children with chronic health issues as identified by a specialist (0.6% unauthorised and 3.4% authorised) Schools over 96% to agree a specific target
- Create an ethos in which good attendance and punctuality are recognised as the norm and valued by the whole school community
- Work in partnership so that all children realise their potential unhindered by unnecessary absence
- Implement the Transform procedures for identifying, reporting and reviewing attendance and persistent lateness
- Implement the Transform protocols for following up on non- attendance
- Report half termly, termly and annual attendance data
- Have a Trust appointed Attendance Officer if whole school annual return (September to May 31<sup>st</sup>) is below 95%

##### Responsibilities:

All members of school staff have a responsibility for attendance. The following includes a more specific list of responsibilities, which role specific (attendance) individuals have:

##### Class Teacher:

- Maintain a daily register as per the law
- Keep an overview of class and individual attendance looking particularly for poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered.
- Pass on all relevant information shared by parents/carers ensuring logged according to policy
- Report on attendance at half termly Pupil Progress meetings.
- Provide background information for referrals
- Emphasise with the children the importance of good attendance
- To role model good attendance and punctuality
- Follow up absences and lates with immediate requests for explanation where none is recorded
- Discuss attendance at parent's evenings/consultations

##### Headteacher:

- Overall monitoring of school attendance
- Responsible for ensuring data is submitted on time (Friday after any holiday)
- Observance of trends in authorised/unauthorised absence
- Contact families where concerns are raised, meeting as appropriate
- Monitoring individual children where concern is raised
- Liaising with other professionals
- Making referral to EWO (final sign off)
- Process any applications for any holiday/special leave
- Identify and implement strategies to address poor attendance and celebrate excellent attendance
- Ensures the attendance policy is followed by staff, taking relevant and appropriate action where it is not.
- Ensure the governor responsible for attendance complete a termly monitoring



### **Attendance Administration Staff:**

- Collate and record attendance information using MIS by completion of daily registers using appropriate codes
- Take and record messages from parents related to absence
- Make first point of contact by phone by 9.30am to parents/carers of absent children, recording as per policy
- Follow-up text by 10.30am for absent children, as per policy
- Record details of children who arrive late or leave the premises
- Send out standard Transform letters regarding attendance at various trigger points as per policy
- Ensure all registers are complete and no missing marks or unexplained absence remain
- To ensure records prior to census are complete so that attendance is accurately reported
- To collate, maintain and update attendance data on relevant information management system
- To provide regular updates to staff on attendance
- Complete a report on attendance of any children below 95% for action by Head/Attendance lead
- Prepare and submit online referral form to EWO regarding families identified for legal action, assisted by AL/AO
- Order and prepare relevant certificates/rewards etc.
- Contact AO (if working) with details of home visits as a result of no reason for absence from parents/carers or if named on the monitoring list.
- Notify the AO of other safeguarding reasons which may be applicable and may result in a home visit

**Attendance Lead (AL):** *(the person employed directly by the school, who works alongside key staff to promote excellent attendance, reduce levels of absence and works directly with children and families to promote high levels of attendance)*

- Assist in the identification of children/parents who will receive support in improving their attendance
- Work with parents/carers/other organisations in improving children's attendance
- Review attendance data
- Undertake home visits, where appropriate/suitable for role
- Liaise with designated persons for safeguarding
- Keep up-to-date with MIS training and all relevant policy/government announcements
- Meet parents on admission or at other events such as assemblies to promote good attendance
- Prepare evidence/case files for EWO to support further action
- Attend half termly meetings where actions/decisions are made regarding attendance/monitoring list
- Complete half termly data (with vulnerable groups) with the assistance of attendance administrative staff

**Attendance Officer (AO):** *(appointed/employed by Transform Trust and deployed directly to schools)*

Daily:

- Contact individual schools to ascertain caseload i.e. home visits required
- Late gate for each designated school
- Details of all home visits to be recorded as per policy
- Home visits to be considered where no reason for absence has been received
- Arrange meetings with all parents requesting absence from school for their children
- Wear appropriate identification

Weekly:

- Early intervention in the Foundation Unit, visits with incentives and rewards
- Attend an assembly for each designated school
- Prepare evidence/case files for EWO to support further action

Half termly:

- Evaluate the impact of incentives/rewards for attendance
- Attend all attendance meetings as arranged by the attendance improvement co-ordinator
- Attend meetings where actions/decisions are made regarding attendance and prepare parent contracts
- Together with the attendance administration staff, complete the monitoring list for the upcoming term

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Appendix 2

## ATTENDANCE INCENTIVES AND REWARDS 2019-20

### WEEKLY

- In the entrance hall our attendance board will show our weekly attendance percentages for each class, along with weekly winners.
- During Key Stage assemblies, the current attendance will be shared and the weekly winner for the best attendance the previous week celebrated.
- The children in FS will be visited by the Attendance Officer who will talk about the importance of being at school and distribute individual stickers for children that have been at school all week.

### HALF-TERMLY

- The attendance cup will be awarded to the class with the best percentage for the half term.

### TERMLY

- Every child that has a 100% attendance figure for the term (allowing for authorised absences due to religious observance) will receive an attendance medal/**badge** (1 term = bronze, 2 terms = silver, 3 terms = gold).

### ANNUALLY

- Children who have 100% attendance across the school year will receive a special prize.
- The class with the best attendance across the year will receive a prize.

### IN ADDITION

- Classes develop their own systems for celebrating and rewarding school attendance.
- At least 3 competitions/prizes will be awarded for specific attendance related targets throughout the year.
- Specific attendance targets may be met through the use of adult friendly incentives and/or individual prizes.

## Appendix 3

# Unexplained Absence Guidelines

**At any point if anyone is concerned about the pupil's well-being, the police should be contacted and asked to conduct a safe and well check.**

### 1<sup>st</sup> Day of Unexplained Absence

- Phone call made and text message sent to parents/carers.
- In addition to this a home visit by the Attendance Officer may be requested. Priority factors to consider:
  - Any children for whom there are safeguarding concerns.
  - Any children on the Low Attendance list.
  - Any instance where the absence seems suspect – i.e. it seems possible/likely that the absence is not illness related (e.g. birthdays, possible holiday etc.).
  - Any instance where the absence may have an additional impact on the child, (e.g. child has an exam/ is on a trip in the afternoon etc.).
  - Any child where there is a history of unexplained absences.
  - Any child whose parent is known to have a life-limiting condition.
- If AO is unavailable it should be considered whether a visit from other school staff may be necessary.

### 3<sup>rd</sup> Day of Unexplained Absence

- Ensure that all contact numbers have been tried. If a number is incorrect or does not connect, new numbers **MUST** be chased. Each child should have at least 3 numbers to try.
- Ensure that somebody has visited the property (visit card left if no one is present). Every effort **MUST** be made to gain access- ask neighbours if they have seen the child.
- Email sent to all appropriate staff including Headteacher, reporting absence.
- Memo given to Class Teacher asking that they report any relevant information to the office.

### 7<sup>th</sup> Day of Unexplained Absence

- Re-check that all contact numbers have been tried.
- A second visit to the property to be made (visit card left if no one is present)
- Email sent to all appropriate staff and Headteacher reporting that child remains absent
- A letter to be sent (copy to be retained), requesting contact from the parents/carers and informing them of imminent referral to Education Welfare and possibility of removing the child(ren) from roll

### 10<sup>th</sup> Day of Unexplained Absence

- Senior Leadership Team to be informed.
- 'Missing Pupil' referral to be submitted to Education Welfare (copy retained). **Ensure this is done much earlier if there are safeguarding concerns (see first day of absence)**

### 20<sup>th</sup> Day of Unexplained Absence

- Senior Leadership Team to determine whether to remove child from roll. If so:
  - Letter issued to parents/carers
  - Transform Trust to be informed
  - Education Welfare to be informed
  - Admissions to be informed
  - Child to be removed from roll on MIS

## Unexplained Absence Checklist

On the **third day** that a child is absent from school without a known reason one of these checklists should be started and kept on the office wall until the issue is resolved.

<b>NAME</b>	
<b>CLASS</b>	
<b>DATE OF FIRST DAY OF UNEXPLAINED ABSENCE</b>	

RECORD OF ACTIONS TAKEN			
DAYS OF ABSENCE	ACTION	DATE COMPLETED	INITIAL
<b>3<sup>rd</sup> Day of absence</b>	All contact numbers have been tried		
	Home visit		
	Email sent to Headteacher		
	Discussed with all class staff for any relevant information		
<b>7<sup>th</sup> Day of absence</b>	Re-check that all contact numbers have been tried		
	A second visit to the property to be made		
	Second email sent to Headteacher		
	Letter sent home and copy retained		
<b>10<sup>th</sup> Day of absence</b>	Third email to Headteacher		
	'Missing Pupil' referral to Education Welfare		
<b>20<sup>th</sup> Day of absence</b>	Decision made re: removal from roll		
	Letter to parents/carers		
	CTF sent		
	Education Welfare informed		
	Transform Trust informed		
	Admissions informed		
	Child removed from roll on MIS		

RECORD OF RELEVANT INFORMATION	
DATE	DETAILS

	RECORD OF RESOLUTION
DATE	DETAILS

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# ATTENDANCE MONITORING LIST

## 2019-20:

Current % attendance is taken from September

UNAUTHORISED ABSENCE LIST					
<p><b><u>ACTIONS</u></b></p> <ul style="list-style-type: none"> <li>Any school absence by these children is to be unauthorised ('O' in register).</li> <li>If medical evidence is provided please share with Headteacher, Attendance Officer or Attendance Lead to authorise.</li> <li>Any absence by these children is a priority.</li> <li>Any concerns or information are to be recorded and shared with the appropriate staff.</li> </ul>					
First Name	Surname	Class	Current %	Previous Year's %	PP

MONITORING ABSENCE LIST					
<p><b><u>ACTIONS</u></b></p> <ul style="list-style-type: none"> <li>School absence by these children is being monitored.</li> <li>Any absence by these children is a priority.</li> <li>Any concerns or information are to be recorded and shared with the appropriate staff.</li> </ul>					
First Name	Surname	Class	Current %	Previous Year's %	PP


**PUNCTUALITY LIST**

First Name	Surname	Class	Sessions Missed	Sessions Missed since Sept.	PP

**OTHER ABSENCE CONCERN LIST**

<b>ACTIONS</b>					
<ul style="list-style-type: none"> <li>• There are current concerns around these children which mean that any absences should be treated as significant.</li> <li>• A visit from the Attendance Officer should be requested and other professionals may need to be informed.</li> <li>• Headteacher or Safeguarding Lead should be informed on any day that they are absent.</li> </ul>					
First Name	Surname	Class	Current %	Previous Year's %	PP



## Absence Request Form

<b>Child's Name:</b>  <b>*if request is for more than one child please use a form for each child</b>	
<b>Year Group / Class</b>	
<b>Date(s) of requested absence</b>	
<b>Brief summary of reason for request</b>  <b>(You will be asked to provide evidence of the reason for the request)</b>	

Any request for absence will require you to attend an interview with [insert name of Attendance Contact].

On signing this form you understand that:

- The Headteacher will not authorise absence unless there are exceptional circumstances (please refer to our Absence policy [insert the link to the policy on the school website] )
- If this request is unauthorised and you take your child out of school, you may receive a penalty notice
- If your child does not return to school on the agreed date he or she may be taken off the school roll, and you will have to re-apply to re-admit your child. If the year group has become full, your child may lose his or her place

*Please note if your request is refused and you still take your child out of school on these dates, a request will be made to Education Welfare Service for a Penalty Notice to be issued. A penalty notice incurs a fine of £60 if paid within 21 days, increased to £120 if paid after 21 days but within 28 days. This will be issued to each parent, and for each child who is not at the school on the dates requested*

Parent's Name	Signature	Date

Person receiving form	Signature	Date

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## Attendance Monitoring Guidelines

**At any point if anyone is concerned about the pupil's well-being, the police should be contacted and asked to conduct a safe and well check.**

### Autumn 1

- Any pupil with attendance below 96% for the previous academic year should be added to the monitoring list and a letter sent to parents informing them of this and that further absence will not be authorised without medical evidence.
- Attendance for these pupils is monitored daily- if absent a home visit should be conducted.
- Attendance for all pupils is monitored weekly, if it dips below 96%, the pupil is added to the monitoring list.
- If a pupil's absence continues to be a concern (remains below 96% and is not improving), parents should be invited into a meeting at school to discuss attendance issues.
- If a pupil has 10 unauthorised absences in any revolving 10 week period, the case may be referred to the Education Welfare Service for legal action.

### Autumn 2, Spring 1, Spring 2, Summer 1, Summer 2

- Any pupil with attendance below 96% for the previous half term should be added to the monitoring list and a letter sent to parents informing them of this and that further absence will not be authorised without medical evidence.
- Attendance for these pupils is monitored daily- if absent a home visit should be conducted.
- Any pupil with attendance below 96% for the previous academic year that has attendance below 96% for this academic year should remain on the monitoring list.
- Any pupil with attendance below 96% for the previous academic year and has attendance above 96% for this academic year should be removed from the monitoring list and a thank you letter sent to parents informing them that their child's attendance has improved and they have been removed from the monitoring list.
- Attendance for all pupils is monitored weekly, if it dips below 96%, the pupil is added to the monitoring list.
- If a pupil's absence continues to be a concern (remains below 96% and is not improving), parents should be invited into a meeting at school to discuss attendance issues.
- If a pupil has 10 unauthorised absences in any 10 week revolving period, the case may be referred to the Education Welfare Service for legal action.
- If a pupil's attendance dips below 90% (ie they are classed as a PA), action must be taken (at least one of the steps below):
  - **Invited into school to discuss ways to improve attendance**
  - **Referral to EWS for unauthorised absence (holiday or other)**
  - **Referral to school pastoral/safeguarding team**
  - **Referral to Community Public Health team (school nursing team)**