

Attendance Policy



For I know the plans I have for you, plans to prosper you and not to harm you,
plans to give you hope and a future. Jeremiah 29:11

Written by:	Epworth Education Trust
Personalised by:	Mrs Bottell
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Chairs Signature	See Paper Copy



Mission Statement

Nutgrove Methodist Primary School strives to provide a caring environment in which every individual can achieve his or her full potential, without limits.

This is encompassed by our Bible verse For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11.

To achieve this, we wish to create a happy, secure and purposeful culture throughout the school, which is conducive to learning and high standards, and is based on our Christian values, love, hope and respect.

Our school's motto and vision is 'My Best, Always, Everywhere' which is interwoven within our curriculum intent and design.

Safeguarding Statement

At Nutgrove Methodist Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Child Protection and Safeguarding Policy apply to all staff, volunteers and governors.

Contents

Section 1: Rationale
Section 2: The Epworth Approach
Section 3: Roles and Responsibilities 3.1 Key Staff
Section 4: Systems and Processes 4.1 Recording Attendance 4.2 Day to Day Processes 4.2.1 Lateness/Punctuality 4.2.2 Reporting Absences 4.2.3 Unexplained Absence Procedures 4.3 Monitoring Attendance 4.3.1 Persistent Absence 4.4 Attendance Support Map 4.5 Children Missing in Education (CME) 4.5.1 Change of Address
Section 5: Children with Medical Conditions 5.1 Transition following long term absence or illness
Section 6: Leave of Absence
Appendices Appendix 1: The 5 Foundations Appendix 2: Leave of Absence Request Appendix 3: Risk of PA Warning Letter (Monitor) Appendix 4: Attendance Contract Proforma (Listen and Understand) Appendix 5: Sources / Statistics



Section 1: Rationale

Statement of Intent

Epworth Education Trust, and Nutgrove School, are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Excellent attendance at school has been closely linked to emotionally resilient, confident and competent adults who are able to realise their full potential – enabling them to make a positive contribution to their community and beyond.

We believe that children must 'Attend to Achieve' - excellent attendance has a direct impact on attainment. In 2019 (the most recent government study) the pupils with the highest attainment at the end of key stage 2 had higher rates of attendance than those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. {see Appendix 5}

The law entitles every child of compulsory school age to a full time education. The parental role in ensuring children attend school daily is key, and as such, we expect parents to fulfil their legal responsibility to ensure their child has good time keeping and attendance. **This means your child must attend, on time, every day that the school is open**, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence, in advance, from school. When children cannot attend school, we expect parents to report the absence as soon as possible and no later than 8:45am which is when registration closes.

Epworth Education Trust recognise that there can be diverse and complex barriers to accessing education. Nutgrove School is committed to building trusting relationships with families to ensure these barriers are identified, and removed, in a timely manner by securing the right support at the right time.

Attendance figures for each child will be reported to parents each term. This will become more regular if your child's attendance is concerning. The attendance of the whole school, as well as the attendance of particular demographic groups will reported to, and monitored by the Local Advisory Board for Nutgrove School as well as the Epworth Education Trust.

We intend, with the support of this policy, to increase overall attendance percentages, reduce authorised absences and minimise lateness and unauthorised absences.



Section 2: The Epworth Approach

Epworth Education Trust adopts the '**5 Foundations of Effective Attendance Practice**' framework {Appendix 1}, modelled on the work of Professor Katherine Weare. The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can, but most importantly want to, attend school, flourish and succeed. This approach ensures schools within the Epworth Education Trust prioritise building effective relationships with children, and families, so that timely support, advice and guidance can be provided. Nutgrove School is proud to have an ethos where good attendance is the norm and every child aims for excellent attendance. We demonstrate, through awards, that good attendance and punctuality are achievements in themselves.

Positive health and emotional well-being are key factors in improving social development, school attendance and educational achievement. The '**5 Foundations of Effective Attendance Practice**' framework promotes, and supports, a whole school approach to mental health and emotional well-being; ensuring Social, Emotional and Mental Health (SEMH) support remains a key driver in improving attendance for all children.

Each one of the five foundations is supported by 5 Key Performance Indicators. These are used to ensure our school can embed the Foundations framework and understand the strategic direction regarding attendance improvement. Each year, the schools within Epworth Education Trust will self-assess against this criterion to understand what works well and identify what they need to do to be even better.

All schools within the Epworth Education Trust recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos, and day to day life.

Section 3: Roles and Responsibilities

All schools within the Epworth Education Trust follow government guidance regarding the roles and responsibilities for school attendance. These are:

Parents will:

- Ensure their child attends every day that the school is open except when a statutory reason applies
- Notify the school as soon as possible when their child is unexpectedly absent. (See [section 4.2.2 reporting absence](#)).
- Only request leave of absence in exceptional circumstances (see [section 6](#)).
- Book medical appointments around the school day where possible.
- When required, work in partnership with school and any relevant outside agencies to understand and support any barriers to attendance
- Proactively engage with any support offered

School will:

- Have a clear school attendance policy on their website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance and punctuality.
- Accurately complete admissions and attendance registers.
- Have a robust daily process to follow up absence.
- Have dedicated staff with responsibility for championing and improving attendance (see [section 3.1](#)).
- Proactively use data to identify pupils at risk of poor attendance.
- Work with identified pupils and families to understand and address barriers (in school or out of school) to attendance.
- If required, take an active part in multi-agency efforts with the Local Authority and other partners and take the lead role when best placed to do so.

Trustees and Local Advisory Boards will:

- Take an active role in attendance improvement by supporting the school to prioritise attendance.
- Work together with leaders to set a whole school culture of excellent attendance
- Ensure school leaders fulfil expectations and statutory duties
- Ensure school staff receive training on attendance
- Regularly review attendance data and help school leaders focus support on the pupils and families who need it.



3.1 Key Staff at Nutgrove School:

Key Staff for the implementation of this policy:

Mrs Bottell HT, Mr Chuard DHT and Mrs Chamberlain SBM

Key Staff for the implementation of systems and processes:

Miss Lowry SA, Mrs Barlow Pastoral and Hayley Hewitt EWO

Section 4: Systems and Processes

Section 4.1 Recording attendance

Legally the register must be marked twice daily. This is once at the start of the school day and again for the afternoon session. On each occasion each pupil will receive a mark related to whether they are present in school, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances. Schools within the Epworth Education Trust will use the guidance provided by the government to determine which category a pupil's absence falls into.

Absence marks

Authorised absence means that one of a specific set of circumstances applies:

- Leave of absence granted by the school in exceptional circumstances (see section 6)
- Excluded where no alternative provision is made.
- Illness that would prevent your child from attending school – school **MUST** be informed of the type of illness.
- Medical or dental appointments that are not routine and cannot be booked around the school day. Evidence must be shown.
- Religious observations informed of in advance where permission is granted via completion of a 'Request for Leave of Absence' form {Appendix 2}
- A child attends a sporting, musical, art or religious activity/exam, with prior permission from the school via completion of a 'Request for Leave of Absence' form {Appendix 2}

Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised or where the reasons for a pupil's absence has not been provided or cannot be verified. Examples of unauthorised absence are:

- Leave of absence in term time without authorisation i.e. holidays (***more than 5 days of unauthorised absence due to a holiday will result in a fixed penalty notice being served***)
- Where no reason for absence is established.
- Unsatisfactory explanation eg a child's/family member's birthday, overslept, confusion with term dates, sibling is ill, pet is ill.
- Illness where the child is considered well enough to attend school without medical authority and in the absence of a communicable disease/illness.

- Where no medical evidence has been provided for medical and dental appointments.
- Vague or non-specific illnesses or extended periods of illness where medical advice has not been sought
- Overslept / couldn't find uniform.

Section 4.2 Day to Day Processes

Section 4.2.1 Lateness / Punctuality

It is important to be on time at the start of the school day. If your child is late they can miss learning time and vital information, causing disruption to the lessons and others. Being late can also cause distress to your child and affect their mental health and wellbeing - they could feel awkward arriving to the classroom when everyone else is settled. It is important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that children need to develop whilst they are young.

Doors open for children at **8.40 am** and lessons begin at **8.45 am** - all pupils are **expected to be in school at this time**. Pupils who arrive between **8.50am** and **9.00am** will receive a late mark. Late marks are unauthorised and will count as an absence (unless school authorised the lateness in advance, for example, with evidence of a medical appointment). Lateness will be added to your child's record of attendance.

Dismissal is at **3.15 pm YR and KS1 and 3.20 pm KS2 prompt**. If you are going to be late to collect your child, you should contact the school office as soon as possible. This ensures your child's wellbeing is protected and they are aware of the circumstances of non-collection.

Section 4.2.2 Reporting absence

A child not attending school is considered a safeguarding matter so information about the cause of an absence is always required. Registers are live, legal documents and therefore the government recommend that amendments are not made at a later date/time. For this reason, it is paramount that school is contacted ***before*** an absence begins.

To report an absence, a telephone or App message stipulating the ***precise*** reason for the absence and the anticipated return date must be communicated to the school office on **01744 678400 or office@nutgrove.epworthtrust.org.uk** **before registration is taken at 8.50am** on the first day of absence. Where a proposed date of return is not given, the same procedure must be followed on every subsequent day of absence.



Children who have had an illness where sickness and/or diarrhoea was prevalent must remain at home and not return to school for 48 hours after their last bout of sickness/diarrhoea, in line with NHS guidance.

Section 4.2.3 Unexplained absences procedure from day 1

If school have not heard from you regarding your child's absence you may be contacted in the following ways:

- Phone call before 10am to understand the reason for no contact, the reason for absence and when the pupil will return
- Home visit when contact is not made / there is a pattern of absence / an absence is ongoing or persistent

All schools have a statutory safeguarding duty, which includes investigating all unexplained absences. Where relevant, school will inform others of your child's absence, such as:

- Social worker
- Other parent/person with parental responsibility
- Police

Section 4.3 Monitoring Attendance

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance, punctuality and attainment.

Attendance will be monitored weekly and a log completed of all phone calls and home visits made due to unexplained or long absences. This log will also include dates that any warning letters or penalty notices were sent. Weekly attendance meetings will be held within the Pastoral Team to understand the progress the school is making when supporting individuals or groups and to begin targeted interventions for those children being monitored/deemed 'at risk of PA'. The team will also speak to these individuals, to gain insight into why their attendance has slipped. The team may meet with teachers to devise specific, individual or cohort-level strategies to address areas of poor attendance identified through data.

The Attendance Team will meet with the Headteacher regularly to share agreed actions for those children of concern and update on progress with any Attendance Contracts, Early Helps and Education Supervision Orders. The Headteacher will also monitor attendance data and the attendance log to ensure this policy is implemented in a timely manner. During these meetings, the Headteacher will review any Leave Requests and instruct the Attendance Team of their decision, who will respond to parents. The impact of whole-school attendance efforts will be discussed, assessed and reviewed.



It is the responsibility of trustees and the local advisory board to challenge and support the school regarding overall attendance and regular reports will be presented to these bodies. Weekly reports will benchmark attendance data against local, regional, and national levels to identify areas of focus for improvement. These partners will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

Section 4.3.1 Persistent Absence

Epworth Education Trust aims to eliminate Persistent Absenteeism from all its schools, so that children can flourish and succeed. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent). {see Appendix 5}

A child is classed as Persistently Absent if they miss 10% of school. This equates to 19, or more, missed days during the academic year - which is the equivalent of 1 day of absence, or more, a fortnight across a full school year.

As poor attendance is habitual, prevention and early intervention is crucial. Nutgrove is committed to working with families to prevent children becoming Persistently Absent, to protect their right to a full-time education. The Attendance Support Map (section 4.4) provides details about the support we offer.

Section 4.4 Attendance Support Map.

The Epworth Education Trust recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. The Attendance Support Map ensures that time is given to listen to and understand these difficulties so the child's right to education can be delivered and barriers removed. The Attendance Support Map identifies the six levels of support parents can expect, as well as clarity over attendance expectations and consequences.

There are exceptions to this support map, such as for children with a medical condition.

Attendance Support Category	Reason	Attendance Percentage (Year to date)
Expect	Excellent Attendance	98% - 100%
Monitor	Satisfactory Attendance	94% - 97.9%
Listen and Understand	Poor Attendance	92% - 93.9%
Facilitate Support	Critical Attendance	90% - 91.9%
Formalise Support	Unacceptable Attendance	80% - 89.9%
Enforce	Extremely Unacceptable Attendance	<80%

EXPECT (98%-100%)		
Excellent Attendance		
Autumn 23-24 (72 pupil days) Attended at least 71 days (absent for 1 day)	Spring 23-24 (126 pupil days) Attended at least 124 days (absent for 2 days)	Summer 23-24 (190 pupil days) Attended at least 187 days (absent for 3 days)
<p>Pupils and parents aspire to high standards of attendance, leading to better prospects in the future where pupils reach their potential. Nutgrove is a place where everyone belongs and all can, and want to, attend, flourish and succeed. This positive culture is celebrated by our 'Attendance Monopoly' game, where classes collect 'money for their end of year event, enamel badges and certificates.</p>		

MONITOR (94% - 97.9%)		
Satisfactory Attendance (Initial Concerns)		
Autumn 23-24 (72 pupil days) Attended between 68 and 70 days inclusive (absent for 2-4 days)	Spring 23-24 (126 pupil days) Attended between 119 and 123 days inclusive (absent for 3-7 days)	Summer 23-24 (190 pupil days) Attended between 179 and 186 days inclusive (absent for 4-11 days)
<p>The Attendance Officer rigorously uses attendance data to identify patterns of poor attendance and speaks with pupils and/or parents to resolve them. A Risk of PA warning letter {Appendix 3} is sent to parents, informing them their child will be at risk of becoming PA if a specified number of days are further missed including at which point an Attendance Contract Meeting will be opened. This letter leads with individual data about the pupil's absences, including a lesson break down. Early intervention is considered as a preventative measure, especially if there is a pattern (same days missed, persistent lateness impacting attendance, mental health needs).</p>		

LISTEN AND UNDERSTAND (92% - 93.9%)		
Poor Attendance (High risk of Persistent Absenteeism)		
Autumn 23-24 (72 pupil days) Attended 67 days (absent for 5 days)	Spring 23-24 (126 pupil days) Attended between 116 and 118 days inclusive (absent for 8-10 days)	Summer 23-24 (190 pupil days) Attended between 175 and 178 days inclusive (absent for 12-15 days)
<p>The Attendance Officer (EWO) and/or SBM, Pastoral Assistant/HT meets with parents to open an Attendance Contract {Appendix 4} establishing the barriers to attendance the family may be experiencing. Staff will discuss with parents / carers the link between attendance and attainment and wider wellbeing, including social and emotional health as well as their legal responsibility. Days missed will be framed as number of lessons missed, to challenge the assumption that a day is not much. Formal guidelines such as NHS are shared to give confidence and clarity to parents around attending school with mild illnesses. School will inform parents their child will become PA if a specified number of days are further missed. The child's teacher will discuss strategies with the child before the parental meeting so the child's and teacher's views can be discussed. Personalised incentives are offered. Contracts are reviewed, in person, or over the phone, at least every two weeks where the parents' and class teacher's views are shared. Contracts are closed when attendance reaches National Expectation of 96% and an award is given to the child for their improvement. If there is non-compliance with the contract or no improvement is made, school will deem the contract no longer useful and an alternative course of action decided on (such as an Early Help).</p> <p><i>If a child falls into this category due to an unauthorised holiday which is not consistent of usual patterns of attendance, then the family will not be asked to open an Attendance Contract. However, if the holiday was over 5 days, a Fixed Penalty Notice will be served.*</i></p>		
FACILITATE SUPPORT (90% - 91.9%)		
Critical Attendance (Critical risk of Persistent Absenteeism)		
Autumn 23-24 (72 pupil days) Attended between 65 and 66 days inclusive (absent for 6-7 days)	Spring 23-24 (126 pupil days) Attended between 114 and 115 days inclusive (absent for 11-12 days)	Summer 23-24 (190 pupil days) Attended between 171 and 174 days inclusive (absent for 16-19 days)
<p>The The Attendance Officer (EWO) and/or SBM, Pastoral Assistant/HT meets meets with parents to establish why the Attendance Contract was unsuccessful and the likelihood that wider/alternative support is required. An Early Help Assessment is completed together with parents so a Team around the child can be formed. Internal support is continued, and added to, in collaboration with the child. External support begins for the family to overcome barriers outside of school, through relevant external agencies (where school absence is a symptom of a wider issue). School think creatively and compassionately to do all they can on a school level. Informal reviews take place at least weekly, either in person or over the phone, with formal multi-agency reviews taking place when required. Early Helps may close when attendance moves to above 93% but these may be replaced by Attendance Contracts if the parent feels this useful to prevent habitual poor attendance from resurfacing. Additional academic and pastoral support given to the child to bridge gaps in learning and belonging.</p> <p><i>*If a child falls into this category due to an unauthorised holiday which is not consistent of usual patterns of attendance, then the family will not be asked to open an Early Help. However, if the holiday was over 5 days, a Fixed Penalty Notice will be served.*</i></p>		

FORMALISE SUPPORT (80% - 89.9%)		
Unacceptable Attendance (Persistent Absenteeism)		
Autumn 23-24 (72 pupil days) Attended between 58 and 64 days inclusive (absent for 8-14 days)	Spring 23-24 (126 pupil days) Attended between 101 and 113 days inclusive (absent for 13-25 days)	Summer 23-24 (190 pupil days) Attended between 152 and 170 days inclusive (absent for 20 - 38 days)
<p>The Attendance Officer (EWO) and/or SBM, Pastoral Assistant/HT meets will work closely with the Local Authority Attendance Team and the Inclusion Service as voluntary support is not working or not being engaged with. All support, and offers of support, from all agencies/ team around the child to be reviewed and adapted/added to. The Attendance Officer will explain the consequences clearly to the family and ensure support is in place to enable families to respond. Families must understand that once 19 days are missed, the child will be Persistently Absent for the remainder of the year and the aim now is to prevent any further absences, at all. Additional academic and pastoral support is given to the child to bridge gaps in learning and belonging. Home visits become a regular occurrence on days the child is absent, especially if reporting absence procedures have not been followed. An Education Supervision Order (ESO) is used to provide formal legal intervention without criminal prosecution therefore making the order would be beneficial for the child and parent. Where safeguarding concerns exist, the DSL will decide if an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. In all cases, the local authority will fully consider using an ESO before moving forward to prosecution.</p>		

ENFORCE (<80%)		
Extremely Unacceptable Attendance (Risk of Severe Absenteeism <50%)		
Autumn 23-24 (72 pupil days) Attended fewer than 58 (absent for more than 14 days)	Spring 23-24 (126 pupil days) Attended fewer than 101 days (absent for more than 25 days)	Summer 23-24 (190 pupil days) Attended fewer than 152 days (absent for more than 38 days)
<p>All avenues have now been exhausted and support is not working or not being engaged with, despite the consequences being clear to parents. The school will apply for a School Attendance Order, and if parents fail to comply, they may be prosecuted. As a last resort, the school will submit all evidence for statutory enforcement or prosecution under section 444/4441(a) of the Education Act 1996 and will appear as a prosecution witness in the Magistrates Court if required. This is simply to protect the child's right to education. The school's primary purpose continues to be to work with the family to improve attendance and the school will continue to act professionally and compassionately to support the whole family in achieving this. Home visits continue to be a regular occurrence on days the child is absent, especially if reporting absence procedures have not been followed. If the school feel the child's welfare is at risk, or whereabouts are unknown, they will report to children's social care without delay. In some circumstances, the school may identify the child as CME (see Section 4.5)</p>		

Section 4.5 Children Missing in Education

A Child Missing from Education (CME) is a child or young person of compulsory school age who is not receiving a full time or suitable education. If a child has ceased to attend school, it is school's responsibility to make every effort to establish the child's whereabouts.

Where a pupil has not returned to school for ten days without authorisation, and home visits have been unsuccessful in locating the child, the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. School will complete and send a Children Missing in Education Referral Form and Checklist to the Local Authority.



The Local Authority has a duty under section 436A of the Education Act 1996 to identify and act promptly so these children can be returned to education. On receipt of the Children Missing in Education form, the assigned officer at the Local Authority will carry out further investigations by information sharing with other agencies (children's social care, health, housing, police).

Section 4.5.1 Change of Address

Where a family moves house within or out of the borough, it is paramount the moving date and the new address is shared with school. The child will remain on Nutgrove School's roll until the new school confirms directly with us that the child has started. Until this time, it is expected that the child/ren will still attend Nutgrove School. If your child does not attend for 10 days and contact is unsuccessful, a Children Missing in Education form will be sent to the Local Authority.

Section 5 – Children with Medical conditions

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have Special Educational Needs and Disabilities (SEND). Their right to education is the same as any other child and therefore the attendance ambition for these children is also the same. In order to achieve this, additional support may be needed to help them access full-time education.

- Making reasonable adjustments
- Putting together an individual Health Care Plan
- Consider additional support or training from external partners (including the Local Authority or Health Services)
- Developing joined up pastoral care to consider return to school agreements.
- Considering additional support provided by the local authority.
- Providing additional academic and/or pastoral support

Section 5.1 Transition following long term absence or illness

Absence can significantly interrupt the continuity of a child's learning.

During any long-term absence, Nutgrove_School will:

- Maintain contact with the child/ family via calls, home visits and class dojo.
- Carefully plan the transition back to school, ensuring your child feels welcome and regains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The Class Teacher and/or Teaching Assistant will support a child when returning to class and help them with any work they may have missed.

- Provide additional academic and/or pastoral support to bridge gaps in learning and belonging.



Section 6 Leave of Absence




The Department for Education states that parents have no entitlement to take their children out of school for a holiday during term time. Any application for leave of absence {Appendix 2} must only be made in exceptional circumstances and must be made by completing a 'Request for Leave of Absence' form (available from the school office) for the Headteacher's attention, in advance of the leave.

If your application is denied and your child is still absent, parents may be fined by means of a Penalty Notice or Prosecution in the Magistrates Court by the Local Authority.

Relevant Government Guidance: Department for Education Working together to improve school attendance – Published May 2022, Updated August 2023.

Appendix 1: 5 Foundations

5 Foundations of Effective Attendance Practice	
 <p>Foundation 1 Whole School Thinking Culture & Climate</p>	<p>The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness</p>
 <p>Foundation 2 Supportive Policies, Systems and Processes</p>	<p>The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.</p>

 <p>Foundation 3 Professional Learning Staff Development</p>	<p>The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.</p>
 <p>Foundation 4 Implement Targeted Programmes And Intervention</p>	<p>Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Leader understands the reason for attendance concerns, these barriers can then be successfully supported and removed.</p>
 <p>Foundation 5 Connect Appropriately With Approaches To Behaviour Management</p>	<p>Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.</p>

Appendix 2: Leave of Absence Request



Request for Leave of Absence during term time.

Please note:

The Department for Education states that parents have **no** entitlement to take their children out of school for a holiday during term time. For this reason, schools **cannot** authorise holidays in term time (as per the attendance policy). A copy of the Education Penalty Notice (EPN) warning letter is available on the school website. It is important that parents understand that unauthorised absence may result in a penalty notice being served. In some circumstances, this may lead to prosecution by the Local Authority.

Remember it is your statutory responsibility to inform school of the whereabouts of your child / children and this form must be completed to fulfil this responsibility.

Child / Children's name/s Year/s

1st day of absence from school..... Date of return to school.....

Total number of school days.....

Reason for absence (including holiday destination where applicable)

.....

.....

.....

.....

I understand that if my application is denied and my child is still absent, I may be fined by means of a Penalty Notice or Prosecution in the Magistrates Court by the Local Authority.

Name (please print)..... Signed: Parent/Carer.....

Date.....

FOR SCHOOL USE ONLY:

Received by..... Date..... Auth code.....

Has the parent / carer been informed that this absence will/ will not be authorised? Y/ N

How has the parent / carer been informed? Email / Phone call / face to face

Parents / carers informed by..... Date informed.....



Appendix 3: Risk of PA (Monitor)

A below letters are sent every half term by school to each family

Above 95%

Date:

Dear Parent / Carer

In accordance with the school's attendance policy and government guidelines, we have a responsibility to monitor all children's attendance and punctuality and inform parents / carers to ensure any barriers to education can be identified as early as possible.

Please see your child's recent attendance certificate for information.

Thank you for your continued support regarding your child's excellent attendance.

Your sincerely,

Mrs Chamberlain
School Business Manager



Under 95%

Date:

Dear Parent / Carer

In accordance with the school's attendance policy and government guidelines, we have a responsibility to monitor all children's attendance and punctuality and inform parents / carers to ensure any barriers to education can be identified as early as possible.

I am writing to inform you of your child's attendance percentage, find enclosed a copy of your child's registration certificate. It is important that your child's attendance falls no lower than this to avoid any adverse impact on their learning. When attendance drops below 90% the government guidelines indicate that this is considered persistently absent and instructs schools to intervene as early as possible to discuss any targeted support that may be needed to remove any barriers to learning.

As a school we strive to ensure all our pupils receive good quality education. Please support us in maintaining high standards of education and attendance by ensuring your child attends school every day that the school is open, except in a small number of circumstances. If your child needs to be absent from school, please contact us to discuss the circumstances.

We will continue to monitor your child's attendance and if there is no improvement we will contact you again to invite you to an Informal Attendance Meeting in school to discuss ways we can support you in improving your child's attendance.

Please contact me if you wish to discuss the contents of this letter or would like to discuss any barriers to attendance you feel need supporting.

Your sincerely,

Mrs Chamberlain
School Business Manager

Appendix 4: Attendance Contract (Listen and Understand)



Name of Child:		Year Group:	
Class Teacher:		Date of Meeting:	

Attendance Percentage to date:

Total possible number of sessions (half days) to date		Total number of sessions remaining to the end of term:	
Total number of sessions missed:		Attendance Percentage by the end of term if all future sessions attended:	
Total number of sessions late:		Attendance Percentage by the end of year if all future sessions attended:	

Pupil voice:

<p>Key Barriers</p> <p><i>(To be completed by class staff with the child prior to meeting)</i></p>	
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Appendix 4: Attendance Contract (Listen and Understand) cont.

Actions:

Parent / Carer:	
School:	
Any other comments / Concerns raised:	
Other Agency Involved: (If any)	

Actions agreed by:

Name – please print	Role/agency/relationship	Please sign

Review Date	Attendance % (+ / - difference)	Nature of review (phonecall, face-to-face)	Persons present (print)
Review: (any amendments / what is going well / what needs changing etc)			



Appendix 5: Sources / Statistics

Statistics: Absence and Attendance: <https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4>

The Law on School Attendance: <https://www.gov.uk/school-attendance-absence>

Persistent Absence and Extra Familial Harm

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Improving School Attendance <https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>