



**HEART**  
EDUCATION TRUST

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# Attendance Policy

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## **1. Introduction/Aim**

- 1.1 Regular school attendance is essential if children are to achieve their full potential. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.
- 1.2 At The HEART Education Trust we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

## **2. Legal Framework**

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.3 The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:
- Present;
  - Absent;
  - Present at approved educational activity; or
  - Unable to attend due to exceptional circumstances.

## **3. Definitions**

- 3.1 For the purpose of this policy, the school defines:

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“Absence” as:

- Arrival at school after the register has closed
- Not attending school for any reason

Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An “authorised absence” as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason

“Parent” as

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

## 4. Categorising Absence and Attendance

4.1 The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations.

<b>Absence and Attendance Codes</b>	
<b>Present at School</b>	
/ \	Registration code / \ : present in school / = am \ =pm
L	Late arrival before the register has closed. Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
<b>Attendance codes for when pupils are present at approved off-site educational activity</b>	
B	Off-site educational activity. This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
D	Dual Registered – at another educational establishment. This code is not counted as a possible attendance in the school Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in a supervised sporting activity. This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

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V	Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience. Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
<b>Absence codes when pupils are not present in school</b>	
C	Leave of absence authorised by the school. Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made. If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the school. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (not medical or dental appointments). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

S	Study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
T	Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.
<b>Unauthorised Absence from School</b>	
G	Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
N	Reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation. If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in school after registration closed. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.
<b>Administrative Codes</b>	
X	Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
Y	Unable to attend due to exceptional circumstances. This code can be used where a pupil is unable to attend because: <ul style="list-style-type: none"> <li>• The school site, or part of it, is closed due to an unavoidable cause; or</li> <li>• The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or</li> <li>• A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.</li> </ul>

	<p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>• The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).</li> </ul> <p>This code is collected in the School Census for statistical purposes.</p>
Z	<p>Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.</p>
#	<p>Planned whole or partial school closure. This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.</p>

## 4.2 Leave of Absence

4.2.1 Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

4.2.2 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At The HEART Education Trust, leave of absence shall not be granted unless there are 'exceptional circumstances'. This may only be granted at the discretion of the Head teacher. The HEART Education Trust will respond to all applications for leave of absence in writing.

4.2.3 Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised. The HEART Education Trust will treat each application individually and will consider the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

4.2.4 A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-

- The parent fail to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence is not agreed by the Head teacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

4.2.5 When absence is granted by the Head teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

### **4.3 Pupil Absence for the purposes of Religious Observance**

The HEART Education Trust acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

### **4.4 Traveller Absence**

1. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.
3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
4. When trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.
5. The base school is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended here in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at their base school will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
6. The HEART Education Trust schools can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
  - Inform the school regarding proposed return dates
7. Traveller children will be recorded as attending an approved educational activity when:
- The child is on roll and attending another visited school
  - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
8. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

#### **4.5 Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

#### **4.6 Persistent Absence**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

## 4.7 Late Arrival at School

At The HEART Education Trust all pupils are expected to arrive on time for every day of the school year. The school day begins at [INSERT TIME]. We advise all parents to ensure their child is on site prior to this. The school register will be taken at [INSERT TIME]. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before [INSERT TIME] it will be recorded as late - L code (Late before the close of register).

The school register will officially close at [INSERT TIME]. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorized as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

## 5. Deletions from the Register

5.1 In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	<b>Change of school</b> Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	<b>Home education</b> In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
E	<b>Moved away</b> Except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
F	In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

	(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
G	That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	That he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
I	That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
J	That the pupil has died.
K	That the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form
L	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
M	<b>Permanent exclusion.</b> That he has been permanently excluded from the school.
N	Where the pupil has been admitted to the school to receive nursery education, which he has not on completing such education transferred to a reception, or higher, class at the school.
O	Where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

The HEART Education Trust will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown and the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

## 6. Roles and Responsibilities

At The HEART Education Trust, we believe that improved school attendance is a responsibility shared by the trust, school staff, parents, pupils and the wider school community.

The Trust of The HEART Education Trust will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the trust to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Monitor the school's attendance and related issues through termly reporting at trust meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Management Team at The HEART Education Trust will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that staff are aware of the Attendance Policy and where possible that members of staff are adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Report the school's attendance and related issues through termly reporting to the trust and on a half termly basis to the lead trustee for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions

- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium will be used to support pupils with irregular attendance

All staff at The HEART Education Trust will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Pupils will:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Undertaking fortnightly attendance meetings with the Designated Safeguarding Lead and other relevant staff members
- Implementing the identified strategies for promoting good whole school attendance
- Implementing the identified strategies for tackling unsatisfactory attendance

- Managing individual pupil casework files
- Coordinating Individual Action Plans for pupils causing concern including the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract
- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies

The HEART Education Trust requests that parents will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

## 7. Attendance Protocols

If a child is absent, the following will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at **[INSERT TIME]** and where no reason for absence is known
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot make contact with a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the School may also:

- Visit the home of the pupil or request a welfare check to be made by the police

- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns

### **7.1 Expected absence procedure for parents:**

A parent has a legal responsibility to ensure that their child attends school regularly.

If a child is unavoidably absent from school parents are expected to:

- Contact school by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols will be instigated

### **7.2 Support Systems**

School recognises that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance.

The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Parent Support advisor
- Pupil Voice Activities
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Attendance panels
- Parenting contracts
- Engaging the support of other agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

### **7.3 Attendance Procedure and Reward System**

The HEART education trust uses the traffic light initiative system to improve attendance levels. After each half term parents will be given a letter informing them what traffic light colour their child achieved for the previous half term, along with an attendance print out detailing their child's attendance record from the start of the academic year.

- **RED = below 90%**
- **AMBER = 90 – 95.99%**
- **GREEN = 96% and above**



### **Medical Evidence**

Under 90% attendance OR 6 unauthorised absences in a 6 week period.

Medical evidence should be requested when a pupil's attendance becomes a concern. Once medical evidence has been requested, all future absences will be recorded as unauthorised without any medical evidence shown. Medical evidence can be in the form of medication labels, prescriptions, or an appointment card / text.

### **Supportive Panel Meeting**

Meeting should be arranged when Medical Evidence is requested.

A supportive meeting should be held with parents when attendance is a concern. A Supportive Panel Meeting should be arranged when a medical evidence letter has been sent. The purpose of this meeting is to avoid the legal Fast Track process and to support parents to improve attendance.

### **Fast Track Criteria**

9 unauthorised sessions within a 6 week period (30 school days).

Pupils with 9 unauthorised sessions over a 30 school day period should be entered in to the Fast Track process. This is a legal process where parents are required to improve attendance. If attendance does not improve within the fast track period then a referral will be made to court for consideration of prosecution.

### **Fixed Penalty Notice**

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818.

Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

10 consecutive sessions of unauthorised holiday absence.

A FPN should be applied for through Norfolk County Council if a pupil has 10 or more consecutive sessions of unauthorised holiday. The parents will then be required to pay a fine of £60 per child, per parent, for the unauthorised holiday period.

All children with 100% attendance will receive a GOLD certificate at the end of the school year for their excellent attendance.

## **8. Related Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- SEND
- anti-bullying
- exclusions
- behaviour
- Equality

## **9. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- School attendance, DFE (2018)
- School attendance parental responsibility measures: statutory guidance, DFE (revised March 2017)
- Children Missing Education: statutory guidance, DFE (2016)
- 'Keeping Children Safe in Education', DFE (2018)
- Working Together to Safeguard Children DFE (2018)

## **10. Appendices**

10.1 The following pages contain appendices relevant to this policy.

## Appendix 1: Statutory Age Letter

[[firstname]] [[surname]]

Dear [[title]] [[addressee]],

We wanted to let you know that now [[firstname]] has turned five they are of legal statutory school age.

Please find attached a copy of your [[firstname]]'s current attendance.

As a school we aim for 97% attendance.

Attendance is regularly monitored in school and where attendance is of concern you may be invited in to school to attend a meeting with the attendance team to discuss ways in which to help improve the attendance of [[firstname]].

You can find a copy of our Trust attendance policy on our school website.

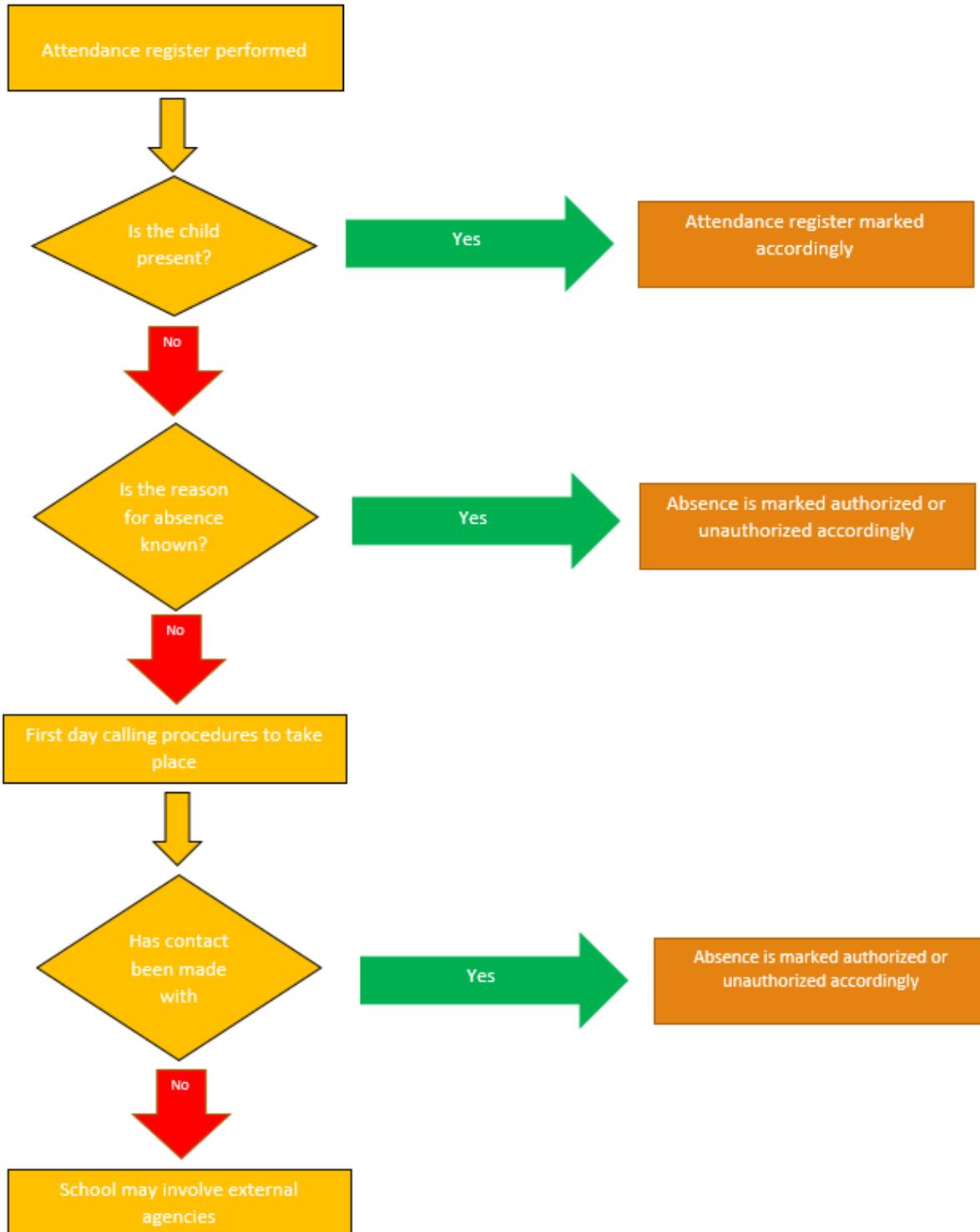
If you have any concerns regarding your [[firstname]]'s current attendance, please contact the school and ask to make an appointment to discuss this.

Yours Sincerely,

Headteacher

## Appendix 2: Daily Attendance Procedure

### Daily Attendance Procedure



## Appendix 3: Traffic Light Initiative flyer

At The HEART Education Trust we are committed to providing all pupils with the best education possible. In order to do this we need all children to attend regularly and punctually throughout the school year.

We are launching the Traffic Light Initiative as a way of improving attendance levels.

The colours of a traffic light will be used to indicate the level of each child's school attendance.

**RED = below 90%**

**AMBER = 90 – 95.99%**

**GREEN = 96% and above**



After each half term you will be given a letter informing you what traffic light colour your child achieved for the previous half term, along with an attendance print out detailing your child's attendance record from the start of the academic year.

We are pleased that the school already has lots of pupils whose attendance is very good. Our goal is that all our pupils will meet the green target of 96% and above attendance each half term.

**We are asking for the co-operation of parents to improve the life chances of their children. You can help us by:**

- Making regular school attendance a priority to ensure that your child is able to access **ALL** the opportunities available to them whilst they are on roll at our school.
- Ensure your child(ren) come to school punctually.
- Telephoning on the day of an absence and sending a letter to explain absence on return to school.
- Ensuring your child returns to school as soon as he/she is able to do so following illness.
- Holidays must be taken during school holidays and not in term time as this has a negative impact on your child's education and may lead to a fine.
- Letting us know of any changes or circumstances at home which may affect your child. Any such information will, of course, be kept in the strictest confidence.
- Supporting your child and us by attending parents meetings and taking an interest in your child's schoolwork.

**Interesting fact - If your child has only 90% attendance over his or her whole 11 years at school they will have missed over one year's education!**

This means Norfolk County Council believes you knew your child was failing to attend school and failed, without reasonable justification, to ensure he/she did so. This offence carries a fine up to £2,500 and/or 3 months imprisonment for each parent. If you fail to attend court for such a case to be heard you could be arrested and brought to court.

Any attendance concerns that you may have can be discussed with your schools pastoral team or the trusts Senior Pastoral Manager - Miss Pelling.

**Tel: 01603 307820**



The HEART Education Trust  
Heartsease Primary Academy  
Rider Haggard Road  
Norwich  
Norfolk NR7 9UE

Telephone: 01603 307 820  
Web: [www.thehearteducationtrust.co.uk](http://www.thehearteducationtrust.co.uk)

The school is aware that a child's poor attendance could be due to genuine illness or other authorised circumstances. If this is the case we understand and hope that your child's attendance improves during the next monitoring period, so that they can move from red or amber to green.

You need to be aware that, although you may provide a reason for absence, it is the school which decides if the reason is valid and if the absence is recorded as authorised or unauthorised.

**Unauthorised absence includes:**

- Arriving after the register has closed.
- All day dental/medical appointments.
- Birthdays.
- Shopping – even for school clothes.
- Extended family holidays (unless there are exceptional circumstances).
- Holidays in term time
- Looking after sick relatives or younger children.

If your child's attendance is unsatisfactory you will be offered support from Miss Pelling, the trusts Senior Pastoral Manager. It is important that you work with the school to help your child overcome any attendance problems.

### TRAFFIC LIGHT INITIATIVE



**TO IMPROVE  
SCHOOL ATTENDANCE  
INFORMATION FOR  
PARENTS AND PUPILS**

## Appendix 4: Trust Red Letter

Dear [[title]] [[addressee]]

### **SCHOOL ATTENDANCE – TRAFFIC LIGHT INITIATIVE**

I am writing to advise you that [[firstname]] has been placed in the **RED** section for having below 90% attendance.

Our records show that [[firstname]]'s attendance is below 90%. DFE guidelines state that a child who has an attendance level of 90% & below is classed as a persistent absentee. [[firstname]] falls into this category.

Whilst we understand that children become ill, please note that we are now unable to authorise any further absences without supporting medical evidence. Medical evidence can be in the form of appointment cards, copy of prescriptions/medical labels or a Doctor's note.

Research has shown that there is a strong link between levels of attendance at school and levels of achievement. Children with high levels of attendance tend to gain better results in tests and examinations than children with lower attendance levels. We are committed to improving the achievement of all children and, as part of that commitment, are seeking to improve levels of attendance.

It is the legal responsibility of parents/carers to ensure their children attend their registered school on time each day. I must therefore inform you that unless your child attends school on a regular full-time basis, the school will have to start legal interventions which may result in the Local Education Authority placing the matter before the Magistrates Courts. Parents who are seen to fail in their duty can be brought before the Magistrates Court where a maximum £2,500 fine and/or up to a three month prison sentence can be imposed. The Local Education Authority also has a duty to consider an application to the Family Courts for an Education Supervision Order. This Order would put your child under the direct supervision of an Attendance & Entitlement Officer who will have the authority of the Court to advise, assist, befriend and give directions to the child and parents.

We wish to help [[firstname]] to improve their attendance. If you would like to discuss this matter, please contact the Trust Attendance Lead on 01603 307820 or myself and I will be happy to talk with you and, if required, arrange a meeting. We would appreciate your support to make sure [[firstname]]'s attendance improves.

Yours Sincerely,

Headteacher

## Appendix 5: Trust Amber Letter

Dear [[title]] [[addressee]]

### SCHOOL ATTENDANCE – TRAFFIC LIGHT INITIATIVE

I am writing to advise you that [[firstname]] has been placed in the **AMBER** section for having between 90% and 95.99% attendance. This is below the attendance target for pupils at The HEART Education Trust.

Research has shown that there is a strong link between levels of attendance at school and levels of achievement. Children with high levels of attendance tend to gain better results in tests and examinations than children with lower attendance levels. We are committed to improving the achievement of all our children and, as part of that commitment, are seeking to improve levels of attendance.

I am aware that the poor level of attendance during this period could be due to genuine illness. If this is the case I hope that [[firstname]]'s attendance improves during the next half term monitoring period.

If [[firstname]] is not attending school regularly and there is not a valid reason for their poor attendance, we may have to consider starting a legal intervention. If this happens it is important that you co-operate with the school to make sure your child overcomes his or her attendance problems and receives an appropriate education. If you do not do everything you can to co-operate with the school, the Local Authority may have no choice but to consider legal action. This could result in parents being issued a fixed penalty notice, fined up to £2,500 for each child who is not attending school and/or a possibility of imprisonment for up to 3 months.

If you have any concerns regarding [[firstname]]'s attendance I would ask that you contact the school and request an appointment with the pastoral team or with myself to discuss any issues that could be preventing [[firstname]] from attending school regularly.

Yours sincerely

Headteacher

## Appendix 6: Trust Green Letter

Dear [[title]] [[addressee]]

### **SCHOOL ATTENDANCE – TRAFFIC LIGHT INITIATIVE**

I am writing to advise you that [[firstname]] has been placed in the **GREEN** section for having above 96% attendance.

This is excellent, as regular and punctual attendance will have a positive effect on [[firstname]]'s academic progress. I hope to see this level of attendance continue.

Thank you for your support in ensuring [[firstname]]'s regular school attendance.

Yours sincerely

Headteacher

## Appendix 7: Supportive Panel Meeting and medical Evidence Request

[[firstname]] [[surname]]

### Attendance Supportive Panel Meeting and Medical Evidence Request

Dear [[title]] [[addressee]]

It has been brought to my attention that [[firstname]]'s current school attendance is of concern.

Medical evidence is now required for **all** future absences. Medical evidence can be in the form of medication labels, prescriptions or an appointment card or text. Failure to provide medical evidence will result in unauthorised absences which could lead to legal intervention.

I would like to invite you to meet with me on ..... at ..... am/pm at ..... to discuss ways to improve [[firstname]]'s attendance. If this time is not convenient then please let me know so that we can rearrange, otherwise I look forward to seeing you then.

Yours sincerely

Miss Katie Pelling  
Trust Senior Pastoral Manager

## Appendix 08: Failure to Attend Support Panel Meeting Letter

Dear [[title]] [[addressee]]

### **Support Panel Meeting re: [[firstname]], [[dob]]**

I am sorry that you did not attend the Support Panel meeting arranged for today to discuss [[firstname]]'s absences. I enclose a copy of the notes of the meeting, the action plan made in your absence and [[firstname]]'s current school attendance register.

I would like to take this opportunity to remind you that it is your legal responsibility to ensure that [[firstname]] attends their registered school on time each day. I must therefore inform you that unless [[firstname]] attends school on a regular full-time basis, the school will have to recommend that legal intervention takes place.

If there is anything further that you wish to discuss please contact me.

Yours Sincerely

Katie Pelling

Trust Senior Pastoral Manager

## Appendix 09: Support Panel Meeting Recording Template

### Support Panel Meeting

Pupil Name		Current Attendance %		Year Group	
Location of Meeting		Date		Time	
Professionals Present			Family members and other adults present		
What's working well					
What are we worried about					
What needs to happen			Person responsible	By when	
Signed by Professionals			Signed by Parent/Carer		

## **Appendix 10: Attendance Criteria and Process**

### **Attendance Criteria and Processes**

#### **Medical Evidence**

Under 90% attendance OR 6 unauthorised absences in a 6 week period.

Medical evidence should be requested when a pupil's attendance becomes a concern. Once medical evidence has been requested, all future absences will be recorded as unauthorised without any medical evidence shown. Medical evidence can be in the form of medication labels, prescriptions, or an appointment card / text.

#### **Supportive Panel Meeting**

Meeting should be arranged when Medical Evidence is requested.

A supportive meeting should be held with parents when attendance is a concern. A Supportive Panel Meeting should be arranged when a medical evidence letter has been sent. The purpose of this meeting is to avoid the legal Fast Track process and to support parents to improve attendance.

#### **Fast Track Criteria**

9 unauthorised sessions within a 6 week period (30 school days).

Pupils with 9 unauthorised sessions over a 30 school day period should be entered in to the Fast Track process. This is a legal process where parents are required to improve attendance. If attendance does not improve within the fast track period then a referral will be made to court for consideration of prosecution.

#### **Fixed Penalty Notice**

10 consecutive sessions of unauthorised holiday absence.

A FPN should be applied for through Norfolk County Council if a pupil has 10 or more consecutive sessions of unauthorised holiday. The parents will then be required to pay a fine of £60 per child, per parent, for the unauthorised holiday period.

### Appendix 11: Attendance Intervention Procedure

