

Leamington Primary Academy



Attendance Policy

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1. Aims of School Attendance

We listen, understand, empathise and support – but do not tolerate poor attendance

We expect all our children to attend school on time, every day, as long as they are fit and healthy enough to do so. We go above and beyond to encourage good attendance and put in place appropriate systems and processes to ensure this.

At Leamington, we nurture and love to educate every child, recognising that each one is unique. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. Because of this, we strive to make our school an environment built on respectful relationships between staff, pupils, and families, where learning is a happy, rewarding and exceptional experience for all members of our community.

As a result, we expect all staff members to:

- Treat pupils with dignity, build relationships rooted in mutual respect, and observe proper boundaries.
- Take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.
- Understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and peers, particularly for children with a social worker or those who have experienced adversity.
- Communicate effectively with families regarding pupils' attendance and well-being.

In return, we expect all parents and carers to:

- Treat staff with respect.
- Actively support the work of the school regarding attendance.
- Seek support from staff if they have concerns about attendance.
- Communicate as early as possible about circumstances that may affect absence or require support.

In addition to promoting regular attendance, we will provide the best possible provision for children who, due to ill health, are unable to attend school. Our aim is to ensure that all pupils can access education in a way that is sustainable and supports their long-term development.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body is responsible for ensuring that the school keeps an attendance register that records which pupils are present at the start of both morning and afternoon sessions, and whether any absence is authorised or unauthorised.

We follow the Nottinghamshire County Council policy on absences.

Going to school regularly is essential for your child's future. Children who miss school frequently can fall behind with their work and perform less well in exams. Good attendance demonstrates reliability to future employers and research suggests that children who attend school regularly are at lower risk of involvement in antisocial behaviour or crime.

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#).

The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [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](#)

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

3. Roles and Responsibilities

The governing body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority. In the event of a suspension, the governing body must ensure that the absences is recorded appropriately.
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy.

The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies .
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Head Teacher to be able to do so.

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The designated senior leader responsible for attendance

The designated senior leader is Charlotte Staley (Attendance Lead). She is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The attendance officer

The school attendance officer is Ciara Smythe. She is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the headteacher/deputy head teacher about when to issue fixed-penalty notices.

Class Teachers

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

- Morning registers should be submitted to the office at 8:50am.
- Afternoon registers should be submitted at 1:05pm (F2- Y4)/ 1:20pm (Y5/6)

Class teachers have a responsibility to promote positive attendance of pupils in their class. This includes working closer with the attendance lead and celebrating with children where attendance has improved.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers where appropriate, in order to provide them with more detailed support on attendance.
- Contact parents/carers on the first day of absence if not reason has been provided.
- Provide information of pupils who have been absent for 5 days to the attendance officer.

Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time. School lessons start at 8:45am and children should be in class, ready to learn at this time.
- Call the school to report their child's absence by 8:45am on each day of the absence.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Ciara Smythe (attendance officer) or Charlotte Staley (attendance lead).

4. Recording Attendance

Attendance Register

We will keep an electronic attendance register and record all pupils on this register in line with statutory requirements.

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

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or unauthorised
- The nature of the activity where a pupil is attending an approved off-site educational activity
- The nature of the circumstances where a pupil is unable to attend due to exceptional circumstances

All entries in the attendance register will be retained for a period of six years from the date on which the entry was made.

Attendance Procedures

- Doors open for breakfast provision between 8:35am and 8:45am.
- Learning begins at 8:45am. Children are expected to be seated and ready to begin learning at this time.
- Registers will be taken at 8:50am.
- Any child arriving after 8:50am will receive a late mark. Children arriving after 9:15am will receive a 'U' code, meaning late after register closure. This is recorded as an unauthorised absence for the session.
- Afternoon registers will be taken at 1:00pm / 1:15pm, depending on phase.

A full school day is made up of two attendance sessions.

Learnington Primary Academy's Graduated Response to Attendance

Tier 1 Universal Offer 96% - School Target	Tier 2 Individualised Strategies 93% or below	Tier 3 High Needs Strategies 90% or below
<p>Role of Teachers and School</p> <ul style="list-style-type: none"> Attendance policy reviewed annually and shared with all stakeholders Meet and greet all children positively Build genuine caring relationships with all children and adults Transitions into school carefully considered for children and parents Registers are led by class teacher and attendance is monitored Attendance assemblies and excellent attendance rewards Attendance leaflet with key information, readily available for parents and carers. Positive attendance shared and promoted on class dojo by attendance lead. Promoting attendance display in school hall, which is used as teaching aid during assemblies PSHE is an enhancer subject in each Enquiry, including aspects of mental health, community and relationships. Deliver academic and pastoral interventions for identified children and families in line with provision maps as informed by pupil progress meetings Absent child with no reason, day 1 absence procedure begins Home visit/well-being visits (where applicable) Monitoring of whole school cohort trends through weekly tracking Weekly attendance tracked and % addressed as part of weekly monitoring of persistent absence Wider agencies signposted for parents (where applicable) Attendance lead provides half-termly parent newsletter promoting strong attendance Teachers share attendance report as part of parent evening <p>If a child's attendance drops below 96%, parents and carers will receive Letter 1 to inform parents that their child's attendance is declining and now gone below the school target of 96%. Support is offered.</p>	<p>Role of Teachers and School</p> <ul style="list-style-type: none"> Daily, weekly, half termly and termly monitoring of attendance to identify trends or patterns Proactively use data to identify children who are at risk of persistent absence Tracker kept by school to share a week-by-week attendance check with reasons for absence and actions Well-being call provided for children under 5 if school deem necessary – to promote good attendance in school Continue to identify children with falling attendance through daily registers Monitor progress and follow up on celebrating achievements with the families (recognition of attendance) <p>If a child's attendance drops below 93%, parents and carers will receive Letter 2 to invite families in for a push and pull meeting with our attendance officer. This captures thoughts from parents, teachers and children and aims to prevent the child from falling into the persistent absence category.</p>	<p>Role of Teachers and School</p> <ul style="list-style-type: none"> Daily, weekly, half termly and termly monitoring of attendance % to recognise attendance and identify any trends or patterns Take an active part in multi-agency approach with local authority and other external partners through formalised Team around the Family meetings, if necessary Use data driven information to identify children at risk of severe absence Provide interventions to support children where needed Continuously assess and adapt strategies and follow up on celebrating achievements with the families (recognition of attendance) <p>If a child's attendance drops below 90%, parents and carers will receive Letter 3 to invite families in for an attendance action plan meeting with the attendance lead or inclusion lead. This identifies barriers to attendance and strategies to implement so that the child's attendance can improve.</p>
<p>Role of Parents and Carers</p> <ul style="list-style-type: none"> Work alongside school staff to ensure the child is attending school regularly and on time Support school to continue to build strong attendance and punctuality Work in collaboration with school staff to ensure positive transitions at drop off and pickup times Attend meet the teacher for the beginning of each academic year Support the implementation of the school Attendance Policy Engage with school communication including half termly newsletters and Dojo posts Work with staff to support the child to address any concerns raised Communicate effectively with school regarding any absence providing evidence where required <p>Role of External Agencies</p> <ul style="list-style-type: none"> Nottinghamshire Inclusion Support Team to review Attendance Policy Provide resources and training on effective classroom strategies Support the implementation of the Attendance and other Inclusion related policies Collaborate with school on attendance initiatives such as contributing to Attendance Workshops and Parents evenings Signpost parents to suitable agencies, where applicable Support school to utilise agencies that can support strong attendance in school <p>Role of Children</p> <ul style="list-style-type: none"> Attend school regularly, be punctual and engage positively in all areas of school life Support other children to be positive members of Learnington Celebrate the achievements of other children both in and out of celebration assemblies Speak to a trusted adult in school if you have any worries or concerns 	<p>Role of Parents and Carers</p> <ul style="list-style-type: none"> Work with school to identify barriers and/or challenges to attendance Proactively engage with support provided by school Continue to communicate with school effectively regarding absence providing evidence where required Celebrate improvements in attendance with family Attend a push and pull meeting after receiving letter 2 <p>Role of External Agencies</p> <ul style="list-style-type: none"> Signpost to appropriate agency support, where applicable Support a comprehensive and inclusive school-wide approach that encompasses both attendance and emotional well-being Where there are out of school barriers, provide access to services and signpost to support. <p>Role of Children</p> <ul style="list-style-type: none"> Co-construct and participate in any targeted interventions, where applicable Recognise personal achievements Continue to talk to an adult when/if there is a concern Continue to engage in all aspects of school life 	<p>Role of Parents and Carers</p> <ul style="list-style-type: none"> Work with school to continue to identify barriers and/or challenges to attendance Respond to communications with school and proactively engage with school support and external support, including formal plans Take an active role in resourcing additional support Celebrate improvements in attendance with family Attend an action plan meeting after receiving letter 3 <p>Role of External Agencies</p> <ul style="list-style-type: none"> Provide professional development and early intervention to support school Support the formal TAF process and review meetings Signpost or provide access to services according to identified barriers Support the school with Nottinghamshire Local Authority Escalation procedures, where appropriate. <p>Role of Children</p> <ul style="list-style-type: none"> Actively engage in a range of interventions Recognise personal achievements Continue to engage in all aspects of school life Continue to talk to an adult when/if you have a concern

5. Pupil Absence Procedures

Day 1 Procedure

The school has a clear and robust system in place for managing first-day pupil absences.

Parents and carers must inform the school by 8:45am if their child is going to be absent, using one of the following methods:

- Phoning the school office and leaving a message on 01623 455951
- Sending a message via ClassDojo to the office staff

Once the register has closed at 8:50am, the office staff will identify any pupils for whom no reason for absence has been provided. A first call will be made to parents/carers reminding them to contact the school office. For pupils who normally walk to school, a phone call will be made immediately to parents/carers.

First Contact

The school office will attempt to contact parents/carers by phone to establish the reason for absence.

If no contact is made by 10:30am following the first phone call, a further phone call will be made to the parent/carer. If contact cannot be made, the school will attempt to contact all available emergency contacts listed for the pupil.

If no contact is made after these attempts, a second text message will be sent to parents/carers informing them that failure to make contact by 1:30pm will result in a safe and well home visit.

Home Visit and Escalation

If no contact is made following a home visit, a letter will be left at the address requesting that the school is contacted by the end of the school day.

If the child has a social worker, they will be informed that the child has not attended school and that a home visit has been carried out without the child being seen.

If contact is not made by the end of the school day, social services will be contacted for advice and to request a safe and wellbeing check. The police may also be contacted if required, and all professional advice will be followed.

The school will continue to make daily attempts to contact the family and will act in line with professional guidance. If there is no contact for 10 school days, the school will refer the pupil to Children Missing Education (CME).

Day 1 Absence Procedure

Parents/carers must inform the school by 8:45am if their child is going to be absent.

Absence is coded on the register.

Parents contact the school office with the reason for absence.

1) If no contact is made by the time registers close at 8:50am, a first call will be made to parents/carers to explore reasons for absence.

If no contact has been made by 9:30am, the police will be called.

For pupils who are registered to walk alone, a phone call will be made to the parent/carer by 9:15am.

FOR PUPILS REGISTERED TO WALK

2) If no contact is made by 10.30am because of the first call, school will make a further phone call to the parent/carer of the pupil.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a second call will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

5) If contact has still not been made by 1:30pm, the office will inform all DSL's and SLT. A home visit will be conducted.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact by end of the school day.

7) If contact is not made by the end of the day, Family and Children's direct will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. **Professional advice to be followed.**

If no contact is made on day 1, school will repeat steps 2 – 7 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME.

Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Medical Absence Procedure

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

6. Attendance Monitoring

At Leamington, we are relentless in our pursuit of excellence for pupils. A vital part of our role in ensuring we make everyday count for the pupils of our school is the robust approach taken to breaking down barriers that may lead to poor attendance of our pupils.

Our attendance officer and attendance lead regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed. The attendance of all pupils in receipt of pupil premium is monitored weekly. We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem by taking the following action to ensure that persistent absence is kept as low as possible:

For all children who are below national expectation and at risk of becoming persistently absent:

- Weekly monitoring of pupils who have fallen below 96% by our attendance officer (Miss Smythe) and Attendance Leader (Mrs Staley) ensure that support is offered as early as possible in order to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitored in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the action that will be taken if their child's attendance falls below 90%.

For all pupils who have become persistently absent:

- Weekly monitoring by our attendance officer (Miss Smythe) and Attendance Leader (Mrs Staley) of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer by our attendance officer (Miss Smythe) to inform parents/carers of their child's attendance and offer support in order to improve the pupil's attendance.
- Weekly check-ins with the attendance officer continue to review progress and impact of support given. Where there is no improvement, the following action is taken:
 1. *If there is no improvement in your child's attendance, we will send you a first attendance letter to inform you that, as your child continues to be persistently absent from school, and as there has been no further improvement in your child's attendance, further time off school will be unauthorised without medical evidence.*

2. *If your child continues to be persistently absent, and if there is no further improvement in your child's attendance, we will send you a second attendance letter to invite you to a meeting to discuss your child's continued persistent absence and identify how the school may be able to support with this. The letter will remind you that no further time off school will be authorised without medical evidence.*
 3. *If your child continues to be classed as persistently absent from school and there is no clear improvement, a penalty notice warning letter will be sent to inform you that your child's attendance will be monitored over the next 10 weeks. If there are 10 sessions (5 school days) of unauthorised absence within this period, a request will be made to the LA for further action.*
 4. *10 sessions (5 school days) of unauthorised absence within a 10-week time frame will result in a Fixed Penalty Notice being applied for from Nottinghamshire County Council.*
 5. *The attendance lead and family support worker will make regular contact via phone and text to continue to offer help/support and to keep communications open.*
- Pupils have shown a significant improvement in their attendance are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.

For all children who are in receipt of Pupil Premium funding:

- The attendance of all pupil premium children is monitored each week by our attendance officer (Miss Smythe) and Pupil Premium Lead (Mrs Staley).
- The individual needs and vulnerabilities of all our pupils is of great importance to us and taken into consideration when monitoring attendance. Working with members of SLT, the pupil premium lead and family support worker, we seek to proactively engage with pupils who have poor attendance.
- Tailored support and rewards are given to pupils who need an extra incentive to support with creating good attendance habits.

Attendance Procedures

Attendance falls below school target of 96%

1. When attendance falls below school target of 96%, Letter 1 (declining attendance) is sent to parents/ carers.
 - To inform parents that their child's attendance is below the school target and share the current attendance figure.
 - To raise awareness about the importance of regular attendance.
 - To offer support and open communication with families if there are any barriers affecting attendance.



Attendance falls below 93% - at risk of becoming persistently absent

- 2) If the child's attendance falls below 93%, this will trigger letter 2 to parents.
 - To inform them that their child's attendance has not improved and that it will be monitored.
 - To inform them that 10 sessions of unauthorised absence within a rolling 10-week period will result in a fixed penalty notice.
 - To identify and address barriers to attendance by working collaboratively with families to improve regular school attendance.
 - To remind parents of their legal responsibility regarding attendance and explain potential consequences while emphasising support and partnership to avoid escalation.



Attendance falls below 90% - Persistently Absent

- 3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 3*) will be sent.
 - To formally inform parents that their child is now classed as persistently absent and outline the seriousness of continued unauthorised absences.
 - To require attendance at an Attendance Action Plan meeting to identify barriers, set clear expectations and agree actions to improve attendance.
 - To explain the legal responsibilities and potential consequences of continued irregular attendance while emphasising the need for partnership and immediate improvement.



4) If parents/carers fail to attend the meeting and/or there is no further improvement in attendance:

A fixed penalty notice letter (*Letter 4*) will be sent informing them:

- To formally inform parents that a Fixed Penalty Notice has been requested due to continued unauthorised absences meeting the statutory threshold.
- To explain that action has been taken in line with legal guidance following previous warnings and opportunities for support.
- To reinforce the importance of improving attendance moving forward and encourage continued communication and engagement with school support.



- 5) SLT and the inclusion team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

For school refusers/non-attenders, see separate flowchart.

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
<p>School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.</p> <p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.</p>	<p>Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottscc.gov.uk</p> <p>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</p>	<p>School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottscc.gov.uk http://www.languageshop.org/ (translation support)</p> <p>If school does not receive the above a referral should be made to:</p> <p>Children Missing Officer (CMO)</p>	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.</p> <p>If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. <i>For children admitted through first admissions round please refer to your summer term guidance.</i></p> <p>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</p>
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p> <p>Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF <u>evidencing</u> the actions you have taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF <u>Child stays on roll.</u></p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p> <p>Referral is made to: Children Missing Officer (CMO) No later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.</p>	<p>Looked After Children (LAC)</p> <p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	
	<p>If without a new school within 10 days, a referral should be made to:</p> <p>Children Missing Officer (CMO) providing the families new address, contact details and a summary of efforts made by school to engage the family.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in School's / Academies</p>	<p>If allocated children do not arrive <u>PLEASE FOLLOW UP</u>, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p> <p>Direct referral to:</p> <p>Children Missing Education (CMO)</p> <p>Providing child's name / DOB / address and details of parent / carers.</p>	<p>Gypsy/Roma/Traveller</p> <p>If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.</p> <p>If they do not return within 4 weeks of the expected return date please follow attendance procedures.</p>	
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p> <p>Request must be made in writing, following a conversation between school and parent/carers, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p> <p>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</p> <p>Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.</p>	<p>Child permanently excluded</p> <p>LA to be notified on the day of exclusion via e-mail.</p> <p>The LA will respond and continue to work with you through the process.</p> <p>DO NOT remove from your roll until advised.</p>		
<p>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>		<p>Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk within five days of adding a pupil's name to the admission register.</p>
<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be <u>at risk of or actual harm</u>. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>			<p>Family indicate they are returning home for family, cultural or health reasons</p> <p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.</p> <p>If the family do not return on this date attendance procedures should be followed.</p>
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/carechildrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision (P2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-term-final-2.pdf (Summer Term) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/carechildrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form (EHAF)</p>			<p>Health Related Education</p> <p>If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:</p> <p>Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)</p>

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

7. Authorised and Unauthorised Absence

Authorised Absence

- A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.
- We define 'exceptional circumstances' as rare, significant, unavoidable and short.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- There is no parental explanation.
- The school is not satisfied with the explanation for an absence.
- You have received a letter stating that no further time off ill will be authorised without medical evidence.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the Head Teacher. Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

Persistent lateness

Learning begins as soon as pupils arrive at school; therefore, arriving at school in time for the start of the school day is vitally important. We have a drop off window between 8:35 and 8:45 in the morning. By 8:45am, we expect all pupils to be in class ready to begin the school day.

Please also note, unauthorised absences will now include being late after the close of the register at 8:50am and will be included in counting towards unauthorised absences from school, which may result in fines or prosecution.

8. Holidays During School Term Time

In Nottinghamshire, you could be fined if your child has either:

- 5 days (10 sessions) of unauthorised absence over a rolling 10-week period
- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
- If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Where a pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days, schools should follow Nottinghamshire County Council's Attendance Flow chart.

9. Strategies for promoting attendance

We want to reward pupils for high attendance. We do this in the following ways:

- Excellent attendance is celebrated in Monday's assembly.
- Regular attendance themed posts on Class Dojo.
- Attendance postcards sent home for pupils with high or improved attendance.

10. Legal Action

Whilst our primary response to low attendance is to offer support to parents/carers whose child has low attendance, under the new national framework, all schools will be required to consider legal action when a child has missed 10 or more sessions (5 days) for unauthorised reasons. ***(Please note, as outlined above, in most cases, we will not authorise absence for illness when a pupil's attendance is below 90% without medical evidence being provided).***

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 5 days (10 sessions) in total over a 10-week rolling period, then the school will request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

Fixed Penalty Notices (Fines) for missing school

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

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

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. **Please note, the school does not receive any money from the fines.**

11. Supporting Pupils Not Attending

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the attendance champions or a member of our pastoral team to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
 - Referral to the schools Family Support Worker Home visits
 - Nurture support
 - Referral to outside agencies
- As a school, we use the ATTEND framework to support with pupils who are not coming to school. It aims to identify all of the contributing factors when attendance is low. The ATTEND Framework is not intended as an open checklist but a way to frame a conversation, or series of conversations, with a family within a trusting and collaborative relationship.

Long Term Illness

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and feel that it is appropriate.
- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact targeted support services where appropriate.

Part time timetables

- It may be agreed that pupils will only attend school on a part time basis to ensure their individual needs are being met.
- This absence must be recorded as authorised and must take appropriate steps for a leave of absence
- If a pupil receives off site direction to another school or setting, this should be recorded as a C2 on the attendance register. This is in line with the working together to improve school attendance

12. Changing Schools or off rolling

It is important that if families decide to send their child to a different school that they inform Leamington Primary Academy as soon as possible. It is extremely important that children are only off rolled where there a clear destination for the child.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school by CTF within 15 school days of the pupil ceasing to be registered at the school.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.