

Appendix 1: Coding

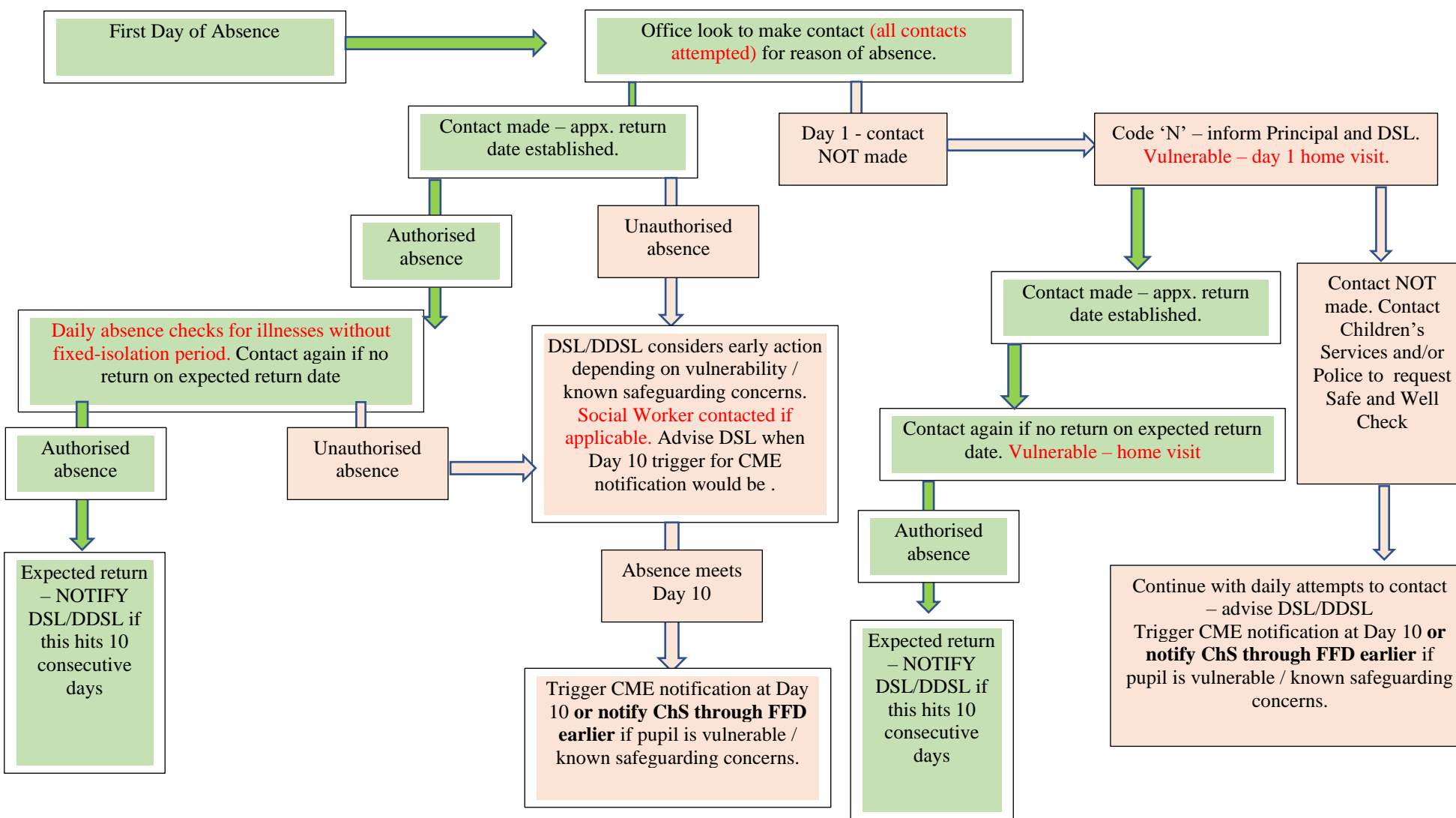
Appendix 1: Safeguarding responsibilities / Children who are absent from school

Students who are absent from school / education for prolonged periods and /or repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly county lines. It is important our school response to ‘persistently absent students’ and ‘children missing education’ supports identifying such abuse, and in the case of absent students, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where students are already known to local authority children’s social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

The flow charts below demonstrate our schools process for how we ensure students identified as vulnerable children and non-vulnerable students are monitored and actioned:



Day to Day Absence Flowchart – Protocol for Office Staff



Appendix 3: Attendance team & Roles and Responsibilities

At St Stephen's all staff are fully aware that positive attendance and promoting this is the responsibility of all staff. Although there are key staff who lead attendance drives and initiatives, attendance is everyone's responsibility.

These Responsibilities include:

For all children we will:
<ul style="list-style-type: none"> • Have a clear school attendance policy on the school website which all staff, students and parents understand. • Develop and maintain a whole school culture that promotes the benefits of good attendance. • Accurately complete admission and attendance registers. • Have robust daily processes to follow up absence. • Have a dedicated senior leader with overall responsibility for championing and improving attendance.
For children at risk of becoming persistently absent we will:
<ul style="list-style-type: none"> • Proactively use data to identify pupils at risk of poor attendance. • Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance • Where out of school barriers are identified, signpost and support access to any required services in the first instance. • If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
For persistently absent children we will:
<ul style="list-style-type: none"> • Continue support as for pupils at risk of becoming persistently absent and: • Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. • Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. • Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. • Where there are safeguarding concerns, intensify support through statutory children's social care. • Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
For severely absent children we will:
<ul style="list-style-type: none"> • Continue support as for persistently absent children and: • Agree a joint approach for all severely absent children with the Local Authority.
For cohorts of children with lower attendance than their peers we will:
<ul style="list-style-type: none"> • Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. • Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance. • Work with other schools in the local area to support consistency of approach for religious observance.
For children with medical conditions or SEND with poor attendance we will:
<ul style="list-style-type: none"> • Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. • Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the student's EHCP is accessed. • Consider additional support from wider services and external partners, making timely referrals. • Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.
For children with a social worker we will:
<ul style="list-style-type: none"> • Inform the student's social worker if there are any unexplained absences and if their name is to be deleted from the register.



The governing body

The governing board is responsible for:

- 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
- Holding the headteacher to account for the implementation of this policy
- Link governor for safeguarding oversees attendance. They are responsible for challenging and holding the Attendance Leader to account.

The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary.

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Sarah Callanan and can be contacted via 01527 63911 or by email office@ststephensfirst.worcs.sch.uk

Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office via our school's MIS Arbor. Registers are completed twice per day: For years 1-4 this is at 8.50am and 1pm. For Nursery it is 8:55am and for Reception is 8.50am and 12.30pm, due to differing session times.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school MIS system
- Make first day phone calls for those children whose whereabouts are unknown by 10am.
- Transfer calls from parents/carers to leaders in order to provide them with more detailed support on attendance.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence by 8:30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day



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Pupils

Pupils are expected to:

- Attend school every day on time.

Appendix 4: Process for recording attendance

Attendance register

We will keep an attendance register and place all pupils onto this register.

In line with DfE guidance AM and PM registration periods will not be longer than either 30 minutes after the session begins or the length of the form time/first lesson in which the registration takes place.

Pupils must arrive in school by 8:40 am on each school day. (Breakfast club available from 8:15am)

Registers are completed twice per day: For years 1-4 this is at 8.50am and 1pm. For Nursery it is 8:55am and for Reception is 8.50 am and 12.30pm, due to differing session times. The registers will form our AM and PM roll calls and will be kept open for 30 minutes, closing at 9.20am. However arrival after 8:50am will be recorded as late.

Our attendance lead will use the DfE attendance code to mark absent students appropriately. See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is 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

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

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00 am or as soon as practically possible by calling the school office on 01527 63911

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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 the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance and proof of the appointment is shown. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

To request a leave of absence parents / carers need to have a meeting with Mrs Barnett when a written 'planned absence request form' detailing the reason for the request is completed.

The student'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 appendix 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A pupil who arrives late (after 8.50 am) must enter school via the main entrance informing the office admin staff of their arrival:

- 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

Following up unexplained absence



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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, the school may conduct a home visit. Best endeavours will be made to make contact by 10am or earlier.
- 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 an education welfare officer

See appendix 2 for the day-to-day absence flowchart.

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels, this could include, letters, phone calls, parent consultation, meeting with Principal, EWO or via home visits.

Appendix 5. Authorised and unauthorised absence

Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence protocol. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Legal sanctions

The Local Authority can fine parents/carers 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/carers 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 or not to issue a penalty notice may take into account:

- 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.

Appendix 6: Effective Interventions.

Support for Attendance Issues

The School seeks to be proactive when dealing with attendance issues. We aim to provide high quality teaching and learning, curriculum flexibility, mentoring and multi-agency working. If a pupil's absence gives cause for concern, the school will meet with parents / carers and the pupil to discuss potential barriers and offer appropriate support if possible.

Strategies and Rewards for Promoting Attendance

Good attendance will be promoted through the following non-exhaustive list:

Our school recognises the benefits of good attendance through the following strategies:

- Welcoming and providing an inviting environment.
- Engaging and challenging experiences in the classroom.
- Engaging experiences outside of the classroom.
- Awarding of 'Marvin' the attendance monkey in assemblies.
- Certificates.
- Prizes to recognise improvement in attendance.
- Celebration assemblies.
- Identify and address absence patterns.

Parental/Carer support

We ask that parents/carers support us by:

- Not letting their son/daughter(s) take time off school for minor ailments.
- Arranging appointments and outings after school hours, at weekends or during holidays
- Not taking term time holidays.
- Ensuring that their son/daughter attends punctually every day.
- Ringing by 9.00 am on the first morning of all absences with the reason and saying when the pupil will return. We ask that this procedure is repeated for any subsequent days' absence.
- Keeping us informed by telephone or letter on every subsequent day of absence after the first day
- Letting us know if there is any on-going medical reason that prevents their son/daughter attending school.



Appendix 7: Protocol for Removing a Student from Roll and Elective Home Education (EHE)

This refers to the process of a child's name being officially taken off the school's register. It is typically due to continuous extended non-attendance, ceasing to attend the school e.g through Elective Home Education (EHE) in-year transfer or other circumstances. (See DfE Doc removal from roll [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](#))

At St Stephen's C of E First school whilst we appreciate and recognise parental preference and right, we do strongly discourage elective home education. We will have met parents and pupils several times where possible to discuss their needs.

In order to remove any child from school roll, the following processes must first happen.

Parent

- Supply school with a letter of intent
- Meet with Principal to discuss

School

- Letter received
- Letter acknowledged & Principal informed
- Parents contacted and if EHE is requested process must be explained & discouraged
- Meeting held with Parent
- Change of school / managed move discussed
- Mediation / restorative / work offered / adaptation
- EHE request granted and acknowledged in writing by Principal
- Provision map and evidence of discouragement attached
- Once the above criteria is completed the form 'Request to Remove Pupil for Roll' must be completed and submitted to the Local Authority.

Policy Links

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 Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)