



**SUMMERFIELD
EDUCATION
CENTRE**



CARING

BELIEVING

UNDERSTANDING

**Supporting students on
their path to success**

Attendance Policy 2020

Completed: September 2020
Review: September 2021

RATIONALE

Poor attendance disadvantages children.

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available.

AIM

- [To improve the overall attendance of children at school.](#)
- [To improve children's attainment through good attendance.](#)
- [To encourage parents to ensure that children arrive at school on time.](#)
- [To make attendance a priority for all those associated with the school, including parents, pupils, teachers and governors.](#)

[To achieve these aims for our pupils, we are committed to the following:](#)

- [a welcoming, stimulating and safe learning environment;](#)
- [for all staff to feel happy to come to school to work with pupils, developing them to their full potential;](#)
- [high expectations of our pupils and all staff;](#)
- [a broad, balanced and relevant curriculum;](#)
- [recognise and celebrate achievements in all areas of school life;](#)
- [equal access to all aspects of the curriculum and school life;](#)
- [high quality teaching using a variety of teaching strategies;](#)
- [a range of resources that are effectively used to support and challenge learning;](#)
- [provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;](#)
- [support, guidance and training for all those who teach and work with our children;](#)
- [foster and maintain links with our wider community](#)

~~Children whose attendance is good will be rewarded regularly.~~

Legislative Framework

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

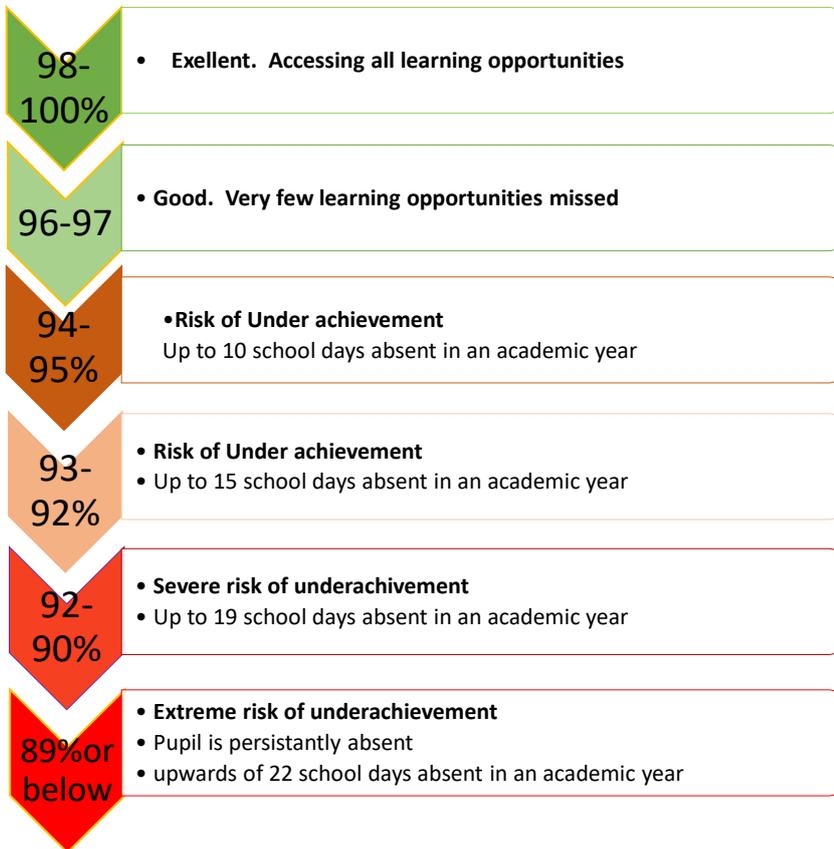
Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

AIMS

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

At Summerfield Education Centre we expect all children to achieve attendance that is at least 95%



Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly;
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason;
- Regular, efficient and accurate recording of attendance;
- Follow up support if needed.

Who is responsible for attendance issues in school?

- The School has a named senior member of staff with responsibility for attendance issues, who should work closely with the designated safeguarding lead where there are attendance concerns.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues in school.
See [Appendix 1](#) for a detailed breakdown of these roles and responsibilities.
- Attendance matters are reviewed by the head and members of the senior management team.
- Attendance issues are reported at least termly to the Governing body.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with Children's attendance at school. School employ CSAWS to provide legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.
- We believe that through attending school every day on time children and young people will get the best possible start in life.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from

school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

[Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006 as amended by the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016.](#)

[Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.](#)
[In September 2016, the Department for Education updated the statutory guidance to reflect the 2016 amendments to the Education \(Pupil Registration\) \(England\) 2006 Regulations.](#)

[All schools \(including academies and independent schools\) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations \(as amended\).](#)

[Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 8\(1\), sub-paragraphs \(f\)\(iii\) and \(h\)\(iii\).](#)

[This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures;](#)

Designated Safeguarding Lead Handbook pathway on children missing from education is in [Appendix 2](#). This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

The attendance lead and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly. Schools use the Solihull Multi-agency Thresholds Criteria

www.solgrid.org.uk/safeguarding which is summarised in [Appendix 3](#) to identify the level of concern and provide the appropriate level of support.

Truancy within school

[Summerfield Education Centre monitor attendance to each lesson period of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Officer is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.](#)

Formatted: Font: (Default) Arial

Field Code Changed

Formatted: Font: (Default) Arial

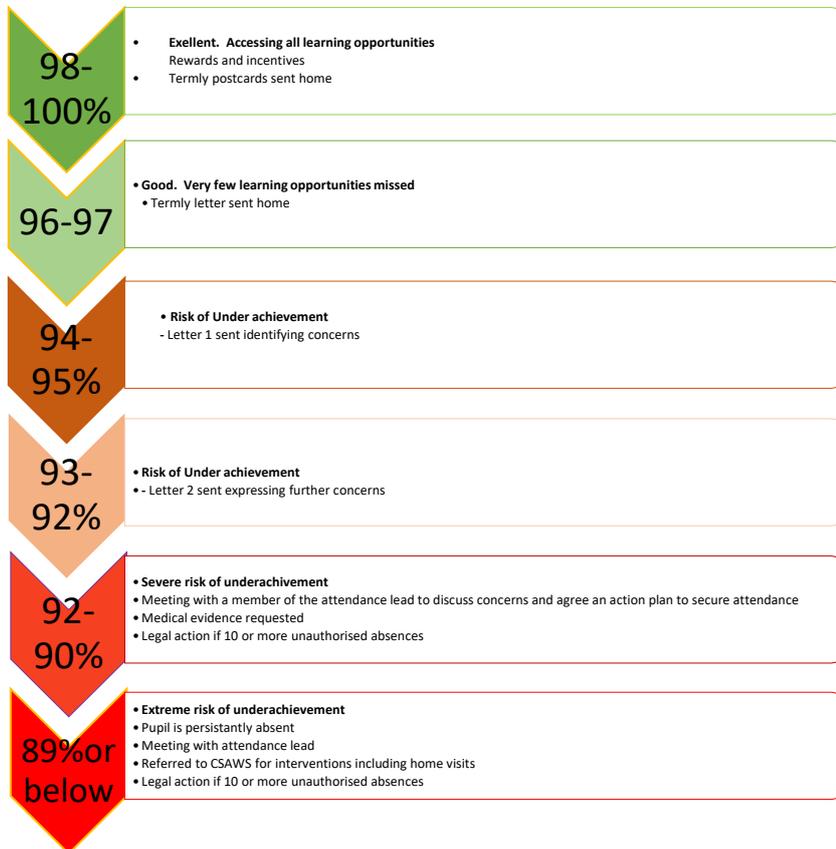
Formatted: Font: (Default) Arial

Field Code Changed

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider agreed by the school for all or part of their timetable. In this instance, the pupil remains on roll at Summerfield Education Centre. Attendance to approved alternative providers is monitored and reflected on school registers. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Summerfield Education Centre.

Summerfield use the following diagram to illustrate the procedures followed to reward good attendance and address attendance concerns of all pupils.



Where attendance has deteriorated rapidly, there are concerning patterns of absence, a number of unauthorised absences, or parents have not responded to concerns raised a referral may be made straight to CSAWS. Referrals will be made to the Education Enforcement team for the issue of penalty notices where pupils have 10 or more unauthorised absences.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Summerfield Education Centre procedures to for maintaining registers including the procedures for marking registers:

Procedure	Person responsible
1. Registers must be taken at the start of the morning session and once during the afternoon session	Attendance Officer / Learning Mentors
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity.	Attendance Officer
3. Pupils should only be marked present if they are in the room when the register is called.	Attendance Officer /Learning Mentors
3. Spaces must not be left in the register	Attendance Officer
4. Reasonable adjustments and additional requirements, time amendments etc.	SLT Admin Assistants
5. The School operates a Walkie-talkie system to quickly communicate any incidents for example; should a child go missing. The DSL or DDSL take charge of decision making and admin staff notify parents. If staff lose sight of a child, then the police will be notified of the disappearance.	All School Staff

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Bold

Every half a day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the head teacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Head Teacher. [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)].

School has procedures in place to resolve unexplained absences within two weeks.

Attendance registers may be kept manually or electronically.

School complies with and uses the DFE compulsory national attendance codes [to categorise absence:](#)

Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances

#	School closed to pupils	Not counted in possible attendances
---	-------------------------	-------------------------------------

Working in partnership with parents

Formatted: Font: (Default) Arial

Absence:

Formatted: Font: (Default) Arial

If a child is absent from school parents should contact the school on the first day of absence and maintain contact with the school throughout the absence.

School registers are checked for any absences 15 minutes after designated start time (to accommodate staggered entry), where there has been no contact by parents and reason given.

Formatted: Font: (Default) Arial, Not Highlight

Formatted: Font: (Default) Arial, Not Highlight

School staff will call parents to ascertain a reason for the child absence from school.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Highlight

If staff are concerned about a child's absence or there is no response to text messages, they will follow the process which includes telephone calls to parents, other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Highlight

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2019).

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Highlight

Formatted: Font: (Default) Arial

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2019). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Formatted: Font: (Default) Arial, Not Highlight

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, Not Highlight

~~If a child is absent from school parents should contact the school on the first day of absence and maintain contact with the school throughout the absence.~~

Formatted: Font: (Default) Arial

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

Formatted: Font: (Default) Arial

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested

However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness

Field Code Changed

The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent odd days' absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is a particular medical problems and school may need evidence to seek additional support/provide support

Requests for leave of absence (exceptional circumstances)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Procedure for requesting a planned absence

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form ([Appendix 4](#)) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result, for that specific timeframe, it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the absence request form which can be obtained from the school office ([Appendix 4](#)). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Head teacher.

- Where the head teacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the pupils' attendance record, they may use the absence leave calculator
- If the Head teacher deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer ([Appendix 5: model pro forma](#)).
- If the Head Teacher deems that the reasons are not exceptional and the leave of absence will not be authorised. A letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (appendix 6) must be used.
- If once notified in writing of the decision to un-authorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupil's register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences should be referred immediately to the Education Enforcement Team by email request for consideration and could result in the issue of a fixed penalty notice.

Medical appointments

[Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.](#)

[Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.](#)

[Parents are requested to notify school 24 hours prior to appointment and provide a copy of the appointment letter or card.](#)

Other reasons for absences:

Other reasons for absence must be discussed with the school each time, notes will not necessarily be accepted as providing valid reasons.

The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

[Religious Observance](#)

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Traveller Absence

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

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Examples of authorised absence may include, days of religious observance, illness, and medical appointments.

Parents can support regular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parent's evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working partnership with the school to resolve any issues that are impacting on their child's attendance.

Lateness

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

To access the most of the school day we ask parents to ensure that their children are in the Centre for their designated start time.

Children arriving less than 15 minutes late for school should report to the school attendance officer.

School registration will close 15 minutes after your child's designated start time.

Where a pupil arrives, without prior notification from parents/carers after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

The registers monitored daily and to identify pupils who are arriving late and regular late arrival for school will be challenged as not acceptable. Pupils who have 10 or more U codes will be referred to the Education Enforcement Team for the issue of a penalty notice.

~~Children must attend on time to be given a present mark for the session.~~

~~Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).~~

~~School registration will close at 09:15am.~~

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- Formatted: Font: (Default) Arial
- Formatted: Font: (Default) Arial, Not Highlight
- Formatted: Font: (Default) Arial
- Formatted: Font: (Default) Arial, Not Highlight
- Formatted: Font: (Default) Arial

Formatted: Font: 12 pt

Formatted: Font: (Default) Arial, Not Highlight

- [We should always keep in touch with a student/and his/her family during a long absence.](#)
- [We should always make sure he/she is welcomed back](#)
- [We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.](#)

[Head Teacher and SENCO to consider a phased return where appropriate. This needs to be considered in line with the Solihull LA process and procedure, which includes seeking expert advice from relevant professionals and co ordinating a multi-agency meeting. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to a package of support which may include providing a mentor \(staff member/student\)](#)

[Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.](#)

Poor attendance

Those children whose attendance falls below national average will be closely monitored and further action considered. School will challenge the attitude of those pupils and parents who give a low priority to attendance

All registers will be checked and absences monitored on a regular basis.

Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

School has a clear and escalating approach to intervention where there are concerns regarding school attendance.

After school has attempted to address attendance issues with parents, and if there is no improvement the Education Enforcement Team will be informed where the child's attendance remains a concern.

School has in place a system for enabling returning pupils to catch up on learning and reintegrate within the school.

Persistent Absences

ATTENDANCE PANELS

Data Analysis

[All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.](#)

[Attendance Data is published on the DFE website as part of the annual publication of school statistics.](#)

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

Attendance records identify pupils who are absent from school for reasons other than medical pupils

Appendix 1
Summerfield Education Centre
Roles and Responsibilities for School Attendance

Role	Responsibilities
Management Committee	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) <input type="checkbox"/> Setting Attendance targets <input type="checkbox"/> Reviewing school attendance <input type="checkbox"/> Agreeing and Reviewing School Policy <input type="checkbox"/> Chairing attendance panels
Head Teacher	<ul style="list-style-type: none"> <input type="checkbox"/> Compliance with relevant legislation <input type="checkbox"/> Putting into practice school policy <input type="checkbox"/> Authorising/un-authorising absences <input type="checkbox"/> Leave of absence request <ul style="list-style-type: none"> <input type="checkbox"/> Line management <input type="checkbox"/> Contact with parents : overview of clear and escalating interventions <input type="checkbox"/> Responsibility for links with Education Enforcement Team <input type="checkbox"/> Attendance at attendance panels
Senior member of school staff /Attendance lead	<ul style="list-style-type: none"> <input type="checkbox"/> Compliance with relevant legislation <input type="checkbox"/> Putting into practice school policy <input type="checkbox"/> Line management <input type="checkbox"/> Contact with parents overview of clear and escalating interventions <input type="checkbox"/> <input type="checkbox"/> recording and evaluation of interventions <input type="checkbox"/> Data analysis <input type="checkbox"/> Responsibility for links with Education Enforcement Team <input type="checkbox"/> Data analysis. <input type="checkbox"/> Promoting school attendance <input type="checkbox"/> Management of reward scheme <input type="checkbox"/> Pupil Profiles <input type="checkbox"/> Planning attendance panels
Support Staff :	<ul style="list-style-type: none"> <input type="checkbox"/> First day calling <input type="checkbox"/> Late arrivals <input type="checkbox"/> Attendance targeting <input type="checkbox"/> Day to day responsibility for escalating approach
Class teachers	<ul style="list-style-type: none"> <input type="checkbox"/> Marking registers <input type="checkbox"/> Promoting importance of regular schools attendance

	<ul style="list-style-type: none"> <input type="checkbox"/> Providing early warning of attendance concerns <input type="checkbox"/> Positive role modelling <input type="checkbox"/> Following policy and procedures
School Office	<ul style="list-style-type: none"> <input type="checkbox"/> Maintaining registers <input type="checkbox"/> First day calling <input type="checkbox"/> Late arrivals <input type="checkbox"/> Attendance targeting <ul style="list-style-type: none"> • Process for clearing registers • Day to day responsibility for escalating approach

~~Attendance data is analysed attendance by year group, classes, groups of pupils for example ethnicity or gender to help identify areas of concern and attendance patterns.~~

Formatted: Right: 0 cm, Space After: 0 pt, Line spacing: single, No bullets or numbering

Appendix 2

Children missing from education pathway

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing in their area.

All education providers should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

School Requirements

The **law** requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11).

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work.

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

Involving other agencies and signposting:

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority. **Email:** educationwelfare@solihull.gov.uk or telephone 0121 779 1737.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Solihull Children's Services:

MASH (0121) 788 4300
Out of Hours (EDT) (0121) 605 6060

Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care http://solihullscb.proceduresonline.com/chapters/p_ch_missing.html

Solihull MBC LSCB procedures for Children Missing Education
http://solihullscb.proceduresonline.com/chapters/p_safeguard_educ.html

If the school do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

School Action: (1) Email address childrenmissingeducation@solihull.gov.uk
Telephone: 0121 704 6145

(2) Complete CME notification form
<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Families of members of the Armed Forces

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children’s Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils’ education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support schools to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20\(2\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc)

Solihull Local Authority Penalty Notice Code of Conduct

- 1 Where a request for **leave of absence** has been made and the school have sent written notification to parents that the absence will be

unauthorised a **penalty notice** will be issued where **the trigger of 10 sessions** of unauthorised absence is met.

- 2 In all other cases of unauthorised absence accrued over time, a **Warning letter** will be issued by the SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at **least 10 sessions** of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences. Relevant paperwork can be found at

<https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGA/TPS>

Education Enforcement Team contact details:

Email: educationwelfare@solihull.gov.uk

Telephone: 0121 779 1737

Deletions of pupil from the admission register

Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx> All schools must inform their local authority of any pupil 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.: elective home education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- 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 school at the end of that period
- have been permanently excluded

Additional Guidance

Guidance including an additional letter for when parents do not request a leave of absence but school become aware they have taken a holiday in term time is available at

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20\(2a\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20(2a).doc)

Resources, Guidance and Legislation on CME

Removing Pupils from Roll: Guidance for Schools (SMBC, September 2011)
<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (DfE, October 2014)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

Ensuring a good education for children who cannot attend school because of health needs: Statutory guidance for local authorities (DfE, January 2013)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf

Exclusion from maintained schools, academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf

SMBC Exclusions Documents
<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC model attendance policy
<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC attendance toolkit
<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC CME notification form
<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Solihull MBC removing pupil from roll notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx> Keeping Children Safe In Education (2015)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

Children missing education: Statutory guidance for local authorities (DfE January 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf

HMCI Advice Letter (July 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_Letter_from_HMCI_on_the_latest_position_with_schools_in_Birmingham_and_Tower_Hamlets.pdf



Solihull Local Safeguarding Children Board

If you believe a child is suffering, or is at risk of suffering, significant harm, always contact the Referral and Assessment Team on 0121 788 4333.

If, once you have taken appropriate action, you are then concerned about the response of another agency refer to Solihull Escalation guidance which supports the resolution of case disagreements: http://solihullscb.proceduresonline.com/chapters/p_resolve_diff.htm

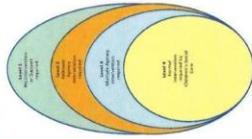
The Multi-agency Guidance on Threshold Criteria to help support Children, Young People and their Families in Solihull can be found on the Solihull LSCB website (detailed below) by clicking the About us/Interagency procedures tabs.



Solihull Local Safeguarding Children Board
The Bluebell Centre, 10 West Mall
Chelmsley Wood Shopping Centre
North Solihull B37 5TN
Phone: 0121 788 4325 (General) & 0121 788 4478 (Training)
Fax: 0121 788 4414
E-mail: lscb@solihull.gov.uk (General) or lscbtrain@solihull.gov.uk (Training)
Website: www.solihull.gov.uk/spaysafe

We acknowledge Herefordshire Safeguarding Children Board

Supporting Professional Judgement: Thresholds

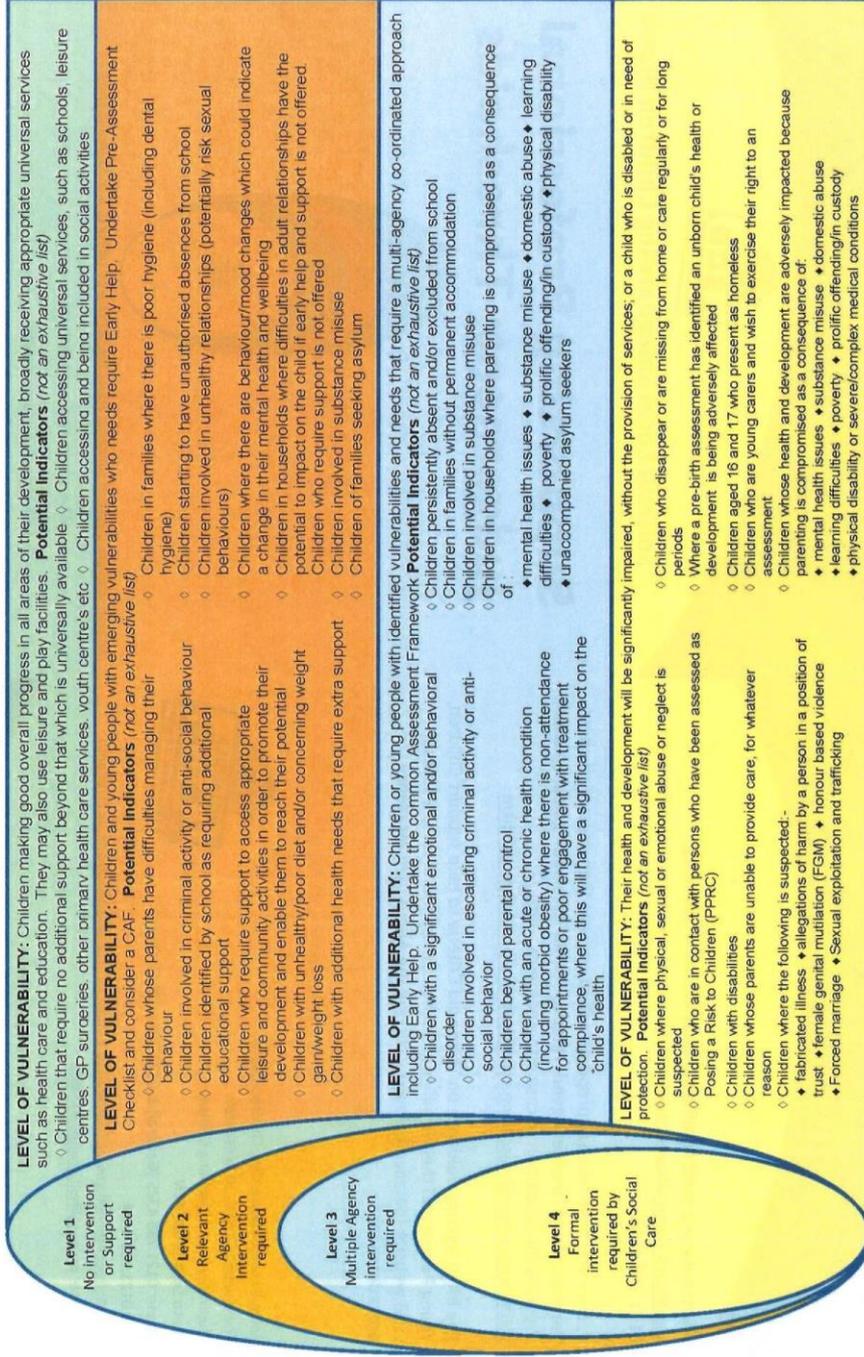


All staff who are aware of concerns about the welfare or safety of a child should know:

- ◊ What services are available locally
- ◊ How to gain access to services
- ◊ Who to contact in what circumstances
- ◊ When and how to make a referral to Children's Social Care

Levels of Need

Supporting Your Professional Judgement



Appendix 4

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil	Class
Date of birth	
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the (<i>please insert appropriate member of SLT</i>) (please attach your supporting evidence)	
Address.....	
Leave of absence from date:..... to date	
Number of schools days that your child will be absent from school	
Signature	Date
Name of Parent/Carer	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

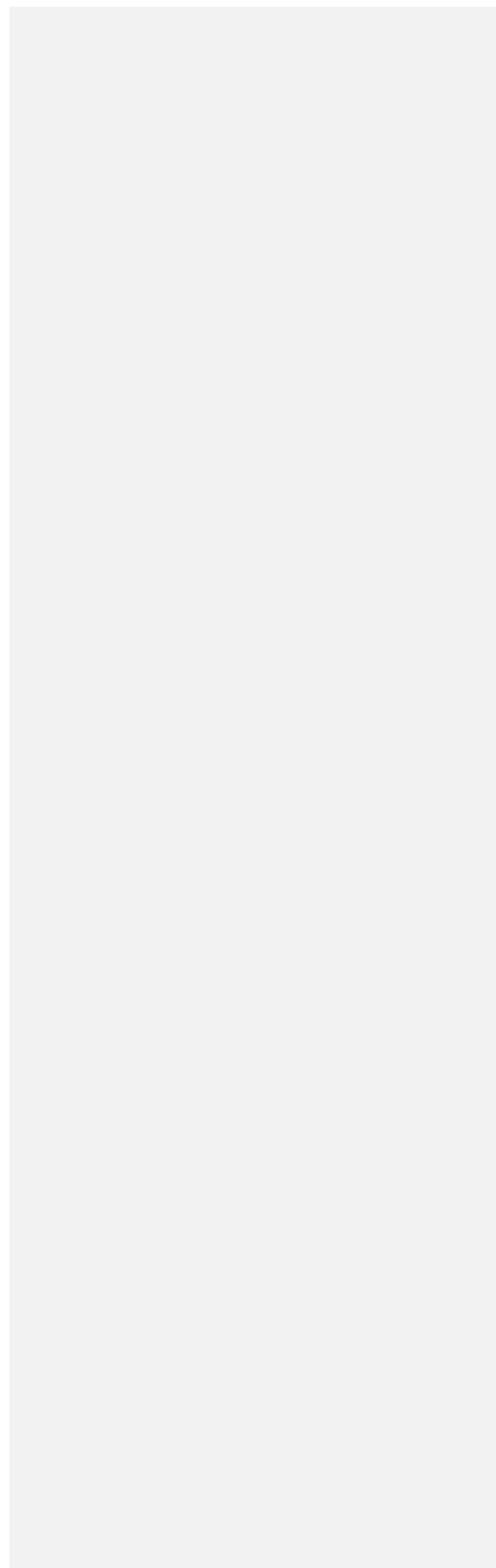
For School Use:

Previous requests for leave of absence Yes / No Attendance %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

Authorised **Unauthorised** **By Headteacher**



Authorised Exceptional Leave of Absence Standard Letter

Appendix 5

Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Headteacher

cc Class Teacher/File

Appendix 6

Unauthorised Leave of absence letter

TO THE PARENTS OF:

Dear *(inset name of parent. A individual letter should be sent to each parent, for each child as each is potentially a separate offence and a penalty notice may be issued to each parent for each fine)*

Re Leave of absences request for *(pupil name dob)*

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

If you decide to go ahead with the proposed leave of absence requested for *(pupil name)*, the absence will be marked as unauthorised on the school register. Unauthorised absences are referred to Solihull MBC enforcement team. This may result in a Penalty Notice being served with a fine of up to £120 payable for failure to comply with the law.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher

c.c. Class Teacher/File

Appendix 7:

Attendance Profile

Name:

Form:

Date:	Att. % (attach registration certificate)	Siblings :
SEND <input type="checkbox"/>	EHCP <input type="checkbox"/>	Young Carer <input type="checkbox"/>
FSM Y/N	Exclusion no days :	LAC Y/N

<p>Current school interventions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Help <input type="checkbox"/> Curriculum support <input type="checkbox"/> Exclusions <input type="checkbox"/> Report <input type="checkbox"/> Child Protection Plan <input type="checkbox"/> Enforcement Notice <input type="checkbox"/> Individual Health Plan <input type="checkbox"/> Other 	<p>Other agencies currently involved:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Help Engage Service <input type="checkbox"/> Youth Offending Team <input type="checkbox"/> Solar Mental Health Service <input type="checkbox"/> Child Protection Plan, <input type="checkbox"/> Child in Need Plan, <input type="checkbox"/> Looked After Child, <input type="checkbox"/> Specialist Inclusion Support Service (i.e. ESBD, Hearing Impairment etc.) <input type="checkbox"/> Housing <input type="checkbox"/> Adult Mental Health <input type="checkbox"/> Solihull Integrated Addiction Services <input type="checkbox"/> Health <input type="checkbox"/> Young Carers Service <input type="checkbox"/> Police <input type="checkbox"/> SMBC Child Sexual Exploitation Team <p>Other please specify.....</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Key Issues (including reasons for absence if known):

Pupil Developmental Needs (for example, Educational Needs, Behavioural Needs, Social Relationships, Health Needs)

Parenting Capacity (parental engagement, attitude towards education, routine and boundaries, parental issues such as drug and alcohol misuse)

Family and Environmental Factors (Housing, Finance,)

Historical Attendance Concerns?

Action Plan:

Profile completed by:

Review date:

Appendix 8

Processes for rewarding good and improved attendance

Positively Promoting School attendance

- School has a display board that promotes the importance of school attendance with parents.
- School uses class and whole school displays to promote attendance with pupils.
- Good pupil attendance is rewarded termly.
- Individual pupil attendance is rewarded termly by certificates for children with 95% and higher attendance
- Individual good attendance is rewarded annually by vouchers, presentations, certificates
- Good attendance is recognised in the pupil's school report.
- Good attendance is recognised with parents through postcards home.

Attendance Policy Agreed by Management Committee Members

Chair of Management Committee

Signature:



Date Policy ratified by Management Committee: September 2020

Date to be reviewed: **September 2021**