

# Attendance Policy and Procedures



Overley Hall  
School

Date of review: 29/2/24

Date of next review: 28/2/25

Policy Approved by: Support and Scrutiny Board

## Introduction

Our attendance policy is reviewed and updated annually by the Head Teacher and Overley Hall Attendance officer. The policy is discussed with staff and placed on the website for parents and placing authorities to view.

Attendance at school is a legal requirement between the ages of 5 – 18 years. During these ages of compulsory school age they must get a suitable, full-time education. It is vital that they receive this education as it not only enhances their life in the present but also helps to prepare them for life as an adult.




Overley Hall School caters for 24 children and young people between the ages of 8 and 19 who have a range of complex needs and disabilities. The majority of these children/young people live within Wellingtonia Children's Home which is on the same site as the School. Regular school attendance is vital for all children, but especially for those with learning difficulties and autism as it can help to reduce their anxiety and increase life skills and experiences. Many of the children and young people at Overley Hall School are several years behind their chronological age in their academic and developmental skills, and so we encourage daily attendance so we can help them achieve their full potential.

Overley Hall realises that effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Open communication is vital with all involved in the lives of our pupils and young people to ensure that they are safe and receiving the support needed to ensure their education maximises opportunity and potential.

During unusual circumstances such as the country experiencing a **pandemic**, the school will follow the guidelines set out by the DFE in connection with attendance.

## Aims

Overley Hall School aims to meet its obligations with regards to school attendance through our whole-school culture and ethos that values good attendance by:

-  Ensuring every pupil has access to a full-time education to which they are entitled
-  Emphasising the importance to all students (where appropriate) of maximum attendance at school as an essential pre-requisite for making full use of all educational opportunities and to maximising individual achievement;
-  Make explicit to all relevant parties (teachers, parents/carers, council and students) the schools expectations on attendance levels;

- ✿ Promote a consistent approach across the school towards all matters relating to attendance;
- ✿ Clarify the roles and responsibilities of all parties with respect to attendance;
- ✿ Communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- ✿ Stress the need for home and school to work in close partnership to achieve high attendance;
- ✿ Work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place;
- ✿ Acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children of compulsory age attend regularly.

## Principles

The school will:

- ✿ Ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law,
- ✿ Complete registers accurately at the beginning of each morning and during the afternoon session,
- ✿ Stress to parents/carers the importance of contacting staff early on the first day of absence,
- ✿ Celebrate good attendance rates and reward good and improved attendance of all pupils,
- ✿ Promote positive staff attitudes to pupils returning after absence,
- ✿ Consult with all members of the school community and the Attendance Officer in developing and maintaining the whole-school attendance policy,
- ✿ Ensure regular evaluation of attendance procedures by senior managers, the Support & Scrutiny Team and learning coordinator,
- ✿ Share attendance data via the website;
- ✿ Work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed
- ✿ Develop strategies on an individual basis for reducing persistent and severe absence, including conducting multi-disciplinary meetings and include access to wider support from authorities as required to remove barriers to attendance.

## 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](#)
- ✿ It also refers to:
- ✿ [School census guidance](#)
- ✿ [Keeping Children Safe in Education](#)
- ✿ [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- ✿ [Children missing education: Statutory guidance for local authorities Sep 2016](#)

This policy complies with our funding agreement and articles of association.

## Procedures

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- ✿ follow 'First day contact' procedures and contact the parent by telephone, or if the parent is unavailable send a standard letter requesting information
- ✿ If first day contact is unsuccessful, inform the young person's social worker
- ✿ Consider sending a second letter if an explanation has still not been received after three days of unexplained absence or send a School Attendance Letter
- ✿ Refer to the school's nominated attendance person (NAP) or Education Welfare Officer (EWO), to follow up absence if no response is received after 5 days of absence and consider a referral to the 'Children & Family Locality Services' or contact 'Family Connect' if no contact can be made with the parent
- ✿ Invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting should include a senior member of staff, learning coordinator and parent/carers or guardian. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance

- 🌸 Discuss any concerns with Family Connect 01952385385 for further guidance on available support. In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education
- 🌸 Attendance, absence and exclusions are closely monitored. Overley Hall operates a no exclusion policy as we recognise the vulnerability of our pupils and young people (POL021). The DSL will monitor unauthorised absence and take appropriate action, particularly where children go missing on repeated occasions and/or are missing for periods during the school day
- 🌸 We follow the DfE legal requirements for schools in respect of recording and reporting of children who leave school without any known destination
- 🌸 Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps\* have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to the pupils' local authority

\*Reasonable steps include:

- 🌸 Discussion with the Wellingtonia Registered Children's home manager
- 🌸 Discussion with other residential settings who accommodate our pupils
- 🌸 Telephone calls to all known contacts, home, local authority representative such as social workers
- 🌸 Letters home (including recorded delivery)
- 🌸 Possible home visits where safe to do so
- 🌸 Aim to have eyes on the learner after 3 days of absence, this could be through a video call to the home setting to see the young person and/or talk to them, SW or case worker. If parents/cares are unwilling or unable to allow this we will report to education welfare and/or family connect for further guidance
- 🌸 Enquiries to friends, neighbours etc. through school contacts
- 🌸 Enquiries with any other Service known to be involved with the Pupil/family

All contacts and outcomes will be recorded on the pupil's file.

The school is required by law to have an admission register and an attendance register. All pupils are to be placed on both registers.

### What is an acceptable attendance rate?

Attendance is a national priority. All schools must submit data every term. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED. National data clearly shows a correlation between high attendance rates and high examination performance.

The vast majority of our students achieve over 95% attendance and this is what we expect from all of our students as a **minimum**. Sickness comes usually in a block of time over a continuous period; what we look for are unbroken weeks (i.e. those where the pupil is marked present on all ten sessions); students should **not** have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.

### **Authorised Absences**

Overley Hall cannot legally authorise **any** leave of absence unless there are **exceptional circumstances**. The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for **authorised** or **justified** absences:

- (i) A child is ill or receiving medical attention;
- (ii) Days of religious observance, notified in advance;
- (iii) Absence due to family circumstances (e.g. bereavement, serious illness).

There are other absences, such as **approved sporting activities** that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from school; professional discretion will need to be used in these cases as to whether the absence can be authorised.

We expect absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of school hours wherever possible.**

### **Unauthorised Absences**

These are absences where:

- No letter or acceptable explanation is provided by parent(s)/carers;
- The reason for the absence does not fall into one of the categories of **authorised** absence above.

DFE guidelines state that the following activities would be classified as **unauthorised**:

- Minding the house;
- Caring for relatives;

- Awaiting repair people;
- Shopping;
- A birthday or family celebration.

There are clearly some grey areas. The DFE guidelines look at the area of **Special Occasions** and make clear that only **truly exceptional** occasions should be classified as authorised; for example, absence resulting from a pupil attending the graduation of an older brother or sister could be counted as authorised; a birthday treat to a theme park would **not**.

## Holidays

We strongly discourage holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child.

We ask parents who feel it is absolutely unavoidable that they take their annual holiday (or any other proposed special occasions) during term time to notify the School, in writing using the attached proforma at appendix 3, **at least four weeks in advance of the proposed date**, explaining the circumstances.

The DFE guidelines make it plain that, in the final analysis, it is the **school** that judges whether an absence is authorised or not. Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of 10 school days. These amendments make it clear that **Head Teachers** should determine the number of school days a child can be away from school if the leave is granted. **A note from home therefore does NOT automatically make an absence valid, justified or authorised.**

The School will **not** authorise holidays retrospectively. Any requests for term time holidays will necessitate a discussion with the Head Teacher.

## Home/School Partnership

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents/carers to:

- Do all they can to ensure their child arrives **on time** for morning and afternoon school sessions; Morning registration begins at 9.00am and afternoon registration is at 1.30pm. We will monitor persistent poor punctuality and action will be taken; **parents can be prosecuted if their child persistently arrives late**

- Notify the school **on the first day** if their child is ill with an estimation of the likely length of absence
- Send in a written note with their child on the first day s/he is back at school. This should be taken to the Admin office that will then pass it on to the Head of School. This is needed for our records and also authenticates the telephone message
- Get in touch at an early stage about any concerns they have about their child's attitude towards school.

#### **School will:**

- Contact home on day 1 of absence if no message has been received from home;
- Contact home over any unexplained absences;
- Follow up promptly any concerns parents pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in, school;
- Regularly and consistently remind students of the importance of good attendance and punctuality;
- Reward excellent or improving attendance and action any concerns promptly.

#### **Reducing persistent and severe absence**

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.

School will follow the procedures as outlined above and complete the proforma at Appendix 4. All correspondence will be logged on this proforma until the matter is resolved.

### **Procedures for marking the register**

The register is a legal document and must be marked accurately, recording all pupils' attendance or absence and in the latter case if authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order.

The attendance register will be taken at the start of each school day and after lunch. The school day starts at 9am and ends at 15.40 for our learners. The register closes at the end of the first lesson @ 10am and after the lunch period 13.30pm.

Attendance is recorded electronically through School Pod online.

If amendments are required to an entry already submitted on School Pod, staff should follow the procedures below:



- 🌸 The comments box that is available when you click on the mark to change it should be completed stating:
  - The original mark given, the reason for the change, the date of amendment, name and title of the person who has made the amendment.
- 🌸 The new mark should then be entered and changes saved.

All pupil arrivals after these time points are treated as absent from that session and the appropriate code used (see below)

### *Procedures for following up lateness:*

**L** - Pupils who arrive late but before the register is closed for the session (i.e. 10 am & 13.30) should be marked as an **L**. This is with the exception of any students for whom we know the reason for their late arrival i.e. medical/dental/illness.

**U** - Pupils who arrive after the close of registration should be marked with a **U** to indicate they are late and arrived after registers closed. This is with the exception of any students for whom we know the reason for their late arrival i.e. medical/dental/illness in which case the register will be marked. These absences are regarded as **unauthorised** absences if no satisfactory explanation is given in a note or by telephone by the parents/carers. Parents or carers dropping pupils off late must report to School Reception and explain the reasons for lateness.

**/** - Pupils who arrive into the classroom late due to their anxieties/Autism should be marked on the register as present **/** if they are working with school staff to reduce their anxieties in order to be able to engage/ re-engage with learning.

It is the responsibility of the parent/carer (if the student is returning from home) or care staff if the student is coming into school from Wellingtonia, to contact the school on the first morning of the child's absence if they are not going to be in school. This can be done by leaving a message on the answerphone, phoning when the school office opens at 8.00am.

If a parent/guardian fails to let the school know the reason for absence the school will make contact with them and where deemed necessary the parents/carers will be reminded of the legal requirements regarding school attendance. Overley Hall School takes its Safeguarding Duties very seriously and therefore will ensure proper safeguarding action is taken where necessary. This situation is very unlikely to occur here at Overley Hall School; however we have a small number of day students.

## **Authorised and unauthorised absence**

Authorised and unauthorised absence in relation to Overley Hall School means absence granted or not granted by the Head of the School. The Head of School will only consider authorising an absence during term time where an application has been made in advance and where they are satisfied that there are exceptional or special circumstances to justify the request. A leave of absence is granted solely at the Head teacher's discretion.

The attendance target for attendance at Overley Hall School is set 97%. We also believe that the positive attitude towards school motivates our young people to want to attend. We analyse attendance to look for patterns across groups of young people as Day vs Residential; LAC vs non LAC; Girls vs Boys; School vs Sixth form, ethnic group etc. Any patterns established would lead to action targeted through the school development plan.

Attendance is published in Annual Reviews and Personal Education Plans. Overall school attendance is also published on the Website.

Attendance and punctuality are not typically awarded with certificates as it is an expectation that students attend and are punctual. However, if a child becomes anxious and becomes reluctant to come to school as a result of their autism, an award may be given out to celebrate an improvement in punctuality and reduction in anxiety.

## **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.00am or as soon as practically possible by calling the school staff (see also section 7).

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

## **Planned absence**

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

However, we encourage parents/carers 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.

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

## Roles and Responsibilities

Our Attendance officer is Lorna Deakin.




It is rare there is a problem with attendance or punctuality as most children are residents of Wellingtonia situated very close to Overley Hall School. There is the potential to have a small number of day students at Overley Hall School and the policy offers guidance on the key roles and responsibilities of those involved with the young people.

### Council

Authorities who place their children and young people with us by law are responsible for making sure that registered pupils of compulsory age regularly attend school. The Government also has a priority in reducing unnecessary absence from school. Pupils attending Overley Hall School are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social need than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance. Parents and carers are also responsible for ensuring their children attend school.

Overley Hall recognises that the council is responsible for making sure that parents and Overley Hall School fulfil their responsibilities to ensure attendance is very high. Councils have services available to help parents meet their obligations placed on them by successive Education Acts and Childcare legislation such as 'The Education Access Service'. If required the council can allocate an Education Welfare Officer (EWO) to advise in the managing of whole school attendance. At Overley hall we are aware that EWOs have the right to monitor the whole school attendance on a regular basis and may request information on all children with less than 87% attendance.

EWOs work with:

-  parents/carers
-  pupils
-  school staff

- ✿ education support staff
- ✿ psychologists
- ✿ social workers
- ✿ police
- ✿ health personnel
- ✿ other voluntary and statutory agencies

**Teachers/Tutors will:**

Keep an accurate, up-to-date (recorded at the beginning of both the morning and afternoon sessions) online attendance register of their Tutor Group using correct category codes.

Keep records of pupils who arrive late and the reason for this.

Correct any inaccuracies which may occur in the attendance register/or notify the attendance officer who will then make the alterations needed.

Follow up absences as outlined above (see “Following up absences”)

Liaise with the Assistant Head or Attendance officer about attendance

Inform Attendance officer or Assistant Head if they receive any communication that a pupil will need to leave the school premises part way through the day by prior arrangement e.g. for a medical appointment

Telephone pupils’ homes or Children’s Home as necessary re attendance

Pass on information re attendance to relevant staff

Keep records and inform outside agencies as necessary to comply with local and national policy and procedures

**Attendance Officer (Lorna Deakin) will:**

Ensure teaching staff are aware of current codes and ensure the correct ones are being entered.

Ensure register of absences is correct

Provide attendance data for reviews and authorities upon request

Supply attendance data for LAC pupils

Record attendance percentage data for monitoring including any absences

Provide comparison data for school records and website

Alert Head Teacher of any concerns linked to attendance or punctuality

Monitor weekly attendance for patterns and trends and discuss interventions and support in a targeted way with staff, families and where necessary multi-disciplinary teams

Conduct half termly, termly and yearly attendance analysis and provide data to the Scrutiny and Support Team as required.

Attend training provided to fulfil specific role of Attendance Officer

**Head Teacher (designated senior leader response for attendance) will:**

Ensure that this Policy is implemented consistently across the school

Report attendance to the Support and Scrutiny Team via the Head Teacher's report.

Notify the safeguarding team of absences of vulnerable pupils

Send out letters each term whose family's attendance falls below 95%

Inform the local authority of any pupil with 10 continuous days of unauthorised absence

Notify the authority of any pupil who fails to attend regularly

Note the authority of any deletion from the school register where the school that the pupil is moving to is not known.

Support other staff in monitoring the attendance of individual pupils

Monitor the impact of any implemented attendance strategies

Issue fixed-penalty notices where necessary.

Devising specific strategies to address areas of poor attendance identified through data

**Parents/Carers of Day Students:**

Once your child is registered at Overley Hall School you are responsible for supporting Overley Hall to ensure your child attends regularly. We recognise that parents have a vital role to play and that there is a need to establish strong home- school links and communication systems. Parents/Carers of Day Students are responsible for:

Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment

Contacting the school on the first morning of absence by contacting one of the personnel below:

**Attendance Officer:** Lorna Deakin

[Lorna.deakin@overleyhall.com](mailto:Lorna.deakin@overleyhall.com)

01952 740262 Ext 232

**Assistant Head:** Dee Marshall

[dee.marshall@overleyhall.com](mailto:dee.marshall@overleyhall.com)

01952740262 Ext 216

**Head Teacher (designated senior leader response for attendance):** Beverley Doran

[bev.doran@overleyhall.com](mailto:bev.doran@overleyhall.com)

01952 740262 Ext 214

Informing the school in advance of any medical appointments in school time

Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised

Talking to the school as soon as possible about a child's reluctance to come to school so that problems can be quickly identified and dealt with.

Provide the school with more than 1 emergency contact

### **Support and Scrutiny Team:**

The Support and Scrutiny Team are responsible for:

Recognising and promoting the importance of attendance and promote it across the school's ethos and policies

Set high expectations of all leaders, staff, pupils, and parents

Ensure school leaders fulfil expectations and statutory duties

Ensure the schools' management processes are delivered effectively

Reviewing and challenging attendance data at Team meetings





Work with school leaders to set goals or areas of focus for attendance and provide support and challenge around delivery against those focus areas

Ensure training on attendance is included in the schools CPD offer for all staff and dedicated attendance training is provided to any staff with a specific attendance function in their role.

Holding the Headteacher to account for the implementation of this policy

### **The government expects:**

Schools and local authorities to:




-  Promote good attendance and reduce absence, including persistent absence;
  
-  Ensure every pupil has access to full-time education to which they are entitled; and act early to address patterns of absence. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
  
-  All pupils to be punctual to their lessons.
  
-  All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

### **Legal sanctions**

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

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

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

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

Further guidance on penalty procedures and amounts can be found on the Telford and Wrekin website:

[Attendance protocols and procedures - Telford & Wrekin Council](#)

## **Recording attendance**

Attendance is recorded in the Attendance tab of Behaviour Watch.

All classes will have their class preloaded into their class section (if any alterations are needed please ask for help)

1. Press the Attendance Tab
2. Select class
3. Select Period
4. Staff (pre-selected)
5. Date
6. Click radio button next to pupils name and choose from drop down box correct category (add comments if needed)
7. Continue down pupil list

For further information please see [BehaviourWatch/SchoolPod: Record and Report on Attendance - Eduspot Support](#)

## **Addressing Attendance Concerns**

The school expects attendance of at least 95%. It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Head teacher and Learning coordinator to support good attendance and to identify and address attendance concerns promptly. In school we rely upon parents and care staff to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents are always informed of our concerns.

Initially concerns about attendance are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

The Education Welfare Service (EWS) will issue penalty notices to parents where there has been a referral to EWS from the school as part of the school's processes to address poor



attendance patterns. In addition, education-related parenting orders are available by direct application by a school or LA to the Magistrates' Court as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order. The Education works with the school to improve attendance and may issue fixed penalty fines if attendance support meetings held by the school do not improve attendance.

## **Help and Intervention**

Early intervention is proven to ensure that attendance remains a high priority by school staff and parents and helps to identify and resolve issues before they become entrenched.

Education Welfare Officers work closely with:

1. Parents/carers
2. Pupils
3. School staff
4. Education support staff
5. Psychologists
6. Social workers
7. Police
8. Health personnel
9. Other voluntary and statutory agencies

## **A Final Word**

We feel attendance levels are an indicator of how effective and caring a school is. Failure to attend can be an indication that all is not well at home so that there is a welfare aspect to attendance as well. Equally, it is clear that regular, consistent attendance is an essential pre-requisite for effective learning.

We take attendance seriously across the school and have put a lot of time and support into getting our procedures as efficient and effective as possible. We urge you to give this matter the priority it deserves.

The school recognises that each placing authority has valuable guidance on matters relating to attendance. If parents have any concerns or need further clarification, we would suggest they contact their relevant council websites for respective local authority policy.

## **Telford and Wrekin Council**

[https://www.telford.gov.uk/info/20025/school\\_information/341/attendance\\_support](https://www.telford.gov.uk/info/20025/school_information/341/attendance_support)

Attendance Support Team

Telford & Wrekin Council, Darby House, Lawn Central, Telford, TF3 4JA.

**Telephone:** 01952385220

**Email:** attendancesupportteam@telford.gov.uk

### **Shropshire Council**

Further information can be found at <https://shropshire.gov.uk/schools-and-education/school-attendance-or-exclusion/>

For more advice, you may wish to contact the Education Access Service

educationaccessservice@shropshire.gov.uk Tel: 01743 254397

Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.

### **Staffordshire**

<https://www.staffordshire.gov.uk/Children-and-early-years/Childcare-providers-and-professionals/Attendance-Policy.aspx>

### **Wolverhampton**

<https://www.wolverhampton.gov.uk/education-and-schools/school-attendance>

### **Central Bedfordshire**

[https://www.centralbedfordshire.gov.uk/info/4/pupil\\_support/522/school\\_attendance](https://www.centralbedfordshire.gov.uk/info/4/pupil_support/522/school_attendance)

### **Bedfordshire and Luton**

[https://m.luton.gov.uk/Page/Show/Education\\_and\\_learning/education-welfare-service/Pages/school-attendance.aspx](https://m.luton.gov.uk/Page/Show/Education_and_learning/education-welfare-service/Pages/school-attendance.aspx)

### **Northamptonshire**

[www.northamptonshire.gov.uk/attendance](http://www.northamptonshire.gov.uk/attendance)

### **West Northamptonshire**

<https://www.westnorthants.gov.uk/school-information-parents/attendance-and-behaviour-support>

### **Norfolk**

<https://www.norfolk.gov.uk/education-and-learning/schools/behaviour-and-attendance/attendance>

### **Leicestershire**

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-attendance>

### **Westminster**

<https://www.westminster.gov.uk/school-attendance-and-child-employment>

### **Birmingham**

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

**Attendance Policy and Procedure 2024**

Reviewed: 29/02/24

Date to be Reviewed: 28/02/25

**Buckinghamshire**

<https://www.buckinghamshire.gov.uk/schools-and-learning/school-attendance-and-supporting-children-in-education/school-attendance-guidance/>

**Flintshire**

<https://www.flintshire.gov.uk/en/Resident/Schools/Education-Fixed-Penalty-Notices.aspx>

**Cheshire West and Chester**

[School Attendance | Cheshire West and Chester Council](#)

**Surrey**

<https://www.surreycc.gov.uk/search/?cludoquery=attendance&cludopage=1&cludorefurl=https%3A%2F%2Fwww.surreycc.gov.uk%2F&cludorefpt=Surrey%20County%20Council&cludoinputtype=standard>

**Worcestershire**

<https://www.worcestershire.gov.uk/schools/pupil-attendance-and-welfare>

## Appendix 1

### Staff Guide to Registers and Associated Procedures: Updated September 2022

This section complements the Attendance Policy and should be read in conjunction with it. It deals with the practicalities of completing the registers and associated procedures to do with attendance. Registers are important legal documents and we rely on accurate input in order to follow up any concerns as well as for data analysis.

#### Marking the register

Class Tutors will be responsible for following up absences and communicating reasons to the Head of School/Learning Coordinator (Attendance Officer).

The school day starts at 9am and finishes at 15.40 for our learners. Registration closes at 10am (end of first lesson) and 13.30 after the lunch period.

#### Reading the registers

The registers information is read every morning after registration (period 1). It is imperative that the data entered is accurate and that there is a mark for **EVERY** pupil (everyone **must** fall into one of the three categories of present, absent or late!). Staff must enter either 'present', 'absent' or 'late'. **Schools have a responsibility for safeguarding the children in their care and it is vital that the information we have is as accurate as possible.**

We operate a policy of First day response regarding absence across the school. The tutor's team phone parents of any child not registered in Lesson 1.

#### Communication with/from parents

The DFE guidance strongly recommends a policy of same-day contact as this has been shown to be the single most effective strategy in improving rates of attendance; it is also important from a Child Protection perspective.

We have stressed to parents the importance of their contacting the school as early as possible on the **first** day of absence to notify us of their child's absence; there is a dedicated line on which parents can leave messages about absence.

We do, however, require **ALL** absences to be covered by a letter, e-mail, phone call or note in logbook from parents/guardians in addition to the initial telephone contact (texts not accepted). Communication is required for every day of a period of absence. All absence notes should be initialled and dated by the form tutor when received and should relate to precise periods of absence. **All notes must be sent directly to the Head of School.**

#### Use of Form Time for Attendance Matters

##### Housekeeping procedures:

- Take accurate registers during am and pm registration, making use of appropriate codes (present, absent, late).
- Monitor attendance of individuals.
- Raise issues of attendance and punctuality with student, parents and Head of School as necessary.

## Appendix 2

Status	Code
Present	am / pm \
Late arriving prior to lesson 1	L
Late arriving after lesson 1 (This is an unauthorised absence)	U
Educated off-site i.e. College	B
Attending an interview with a college or prospective employer	J
Participating in a supervised sporting activity	P
Educational visit or trip (supervised) i.e. community outing	V
Work experience	W
Leave of absence authorised by school	C
Excluded but no alternative provision is made	E
Holiday leave approved in advance	H
Illness	I
Medical or Dental appointment	M
Religious observance	R
Unauthorised holiday/leave	G
Reason for absence not yet provided	N
Absent from school without authorisation	O
Not required to be in school, planned whole or partial school closure i.e. PD Day	X
Unable to attend due to exceptional circumstance i.e. taxi did not arrive, school closed due to bad weather, national/local emergency.	Y
Pupil not on admission register	Z

### **Application for Leave of Absence during Term Time**

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

**PLEASE RETURN COMPLETED APPLICATION FORM TO BEV DORAN GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

### **APPLICATION BY PARENT/CARER FOR CHILD'S**

**LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name ..... Tutor Group/Class .....

Family Home Address .....

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Reasons for absence from school:

.....  
.....  
.....  
.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

I have informed my child' social worker of my request and provided them with the address of our holiday destination (please circle)      Yes / No

Name of Parent/Carer making application .....

Signed .....

Date .....

**Persistent absence log of events**

<b>Young Person</b>		<b>DOB:</b>	<b>Date Log Started:</b>	
---------------------	--	-------------	--------------------------	--

<b>Circumstances:</b>	
-----------------------	--

<b>Date:</b>	<b>Action Taken:</b>	<b>Evidence:</b>	<b>Reference Number for Documentation:</b>	<b>Sign:</b>

<b>Conclusion/ Resolution: (include any recommendations from lessons learnt)</b>	
--	--

<b>Matter resolved and all paperwork on file</b>			
<b>Signed: Attendance Officer</b>		<b>Signed: (Head Teacher)</b>	