



PRENTON HIGH SCHOOL FOR GIRLS

ATTENDANCE AND PUNCTUALITY POLICY

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OUR AIMS

We are committed to meeting our obligations with regards to school attendance through our whole school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent absence and severe absence.
- Ensuring every student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure students have the support in place to attend school.
- We will also promote and support punctuality in lessons.

Legislation and guidance

Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. This policy applies to all children registered at Prenton High School and this policy is made available to all parents/carers of students who are registered at the school on the school's website.

For the purposes of this policy and other school attendance issues, a parent is as defined under section 576 of the Education Act 1996

- All natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Parents who do not ordinarily reside with the child may also be subject to Education Penalty Notices depending on the circumstances.

Although parents and carers have the legal responsibility for ensuring their child's good attendance, the Headteacher, Staff and Governors at our school work together with other professionals and agencies to ensure that all students are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at school, have missed two whole terms of learning.

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

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ROLES AND RESPONSIBILITIES

Prenton High School will:

- Meet the legal requirements set out by Government;
- Give a high priority to punctuality and attendance;
- Develop procedures that enable the school to identify, follow up and record unauthorised absence and patterns of absence;
- Consistently record authorised and unauthorised absences on the register using the correct attendance code (see table Appendix 1);
- Develop a range of effective strategies to follow up intermittent and long-term absenteeism and promote good attendance;
- Encourage open communication channels between home and school to improve attendance and punctuality;
- Develop procedures for the reintegration of long-term absentees;
- Seek advice from the Locality Attendance Officer (LAO) any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- Develop procedures leading to a formal referral to the Local Authority;
- Adequately provide for students with difficulties, within the bounds of resources available.
- Regularly update governors about school attendance and attendance concerns;
- Report regularly to parents (for example, at Progress Evening) on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance and punctuality.

HEAD OF STUDENT SERVICES

The Head of Student Services is responsible for:

- Leading Attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Reporting on attendance to Governors and Senior Leadership Team.

ATTENDANCE MANAGER

The Attendance Manager is responsible for:

- Overall monitoring of school attendance
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Head of Student Services and the Senior Leadership Team
- Advising the Headteacher and Head of Student Services when to issue fixed penalty notices

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- Contacting families where concerns are raised about absence, including arranging meetings to discuss attendance issues
- Meeting with a student following an absence from school where appropriate
- Monitoring individual attendance where concerns have been raised
- Working with the Local Authority Attendance Service to tackle persistent absence
- Writing Attendance Action Plans and reviewing progress termly

YEAR LEADERS

Year Leaders are responsible for:

- Leading attendance across the year group/s
- Giving attendance a high profile at assemblies and school events
- Monitoring year group attendance targets and record keeping
- Implementing systems of rewards and intervention
- Contacting parents to discuss attendance concerns as soon as they are identified
- Meeting regularly with the Attendance Manager to review the attendance of their year group
- Working with Head of Student Services, Attendance Manager and Student Support to create individual support plans, making referrals for additional support where appropriate
- Working with identified students, implementing strategies to improve attendance

FORM TUTORS

Form Tutors are responsible for:

- Keeping an accurate register and ensure registers are saved on SIMs at the end of every registration.
- Emphasising with their class the importance of good attendance and punctuality
- Praising and rewarding students with good attendance and punctuality.

ROLES OF THE ATTENDANCE TEAM IN SCHOOL

Other members of the schools' team who are responsible for attendance are:

- **Headteacher and SLT**
- The School Governors, **who are responsible for overseeing school attendance and agreeing policies and procedures;**

WHAT IS EXPECTED OF THE LOCAL AUTHORITY

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children.

The LA is expected:

To provide support to schools and parents/carers to fulfil their legal duty. The Attendance Service is the enforcement agency of the LA, as well as providing guidance and support through its officers;

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To use sanctions such as Education Penalty Notices or prosecutions in the Magistrates Court as and when appropriate.

Parents/Carers:

Parents/Carers are expected to:

- Make sure their child attends school every day on time. Students should be in their form room at 8.40am, ready for registration at 8.45am
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school
- To work closely with the school to resolve any problems that may impede a child's attendance;
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will only be approved in exceptional circumstances;
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such public examinations.
- To provide evidence, if requested, if there are repeat absences for medical reasons.
- Making requests for authorised leave of absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- The Education Act [1996] Section 444 requires parents to ensure that their children receive full-time education which suits their needs. Parents who fail in this duty may be prosecuted via the courts and fined up to £2 500 or, in some cases, imprisoned. The Anti-Social Behaviour Act [2003] Section 23 also indicates parents may be issued with a Fixed Penalty Notice if their child's absence from school is unauthorised. Fixed Penalty Notices are for £60 if paid within 21 days and £120 if paid within 28 days.

WHAT IS EXPECTED OF THE STUDENTS:

Students have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

Students must arrive in school by 8.30 each day.

AM registration will be taken at 8.40am and ends at 9am.

PM registration will be taken at 1.00 and will be kept open until 1.10pm.

Students are expected:

- To attend school regularly and punctually;
- To attend every timetabled session on time
- To inform a trusted adult if there is a reason they are not happy to attend school;
- To attend Attendance and Punctuality interventions if requested.

RECORDING ATTENDANCE

Attendance register

We will keep an attendance register, and place all students onto this register.

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We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- 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 amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is recorded or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student 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.

Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible by telephoning the school absence line: 0151 644 8114, sending a text to: 07500209752; Or emailing attendance@prentonhighschool.co.uk. Parents can also report an absence through the parent mail app.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If your child's poor attendance record continues you will be asked to meet with the Attendance Team to resolve the problem, but you can approach the school at anytime if you are having problems getting your child to school.

Parents/carers should contact the school by 8.30am on the first day of their child's absence. When parents/carers notify school of their child's absence it is important that they provide school with details of the reason for their absence, along with the expected return to school date.

This information is used to determine whether the absence is recorded as authorised or unauthorised. The Headteacher in each school has the authority to determine whether absences are authorised or unauthorised.

If staff have not received reasons for a child's absence they will contact parents/carers requesting these details. If they cannot make contact to confirm the reason, then the absence will be recorded as an

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unauthorised absence (Attendance Code O). Unauthorised absences can result in an Education Penalty Notice being issued by the Local Authority.

Medical Evidence:

Schools may need more evidence, particularly if there are repeat absences for medical reasons.

Schools will accept the following as medical evidence:

- Doctor's certificate
- Appointment card- Date stamped
- Medication in the name of the child
- Prescription
- Text message from doctors or NHS confirming an appointment
- Care of the chemist –date stamped slip to show medical advice has been sought
- Appointment letters from hospital, doctor or dentist

This is not an exhaustive list.

In some cases, schools may need to ask parents/carers about getting the School Nurse involved and/or a Doctor if there are particular concerns about health-related absences.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

All applications for leave of absence must be made in advance on the leave of absence request form which can be obtained from the school office or found in the appendices of this policy.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

APPROVAL FOR TERM-TIME ABSENCE

In line with Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances. The principles for defining exceptional are: rare, significant, unavoidable and short, with unavoidable meaning an event that could not reasonably be scheduled at another time.

Taking holidays in term time will affect your child's education and parents are discouraged from withdrawing their child from school during term time and we ask all parents to consider that **that any savings you may make by taking a holiday in school time are offset by the cost to your child's education.**

There is no automatic entitlement in law to a leave of absence in school time to go on holiday.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as an Education Penalty Notice.

Absence and Punctuality Procedures:

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not

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- Identify the correct attendance code to use

First Day Contact

Where a child is absent from school and school have not received any verbal or written communication from the parent, then a first day contact process will be initiated.

If a child is absent:

- School will telephone parents/carers to advise that their child is not in school and no reason for absence has been given. This will be done through the truancy call system and/or follow up calls from a member of staff.
- School will telephone any other persons on the student's contact list if they are unable to make contact with the parent.
- The Truancy Call system will continue to make calls to parents / carers until approx. 8pm, unless a response has been received.

Parents may receive a home welfare visit from either school staff or Merseyside Police in order to ensure the safety of you and your child.

If because of medical and/or mental health needs, the absence is likely to continue for an extended period, a referral may be made to The Home Education Service which is a local authority service based at 1 Pilgrim Street, Birkenhead, Wirral, CH41 5EH

It provides temporary, continuing education for children who cannot attend their mainstream school, LA funded special school or alternative provision because of their medical and/or mental health needs.

Admissions: There is a dual referral process to access support from the Home Education Service; a medical referral which is supported by a school referral.

Medical referrals must come from a paediatrician, NHS specialist consultant, CAMHS psychiatrist or senior CAMHS therapist/psychologist. The medical referral is the trigger for students to be eligible for home education, school referrals alone cannot usually be considered.

Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Poor punctuality is **not acceptable**. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving students also disrupt lessons and this can be embarrassing and upsetting for the child.

Lateness can also encourage absence as some students would rather not attend school at all than arrive late.

How we manage lateness:

- Each child is expected to be in school at the start of the school day
- AM registers are marked at 8:40am and your child will receive a late mark if they are not in by that time. At 9:00am the registers will be closed. PM registers are marked at the started of lesson 4 at 1pm.
- If your child arrives in school between 8:40am and 9:30am, they will receive a LATE mark.
- In accordance with the Regulations, if your child arrives after 9:30am they will receive a mark that shows them to be present on site, but this will not count as a present mark in law and it will mean they have an unauthorised absence. This means that you may face the possibility of an Education Penalty Notice if the problem persists.
- Any late students should enter school through the main entrance.

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- If a child arrives unaccompanied by a parent/carer the staff will ask the student to offer a reason for lateness and this will be followed up by a phone call.
- If lateness becomes a regular occurrence parents/carers will receive a phone call to enquire about reasons and offer support as necessary. Parents/carers may also be requested to attend Punctuality Panel Meetings.

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via Progress Updates and through Class Charts (further detail to be added here.)

AUTHORISED AND UNAUTHORISED ABSENCE

Types of absence

Every half-day absence from school has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for reasons such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Acceptable reasons for an authorised absence:

- Leave of absence authorised by the school but not a holiday (Code C)
- Excluded from school but no alternative provision made (Code E)
- Holiday authorised by the school (Code H)
- Illness (Code I)
- Medical or dental appointments (Code M)
- Religious Observance (Code R):

where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Study Leave (Code S)
- Traveller students travelling for occupational purposes (Code T) – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. It is this type of absence which can lead to the Authority using sanctions and/or legal proceedings and includes:

- Holiday not authorised by the school (Code G)
- Reason for absence not yet provided (Code N)
- Absent from school without authorisation (Code O) This may include shopping and birthdays.
- Arrival in school after registration closed (Code U)

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. It is important that you inform the school if your child is experiencing any issues which impact on attendance.

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In the case of unauthorised absences, an Education Penalty Notice may be issued. Head Teachers may submit a written request to the Attendance Service using the appropriate proforma asking for a Warning Letter and subsequently an Education Penalty Notice to be issued to parents/carers.

Persistent Absenteeism (PA) is when a student misses 10% or more (19 days) of their schooling across the full school year for whatever reason. Absence at this level is doing great harm and parents' and students' complete support is needed to address this.

Schools will give priority to any student either at the PA level or at danger of reaching it and parents/carers will be informed of this immediately so that together a plan can be agreed and put in place to get that child back into school.

Attendance rates and subsequent action:

<u>Attendance Rate</u>	<u>Absence Rate</u>	<u>PHS Action</u>
100%-95%	0%-5%	<ul style="list-style-type: none"> Rewards issued An automated message from school to confirm any absence. When absent, School will request a reason from home. Form Tutors will speak to students about an absence and offer support if appropriate.
95%-92%	5%-8%	<ul style="list-style-type: none"> Year Leaders will meet with students to discuss absence and initiate intervention, if appropriate An Attendance Support Plan will be implemented and issued to parents/carers if appropriate
92%-90%	8%-10%	<ul style="list-style-type: none"> A Panel Meeting will be arranged for the student and parents / carers, with the relevant Year Leader. The Attendance Support Plan will be implemented or reviewed, and issued to parents/carers. Referral to Learning Support / Student Services support as appropriate. Fixed penalty notice and prosecution will be discussed. A 4 weekly review meeting will be arranged. Head of Learning Support will be consulted regarding any SEND student.
90%-80%	10-20%	<ul style="list-style-type: none"> A further Panel Meeting with the Year Leader and/or Attendance Manager will be arranged. An Attendance Support plan will be implemented reviewed, and issued to parents/carers. No improvement may trigger a Fixed Penalty Notice and the preparation of court documents. Head of Learning Support will be consulted regarding any SEND student.

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80-70%	20-30%	<ul style="list-style-type: none"> • A Panel Meeting with the Attendance Manager and Attendance Locality Officer will be arranged. • An Attendance Support plan will be implemented / reviewed and issued to parents/carers. • If there is no further improvement a legal letter will be issued and a legal attendance meeting with SLT and Governors will take place. • No improvement will trigger a Fixed Penalty notice and the preparation of court papers. • Head of Learning Support will be consulted regarding any SEND student.
Below 70%	30%+	<ul style="list-style-type: none"> • Safeguarding referral to be made to the Early Help Team Community Matters citing Educational Neglect or IFD (Integrated Front Door) if appropriate. • Missing in Education form to be completed if appropriate • Multi-agency meeting to be arranged if appropriate. • Head of Student Services and Head of Learning Support will work together to engage families and initiate appropriate support and intervention.

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school to strategically manage attendance issues. The LA will also have access to this information and will use the reports to support their role.

STRATEGIES FOR PROMOTING ATTENDANCE

Prenton High School recognises and celebrates good and improved attendance. A range of strategies are used and some examples are listed below:

- Attendance has a high profile in whole school assemblies each week;
- There are whole school Attendance displays which are updated regularly;
- 'Sweets and Tweets' presentation for forms with 100% attendance;
- Weekly email via Class Charts to celebrate students with 100% attendance for the previous week
- Termly certificates to recognise students who have reached the school target attendance
- Letters are sent home to recognise and celebrate improved attendance (especially where a student has been in the category of "persistently absent", but has now achieved above 90% attendance);
- Year Leader Rewards
- End of Term Reward Trips
- End of Term 'In to Win' competition draw
- Positive behaviour records

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- Attendance Manager Rewards
- Positive Attendance telephone calls, letters, emails and postcards

ATTENDANCE MONITORING

Prenton High School will:

- Monitor attendance and absence data through SIMS and Fischer Family Trust (FFT).
- Monitor attendance and absence data half termly, termly and yearly across the school and at an individual student level.
- Collate weekly attendance and absence data to identify trends within specific cohorts of students and organise intervention where absences may be a cause for concern.
- Monitor Individual student attendance data, year group data and the attendance data of vulnerable groups through our internal tracking systems and intervention organised as appropriate.
- Monitor the use of specific attendance codes and how they impact data, as well as individual year group data, which includes home visit and meeting information.
- Monitor attendance through student and family meetings and home visits.

The Head of Student Services, Head of Learning Support and Year Leads will meet regularly with the Attendance Manager to monitor attendance and identify appropriate intervention.

School also work with the Attendance Locality Officer to monitor school attendance, agree intervention and refer to external agencies to meet the needs of individual students and specific cohorts of students.

Student-level absence data will be collated each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Provide regular attendance reports to Year Leads, and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

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- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

LEGAL SANCTIONS

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

REMOVAL FROM ROLL

School can only remove a child from their school roll under certain circumstances and when they do so they are required to inform the Local Authority of the details of the child and their new school and any change of address. In order for them to be able to do this parents must provide these details to school preferably before leaving the school.

If a child stops attending a school and their whereabouts are unknown despite any enquiries made by the school, then the school will be required to refer the child to the Local Authority as a **Child Missing in Education**.

ELECTIVE HOME EDUCATION

One of the grounds under which a child can be removed from a school roll is if the parent notifies the Headteacher in writing that they are withdrawing their child from the school and taking full responsibility for the child's education. Again, the school must notify the Local Authority of this and they will make arrangements for the parent and child to be visited.

Parents should be aware that this is not a route to obtaining a place in a school of their choice which may have previously been declined or a way of accessing alternative provision. If after a period of Elective Home Education a parent decides that their child's needs are best met back in a school then the first steps should be to try and return to their previous school.

Whilst it is a parent's right to choose this option for their child, if the child is placed in a special school the local authority must agree to the child being Electively Home Educated.

PART-TIME TIMETABLES AND RE-INTEGRATION PLANS

Sometimes some students are not able to manage being in school full-time especially after a period of absence or when they are moving to a special school or base from a mainstream school or vice versa. In these situations a part-time timetable may be agreed however this should only be a short term measure as the time that the child is not in school still counts as an absence and is recorded using the Code C.

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CHILDREN LOOKED AFTER

The attendance of children in the care of the Local Authority is monitored by the Headteacher and Governors of the Virtual School. The use of the B and X codes for these children must be agreed with the Headteacher of the Virtual School. The use of an N in the register for these children should be very rare as reasons for their absence should be obtained within the same day either directly or via the child's social worker.

MONITORING AND REVIEW

This policy will be reviewed regularly by the Local Authority and updated in accordance with any new legislation or guidance or changes to any other relevant procedures or documents.

Related documents

Education Penalty Notices Procedure for Unauthorised Absences and Exclusions

Enforcement Procedure

Children Missing in Education Procedure

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy: The way we do things here.

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APPENDICES

Appendix 1	Attendance Codes
Appendix 2	Local Authority Application for leave during term-time
Appendix 3	Missing In Education Paperwork
Appendix 4	Student 'Back to School' Meeting following absence

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APPENDIX 1

Attendance codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code	School Meaning	Statistical Meaning	Note
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site educational activity	Approved Educational Activity	Used for a supervised educational activity that has been agreed by the school. Not to be used where a student is at home completing school work.
C	Leave of absence authorised by the school	Authorised absence	Exceptional circumstances but not a holiday
D	Dual Registered – at another educational establishment	Neither absent nor present for statistical purposes	Student scheduled to attend at the other school at which they are registered
E	Excluded but no alternative provision made	Authorised absence	Alternative provision must be made from the sixth day of any fixed period
G	Holiday not authorised by the school or in excess of the period determined by the head teacher	Unauthorised Absence	Cannot be changed retrospectively
H	Holiday authorised by the school	Authorised absence	Exceptional circumstances. Application made in advance.
I	Illness (not medical or dental appointments)	Authorised absence	Parents/carers should notify school on the first day of absence. Can ask parents to provide medical evidence (e.g. prescription, appointment card) if the authenticity of illness is in doubt. Can record absence as unauthorised if not satisfied but should advise parents of this decision.
J	At an interview at another educational establishment or employer	Present	Interview to transfer to another educational establishment
L	Late arrival before the register closed	Present	Registers close at 9.00am
M	Medical or dental appointments	Authorised absence	
N	Reason for absence not yet provided	Unauthorised absence	Amend once the reason is known. If no reason is provided after two weeks it should be replaced with code O

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O	Absent from school without authorisation	Unauthorised absence	Given if school is not satisfied with the reason given
P	Participating in a supervised sporting activity	Present	Approved by the school and supervised by someone authorised by the school
R	Religious observance	Authorised absence	May need to seek advice from the religious body
S	Study Leave	Authorised absence	
T	Gypsy, Roma, Traveller absence	Authorised absence	Travelling for occupational purposes. Agreed with the school but not known if the student is attending elsewhere. If it is known where the child is attended they should be dual registered.
U	Arrived in school after registration closed	Unauthorised absence	
V	Educational visit or trip	Present	Includes residential trips
W	Work experience	Present	
X	Not required to be in school Not Attending in circumstances relating to Coronavirus (COVID 19) – see Attendance and Punctuality Policy Addendum Appendix 1	Attendance required	not When non-compulsory school age children are not expected to attend. If a child is expected to attend full time whilst still not of compulsory school age this code should not be used. Use of this code can hide other safeguarding concerns.
Y	Unable to attend due to exceptional circumstances	Attendance required	not School site closed, transport provided by the school or LA is not available, local or national emergency results in widespread disruption to travel
Z	Student not on admission register	Attendance required	not Register set up in advance of students joining the school
#	Planned whole or partial school closure	Attendance required	not Bank holidays, up to five INSET days and use of school as a polling station

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APPENDIX 2.

APPLICATION FOR LEAVE DURING TERM TIME

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

PARENT'S/CARER'S SECTION				
Surname of child			First name	
Date of birth		Year	Class	
Full name of parent (1)				
Address of parent (1)				
Postcode			Telephone No.	
Full name of parent (2)			Telephone No.	
Address of parent (2)				
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why				
Departure and return date				
Would your child miss any national tests or examinations?			Yes / No	
Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)			Yes / No	
Are there any other siblings? If yes please state their name and the school they attend			Yes / No	
Parent/Carer signature			Date	
SCHOOL SECTION				
Holiday in Term Time	(i) approved ____ school days		(ii) not approved ____ school days	
Reasons				
Date discussed with parent/ carer and/or date informed of approval/ non-approval				
Headteacher's signature			Date	

CHILDREN MISSING EDUCATION (CME01 REFERRAL FORM)

TO BE COMPLETED FOR CHILDREN WHO:

- have relocated and a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school;
- have been absent for 10 consecutive school days and school have been unable to establish their whereabouts following all reasonable enquiries;
- are not believed to be registered at any school nor receiving a suitable education otherwise than at school.

Where there is concern for a child's welfare or safety, appropriate Safeguarding Procedures must also be followed.

REMOVING A STUDENT FROM SCHOOL ROLL

Students without a forwarding school destination should **not** automatically be removed from school roll unless school have confirmed that another local authority or school establishment has taken or will take responsibility for the student's education. This should always be confirmed in writing. Further advice can be obtained from Wirral Attendance Service on **0151 666 3433**.

(This Referral Form may also be used by any other council department/external agencies or Local Authorities to refer a potential child or children you are concerned are missing from education. Please complete the form to the best of your knowledge/ability).

Name of student				DOB	
School (or last known school)				Gender	
UPN				Ethnicity	
Date last attended school				Year Group	
Please indicate status	EHCP	CLA	CIN	CP	
Child's last known/ current home address & postcode					
Child's new home address & postcode (if applicable)					

Names of sibling/s or other children at the address	DOB	M/F	School (if applicable)	
Name of parents or carers	Relationship	Home address (if different to child)		Telephone/Email details
Other emergency contacts (extended family, etc.)				



ENQUIRIES MADE BY SCHOOL TO LOCATE MISSING STUDENT

Has the school tried to contact the student, parents, extended family on emergency contact numbers or in writing by email/text? Please include date/s & outcome/s	
Has the child been discussed with the Locality Attendance Officer? Has school made a home visit? Please summarise and include date/s & outcome/s	
Have school staff, the student's friends or any siblings' schools been contacted to establish if they have any information which might help to locate the missing student? Please include date/s & outcome/s	
Is the student known to Social Care? If so, has school liaised with the named Social Worker?	
Are there any other agencies involved with the student or family? If so, please include name/agency & telephone number/s	

ADDITIONAL INFORMATION	Yes/No
Are there any concerns for the safety and welfare of the child or family members?	
Has a referral been made to the Integrated Front Door (Wirral Children's Social Care)?	
Are you aware of any risks to officers visiting the home? <i>E.g. History of domestic abuse, aggressive dogs</i>	
Are you aware if the child is known to the Compass Team?	
What <u>date/location</u> was the child last sighted by school or another professional?	

Please share any background information you feel is useful and indicate if you have attached additional information and/or correspondence to this referral ie. Register, letter/email to/from parent etc

NAME	POSITION
SCHOOL or AGENCY	
TELEPHONE / MOBILE	DATE OF REFERRAL
EMAIL	

Please send this referral to Wirral Attendance Service by secure email to cme@wirral.gov.uk

APPENDIX 4

Student "Back to School" meeting following an absence:

Attendance Percentage	Action
90-100%	Back to school meeting with Form Tutor: <ul style="list-style-type: none">• Is student fully recovered?• Is subject support needed?• Do they have everything they need to catch up on work missed?• Is any other support needed?
75-90%	Back to school meeting with Year Team: <ul style="list-style-type: none">• Is student fully recovered?• Is there anything impacting upon attendance which they need support with?• What intervention is already in place?• Is additional subject / wellbeing support needed?• Do they have everything they need to catch up on work missed?
50-75%	Back to school meeting with Attendance Team: <ul style="list-style-type: none">• What was the reason for the absence?• Is student fully recovered?• Is there a particular trend / pattern that needs further exploration?• Is subject/wellbeing support needed?• Is there anything impacting upon attendance which they need support with?• What further intervention is needed?
Below 50%	Back to school meeting with Head of Student Services or SENco: <ul style="list-style-type: none">• What was the reason for the absence?• Is student fully recovered?• Is there a particular trend / pattern that needs further exploration?• Is subject/wellbeing support needed?• Is there anything impacting upon attendance which they need support with?• What further intervention is needed?