



## St Chad's CofE Nursery and Infant School

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# Attendance and Absence Policy

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**Policy Approved**      **Signed: P Geary**      **Date: 07.06.17**

Policy Reviewed      Signed: M Gladwell      Date: 21.09.22

Policy Reviewed      Signed: Rev. Andy Ward      Date: 14.07.21

Policy Reviewed      Signed: Rev. Andy Ward      Date: 09.10.19

Policy Reviewed      Signed: Rev. Andy Ward      Date: 19.06.19



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### **Statement of intent**

St Chad's CofE Nursery and Infant School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We understand that barriers to attendance are complex. For example, some pupils may find it harder than others to attend school or there could be barriers outside of school that may be impacting a parent/carer bringing their child to school. Therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.



- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is Mrs Lambert, and can be contacted via telephone (01332 345997) or email ([admin@stchads.derby.sch.uk](mailto:admin@stchads.derby.sch.uk)). Staff and parents will be expected to contact the attendance officer for queries or concerns about attendance. Mrs Lambert is supported by members of the school's wider pastoral team:

- Welfare Officer: Mrs Suddery
- Family Support Worker: Mrs Sohanpal
- SENDCo: Mrs Cavanagh

### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND and Inclusion Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

### Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.



- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The headteacher is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

### Definitions

The following definitions apply for the purposes of this policy:

#### **Absence:**



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

### **Authorised absence:**

- 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

### **Unauthorised absence:**

- 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
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

### **Persistent absence (PA):**

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

### **Attendance expectations**

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. The school's attendance target is 96 per cent. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 9:00am, and pupils will be in their classroom, ready to begin lessons at this time. The school's main school gate located on Gordon Road opens daily from 8:45am until 9am to:

- support parents with multiple school drop-offs and/or work commitments
- enable sufficient time for children to say their good-byes
- enable sufficient time for children to put away their belongings e.g. coats and book bags, ready to start their school day

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:15am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:00pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:10pm. Pupils will receive a mark of absence if they are not present



Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

### Absence procedures

Parents will be required to contact the school office via telephone (01332 345997) or via the school's dedicated attendance email ([hello@stchads.derby.sch.uk](mailto:hello@stchads.derby.sch.uk)) before 9:15am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. It is not permissible for parents to report any absence via Class Dojo. If contact is not made by the parents before 9:30am, then the school will attempt to contact the parents on the first day of absence and on subsequent days. If a child has persistence absence and/or punctuality concerns, contact may be made by the parents before 9:15am.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

If no contact is made, a home visit may be carried out to get a reason for absence.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. If absence due to sickness is causing concern, for example attendance has fallen below 90% and the absence pattern is unexplained or made up of several isolated days, a child may be referred to the school nurse and will be referred to The Education Welfare Service. The Headteacher may decide that they will only authorise the absence on receipt of suitable medical evidence. This could include a prescription form, appointment card or conversation with health personnel. Parents will be notified about this requirement by letter.

In the case of persistent absence, arrangements will be made for parents to speak to the school's welfare officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 per cent, the attendance officer inform the welfare officer and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days preparations can be made to remove from the admission register when the school and Educational Welfare Services have failed, after jointly making reasonable enquiries, to establish the whereabouts of the pupil. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The pupil can only come off roll once Educational Welfare Services have confirmed that they can be removed.

The Headteacher will regularly remind parents of the importance of good attendance and punctuality (e.g. on the school website, via Class Dojo, in newsletters).

### Attendance register

The school uses the electronic management information system, SIMS, to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.



Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

### **Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.





### Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing using the school's Leave of Absence request form at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Following guidance from Education Welfare Service, the exceptional circumstances for an absence to be authorised will be:

- Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling;
- Significant family illness to Mother (step), Father (step), sibling or principal carer;
- Disclosure of significant abuse where a short leave of absence may be beneficial to recovery;
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

Requests for leave will not be granted in the following circumstances:

- Holidays
- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Evidence of the appointment e.g. letter, appointment card is to be submitted to the school office. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:





- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

### **Religious observance**

Parents will be expected to request absence for religious observance in writing using the school's Leave of Absence request form. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

School will authorise one days leave for each religious observance (up to a maximum of two days leave in an academic year) provided a leave of absence request is completed, otherwise these will be marked as unauthorised. Any further days will have to be accompanied by the relevant form and will only be authorised by the Headteacher. The school may seek advice from the religious body in question where there is doubt over the request.

### **SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.



- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

### **Leave during lunch times**

The school recognises that communal eating over lunchtimes helps to support and develop many social skills, for example, providing opportunities for pupils to use their manners, take part in conversations and express their thoughts and feelings. This is why all pupils are encouraged to remain in school over lunchtimes.

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher. Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. It is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Our lunchtime hours are:

- 11:50am-12:50pm (Bears and Crocodiles)
- 12pm-1pm (Flamingos and Elephants)

Pupils will leave the school premises within 5 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch. Parents are required use the school's intercom on the main school gate to notify the office staff that they are here to collect their child for the lunchtime. A staff member will accompany the pupil and hand-over to their parent/carer on the main school gate. The pupil will be signed out and back in using the lunchtime register at the school office.

The Headteacher reserves the right to withdraw the permission for home dinners at any time. This may occur, for example, where there are attendance concerns, punctuality concerns or concerns over behavior/conduct/food and self-care concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.

### **Truancy**



Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

- All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each pupil's learning.
- All children are expected to be in their classes by 9:00am and 1:00pm, where the teacher will record the attendance electronically.
- Immediate action will be taken in line with the school's safeguarding procedures when there are any concerns that a child might be truanting

### Missing children

Pupils are not permitted to leave the school premises during the school day unless they have an authorised reason which has been agreed by the school's attendance officer e.g. a medical appointment.

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing child will inform the Headteacher, Senior Leader or Deputy Safeguarding Lead immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher, Senior Leader or Deputy Safeguarding Lead.

The following areas will be systematically searched:

- All classrooms
- All toilets
- All outdoor play areas (including the Undercroft)
- Changing rooms
- The Learning Zone
- The Sensory Room
- The kitchen
- Any outbuildings
- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the police and parents of the pupil will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked after child, or has any special educational needs, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- The Headteacher, Senior Leader or Deputy Safeguarding Lead will take the appropriate action to ensure the children understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located.



- The Headteacher, Senior Leader or Deputy Safeguarding Lead will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- Appropriate disciplinary procedures are followed in accordance with the school's Behavioural Policy.
- A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

### Children Missing from Education

- School will enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the pupil's whereabouts and consider notifying the LA's Educational Welfare Officer (EWO) at the earliest opportunity.
- School will monitor pupil's attendance through their daily register.
- School will agree the intervals at which they will inform EWO of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.
- School will monitor attendance closely and address poor or irregular attendance.
- Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days preparations can be made to remove from the admission register when the school and EWO have failed, after jointly making reasonable enquiries, to establish the whereabouts of the pupil. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable caus. The pupil can only come off roll once the EWO has confirmed that they can be removed.

### Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT and members of the school's pastoral team, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance meetings in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Hosting attendance meetings
  - Delivering attendance parent workshops
  - Engaging with LA attendance teams
  - Using the school's Attendance Parent Agreement
  - Using fixed penalty notices

The school will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

### Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families



about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services, educational welfare service.

The school will ensure that there are three sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation. Parents/carers are responsible for notifying the school office of any changes to these contact details.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer, with support from the Welfare Officer, will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Welfare Officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

### **Persistent Absence**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Meeting with parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Working with Educational Welfare Services to identify and address the wider barriers to attendance these pupils are facing.
- Leading check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.



- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

### Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's designated Educational Welfare Officer from the Local Authority
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

### Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be





responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

### **Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

### **Monitoring and review**

Attendance and punctuality will be monitored throughout the year. This policy will be reviewed annually by the headteacher. Any changes made to this policy will be communicated to all relevant stakeholders.





### Appendix 1: Attendance Monitoring Procedures

St Chad's CofE Nursery and Infant School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

An attendance meeting is held weekly in school with SLT and members of the school's pastoral team (Welfare Officer, Attendance Officer, SENDCo and Family Support Worker) to review weekly and annual attendance to date. Any attendance/punctuality trends/ issues noted are recorded on the Attendance Tracker spreadsheet.

#### **Attendance at 95%**

If a pupil's attendance falls to 95%, the pupil's attendance is to be monitored by the Attendance Officer. The name of the pupil is to be shared during the weekly attendance meeting.

#### **Attendance at 94%**

If a pupil's attendance falls to 94%, the Welfare Officer or Family Support Worker or New Communities Support is to speak to the parent/carer to make them aware and to discuss any issues or problems that they may need help with to improve their child's attendance.

#### **Attendance at 93% - 91%**

If a pupil's attendance falls to 93%, a letter is sent home raising concerns that attendance has fallen below the school's expected standard. A meeting is to be arranged in school with the Welfare Officer and parent/carer to discuss any issues or problems that they may need help with to improve their child's attendance. Attendance procedures, including next steps that will be followed if attendance does not improve, will be discussed. The attendance is to be monitored on a weekly basis until it stabilizes.

#### **Attendance at 90%**

If a pupil's attendance falls to 90%, a letter is sent home explaining that the pupil's attendance is significantly below the school's expected standard. An attendance chronology is to be open on the school's MyConcern system. A meeting is to be arranged in school with the Headteacher and parent/carer to discuss any issues or problems that they may need help with to improve their child's attendance. The St Chad's Attendance Parent Agreement is to be shared and signed. . If parents are unwilling to cooperate, a referral may be required to the local Education Welfare Officer (EWO), who will then conduct a home visit. The attendance is to be monitored on a weekly basis until it stabilizes.

#### **Attendance at 89% and below**

If a pupil's attendance falls to 89%, a letter is sent home explaining that the pupil's attendance is critically below the school's expected standard. The Attendance Officer is to make a referral to the Education Welfare Officer. Education Welfare protocol is followed, and a parental contract is drawn up.

#### **Parent workshops / group meetings**

Group parent workshops / meetings to discuss and support with matters impacting attendance may be delivered in school by members of the pastoral team e.g. support in routines, school expectations, school readiness. Outside agencies e.g. family visitor, education welfare service may be asked to attend and support with the delivery of these sessions in school.



### Appendix 2: Attendance Parent Agreement

#### **"Every day counts" ATTENDANCE PARENT AGREEMENT**

At St Chad's, we are fully committed to ensuring that each of our children gets the best possible start to life. One way that we can do this is through ensuring regular school attendance. Regular attendance at school is vital if children are to make good progress and to benefit from the opportunities that school offers.

As a school, we set an attendance target for every child of 96% or above. Your child's attendance is critically below this target. **Your child's attendance is currently XX%.**

We value strong home-school partnerships and it essential that we now work together over the coming weeks, months and remaining academic year to stabilise and improve your child's attendance. We are now requesting that you read, sign and follow our Attendance Parent Agreement below with immediate effect.

If your child's attendance does not improve then we will need to referral to the Educational Welfare Service at Derby City Council.

<b>Name of child:</b>		<b>Class:</b>		<b>Year group:</b>	
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#### **Parent(s)/Carer(s) will:**

- Ensure that my child attends school on time (between 8:45am and 9am) every day.
- Continue to report any absence to the school by 9:15am via telephone (01332 345997) or email ([admin@stchads.derby.sch.uk](mailto:admin@stchads.derby.sch.uk))
- Provide evidence to support any absence from school e.g. medical appointment.
- Contact school if there are any significant changes in family circumstances that might affect school attendance.
- Attend any meetings that are requested by the school and/or Educational Welfare Service concerning attendance.
- Understand the legal consequences of not fulfilling parental responsibility and that the Educational Welfare Service may take legal proceedings against you for failure to comply with the Law.

#### **School will:**

- Address any concerns that the child has in school that is impacting their attendance.
- On receipt of an explanation for absence, decide whether it is to be authorised.

<b>Signed by school:</b>		<b>Date:</b>	
<b>Signed by parent(s)/carers:</b>		<b>Date:</b>	