Ballifield Primary School

Attendance policy

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Entry and Exit Timetable

8.40am official start of the school day

8.40am - 8.50am registration (the register will be taken during this period)

School Ethos

Good attendance and punctuality habits are vital if pupils irrespective of race, disability, sexual orientation, gender and religious beliefs are to achieve their maximum achievement potential.

Ballifield Primary School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

A young child is dependent upon the adults in his/her life to get them to school regularly and on time. So the focus in both Foundation Stage and Key Stage 1 programmes is to establish good habits and work with parent/carers to improve attendance.

In Key Stage 2 we continue to work with parent/carers and start to develop 'self' responsibility in the children. The school operates within a framework of local schools, including the linked secondary school.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parents/carers.

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance
- Reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Ensuring parent/carers and pupils are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- Recognising and rewarding pupils who achieve attendance and punctuality targets throughout the academic year
- Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- Having the commitment to allocate resources to support the policy
- Addressing attendance and inclusion issues across the curriculum
- Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

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 (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The 1996 Education Act requires that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise
- The Local Authority must provide school places to parents who wish their children to be educated at school
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session
- The school must report to the Local Authority pupils who fail to attend regularly or are absent for more than ten days without explanation
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law
- 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.

3. School procedures for Recording Attendance

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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.

- Registration begins each morning at 8.40 am and each afternoon at 1.00 pm for KS1 and 1.15 pm for KS2 using an online registration system SQUID

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.10am as soon as practically possible (see also section 6).

Absence due to illness will be 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 parents 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 will be notified of this in advance.

3.3 Planned Absences (Medical or dental appointments)

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

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

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

School will request proof of medical/dental appointments which are scanned and kept in the child's file.

This information is requested before an appointment unless there is an emergency appointment.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

3.4 Lateness and punctuality

- The pupil will enter the school via the main entrance after the pupil's class has entered their classroom if they are late.
- Pupils must be in their classrooms ready for registration at 8:50.
- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. (L). The time where a pupil is deemed to be late is 10 mins later than their starting time
- Any pupil arriving in school after 9:10 will be marked **U** (unauthorised).

3.5 Monitoring Lateness

- Parents/carers will be contacted by school if their child is late more than 3 times in one half term by phone and by letter
- If lateness persists, the head will follow the matter up with the LA. Further action will be decided in partnership with the school.

Flow chart to show the process taken to resolve punctuality issues

Step 1 Headteacher will contact parent to discuss lateness reasons once a pattern has been noted > 3 lates or unusual lateness to offer support

Step 2 Letters will be sent half termly alerting parents to an ongoing issue asking the parents to discuss the ongoing issues

3.6 Following up absence including unexplained absence

The school will follow up any absences to ascertain the reason and ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If school has not heard from a parent on the first day of absence, then the office staff will ring to check on a pupil on the same day as the absence started. All contacts will be used to try and make contact with a parent/relative.

Forms via ParentMail will also be sent on the first day of absence requesting that parents contact school to explain the absence.

If school has no response by the second day, a home-visit will be the next step if possible to try and find out about the whereabouts of the children.

If there is no answer from the door step visit, then a letter will be left to make the parent/carer aware that the school has attempted to make contact.

Further visits. will occur every second day. Texts and phone calls made every day until contact is made.

If the absence exceeds 10 days, then the issue will be referred to the CME team see section 3.7.

Flow Chart showing the process School follows to address First day Absence

Step 1 Office staff will ring to check on a pupil on the same day as the absence started. If there is no response a form via ParentMail will also be sent.

Step 2 If school has no response by the second day, a home-visit will be the next step if possible to try and find out about the whereabouts of the children. If there is still no response a letter will be left asking the parent/care to make contact.

Step 3 Further visits. will occur every second day. Texts and phone calls made every day until contact is made.

Step 4 If the absence exceeds 10 days, then the issue will be referred to the CME team see section 3.7 ad 3.8

3.7 Children Missing from Education

When a pupil has not attended for 20 school days without authorisation the school has a statutory responsibility to inform the Children Missing from Education Team.

Rachael Binns (Head Teacher) is the nominated member of school staff to liaise with the Children and Young People's Directorate Children Missing from Education Team.
Pupils who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (See Children Missing from Education policy available from school and sheffield.gov.uk)

Please refer all these cases to the Children Missing from Education Team (CME), Floor 5, Moorfoot Building, S1, Tel: 0114 2736462.

Deputy Nominated Member of School Staff (Molly Rushforth Learning Mentor)

3.8 Children in Public Care

Clare Roddis (SENCO & Deputy Head) is the co-ordinator who liaises with the Children and Young People's Directorate Looked After Children Team.
Looked After Children will be set up as an Attendance Group on SIMS (School Information Management System) and their individual attendance will be checked each half term.

Deputy Nominated Member of School Staff (Rachael Binns Head Teacher)

3.9 Elective Home Education (EHE)

Elective home education is a term used to describe a choice by parents to provide education for their children at home or in some other way they desire, instead of sending them to school full-time. This is different to education provided by a local authority other than at a school, for example for children who are too ill to attend school.

Deciding to educate your child at home instead of sending him or her to school is a step which should not be taken lightly. It will mean a major commitment of your time, energy and money. Think hard before making a final decision. It is especially important that you as parents consider the nature of the education you intend to provide for your child before you begin to teach him or her at home. Think about the curriculum you will provide, and whether it will allow your child to reach his or her potential now and in the future. Also consider whether home education is in your child's overall best interests, including social development.

There is a range of reasons why you may be considering educating your child at home, including:

- Ideological or philosophical views which you feel would be better promoted through education at home
- Religious or cultural beliefs
- Dissatisfaction with the school system
- Distance to a local school
- Bullying
- As a short-term intervention for a particular reason
- The child's unwillingness or inability to go to school
- Special educational needs not being met within the school system
- Health reasons, particularly mental health

School is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.

You can find out more at: https://www.sheffield.gov.uk/sites/default/files/docs/schools-and-childcare/school-and-education-information/home-schooling/Home%20Education%20Guidance%20-%20Parents%202019.pdf

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Head teachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as **Exceptional** situations and incidents which are most unusual and only likely to happen once.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Any request should be submitted as soon as it is anticipated and, where possible, at least [one month] before the absence, and in accordance with any leave of absence request form, accessible via the website. The headteacher may require evidence to support any request for leave of absence as leave cannot be granted retrospectively.

School will respond to term time leave requests with a decision letter stating whether the absence will be authorised or unauthorised.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance
- Traveller pupils travelling for occupational purposes – 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 pupil is attending educational provision
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- The pupil is prevented from attending by an unavoidable cause (at the discretion of the Head Teacher) and dependent on pupil's past attendance record.
- The school at which the pupil is registered is not within walking distance and no suitable arrangements have been made by the Local Authority unless the parents/carers have chosen to send their child to a school which is not within walking distance
- There is a close family bereavement
- A family emergency which is explained to the Headteacher
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

4.2 Unauthorised Absence

Examples include but are not limited to: -

- Leaving school early to start a holiday
- The school is not satisfied with an explanation offered
- The pupil is staying home to look after parents, siblings or the home

- The pupil is absent on special occasions e.g. birthday
- The pupil is absent on exceptional term time leave for longer than agreed by the Head teacher
- The pupil is absent on holiday without agreement under the exceptional leave guidance
- The pupil is absent unnecessarily e.g. taken shopping, for a haircut

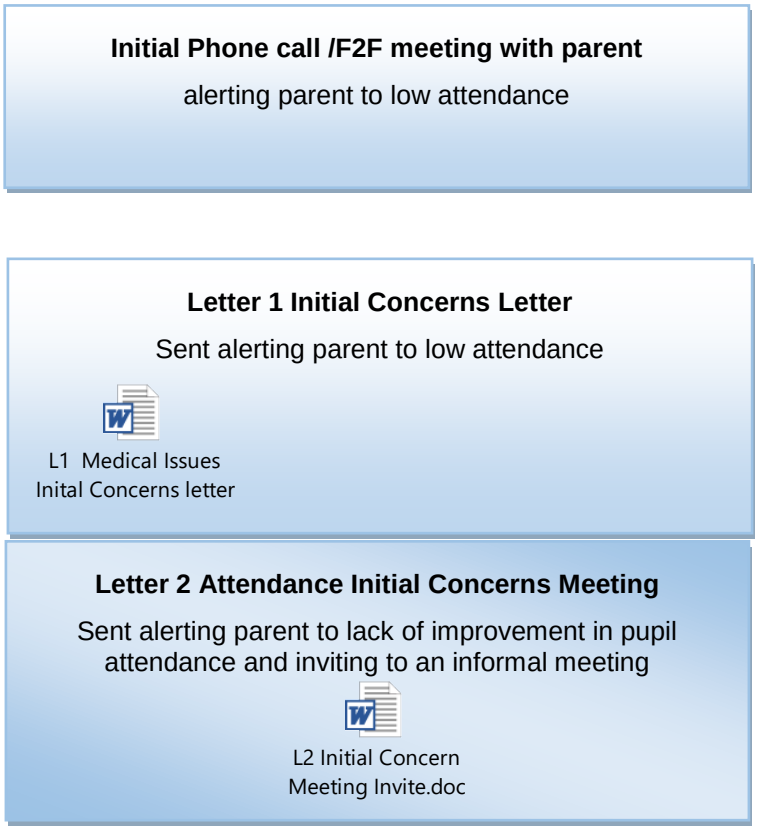
4.3 Reducing persistent absence

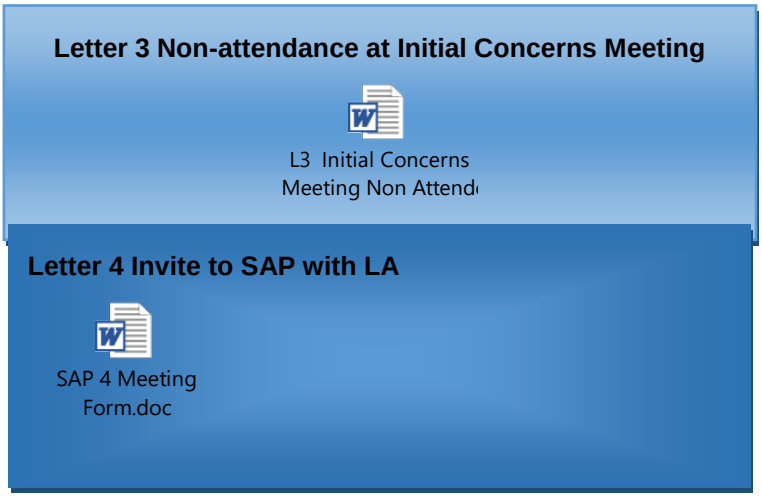
Monitoring of data and effective communication with parents reduces and or eliminates any issues of persistent absence.

It is acknowledged that, prior to making a request for a basic or aggravated offence school will have undertaken a number of actions to improve attendance and raise awareness of the concern. These may include:

- Phone calls to parents
- Correspondence to parents highlighting concerns
- Meetings in school to discuss issues
- Home visits (where resources permit)
- Staff involvement e.g. learning mentor, classroom support
- Support plans and strategies agreed with, school staff, parents and child.
- Regular reviews of the plan should also be evidenced.

Flow Chart Showing the Process Taken to address lowered attendance





5 Legitimate and Lawful use of Reduced Timetables

All pupils of compulsory school age are entitled to a full-time education.
In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary reduced timetable to meet their individual needs. Reduced Timetables are a short-term intervention to support a child to engage in their education.

A reduced timetable could be the right intervention: -

- Where a medical condition prevents a pupil from attending full-time education and a reduced timetable is considered as part of a re-integration package –
- For a child who is re-engaging with school after a period of absence –
- When a child is being supported through a graded exposure or Emotionally Based School Avoidance (EBSA) plan
- Where recovery from injury or illness (in line with their treatment plan), suggests a child would benefit from shorter periods of time at school

Use of Reduced Timetables

- Reduced Timetables should not be used to manage behaviour
- Reduced Timetables must have agreement from the parent / carer
- A reduced timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. In Sheffield, a maximum of 8 weeks is considered good practice.
- There should also be formal arrangements in place for regularly reviewing the reduced timetable with the pupil and their parents.
- In Sheffield these should be reviewed at least fortnightly. If the reduced timetable is not having a positive impact on the child's engagement with learning, then other interventions must be explored instead.
- In agreeing to a reduced timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.
- In Sheffield, we recommend the code C1 for other circumstances as the child is not expected to attend the session.

When considering a reduced timetable, school will need to stop and think:

- *How can we meet this child's needs in school?*
- *What do we need to meet this child's needs in school?*
- *What support can we access to ensure this child's needs are being met in school?*

Transition to F2

- Children in foundation stage who require a longer period of transition than their peers must be X coded when they are not expected to attend. These must be reported to us if the reduced hours continue beyond the first two weeks or 10 days after the normal whole class induction has finished.

Transition in year or new to school

- For children in Year 1 to Year 6 who start in September on a planned reduced timetable, school will complete the reduced timetable paperwork and submit to Sheffield LA via Anycomms.

Reduced Timetable Statutory Guidance



Reduced Timetables Guidance for Sheffiel

6 Legal sanctions for Holiday Absences

Schools can fine parents for the unauthorised absence of their child from school, under the National Framework for Penalty Notices, where the child is of compulsory school age.

Per Parent, Per Child: Penalty Notice Fines will be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence: The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years): The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years): The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

5 consecutive days of term time leave: Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorized absence in a 10-week period: Penalty Notice Fines will be considered when there has been 10 sessions of unauthorized absence in a 10 week period.

7 Strategies for promoting attendance

School's aim is to prevent patterns of absence from developing by promoting good attendance.

Intervening early by using data to spot patterns of attendance before they become persistent and working with families to remove the barriers to attendance

Targeting support for persistent and severe absentees with all local partners working together to reengage pupils

7.1 Awards and Rewards

- Class attendance figures are shared with all the children and staff as part of Friday achievement assembly. As part of our 'class-opoly' attendance initiative, classes are recognised and rewarded for positive attendance and punctuality. Each week, classes can earn moves around the class-opoly board based on their attendance performance, helping to promote friendly competition, celebrate success and reinforce the importance of regular attendance across the school.
- Each class will have a nominated Attendance Champion who will help to promote, recognise and celebrate positive attendance within their class. The Attendance Champion will represent their class in whole-school attendance initiatives, with the role rotating each half term to provide different pupils with the opportunity to take part and celebrate individual achievements.

- Improved attendance is recognised and rewarded in class by teacher on a 1:1 basis
- Termly certificates will be awarded to pupils with 100% attendance. Attendance figures reported in the weekly newsletter

7.2 Promoting Good Partnerships with parents/carers

Good relationships with parents supports good attendance and punctuality.

- It is vital that parents/carers are involved in promoting good attendance and punctuality so regular mention of attendance/lateness is referenced on the School Newsletter.
- Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings and on the pupil's annual reports.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.
- Where appropriate referrals are made to Family Intervention Service (formally MAST) to provide parenting support to enable improvements in home circumstances which are having an impact on attendance/punctuality

8. Attendance Monitoring and Analysis of Attendance Data

Overview of Frequency of Attendance Analysis undertaken

Frequency	School	Local Authority
Daily	Absent Children Late Children	
Weekly	Attendance data analysis	
Half Termly	Attendance Data analysis	
Termly	Attendance Data analysis	3 Meetings per year
Annually	Policy Reviewed	Attendance Updates

8.1 Daily Attendance Data Collection

The learning mentor monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 3 days we will contact the parents to discuss the reasons for the ongoing absence.

If after contacting parents a pupil's absence continue to rise, we will in the first instance invite the parent into school to discuss the reasons for lowered attendance.

If attendance. is not improved school will consider involving an LA Attendance Support Team Member.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

8.2 Monitoring Attendance Weekly/ Half-Termly/ Termly

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern (Data is analysed for Boys/ Girls/ Disadvantaged/ SEND)
- Identify where attendance on particular days are problematic
- Pupil-level absence data will be collected 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 this with the governing board.

8.3 Analysing attendance

The school will:

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

8.4 Using data to improve Attendance and Punctuality

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils 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
- Meet with parents and provide support for parents to improve issues of attendance or punctuality

8.5 Using data to Reduce persistent and severe absence

School aims to **target support for persistent and severe absentees with all local partners working together to reengage pupils**

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils 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

8.6 School Attendance Reporting to Governors

- Half termly reports on punctuality, lates, <90% attendance pupils are recorded per class by the Head of School.
- Attendance is reported termly to governors and any actions taken to improve attendance for particular individuals.

8.7. Reporting to parents (add in celebration of attendance)

- Weekly newsletters highlight class attendance and attendance awards which have been celebrated in assembly

- Unusual absence patterns/lates will trigger a meeting with parents
- Parent's evening will also highlight attendance and punctuality issues.
- Letters are sent to parents to alert them to attendance/punctuality issues.

9 Responding to absence criteria for referral to the Attendance and Inclusion Service

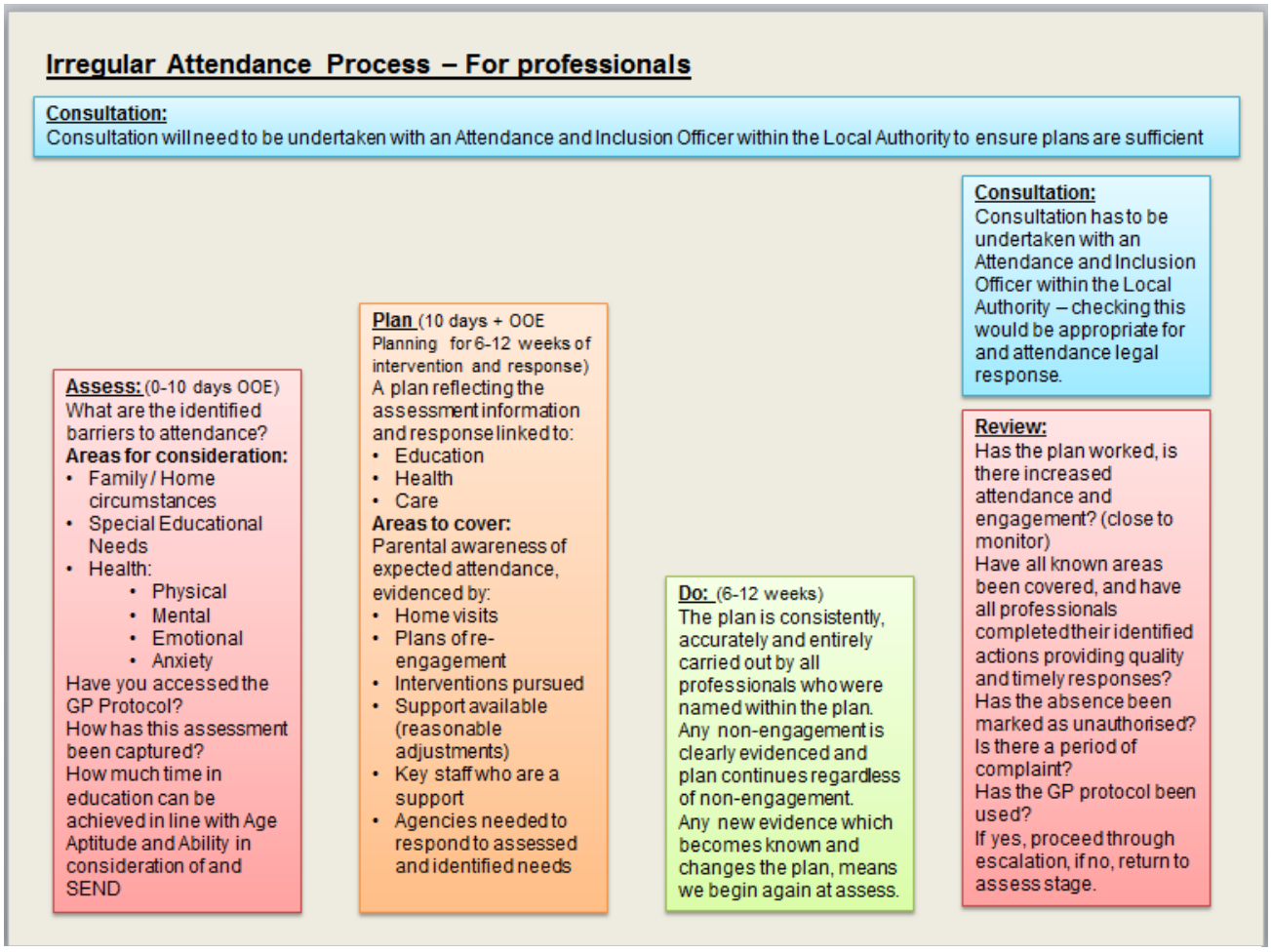
- Inclusion & Attendance Specialists are available to support schools to ensure that their staff feel confident to:
- Identify cohorts of pupils who have attendance concerns and are at risk of becoming persistent absentees.
- Challenge parents who are failing to ensure their child attends regularly.
- Identify cohorts of pupils, who have good attendance, yet due to barriers to their learning they are not able to access their full-time education in the classroom.
- Identify pupils who have attendance concerns due to them receiving high levels of fixed term exclusions.
- Identify pupils who have attendance concerns due to being on a reduced time table.
- Understand Sheffield Local Authority legal processes (for new and existing staff).

For any support around attendance please contact via the email address:
sheffieldinclusion&attendance@sheffield.gov.uk

9.1 Local Authority INCLUSION & ATTENDANCE; TRANSITION PATHWAY SUPPORT

The Local Authority Inclusion and Attendance Team may offer a coordinated package of support for young people. This will be a strength based, child centred approach that supports children to engage in their education, with the outcomes of Improving Attendance
By providing support in:-

- Reducing Persistent Absence
- Reducing the need for Reduced Time Tables
- Reducing the number of exclusions
- Removing barriers to learning
- Re-engaging children in educating
- Supporting children with Special Education Needs and Disabilities preventing them engaging in their full time educational offer
- Home/school contact has not prompted an improvement in attendance
- Patterns of absence
- Poor overall attendance (e.g. below 90%)
- If attendance continues to give cause for concern, strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include working with the LA.
- When a pupil has not attended for 10 school days without authorisation the school has a statutory responsibility to inform the Children Missing from Education Team.



10 Roles and responsibilities

10.1 The governing board

The governing board is responsible for

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- monitoring attendance figures for the whole school on a termly basis.
- Holding the Headteacher to account for the implementation of this policy.

10.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. As such Rachael Binns as the nominated Attendance Lead.

The Headteacher also:

- Overseeing the monitoring of attendance and punctuality data for individual pupils
- Overseeing the benchmarking of attendance data to identify areas of focus for improvement
- Implementing the policy, targets
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education

- Maintaining an overview of attendance and manages the day to day implementation of attendance plans and strategies
- Issue fixed-penalty notices, where necessary
- Monitoring the impact of any implemented attendance strategies
- Devising specific strategies to address areas of poor attendance identified through data
- Oversee the process for fining for unauthorised absences
- Overseeing arrangements for calls and meetings with parents to discuss attendance issues by Head of School/EHT

10.3 Senior Business Support Officer (SBSO) and Finance Clerk (Office Staff)

The Office staff take calls from parents/carers about absence and record it on the school management system. (SIMS)

- If there are concerns about the absence of lateness, then CPOMS Safeguarding system is used to record concerns.
- Prepares attendance data at the school and individual pupil level for the Headteacher
- Reports concerns in a timely manner to the Headteacher
- Works with School attendance officer to tackle persistent absence as necessary
- Arranges calls and meetings with parents for the Headteacher to discuss attendance issues and more detailed support on attendance

10.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

They also:-

- Report to SLT any issue or problem which may affect the attendance or punctuality of a pupil verbally and using CPOMS system
- Promote good attendance and punctuality within the classroom and the school everyday
- Remind all parents of attendance issues at parent evenings
- Make first contact (where appropriate) with a parent where punctuality/attendance is becoming a worry to see if there is any issue that is preventing better attendance/punctuality and to see if the parents needs support

10.5 Parents

It is a parent's legal duty to ensure that their school age child attends school.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9:15am on the day of the 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 day

10.6 Pupils

Pupils are expected to attend every day on time

11. Attendance Policy Monitoring arrangements

This policy will be reviewed annually by the Headteacher.

At every review, the policy will be shared with the governing board.

12. Links with other policies

This policy is linked to our child protection and safeguarding policy

- Child Protection and Safeguarding Policy
- Behaviour Policy

See ICONS below for Sheffield Attendance Policies and DFE Policies

Sheffield LA School Guidance for Management of Attendance Policy including legal proceedings



Exception Leave in Term Time Policy - re\



Working Together to improve attendar



Attendance Policy Sep 21.pdf

Appendix 1 Cases for discussion WITH THE LEGAL AIO

These cases should be where a pupil's attendance is below 92%.

Information collected by School may include:-

- Up to date attendance
- Historical attendance
- Siblings – D.O.B., school they attended
- Parents/Carers – names, addresses
- Behaviour – exclusions
- S. E. N. D.
- G.P. details

Strategies used to support families could include:-

- Weekly monitoring for efficient identification of attendance concerns
- Pupil interviews/ Pupil Voice
- Telephone contact with parents
- Writing to parents – using standard letters supplied by L.A.
- Meetings in school
- Parenting contracts
- Home visits
- Target setting
- Incentive Scheme

At the point of parent contact, either by letter or verbally, the parent should be made aware that any further absences will not be authorised unless proof of absence is provided. Where parents are contacting school and citing "illness" as the reason, schools are required to further investigate and be confident that the amount of absences is proportionate to reasons provided by parent.

It is important that the overall attendance record reflects a pattern of irregular attendance. The Legal Inclusion & Attendance Specialist will be looking to pursue legal action where appropriate and in line with criteria set by the Local Authority.

MEDICAL EVIDENCE / GP PROTOCOL

The Local Authority does not require parents to provide a Doctor's note to evidence a child's absence due to illness. Schools should not ask parents to attend the GP surgery for evidence of absence due to illness. If parents feel that absence is due to illness the Local Authority will seek consent from the parent to contact the GP (through the GP Protocol) to establish whether the amount of schools days missed is proportionate to the illness presented with.

This protocol cannot be used without parent consent; however failure to provide consent for the LA to contact the GP can be used as evidence of interventions tried prior to the legal process.

ATTENDANCE DOCUMENTATION

If requesting the process to move towards the **Penalty Notice Warning Letter stage** documentation should show:

- The legal process can only be pursued where absence is unauthorised.
- Overall attendance is 92% or below (will require discussion with Legal AIO)
- School Attendance Officers have been involved for a minimum of 6 school weeks
- Letters provided by the LA, or ratified by the LA, have been used

- Contact has been made with parents to ensure they are aware of the issues
- Identified actions have been completed by the school, and parents/pupils have been supported and reviewed appropriately.

PENALTY NOTICE WARNING LETTER (PNWL)

The Local Authority, in consultation with schools (and other agencies where appropriate), will be responsible for the decision to issue Penalty Notice Warning Letters. This will ensure consistent practice across **all** schools in Sheffield, assist in avoiding school / home conflicts and ensure that Penalty Notice Warning Letters are not being issued where it is inappropriate to do so, or where the Local Authority would be unable to support progression to court.

- Home Visits (where resources permit)

If you are aware of siblings in other schools please liaise with them to coordinate your support, as the Local Authority work whole family.

If it is identified that there are any unmet needs these must be addressed and support implemented prior to consultation.

The Legal Attendance & Inclusion Specialist will check that any current involvement by Social Care would not prevent the case being progressed to Court.

Where penalty notice warning letters are initially agreed in principle by the Legal Attendance & Inclusion Specialist, these will be subject final checks to ensure that the legal process is appropriate.

When the checks are complete and there is no change to the initial agreement the Legal Attendance & Inclusion Specialist will notify the School that a penalty notice warning letter can be sent out.

MONITORING PERIOD

Monitoring of the PNWL period should be carried out by the school based Attendance Officer.

REQUESTING A PENALTY NOTICE (PN)

If a pupil does not attend 100% in the Penalty Notice Warning Period, then the parents/carers may be served with a fine, unless the absence has been authorised. If School chooses to authorise the absence due to proof of absence being provided, or for exceptional circumstances, then a fine would not be issued nor would the case be progressed to court.

A period of complaint will be provided to the school if the decision to proceed with a Penalty notice is made by the Legal Attendance and Inclusion Specialist. Final paperwork should be submitted by school within 21 days.

Penalty Notice (PN) fines can be issued for the following reasons:

1) As a result of taking an unauthorised leave during term time. In these cases the Penalty Notice is requested by school through completion of the request for penalty notice form.

2) As part of School or professionals case management process.

A Penalty Notice gives the parent an opportunity to pay a fine as an alternative to receiving a summons from Court. Evidence collected will be used for issuing the PN and any subsequent legal proceedings should the PN remain unpaid.

The Legal Attendance & Inclusion Specialist needs to be sure that the evidence is sufficient for a prosecution before issuing a Penalty Notice

Consult with your Legal Attendance & Inclusion Specialist

PENALTY NOTICE PAPERWORK REQUIRED FROM SCHOOL

Penalty notice paperwork required from school includes;

- Head teacher's Certificate
- Case Summary covering the period of complaint
- An up to date attendance certificate

All proformas will be supplied by the Legal Attendance & Inclusion Specialist.

This information would prove that during the period of complaint, the parents/carers were aware of the child's poor attendance.

If a pupil achieves full attendance during the Penalty Notice warning period, the School Attendance Officer should continue to monitor the attendance and send a continue to monitor letter to the parents/carer. If deterioration occurs in later weeks then they should consult with the Legal Attendance & Inclusion Specialist regarding further involvement in the legal process.

School Attendance Officers should monitor a pupil's attendance following a Court hearing and re consult if attendance is not acceptable

Where requests are being made for Basic or Aggravated prosecutions the school would be expected to satisfy the Legal Attendance and Inclusion Officer that investigations have taken place, support offered and can evidence that absences warrant being unauthorised.

If an Aggravated prosecution is agreed the Legal Attendance and Inclusion Officer will invite the parents to a meeting to thoroughly assess whether parents are failing in their duty to ensure their child's regular school attendance.

If the case is Aggravated, the School Attendance Officer may be requested to provide evidence of interventions to the Legal Attendance and Inclusion Officer, and may be asked attend Court by the parents if they are pleading 'not guilty'.

Appendix 2 School Checklist to Locate Missing/Lost Pupils

Please complete fully and include ‘no response’ where appropriate, as this form will be required if a Child Protection investigation is undertaken

Name of Child: **DOB:**
School:

School Action	Details	Outcome including date completed
Telephone calls made to parent/carers	Mobile: Landline:	
Telephone calls to emergency contact numbers	Name & tel number	
Email to parent	Email address:	
Letters sent to last known address		
Enquiries made with school which siblings attend	Sibling name & School	
Has the child has moved to another part of the UK and address is known, please contact CME team (0114 2736462) and request ‘safe and well visit’	Date requested:	Date response received: Outcome:
Enquiries made with agencies with known involvement		
Home visited completed (Min of 3 non-contact visits to be made). Schools may request this from their local MAST team		
Enquiry made with neighbours		

Any other enquiries undertaken		

All completed checklists need to be accompanied with a 'Request to Remove Child from School Roll' and sent to the CME team to enable deregistration to occur

CME Team, Howden House, Floor 3, Sheffield, S1 2SH

Request To Remove Child From School Roll

Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998

Details of Pupil to be removed?

First name		Surname	
Date of birth		UPN	
Current Address		GP name & address	

Brief description of why you feel this child should be removed?

Do you have any concerns or worries about this child's safety or believe this child is at risk of significant or immediate harm? Please explain:

Have you informed anyone about your concerns or worries, If so who?

Where do you think this child is now living?

Is a current FCAF Available? YES / NO Date of last attendance at school?

Who else is involved with the child or family? Name, Agency, contact details

Details of Family members

Name of siblings	DOB	School attending

Parent/carer name & DOB	
Details of Emergency contacts	

I believe that the child is missing and cannot be found after making reasonable enquires. I am therefore requesting that the child name is removed from the school roll.

Signed school: Date:

Return the above to: Children Missing from Education Team, Floor 3 Howden House, 1 Union Street, Sheffield S1 2SH Tel: 0114 2736462 Fax: 0114 2735470. You will receive a confirmation letter relating to the request of deregistration within 10 school days

Appendix 3: Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Present - Off-site	Attending any other approved educational activity provided by the school - Alternative Provision - Face to face education provided off school site
D	Present - Dual registered	Dual registered at another school - Attending Alternative Provision at another school site - Chapel House / Becton Outreach / CAMHS Lodges/Hospital Ed - Education at a secure / residential site - Off-site direction / managed move - Attending Sheffield Inclusion Centre
K	Present – Off site	Attending education provision arranged by the Local Authority
J1	Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised absence	Leave of absence for the purpose of participating in a regulated performance or undertaking

		regulated employment abroad.
C2	Authorised absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable.
E	Suspended	Suspended or permanently excluded and no alternative provision made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Reason for absence not yet established
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
Q	Not expected to attend	Unable to attend the school because of a lack of access arrangements
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day