St Chad's CofE Nursery and Infant School

Attendance Policy

January 2023

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Approved by Governing Board on:

Introduction

Promoting good school attendance is everyone's responsibility. DDAT strives to ensure that all its schools create an environment which enables and encourages all pupils to reach their full potential. For pupils to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.

DDAT understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, DDAT schools will prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with all pupils and parents.

St Chad's CofE Nursery and Infant School believes that in order to facilitate teaching and learning, good attendance is essential. 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.

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and modelling high attendance/ punctuality and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Intervening early to address patterns of absence and working with other agencies to ensure the health and safety of other pupils
- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school.
- 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.
- Working collaboratively with other schools in the area, as well as other agencies.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Equality Act (2010)
- Children and Young Persons Act (1963)
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- Missing Children and Adults - A cross government strategy (publishing.service.gov.uk) (2011)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- DfE's guidance on Children Missing Education (updated September 2016)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

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

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance appropriate to their role.
- Holding the Headteacher to account for the implementation of this policy.
- Sharing effective practice on attendance management and improvement across schools.
- 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.

Our link governor for attendance supports leaders in improving attendance, whilst also monitoring and challenging attendance data. We report termly to governors about attendance, and this is discussed during governor meetings. We share this information through the Headteacher report, but also a separate attendance overview that further breaks down groups within school. This allows further analysis to take place.

3.2 The Co-Headteachers

The Co-Headteachers are responsible for:

- The overall strategic approach to attendance in school.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

3.3 The designated senior leader responsible for attendance

The designated senior leader with responsibility for attendance will:

- Offer a clear vision for attendance improvement.
- 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.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.

- Work with the attendance officer to carry out all agreed actions.

The designated Co-Headteacher with responsibility for attendance is Mrs. K. Morley and she can be contacted via 01332 345997 or admin@stchads.derby.sch.uk.

3.4 The Attendance Officer

The school attendance officer will:

- Monitor and analyse attendance data, as detailed in section 8.
- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Ensures attendance is recorded accurately, with the correct codes used (see appendix 1).
- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Co-Headteachers.
- Work with education welfare officers, and other professionals, to tackle persistent absence.
- Advise the Co-Headteachers when to issue fixed penalty notices.
- Inform the LA of any pupil being deleted from the admission and attendance registers.

The attendance officer is Mrs. S. Lambert and she can be contacted via 01332 345997 or admin@stchads.derby.sch.uk.

3.5 Class Teachers

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting this information to the school office. Registers should be completed by 09:05am in morning registration, and 13:10pm during afternoon registration.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of pupils to inform decisions as to whether any welfare concerns should be escalated.
- Discuss attendance at parents' meetings, and the impact attendance is having on the child's learning

3.6 Family Support Worker

The Family Support Worker will:

- Meet with parents in order to provide them with more detailed support on attendance.
- Hold parent workshops regarding attendance/ punctuality.
- Develop relationships with parents to work through the barriers they are experiencing regarding attendance.
- Send out any relevant attendance letters to parents, and follow this up with a phone call.

3.7 Parents/carers

Parents/carers are responsible for:

- Ensuring their child attends every day on time. The school start time is 09:00am (gates open at 08:45am) and the school day ends at 15:15pm.
- Calling the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Providing the school with a minimum of 2 emergency contact numbers (in addition to parent/carers contact details) for their child. Ensure all contacts are accurate and up to date.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Promoting good attendance with their children.

3.8 Pupils/students

Pupils/students are expected to:

- Whenever possible, attending school every day, on time.
- Joining all lessons and any agreed activities when at school.

Due to the age of our children, the importance of good attendance and school expectations are placed on parent/ carers.

4. Definitions

The following definitions apply for the purposes of this policy:

4.1 Absence

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

4.2 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

4.3 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

4.4 Persistent Absence (PA)

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

5. Recording attendance

5.1 Attendance register

We will keep an attendance register and place all pupils onto this register. St Chad's CofE Nursery and Infant School use the electronic management information system, SIMS, to keep attendance registers. This ensures that they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance registers at the start of each school day and at the start of each afternoon session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether absences are authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

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.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The register for the first session will be taken at 09:00am. Any pupil arriving after 09:00am is marked as late. The register for the second session will be taken at 13:00pm and will be kept open until 13:10pm.

5.2 Unplanned absence

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 9:10am. Pupils will receive a late mark if they are not in their classroom by 09:00am. 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 'U' 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.

Staff and parents must communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09:15am or as soon as possible by contacting the school office on 01332 345997 or via the school's email address admin@stchads.derby.sch.uk (see also section 8). It is not permissible for parents to report any absence via Class Dojo. If contact is not made by the parents before 09:30am, then the school will attempt to contact the parents on the first day of absence and on subsequent days.

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 the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If 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 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 Family Support Worker, or Co-Headteacher. 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 will inform the Fsamily Support Worker and Co-Head for a formal meeting will be arranged with the pupil's parent.

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

5.3 Planned absence

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

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. This form is available in the school office, from the Attendance Officer.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Evidence of the appointment e.g. letter, appointment card is to be submitted to the school office.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

Our school gate on Gordon Road opens at 08:45am. Children need to be sat down in classroom ready to learn for 09:00am. If children arrive after 09:00am they will receive a late mark. We record how many minutes late, and these are collated to gain an overall figure of a child's punctuality.

Times of the Day:

Reception, Y1 and Y2	Morning Nursery	Afternoon Nursery
08:45am – 15:15pm *Marked late after 09:00am	08:45am – 12:00pm *Marked late after 09:00am	12:15pm – 15:15pm *Marked late after 12:15pm

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

As we do with attendance, we track punctuality weekly. Any children showing concerning levels of punctuality our Family Support Worker works closely with parent/carers to improve this. This is through the use of individualized, group, or whole school support and reminders. All support is personalised and appropriate for the specific family we are working with,

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, conduct a home visit. If the pupil is classed as child protection or persistent absentee, a risk assessment is required.
- Identify whether the absence is approved or not.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving other agencies as appropriate. E.g. Follow local procedures for Children Missing Education CME.

5.6 Reporting to parents/carers

The school will regularly inform parent/carers about their child's attendance and punctuality through half-termly reports. These reports are sent out half-termly. At parents' evenings teachers will talk parent/carers through their child's attendance. We report attendance as sessions missed, rather than as a percentage. The rational for this is so that parents can see how much learning their child has missed.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Department for Education stipulates that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. The decision to grant to refuse the request will be at the sole discretion of the Co-Headteachers, taking the best interests of the pupil and the impact on the pupil's education into account. The Co-Headteachers 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.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The school may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments;
- Religious observance (further information in section 6.2)
- Significant family bereavement, i.e. Mother (step), Father (step), principal carer or sibling;
- Significant family illness, i.e. Mother (step), Father (step), principal carer or sibling;
- 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 considered. Where the absence is granted, the Co-Headteachers will determine the length of time the pupil can be away from school.

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

- Holidays
- Immediately before and during statutory assessments

- When a pupil's attendance record shows any unauthorized absence
- Where a pupil's authorised absence record is already above 10% for any reason

6.2 Religious Observance
Parents will be expected to request leave of 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 religious body to which the pupil's parents belong. 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 authorize one days leave for each religious observance (up to a maximum of two days leave in an academic year) providing a Leave of Absence request is competed, 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 Co-Headteacher's. The school may seek advice from the religious body in question where there is doubt over the request.

6.3 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.

6.4 Legal sanctions

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 Education 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.

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

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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

The decision on whether to issue a penalty notice may consider:

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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

7. Strategies for promoting attendance

Promoting good school attendance is everyone's responsibility.

To promote good attendance our school uses the following strategies:

- Celebrating good attendance with parents at parents evening.

- Regular conversations on the gate to praise parents when children's attendance has improved.

As an infant school it is our parent's responsibility to ensure their children are in school every day, and on time. Due to this we do not celebrate good attendance in our celebration Collective Worships.

8. Attendance monitoring

8.1 Monitoring and analysing attendance

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

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

- The school cohort.
- 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 who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Forever St Chad's (FSC) pupils; pupils who have been with us since Autumn 1 of Reception
- Pupils at risk of PA.
- Pupils at risk of SA.

The attendance officer and senior leader responsible for attendance 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. Specifically, where there is a safeguarding concern for a pupil absent or missing from education, the attendance officer will alert the DSL in accordance with the school's established safeguarding recording and reporting processes.

The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future. We hold weekly 'Welfare Wednesday' meetings. In attendance at this meeting is the Senior Leadership Team, Attendance Officer, Welfare Officer and Family Support Worker.

Individual children below 94% are discussed weekly to ensure timely interventions are put in place, and monitor that previous interventions are having a positive effect.

The Local Governing Body will regularly review attendance data, including examinations of recent and historic trends, and will support the Co-Headteachers 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.

Attendance data will also be monitored via FFT by the Trust and fed back to the Trust Board throughout the year at the Education and Standards Committees.

8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

8.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school.

Severe absence is where a pupil misses 50% or more of school.

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.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the trust. At every review, the policy will be approved by the full governing board.

Appendix 1: DfE Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	**Definition**	**Scenario**
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
All amendments made to the attendance register will include the original entry, the amended entry, the reasons for the amendment, the date of the amendment and the name and role of the person who made the amendment.		

Appendix 2: Key Contacts

Safeguarding Role	Name and Role	School contact details
Senior Leader Responsible for Attendance	Kate Morley Co-Headteacher	via admin@stchads.derby.sch.uk
Attendance /Education Welfare Officer	Sharon Lambert Attendance Officer Nicky Kay Welfare Officer	via admin@stchads.derby.sch.uk via safeguarding@stchads.derby.sch.uk
SENCo	Katie Gilsenan Inclusion Lead	via send@stchads.derby.sch.uk
Governor for Attendance	Adem Repesa	via admin@stchads.derby.sch.uk
Designated Safeguarding Trustee:	Mark Emly	via DDATAdmin@ddat.org.uk
DDAT Safeguarding Officer:	Heather Hogg	Heather.hogg@ddat.org.uk
DDAT CEO	Dr Sarah Clark	via info@ddat.org.uk
DDAT Attendance Lead	Jonathan Gallimore	exechead@hardwick.derby.sch.uk

Other Key Local Attendance Contacts

	Derby	Derbyshire
Education Welfare and **Local Authority Children Missing Education CME) Officer**	• Paul Johnson Paul.johnson@derby.gov.uk 01332 641438 Derby Education Welfare Service • CME: 01332 641448 or cme@derby.gov.uk • See Children Missing Education for further information and CME referral form and for notification forms for child on roll, removal from roll and removal from roll to Elective Home Education (EHE)	
Virtual School for Looked After Children	• Virtual School Head - 07812 301044 or graeme.ferguson@derby.gov.uk • Specialist Education Support Officer for LAC Kate Harm Kate.harm@derby.gov.uk 01332 641439	

	Derby	Derbyshire
Public Health Nurse/other health contact/s	Lucy Henderson Lucy.henderson19@nhs.net 07775705330 0300 123 4586	
Emotional Health and Well-being Services	Derby and Derbyshire Health and Wellbeing Service Specialist Community Advisors Bridge the Gap Compass Changing Lives	
Homelessness or at risk of homelessness	Derby city council homelessness webpages	Derbyshire county council Preventing homelessness webpages

Key National Contacts

Organisation	Description and contact details
NSPCC helpline for adults	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: • Text 88858 • 0808 800 5000 • help@nspcc.org.uk
NSPCC helpline Report Abuse in Education	Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance: • 0800 136 663 • help@nspcc.org.uk
National Domestic Abuse Helpline	Hosted by Refuge, Helpline 0808 2000247
Operation Encompass	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990
Report Abuse in Education helpline	• Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email help@nspcc.org.uk

Appendix 3: 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 help 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 94%

The pupil's attendance is to be monitored by the Attendance Officer. The name of the pupil is to be shared during the school's weekly Welfare Meetings.

Attendance at 93%

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. The attendance is to be monitored on a weekly basis until it stabilizes.

Attendance at 92-91%

A meeting is to be arranged in school with the Welfare Officer/Family Support Worker/NCAT/Inclusion Manager 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 session in school.

Appendix 4: Attendance Parent Agreement

When a pupil's attendance drops below 90% a meeting with school and parents will take place. Parents are asked to sign the Attendance Parent Agreement in order to work together, with school, to improve their child's attendance.

"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.

Name of child:		**Class:**		**Year group:**	

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)
- 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.

Signed by school:		**Date:**	
Signed by parent(s)/carers:		**Date:**	

An Equality Impact Assessment has been completed for this policy.