

Saint Norbert's Catholic Academy

Attendance Policy

Date Adopted: Pentecost 2019

Date of Review: Pentecost 2021



Our Mission Statement

St Norbert's strives to nurture and develop the whole child through a

**Love of God
Love of one another
Love of life itself**

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1. Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities....

St Norbert's Catholic Academy School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the Academy will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

2. IMPLEMENTATION

This policy was reviewed by the Senior Leadership Team and shared with parents through a Workshop before final ratification by the full Governing Body.

3. Aims

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- It is the responsibility of parents to ensure daily attendance at school as required by law.
- Many pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. EXPECTATIONS:

It is expected that

- Parents ensure that pupils attend school on a daily basis.
- We have updated contact numbers of all parents/carers.
- Parents inform the school immediately (before 8.50am) to notify the school of any absence.
- A letter is required from parents/guardian regarding absence as soon as child returns to school.
- Holiday forms are requested and completed in advance. Annual leave is only authorised for exceptional circumstances if the child's previous attendance in the academic year is satisfactory, and at the Headteachers discretion.
- All parents should apply for leave no less than 14 days prior to the period of absence and failure to do so will automatically result in the absence being unauthorised.
- Other absences/appointments must be notified **before** the absence is taken.
- Parents may be invited to meetings to discuss attendance (where necessary).
- Should a child be absent with no explanation given a referral may be made to the Education Welfare Officer (EWO). Should a child be absent for a total of four weeks without any explanation and following the school's LCC CME Practice and Procedural requirements is entitled to remove this child from the register. Parents would then have to re-apply for a place in the school.
- If there are Child Protection concerns, then the Lincolnshire Area Child Protection Procedures should be followed immediately.

We expect the following from all pupils:

- Children attend school daily.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents: (cf. Appendix 3)

- To ensure their children attend school daily and on time (i.e. between 8:45 and 8.55 am each morning).
- To ensure that they contact the school as soon as is reasonably practical i.e. first call response whenever their child is unable to attend.

- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance/attendance in school.
- Upon the return to school of their child, from a time of absence, to provide a written explanation or e mailed of reasons for the absence. Even if telephone contact was made with the school during the time of absence.

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent).
- Recognition and reward for good attendance.
- A quality education

5. ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS

Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 30 minutes of the start of the session in the morning and 15 minutes within the start of the afternoon.
- Recording of good attendance on individual Records of Achievement.
- Lincolnshire County Council's Certificate, for 100% attendance achieved throughout the year. (Attendance is 100% if there has been no absence).
- An 'improved attendance' letter to parents for any child achieving a greater than 10% improvement in attendance in any one term.
- On target attendance certificate Dec/ April/ July - representing target achieved.
- Weekly newsletter to show the percentage of attendance for each class in the previous week, with a congratulation for the highest attending class.

- Head of School certificate for any class that achieves 100% attendance in a week.
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Working with parents who are concerned that their children may be experiencing difficulty in attending school.
- Sending parents absence reports three times per year, together with targets for improvement as appropriate
- Intervene appropriately to deal with persistent attendance issues 90% or less attendance figures.

6. RESPONDING TO NON-ATTENDANCE:

When a pupil does not attend the school the following procedures are in place

- If a note or telephone call is not received from parents/guardian, the parents/guardian will be contacted on the first day of absence by text or phone call
- All attendance/non-attendance notes will be maintained and recorded through use of scholar-pack system.
- Where there is no response a phone call will be made on following days, or a letter to attempt to identify a reason for the child being absent.

Where there is no response, a letter will be sent after three days of unexplained absence, or there may be a visit from a member of the school staff

- School will send termly attendance letters, set targets and monitor attendance where attendance has been less than 90%.

- After 20 days (if no improvement), unless other action is planned, the parents will be invited to attend a meeting in school. This meeting will include the appropriate staff, EWO, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- If there continues to be no improvement, then the case will be reviewed and further action planned.

We aim to review each child's attendance every term.

- If your child's attendance is below 90%, you will receive a letter setting an attendance target for the next four weeks.
- If this target has not been met, you will be asked to attend an attendance review panel meeting with the attendance officer and/or Head of School. Targets for next four weeks will be set.
- If this target is not met an Educational Welfare Officer will become involved in the monitoring and a further target will be set for the next four weeks.
- Should this target not be reached you will be invited to a School Attendance Panel meeting which will give you four weeks to meet a new attendance target.
- Unacceptable levels of unauthorized absences may be dealt with by means of a fixed penalty notice or prosecution.

School Attendance: Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives efficient full time education suitable to the child's age, ability and any special educational needs, he or she may have. This duty can be met by the child attending regularly at a school or alternative educational provision made by the LA or the school or by the parent providing other suitable educational provision. Where a parent fails to ensure the regular school attendance of their child at a school at which they are a registered pupil or other educational provision made for them then the parent may be guilty of an offence under Section 444 of the Education Act 1996

Where a child has not attended regularly at school the LA have the options of issuing a fixed penalty notice in respect of the parents of the child, bringing proceedings before the family courts for an Education Supervision Order or prosecuting the parents under Section 444 before the Magistrates, Court.

Non-school attendance includes any day when a child should be in attendance at school and they are absent without the authorisation of the school and include

unauthorised holidays during term time and persistent late arrival at school beyond the registration period

School attendance is overseen and monitored by the school attendance officer Mr. Morton.

Use of Fixed Penalty Notices

- The LCC Inclusion and Attendance Team are responsible for the delivery of this function and penalty notices will only be issued within this Code of Conduct.
- Fixed penalties are one of the tools available to the LA in tackling school attendance and anti-social behaviour issues and where thought appropriate alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the LA.
- There is no restriction on the number of times a parent may receive a formal warning of the possible issue of a Penalty Notice.
- If a penalty notice is issued whether paid or not, it may be used in evidence in subsequent criminal proceedings in relation to either non- school attendance or being in a public place during school hours whilst excluded from school.

Where a Penalty Notice may be Issued

Fixed term penalties will only be issued in circumstance where the LA is satisfied that the criteria for prosecution would be met if the option of a fixed penalty notice is not taken up by the parent. The circumstances in which a notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 15% or above over a half term period on the basis that there are three terms in any academic year.
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion
- 4.5 Unauthorised days or more in a 6 week period for reasons other than family holiday.
- 4.5 unauthorised days in 6 week period where some is family holiday and some is for other unauthorised
- 3 weeks unauthorised holiday or more in 6 week period.
- In a 6 month period 2 x 4.5 unauthorised in 2 x 6 week periods.

Non-Attendance: It must be remembered that to count as non-attendance at school the absence must be unauthorised.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is

made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application. What amounts to "exceptional circumstances" is a matter for the discretion of the Headteacher and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday abroad can only be afforded in term time or that a parent is unable to take leave during school holidays (this is a matter between the parent and their employer). The Headteacher will also consider asking for evidence of the circumstances that has arisen where appropriate.

Procedure for Issuing Penalty Notices

Penalty Notices will only be issued within the terms of the Code of Conduct. The LCC Inclusion and Attendance Team are responsible for the administration and issue of penalty notices in Lincolnshire. The LA will ensure that penalty notices are properly issued and will only issue them for offences where the LA is satisfied that the matter meets the threshold for a prosecution.

Requests for fixed penalty notices can be found on Lincolnshire County Council's website, <http://www.lincolnshire.gov.uk/parents/schools/welfare> by entering ***Fixed Penalty Notices*** into the search tool.

Once the application is completed it should be emailed with the correct supporting information to fpn@lincolnshire.gov.uk. The Inclusion & Attendance Team will acknowledge receipt of your application and notify you once the period of 28 days have passed and advise you whether or not the fine has been paid. Requests for the issue of fixed penalty notices will be accepted from Schools in Lincolnshire and the Lincolnshire Police and from within the LA and must be in writing and include:

- The name and address of all the parent(s)
- The name and address of the child concerned and their date of birth
- Details of the offence in terms of documentary evidence including, where the matter relates to an unauthorised absence from school, a signed copy of a pupil registration form showing the period of unauthorised absence.
- Confirmation of the date/dates over which the offence was committed.

Applications should be made as soon after the date(s) of the alleged offence as possible. Late submission of a request for a fixed penalty notice may result in the application being rejected if the time that has elapsed since the alleged offence is such that court proceedings would no longer be viable (due to the six-month time limit on issuing proceedings) if the option of a fixed penalty notice is not taken up by the parent.

The Court expects action to be taken without undue delay in order to address non-attendance issues. Any unreasonable delay could result in a prosecution case being weakened and, more importantly, the education opportunities for the child being missed.

On receipt of an application for a fixed penalty notice to be issued the LA will make an assessment of whether the application is a proper matter upon which a fixed penalty notice should be issued and meets the criteria provided for either a formal warning of a fixed penalty notice and communicate its decision in writing to the applicant.

Where an application for a formal warning or fixed penalty notice is accepted the LA will issue the warning or notice in writing to the parent(s) concerned and where there is more than one parent a separate written notification will be sent to each parent for each child that the notice relates to. The notice will be sent to the parent by first class post.

Effect of Penalty Notice being issued

- The penalty notice is presumed to be served on the parent to whom it is sent on the second working day after it was posted.
- If a parent pays the penalty notice within 21 days from the date it is served the sum due from the parent to discharge the penalty notice is £60.00
- The parent can still pay the notice after 21 days but the payment increases to £120 and this must be paid before 28 days have passed from the date of service.
- If a parent pays the amount due within the times set out above, then no further action will be taken against that parent for the offence on the date(s) set out in the penalty notice.
- Once a penalty notice has been issued no prosecution for the offence detailed in the penalty notice can be brought against the parent until the payment period has passed and the fixed penalty has not been paid.
- All payments must be made to the LA.

Appeal against the Penalty Notice

There is no right of appeal against a penalty notice and a parent can either accept and pay the same or decline payment subject to them being aware that further action as set out below may be taken by the LA if the penalty notice remains unpaid.

However, the LA has the discretion to withdraw the notice if the LA is satisfied that:

- The fixed penalty notice has been sent to the wrong person
- It contains a material error (in these circumstances a fresh amended penalty notice could still be issued).
- If for any other reason the LA are of the opinion that it should not have been issued.

Non Payment of the Penalty Notice

- Non-payment of a fixed term penalty notice is not of itself an offence. The fixed penalty notice is issued as an alternative to bringing a prosecution in the magistrates' court for the offence set out in the

notice. However, if the offer of dealing with the offence as a fixed penalty matter is not taken up by payment of the sum due within the 28 day period then consideration will be given to issuing criminal proceedings against the parent in the magistrates' court.

- If a fixed penalty notice has not been paid after 28 days from the day, it is taken to be served then the LA will contact the school or police officer who made the application for the penalty notice to be issued and discuss with them the available evidence to bring proceedings in the magistrates' court for the alleged offence under Section 444 of the Education Act 1996 or Section 103 of the Education and Inspection Act 2006.
- If it is the view of the LA that prosecution is a viable option, then a request will be made that the school or police officer concerned submits a report to the Education Welfare Service Legal Panel for a formal decision to be taken to proceed with the matter by issuing criminal proceedings before the magistrates' court.
- Prosecution of offences is a matter within the discretion of the local authority and a decision will be taken in line with the LA prosecution policy for these matters and proceedings, where commenced, will be issued by the LA.
- If a prosecution is brought and the parent is found guilty or pleads guilty then a conviction for an offence under Section 444(1) of the Education Act 1996 or for an offence under Section 103 of the Education and inspection Act 2006 both carry a fine of up to a maximum of £1000 and in addition the LA will seek to recover costs in respect of bringing the proceedings. Further, a successful prosecution will result in a parent having a criminal record which could be disclosed should they apply for a position where a DBS check is required.

Administration of Fixed Penalty Notices.

All administrative functions in respect of the issue of fixed penalty notices and the collection of payments for the same will be undertaken by the LA.

The LA will keep central records in respect of the issue of such notices within Lincolnshire which must include:

- A copy of each notice issued,
- A record of all payments made and the date of payment,
- Whether the notice was withdrawn and on what grounds,

Whether the parent(s) following non-payment of the same, was subsequently prosecuted for the offence set out in the notice or for an offence arising out of the same circumstances

Reintegration following absence:

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfE Social Inclusion: Pupil Support Guidance

- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate.

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the morning briefings.

Identifying children at risk of missing education

The Education and Inspections Act 2006 placed a duty on all Local Authorities in England and Wales for them to make arrangements to identify children missing education in their area. The duty applies to all children of compulsory school age, in any school, who are not on a school role and are not receiving a suitable education.

As part of its attendance strategy and duty, the local authority seeks to identify all children who are missing education or at risk of missing education. As a school we must support this process.

As outlined in the Children Missing Education policy (June 2012), a child at risk of missing education is defined as;

Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term

Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term

The local authority will identify children who meet the criteria based on the data we provide through surveys.

If our school has children who meet the criteria, we will receive an email/phone call at the requesting information regarding the attendance of these children.

We will be asked and must provide answers for the following:

- a) Is the child still on roll (if not, date removed)?
- b) Is a school education welfare officer involved in this case? Brief summary of work undertaken required.
- c) Are other services involved to improve the attendance of this child other than school education welfare officer?
- d) What are the reason given for absence (further detail to that provided in codes)?

e) What is the current absence rate (if different to that provided)?

The local authority will then track the attendance of these identified children to monitor improvements.

Where a child is absent from school and their whereabouts is not known CME can be contacted via email: [CME @lincolnshire.gov.uk](mailto:CME@lincolnshire.gov.uk).

1-5 days' absence: school based action;

5th day of CME school to complete Survey and continue school based actions following guidance from the CME team.

PNAR (Pupil not attending regularly) Any pupil who has ten consecutive days of unauthorised absence, but their whereabouts is known, must be logged on Scholar Pack and CME informed.

7. SCHOOL ORGANISATION:

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition, there may be specific responsibilities allocated to individual staff such as the following:

Head Teacher in collaboration with the attendance officer:

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence
- To liaise with the EWO

Class Teacher

- To complete scholarpack registers accurately (indicating all authorised/unauthorised absence) and on time and electronically returned to the school office.
- To follow-up immediately any unexplained absence by contacting parents.
- To challenge suspicious or inappropriate reasons for absence and inform the Headteacher (Safeguarding Person) immediately.
- To celebrate attendance with weekly class attendance tally. This then results in overall reward for the class with the best attendance during that week.

- To keep all evidence of absence on the register system and recorded evidence to be filed in the child's personal file.
- To inform senior staff of concerns in a timely manner.

Governors:

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies.
- Governors can play a valuable role through representation at school attendance panels, parents evenings etc.
- Request regular attendance progress reports for *Governors' Meetings*.

Office Staff:

School administrative staff can play a vital role in supporting the school's attendance and absence management strategies.

- Produce updates from weekly registers and weekly % information.
- Telephone absence slips to be put in registers.
- Maintain a late book/attendance notes on scholarpack.
- Text or Ring if the child does not turn up in the morning after the register has been returned at 9.30 am.
- Send letters out to request reasons for absence.

8. LIAISING WITH EXTERNAL AGENCIES

Other Agencies to be used where appropriate in individual cases.

- Educational Behavioural and Support Services.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Care.
- Local police

- Local Hospital

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

See separate guidance

Appendix 1 General whole school letter

Appendix 2 Letter for parents' absence below 90%

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Appendix 4 Attendance slip to go with warning letters

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Appendix 6 Panel review form

Appendix 7 Improvement letter

Appendix 8 Guidance for parents

Appendix 9 Admission and attendance registers

APPENDIX 1

Dear Parent / Carer

SCHOOL ATTENDANCE

I am writing to all parents and carers to remind you of the importance of regular school attendance which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them getting any qualifications at the end are much lower.

Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school carer means over one year's absence!

To improve attendance, we have to work together. If something is stopping your child coming to school, please come and talk to us about it.

Our school staff meet regularly to discuss ways of improving attendance and achievement and with your help we aim to make a real difference.

From the beginning of this year we will look at the attendance of every pupil in our school. We aim to review each child's attendance every term.

- If your child's attendance is below 90%, you will receive a letter setting an attendance target for the next four weeks.
- If this target is not met an Educational Welfare Officer will become involved in the monitoring and a further target will be set for the next four weeks.
- Should this target not be reached you will be invited to a School Attendance Panel meeting which will give you four weeks to meet a new attendance target. Failure to attend this meeting could result in a Formal Legal Warning Letter.

This procedure may be shortened if your child's attendance is less than 80% and has not improved over the following four-week period.

St. Norbert's Catholic Academy School and the Local Education Authority are determined to make attendance and achievement a high priority. We are sure you will help us with this.

Yours sincerely

Attendance Officer

APPENDIX 2

Dear Parent / Carer

I am writing to you because since September your child's attendance has been less than 90% and this letter has been sent to the parents and carers of all children with attendances between 80% and 90%.

I realise that there may be a good reason for your child's absence and you may have already told us about it. However, it is vital that all pupils at our school attend well over 90% and therefore we will be monitoring your child's attendance over the next few weeks up to

If at the end of this period your child's attendance is still less than 90% and we have concerns about the reasons for absence you will be contacted by an Education Welfare Officer who will monitor your child's attendance for a further four weeks.

With your support I would expect by this time that your child's attendance will have improved to above 90%. If it has not, you will be invited to a School Attendance Panel to discuss your child's school attendance, or receive a warning letter. Either of which will give you a short time to meet the attendance target.

I would like to thank you in anticipation of your co-operation in this matter.

Yours sincerely

Attendance Officer

APPENDIX 3

Dear Parent / Carer

I am writing to you because since starting school your child's attendance has been less than 80% and this letter has been sent to all parents / carers of pupils with similar attendance.

An attendance of less than 80% means an average of at least one day off every week and this will harm your child's future if it is not improved. I realise that there may be good reason for your child's recent absence and you may have already told us about it. However, it is vital that all pupils at our school attend well over 90% and therefore we will be monitoring your child's attendance over the next four weeks up to.....

If at the end of this period your child's attendance is still less than 90% and we have concerns about the reasons for absence you will be contacted by an Education Welfare Officer who will monitor your child's attendance for a further four weeks.

With your support I would expect by this time that your child's attendance will have improved to above 90%. If it has not, you will become involved in the Local Authority's Prosecution Procedure and may be prosecuted under section 444 of the 1996 Education Act for failing to ensure your son's regular school attendance

I would like to thank you in anticipation of your co-operation in this matter.

Yours sincerely

Attendance Officer

APPENDIX 4

Please find attached a letter we are required to issue in line with Lincolnshire County Council Policy. However, I am aware you have informed us of your child's absences and we understand the reasons for them. We would wish for you to continue to work in partnership with us to strive for excellent attendance.

APPENDIX 5

Dear Parent/Carer

RE: Concern about Attendance

I would like to invite you to come into school to discuss the number of absences that has had. We are concerned that 's extended absence may affect how he/she is getting on and would like to talk with you about how we can work together to best support him/her.

Please could you come to school on at

Please ring school or return the slip below to confirm that you can come to the meeting.

Yours sincerely,

Attendance Officer

Concern about Attendance

Child Name _____ Year _____

I/ we _____ will /will not be able to attend a meeting at school to discuss attendance on at

Signed _____ Date _____

APPENDIX 6

St. Norbert's School Attendance Panel- Action Plan

Name of student	Year/Form	Male/Female			SEN/Info		
School		1	2	3	4	5	6
Termly Attendance % 2018-2019							
Time and Date of School Attendance Panel Meeting ____/____am/pm____/____/2019							
Student Yes/No	Mother Yes/No	Father Yes/No			Other Yes/No		
Date _____ Prev' attendance _____ Authorised Abs % _____ Unauth' Abs % _____ Lates _____	Date _____ Current attendance__ _____ Authorised Abs % _____ Unauth' Abs % _____ Lates _____	Previous reasons for absence					
Issues raised:							
Key Actions				By Whom		Timescales	
<p>Target Attendance Next Meeting: Your child's attendance will be reviewed at the School Attendance Panel meeting which is scheduled for _____ : _____ am/pm ____/____/____</p>							
<p>Signed by:</p> <p>_____ Governor _____</p> <p>EWO</p> <p>_____ School Officer _____</p> <p>Parent</p> <p>_____ Headteacher _____</p> <p>Student</p>							

APPENDIX 7

Dear

You recently received a letter from school informing you that your child's attendance since September was below 80%. We have monitored your child's attendance over the past four weeks and we are pleased to inform you that your child's attendance has improved and is above the expected 90%.

We will continue to monitor the attendance of all children within the school and we would like to thank you for your co-operation in this matter.

Yours sincerely

Attendance Officer

APPENDIX 8

GUIDANCE FOR PARENTS:

Our school is committed to providing a quality education for all pupils. We believe that pupils can only benefit from the education in our school through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and we will make sure that any problems are identified and resolved quickly. Wherever possible, we will make contact with parents where a pupil is absent from school without good reason.

How parents can help us:

- Ensure that their children attend school regularly and that they arrive on time (between 8:45am and 8:55am).
- Contact the school whenever their child is absent (before 9.00 am), giving the reasons for the absence and the length of time the child will be away.
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead.
- Attend Parents' Consultation Evenings to discuss progress or problems.

Talk to staff in confidence if there are problems or changes in family circumstances which may affect the child.

- Contact the school, at the earliest possible time, if problems arise which may keep their child away from school, so that the school can support in any way with this.
- To avoid, wherever possible, taking family holidays in term-time. Term time absences, especially during SATs and examination periods, may seriously affect the progress of your child.
- Ensure emergency contact details are updated at all times.
- Ensure that the home/school attendance agreement is understood and adhered to by signing.

APPENDIX 9

A02 ADMISSION AND ATTENDANCE REGISTERS: SCHOOL ATTENDANCE AND THE ROLE OF THE EDUCATION WELFARE SERVICE AND THE INCLUSION AND ATTENDANCE SERVICE

Reference Points;

References Policy refers to; Refer to Government website on policy and practice
<https://www.gov.uk/government/collections/statutory-guidance-schools#behaviour-and-attendance>

<https://www.gov.uk/government/collections/departmental-advice-schools#behaviour-and-attendance> School Attendance - Departmental advice for maintained schools, academies, independent schools and local authorities.

<https://www.gov.uk/government/publications/school-attendance> Parental responsibility measures for school attendance and behaviour - Statutory guidance for maintained schools, academies, local authorities and the police.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-andattendance> LCC Fixed Penalty Notice Code of Conduct 2014

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads> Lincolnshire County Council 'Every Day Matters' An Attendance Strategy

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads> Supporting pupils at school with medical conditions April 2014

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions> Early Help Assessments and TAC procedures

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/> <http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-anddocuments/> LCC School Administration Handbook -

The purpose of the handbook is to assist schools in dealing with a variety of topics relating to pupil and school management issues. Reference Points • The Education

(School Attendance Targets)(England) Regulations 2006 • Education Act 1996 • Ensuring Regular School Attendance - Guidance on the Legal Measures Available to

Secure Regular School Attendance (DfES) • Code of Conduct and associated Guidance on the Use of The Education Related Provisions within the Anti- Social

Behaviour Act 2003

Contact Points

Education Service - Welfare & Parenting - County Offices, Newland, Lincoln, LN1 1YQ Telephone 01522 554682

email. schoolspurchasing@lincolnshire.gov.uk

Legal proceedings for non-school attendance, tracking of electively home educated children and children missing education, attendance assurance

Shelley Kingston, Education Services Manager, Telephone 01522 553072 email shelley.kingston@lincolnshire.gov.uk

- Strategic support and casework support for schools regarding school attendance

concerns. www.lincolnshire.gov.uk/parents/schools/welfare The Inclusion and Attendance Service County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

Legal Proceedings/Fixed Penalty Notices: 01522 554628 fpn@lincolnshire.gov.uk
legalpanel@lincolnshire.gov.uk Website:
www.lincolnshire.gov.uk/parents/schools/welfare

Child Missing Education: cme@lincolnshire.gov.uk

Elective Home Education: ehe@lincolnsire.gov.uk

Children in Entertainment and Employment: 01522 554990 CEE@lincolnshire.gov.uk

Ethnic Minority & Traveller Education Team: 01427 787190 Website:
www.lincolnshire.gov.uk/emtet

Safeguarding in School: safeguardingschools@lincolnshire.gov.uk

Education Out of School Team: 01522 554525 out_of_school@lincolnshire.gov.uk

Action Points

Admission Register - Entries

The names of all pupils admitted to schools and academies in accordance with the school's admission policy must be entered in the school's Admission Register. Where a divorced or separated parent wishes their child to be known by another name, this should only be done if evidence can be produced that the Divorce Court has sanctioned such a change or the other partner has agreed to it. If such evidence is not forthcoming, it is for the parents to resolve the position and to advise the school accordingly. Should any problems arise in this respect, advice should be sought from the School Liaison Officer.

Schools may keep admission registers in either the traditional bound version or by use of a computer system. Every amendment made to the admission register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. Information should be retained for a period of not less than three years. If a school decides to use computers to maintain its admission register, the Governors should register as a data user under the Data Protection Act 1984.

Register – Deletions

The names of pupils can only be deleted from the Admission Register under the following circumstances:

- the school is replaced by another on a School Attendance Order;
- the School Attendance Order is revoked by the Local Authority;
- Completion of compulsory school age;
- permanent exclusion;
- death of the pupil;
- transfer between school;
- pupil withdrawn to be educated outside the school system and the parent has stated this in writing;
- failure to return for an extended family holiday and both the school and the local authority have tried to locate the pupil;
- a medical condition prevents their attendance and return to the school before ending compulsory school-age;
- in custody for more than four months;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- left the school but not known where the pupil has gone and the local authority have tried to locate the pupil.

Schools can only lawfully delete non-compulsory school-age children in the following circumstances:

- left the school;
- 20 school days' continuous absence without good
- reason; death of the pupil;
- permanent exclusion; or
- child who was admitted to the nursery is not transferring to the reception class.

Schools cannot delete pupils from the register if the circumstances do not meet the criteria in the above regulations. All other deletions are illegal and could result in court proceedings against the person responsible.

Further details on each of these criteria can be found in the "Guidance on The Education (pupil Registration) (England) Regulations 2006. **Please refer to these prior to the deletion of a pupil from the admission register.**

Frequent school moves - Individual Child Records

Frequent school moves can have a significant impact on the developmental needs and welfare of a child. It can lead to individuals and families falling through the net and becoming disengaged from health, education, social care and welfare support systems. Families that have experienced homelessness and/or placement in temporary accommodation often lead very transient lifestyles.

Schools have an important role to play in identifying, monitoring and raising concern about frequent school moves. When an admission date has been agreed, the school must immediately request the child's records from their previous school/educational establishment. Upon receipt of the records it is essential that they are examined in order to retrieve important information in relation to the child's background. The school must consider the frequency of school moves and assess the significance of this in relation to the child's educational attainment and welfare and as a potential cause for concern. This is necessary for all moves and not just those between Authorities.

Consideration should also be given to frequent house moves even though a child may not have moved schools. Where the records indicate that there have been 2 or more moves during a 12 month period, the school must make contact with the previous schools to ascertain further background information to understand the child's situation. Where concerns exist this should be discussed with the parents and where necessary an Early Help Assessment (previously CAF form) should be completed to initiate a TAC meeting.

Publication of Attendance Data in School Prospectuses and Annual Reports

All children on a school roll, including those above and below statutory school age, may be included as statistics in the school prospectus.

The data could relate to the preceding school year, or preceding three terms where information is produced at any other part of that year and should consist of two percentage figures per term for each year group derived from the following calculations:

- The total number of unauthorised absences in each term, divided by the total number of possible attendances in that term, defined as the total number of sessions x total number of the pupils to whom the unauthorised absence provisions apply at the beginning of that term.
- The total number of pupils recorded as unauthorised absent during each term, divided by the total number of pupils to whom the unauthorised absence provisions apply at the beginning of that term.

As the total number of pupils in any particular year group may fluctuate, the relevant pupil numbers at the start of the term should be used.

The prospectus should make reference to the school's attendance policy and point the reader to the most recent performance data which could include attendance. This could be either contained within the document or reference made to the performance tables website.

Computerised Attendance Registers

Schools are permitted to use computers to record attendance if they wish, although they are not required to do so.

Since register entries form an important part of evidence in the event of prosecution of parents under Section 441(1) of the Education Act 1996, or in the seeking of an Education Supervision Order under Section 36 of the Children Act 1989, it is necessary for schools to institute safeguards in respect of where and how registers are kept by computer as indicated below. It is required that the original entry in a register is clearly distinguishable from any subsequent correction. Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

The 2006 regulations (Regulation 15) permit schools to take electronic back-up or micro-fiche copies of registers rather than print outs. However, where a school's software lacks this capacity, schools are advised to make a printed copy of the attendance register each month (Reg 15(2)) and to annotate that printed copy so that every amendment made to the attendance register is shown.

At the end of each school year, printed sheets, micro-fiche copies or electronic back up must be left intact for a period of not less than three years.

If a school opts for the use of computers to maintain its attendance registers the Governors should register as a data user under the Data Protection Act 1984.

Symbols to be used in Registers (Categories)

All schools are required to use a common set of codes to record pupil attendance and absence.

The DCSF believes that these codes are best used within electronic systems for recording attendance and absence of pupils. Such electronic systems are capable of producing the data necessary for absence returns to DCSF without time consuming counting up of possible attendances and actual absences.

The use of fixed codes will also assist both LAs and DCSF in monitoring not only whether pupils are absent with or without the permission of the school, but why pupils are absent from school.

Guidance on Absence Codes can be found on the DFE website:

Closing of Registers

In order to denote effectively when a child is late, schools will necessarily have to issue statements of policy to staff concerning the closing of registers. In order that further action may be taken regarding a pupil who is consistently late, it is considered appropriate for schools to maintain separate records of times of late arrival. It is recommended that registers are closed half an hour after the school opens for the relevant session.

Post Registration Truancy

It is the responsibility of parents to ensure that their children attend school at the beginning of each session. Where parents have conscientiously secured their child's attendance, schools will need to ensure that they then attend all their timetabled lessons. It is suggested, that consideration is given to lesson registers and spot checks particularly in secondary schools.

Authorised and Unauthorised Absence

Authorised absences are those for which the school has reason to insert a letter in the 'O', which specifies the reasons for the pupil's non-attendance at that particular session. Therefore, any absences which have not been authorised should come in the category of pupil originated absences, and therefore potential truanancies.

The purpose of this process of elimination is to assist schools and the Local Authority in determining clearly what the scale of truancy is within schools in Lincolnshire. This has an important link with the Children Act 1989, where Education Supervision Orders may be used in order to deal with child originated absence. The obligation on LAs to prove that a child is in need of an Education Supervision Order becomes much clearer when using a structure, which determines other absences from those that could be classified as truancy.

Absences which are classified as authorised may be authorised on the basis of evidence from several sources e.g. school, parents, prospective employer, Health

Authority etc. In addition to identifying truancy, it is the purpose also to identify parentally condoned absence, which may adversely affect a child's education. A parent sending a note to school stating the child has been absent through illness may well be "authorising" the absence, but this may not make the absence valid within law unless authorised by the Head Teacher. Schools will need to continue to be vigilant regarding authorised absence patterns, in order that parentally condoned absence is dealt with effectively. The responsibility for determining whether or not any absence is to be authorised rests with the Head Teacher.

Persistent Absence

The DFE's definition of Persistent Absence is:

"any pupil who at any point in the year has accumulated absence of 15% or

more of the available sessions regardless of whether or not any of it is authorised”

The DFE use the school census data to identify individual schools that have high rates of persistent absence. PNAR (Pupil not attending regularly) Any Pupil who has ten consecutive days of unauthorised absence, but their whereabouts is known, must be logged on Scholar pack and CME informed.

Attendance Certificates

An Attendance Certificate template is available from Lincolnshire County Council from Business Support (contact PM_Admin@lincolnshire.gov.uk)

BIBLIOGRAPHY:

Refer to DFE website on policy and practice

www.dfe.gov.uk

Signed _____

(Headof School)

Signed _____

(for and on behalf of the Local Governing

Board)

Date: