



St Helens Primary School

Attendance Policy

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Signature: *Gary Booth*

Isle of Wight Council

School Attendance Guidance and Legislation

September 2018

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Introduction

Attendance has long been recognised as being fundamental to attainment. *“High rates of attendance are closely related to success in public examinations. In schools with unsatisfactory or poor results, a strong correlation with low attendance rates is discernible”* (OFSTED). It has been shown that for every 5% of absence a child or young person has, they will drop one grade at GCSE. Therefore a child who is classed as a persistent absentee (i.e absent for more than 10% of school days) will be at risk of falling behind with their studies and not achieving the 5 9-4 grades (New Grading came into force in 2017) including English and Mathematics threshold at GCSE.

The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and young people. It recognises that punctual and regular school attendance is an essential precondition of social inclusion as well as prerequisite to effective learning. Where children who are registered at a school fail to attend that school regularly¹, the Council recognises that children are placing themselves at greater risk of either offending or of becoming the victims of offending by others. Attendance patterns such as a sudden or gradual change can indicate a safeguarding issue.

Children should attend school regularly and punctually because school is where they learn and school is where they are safe. The Isle of Wight Council is therefore committed to ensuring the highest levels of attendance at school.

It aims to do this by:

- a) Adopting a strict approach to absence
- b) Promoting the value and importance of regular school attendance
- c) Reducing all forms of unjustified absenteeism, especially levels of persistent absenteeism
- d) Having active and meaningful partnerships with schools, parents, pupils, and other agencies and services.

Underpinning this is the knowledge that if children attend school regularly and punctually they will be able to take full advantage of the educational opportunities available to them and gain the skills to enable them to participate fully in further education, training or employment.

Attendance is a key whole-island improvement issue; it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school.

Schools must:

- Work to secure full time school attendance of all pupils on roll
- Support parents to address, reduce and manage persistent absence
- Liaise directly with pupils and their families to facilitate effective communication with schools and related services.
- Encourage parents and carers to be involved as partners in the education of their children by supporting and contributing to school life.
- Link with other agencies to support children not attending school
 - Challenge parents/carers when legal obligations are not being met²

¹ Regular school attendance is defined as ‘in accordance with rules prescribed by the school’ The Supreme Court, April 2017, Isle of Wight Council V Platt

- Safeguard and promote the welfare of all children of compulsory school age
- Monitor and challenge to ensure that all staff in schools are appropriately trained in Child Protection Procedures
- Disseminate good practice amongst staff, schools and parents/carers

Where schools have secured a Service Level Agreement with the Education & Inclusion Service (formally known as the Education Welfare Service) they will carry out the above actions alongside the school.

This document sets out the current guidance and legislation about school registration, attendance and the role of the Education & Inclusion Service.

For the purpose of this document the following definitions apply

Compulsory School Age

Children are of compulsory school age from the start of the term following their 5th birthday.

Children & Young People cease to be of compulsory school age on the last Friday in June of the academic year in which their 16th birthday falls.

Parental Responsibility and Definition of Parent

Section 576 of the Education Act 1996 defines 'parent' as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Parents are legally required to secure full-time education for children of compulsory school age. The education must be suitable to the child's age, aptitude and ability and to any special needs the child has.

Parents can secure education for the child by registering the child at school or in some other way. A child who is registered at school must attend regularly and punctually.

Attendance Roles and Responsibilities

The Government expects:

- Schools and Local Authorities to:
 - Promote good attendance and reduce absence, including persistent absence
 - Ensure every pupil has access to full-time education to which they are entitled
 - Act early to address patterns of absence
- Parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils attend lessons and punctually

Duties of the Local Authority

A Local Authority must:

- Ensure that there are sufficient school places available for children of compulsory school age living in its area
- Be satisfied that any child of compulsory school age living in its area is receiving a suitable education by attending school or in some other way.

School Responsibilities

- Schools have a statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This can only be fulfilled through effective registration systems and active, whole school monitoring of pupil absence.

Promoting Good Attendance

In order to support and promote regular attendance schools:

- Will have a robust school attendance policy, endorsed by the governing body. The policy should be regularly monitored and reviewed. The policy should be actively supported by all staff.
- Will publicise and adhere to their attendance policy ensuring it is available to parents/carers, pupils, the Local Authority and the wider community.
- Will inform parents/carers and pupils of term dates and in-service days as far in advance as is practically possible & will send reminders of these dates.
- Will keep parents/carers informed about initiatives, strategies and progress and/or trends through newsletters or similar.
- Will encourage and support good attendance, rewarding effort and achievement as appropriate.
- Will ensure staff are trained in attendance protocol and procedures
- Will set an exemplary model of personal and organisation punctuality and attendance

- Will ensure the Senior Management Team are seen to pay special attention to latecomers to demonstrate that being in school and in class on time is important
- Will conduct regular spot checks and patrols by senior teaching staff during the day to detect and deter lesson truancy
- Will welcome back pupils who have been absent for whatever reason with care, devising appropriate re-integration programmes where necessary
- Will follow up unexplained or insufficiently explained absence directly with parents/carers by making a prompt contact to discuss with parents/carers where pupils attendance levels are raising concern
- Where attendance remains a concern following initial contact the school will write to parents/guardians offering support and reminding them of the legal responsibility
- Arrange School Attendance Meetings (SAM) in school between parents/carers, pupil and key staff. These meetings should develop action plans with clear and timely targets. These plans should be copied to all involved, whether they were present at the meeting or not.
- When attendance does not improve sufficiently a referral to the Education & Inclusion Service should be made using the official referral form.
- The Governing Body should nominate a lead who takes responsibility for monitoring the school attendance policy and attendance levels within the school.

All schools should operate a first day absence procedure to ensure parents are aware when their child is not in school.

Pupils

- Have the right to maximum educational opportunity and therefore are expected to attend school regularly and punctually, with support from parents/carers, school and any agency involved to achieve this.
- They are expected to arrive on time, equipped and ready to engage in learning
- They are expected to have due regard to the rules and regulations of the school including those relating to behaviour

Parents/Carers

- Are responsible for making sure their child attends school regularly and punctually
- Must ensure their child is appropriately dressed and adequately equipped for their lessons which will help build self-esteem and confidence and therefore support attendance

- Must inform the school on every day of absence, wherever practically possible, of the reason for their child's absence and the predicted date of their return
- Must inform the school prior to any planned absence in order to obtain the necessary authorisation.
- Must make every effort to support maximum attendance, by encouraging and supporting their child & working with the school
- Should keep routine medical and dental appointments to a time outside school hours. Authorisation for absence in these circumstances may only be given when treatment or consultation is on an emergency basis.
- Should not take holidays during school time

Statutory Responsibilities

Pupil Enrolment Status

The School's Admission Register must contain the following information for every pupil:

1. The pupils full name
2. The pupils gender
3. The pupils date of birth
4. The date the pupil was admitted to the school
5. The name of the school the pupil last attended
6. Where applicable, a statement that the pupil is a boarder

In addition the school must record the following

7. The name and address of every parent and carer of the pupil
8. Which of these parent and carers the pupil normally lives with; and
9. Emergency contact details of the parents and carers

Pupil Enrolment Status – Special Cases

Guest registration may be used for certain scenarios (*exchange students, satellite provision*) but schools must be aware of the guidance when using guest or dual registration (*see department of education website for further guidance*). It is important that each of the establishments which a pupil attends is party to an agreement whereby they will share information.

Schools must not assume that a pupil is present at the 'other school' just because he/she is expected to be. They must only use the 'present at approved educational activity (B code)' when it is confirmed that the pupil was present. If the school that holds the "guest registration" reports absences to the "home" school these absences are recorded as part of their School Census return.

Registers

'Registration' refers to the marking twice daily of the register to clearly show whether a pupil is present or absent for the morning or afternoon session. Initially this involves symbols which merely show whether a child is present at the time the register is called. Subsequently this

information is added to as reasons for absence are either sought or volunteered and the appropriate symbol must be added to clarify whether any absence is authorised or unauthorised by the school and under which category the absence may be classified.

The registration will normally happen in class at the earliest time when all pupils are due to be in place and ready to learn. A time during the afternoon must also be set aside for this purpose. In secondary schools individual teachers will be expected to take a register during each lesson period as well, but this is not used for legal purpose in the same way that the morning and afternoon registration.

The register must be called and all pupils have a mark made against their name. The legal process of recording presence or absence in the register is the responsibility of the teacher.

Registration marks must be updated on receipt of reasons for absence and verification of whether the school has deemed the reason for absence to be authorised or unauthorised. The parents/carers' written confirmation, when obtained should be signed and kept for a minimum periods of the 3 years to provide an audit trail to verify the absence code.

Lateness

Lateness must be addressed as a matter of routine by schools. A pupil who enters a classroom late has often missed the principle objectives for the day and must start to catch up so will start the day from a place of disadvantage. Their late arrival is also likely to disturb the class and delay learning for all.

Lateness in Registers

The time that registers are open should be regular and consistent. Any pupil who arrives in class after the register is called is marked with code 'L' (present mark). If the pupil arrives after the closure of the registers then code 'U' (unauthorised absence) should be entered. In these circumstances the ongoing lateness can be dealt with by legal sanctions and the school should discuss the case with the Education & Inclusion Service.

The Local Authority expects schools to adopt the DfE guidance that registers should be closed within 30 minutes of the start of the school day.

Absence from School

Authorised Absence:

- Only the school may authorise an absence
- A letter or telephone conversation does not automatically mean an absence is authorised. A school **must** receive written confirmation from the parent or carer. Following this the school will make the decision as to whether they will authorise the absence.
- Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness.
- A range of criteria may be considered when a school decides whether to authorise an absence. The following **may** constitute a part of these acceptable criteria:
 - Sickness of the pupil, such as they are unfit to receive education or be present in the educational establishment
 - Unavoidable, emergency medical or dental treatment or consultation.

- Days of religious observance, such days to be agreed beforehand by the Headteacher, whereupon their observance will be respected
- Exceptional family circumstances – such as bereavement
- Visits to other schools, agreed in advance, for the purpose of transfers interviews or examinations
- The decision to authorise an absence should be made within a maximum of 10 school days from the date of the absence

Unauthorised Absence

The following examples are sample reasons given for absence which may constitute unauthorised absence:

- Shopping for school uniform, equipment, shoes, haircuts and any other such reasons
- Looking after parent, siblings or other family members who are unwell or require childcare/supervision
- Looking after the house or property
- Birthdays, including parties or treats
- Staying home to see visiting relatives – unless in certain circumstances having been agreed and authorised in advance with the school
- Day trips
- A family holiday

Family holidays during term time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 removes the references to family holiday and extended leave as well as the statutory threshold for ten school days. The amendments make it clear that head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Headteacher should determine the number of school days a child can be away from school if exceptional leave is granted.

If a Headteacher grants leave in exceptional circumstances then this should be marked with code 'H' (Authorised Holiday) for the period of time granted by the Headteacher. If the leave granted exceeds 10 consecutive school days then code 'F' should be used from day 11 until the student returns.

Unauthorised leave should be marked with code 'G'

There are 175 non-school days in which holidays can be taken.

The Local Authority expects schools **to not** grant any period of leave during term-time unless sufficient evidence to support an exceptional circumstance is provided by the parents.

Exceptional circumstances are not:

- A trip to work in the family business
- Cost
- Seasonal work
- Work commitments (exception given to armed forces)
- Family get together □ 'once in a life time'
- Birthdays
- Weddings

This is not a definitive list and when reaching a judgement of whether an exceptional circumstance has been met, **head teachers** can discuss with the Education & Inclusion Service for advice not for a decision.

Where leave is not granted but taken by the family the absence must be unauthorised and the school implement the Truancy Penalty Notices procedures taking into consideration the Isle of Wight Council '*Code of Conduct under the provision of Education (Truancy Penalty Notices)(England) 2007 (Amendment) Regulations 2013 and Subsection (1) Section 23 AntiSocial Behaviour Act 2003*'

Absence Management

If a child starts to develop a poor pattern of attendance and continues to have unexplained absences (authorised or unauthorised) then school should make contact with parents to alert them of their concerns, if there is no response from parents and/or there is no improvement schools should invite parents to a School Attendance Meeting (SAM) and consider inviting the Education & Inclusion Service. If school attendance does not improve then a referral to the Education & Inclusion Service should be made using the correct referral form.

Child Missing Education (CME)

A child becomes defined as missing in education when the child has missed 40 consecutive sessions (20 days) but is still on roll at a school, the school has been unable to contact the family and the reason for absence has not been established by the school.

This would apply:

- When granted leave of absence by the headteacher, who then fails to return to school within 10 days immediately following the expiry of the agreed period
- The child has been continuously absent from school for 20 days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason
- When both the school and the local authority have failed, after reasonable enquiries, to ascertain their whereabouts
- When a parent has accepted a place on roll but the child does not attend for the first day or subsequent 20 days (40 consecutive sessions in total)

If a child is deemed a Child Missing in Education then the Education & Inclusion will accept a referral from schools once the following actions have been completed by the school:

- Make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupils parents either by telephone or text messaging. This includes emergency contacts.

- Make further attempts to contact the parents, either by letter or by visiting the home
- Contact any other schools where the pupil or their siblings are known to have been pupils
- Check with the pupils peer group to ascertain if they are aware of any change in the pupils place of residency
- Contact any relevant agency, for example the family welfare officer in the relevant armed force in the case of a service child.

For pupils known to be at risk or where safeguarding is a concern the school should action the above and contact the child's social worker at the relevant team directly or Children's Reception Team on 0300 300 0117.

If this is a family where there are known safeguarding concerns or other high risk circumstances then this process should be fast tracked where contact cannot be made

A pupil can only be removed from the admission register when the school and the local authority have failed, after jointly² making reasonable enquiries, to establish the whereabouts of the child. 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.

Once/if the family are located regardless of which agency they will

- Ensure that the family is aware of their legal responsibilities regarding attendance and make contact with the school
- Inform the Education & Inclusion Service of the whereabouts of the child, who will then monitor the child to ensure that they return to school.

If the child has moved off-island and once the child is located then it is expected that school will keep the child on roll, coding the absence as 'C' until the child has a new school place and the Common Transfer File (CTF) is requested.

If the child is not located the school will remove the child from roll and upload the CTF to the lost pupil section of S2S (school2school) website, using the following procedure:

- Upload the Common Transfer File via the Schools Information Management System (SIMS), as usual,
- Use the destination code '**XXXXXXX**' (seven X's) – this code will ensure the CTF is uploaded to the lost pupil section of the S2S website.

Pupil Tracking

The maintenance of registers is governed by the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Deletion from roll must follow strict guidelines and procedures.

Where a child is known to be moving, the existing school should contact the school the child is moving to so they can confirm the date the pupil will be put onto their register (agreed admission date, **NOT** the date the child arrives at school). The existing school should remove from roll on the previous school day to the date the child is put on the register at the new school.

If a child stops attending school and usual procedures to contact the parent/carer get no response, the school should contact the Education & Inclusion Service as a matter of urgency to initiate Child Missing in Education Procedures.

² Under the regulation 4 of the Education (Pupil Registration)(England)(Amendment)Regulations 2016

If any professionals have a good reason to suspect that a crime against a child may have been committed they should immediately contact the police.

Requirements and Procedures

All attendance data, whether handwritten or computerised is expected to be held by the school office, within thirty minutes of registration. Any changes to the data can be monitored centrally and also guarantee centralised access in the case of emergency.

Schools should keep their attendance registers secure and retain them for three years from the last date entry. This includes electronic registers.

Senior school staff should check registers regularly to ensure that they are being completed in accordance with the legislation and the school's policy. They should also analyse the data to identify any patterns of absence which have not already been picked up.

All schools should operate a first day absence procedure to ensure parents/carers are aware that the child is not in school.

The Education & Inclusion Service

As of April 2015 the Education & Inclusion Service became a traded service through a Service Level Agreement (SLA), only schools who have paid into the Service Level Agreement will receive the service as detailed below.

The work of the Education & Inclusion Service aims to support schools in developing and setting up effective systems and structures to deal with non-attendance at an early stage. They will support and advise schools regarding in-school systems as required and challenge practice that is in contradiction to legislation & guidance and work closely with them to change and reflect good practice.

The Education & Inclusion Service has statutory responsibility for the enforcement of school attendance and tracking Children Missing in Education. Other areas of responsibility include Child Employment, Child Performance and Chaperone Licensing.

The Service will:

- Support and advise the school in the process of developing and reviewing their attendance policy;
- Advise the school with regard to effective strategies for promoting attendance and addressing the levels of absence;
- Inspect school registers at least once each school term and offer advice and support in regard to forward management of individual pupils;
- Attend School Attendance Meetings (SAM) when requested to do so (given sufficient notice);
- Accept and allocate appropriate referrals from schools to a member of the Education & Inclusion Team, subject to eligibility criteria being met.
- Facilitate 'Parenting Contract Arrangements';
- Undertake legal action against parents/carers who are seen to be failing in their legal responsibilities;

- Administer Truancy Penalty Notice and undertake prosecutions for unpaid fines;
- Liaise between schools and other agencies as appropriate
- Engage in multi-agency working to support pupils at schools across the Island;

The Education & Inclusion Service will become involved in individual casework once a formal referral form has been completed and accepted as appropriate.

Role of the Education & Inclusion Service Cases

Once a written referral has been received by the Education & Inclusion Service the case will be allocated to a named officer/assistant who will arrange to visit the family and undertake a formal assessment. This will include identifying the reasons for absence, informing parents/carers of their legal responsibilities and agreeing action to resolve absence where possible. This action plan will be shared with Parents, young person and school. If during the assessment it is deemed that issues require a multi-agency approach the named worker will complete an Early Help Assessment to identify what services are required to support the family.

Following an agreed period of monitoring the case will either be moved through our procedures or if improved, referred back to the school to continue to monitor. The level of intervention will be based on a case-by-case basis and will take into consideration the following (but not exclusively):

- The % of absence i.e. is it authorised or unauthorised
- The level of engagement from parent/carers
- The risk factors associated with the child (CSE, SEN etc)

Once the legal warning letter has been issued if there continues to be unauthorised absence during the review period, the parent and child will be invited to attend the School Attendance & Enforcement Panel (SAEP) where a decision will be made as to what if any further action is required.

The School Attendance & Enforcement Panel is chaired by the Team Leader from Education & Inclusion who is supported by a school representative (Senior Management Level) and the Council's Legal Department. A report is submitted in advance (shared with parent) which details level of involvement, what interventions have been enacted along with their outcomes. It is expected that the pupil's school will contribute by providing the following;

- Attendance Certificate (with comments)
- Latest school report
- Timetable (secondary only)
- Minutes late report

If legal sanctions are not appropriate further consultation will follow and consideration will be given to what other interventions can be identified and implemented. This may result in a further period of intervention being carried out before a decision is made on legal action, however this intervention will be monitored by the Panel to measure its effectiveness alongside any other factors.

Education & Inclusion Staff receive supervision on a monthly basis by their line manager that will be case work focused and offer opportunities to review and assess strategies.

Local Authority Powers/Sanctions for Non-Attendance

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school or by education otherwise (The parent can choose to educate their child at home). If it appears to the Local Authority that a child of compulsory school age is not receiving a suitable education, either by regular school attendance or otherwise, the Local Authority can apply for a School Attendance Order under Section 437 of the Education Act 1996.

The Education & Inclusion Service (fulfilling the Isle of Wight Council's statutory responsibilities) has the power to take legal action against parents/carers through the Courts if their children do not attend school regularly and all interventions to improve attendance have been unsuccessful. In addition under the Anti-Social Behaviour Act 2003, the Education & Inclusion Service can impose Truancy Penalty Notices and Parenting Orders. Parenting Contracts are recommended as a means of supporting parents to avoid the need for legal action.

Parenting Contracts & Parenting Orders

The Anti-Social Behaviour Act 2003 introduced further Local Authority powers to help children's behaviour in school.

Parenting Contracts are a voluntary contract between the parent, school and the Education & Inclusion Service. The purpose is to help parents take responsibility for their children's behaviour by setting up specific requirements and support which are agreed by all parties concerned.

If this contract is not agreed or not adhered to by the parent, Education & Inclusion Service in consultation with the school may decide to apply to the Courts for a Parenting Order. This Order will require parent(s) to attend parenting classes. The Order will also specify other directions that will assist with improving behaviour. If the parents (s) fail to comply with a Parenting Order, this could form the basis of a prosecution.

Parenting Contracts and Parenting Orders should be considered in all cases where a pupil has received 2 or more fixed-term exclusions.

Truancy Penalty Notices (Fixed Penalty Notices)

Truancy Penalty Notices were introduced by the Anti-Social Behaviour Act 2003. They give the Local Authority, Head teachers and the Police the power to apply for a notice in cases of persistent truancy or unauthorised absences of a pupil. In addition they can be applied for when pupils excluded from school are found in a public place without reasonable justification.

Truancy Penalty Notices are £120 (reduced to £60 if paid within 21 days) and are issued to each parent/carer as per Section 576 of the Education Act 1996. If the Truancy Penalty Notice remains unpaid after the 28 days then the parent (s) will be prosecuted under Section 444 of the Education Act 1996.

Education Supervision Order (ESO)

A Local Authority must consider applying for an Education Supervision Order before prosecuting parents(s) (Children Act 1989, Section 36). A Local Authority may apply for an Education Supervision Order through the Family Court instead of or as well as prosecuting the parent.

An Education Supervision Order is designed to aid families who are trying to ensure their child gets their education but is having some problems, which with the help of the Local Authority will improve the situation. The Local Authority is granted Parental Responsibility in regard to education to assist with this.

If parent(s) do not comply with the directions given under the Order, the parent(s) is guilty of an offence for which they may be liable for prosecution.

Section 444(1) Education Act 1996

If a child of compulsory school age who is registered at a school fails to attend regularly then the parent is guilty of an offence under Section 444 (1) of the Education Act 1996. This offence carries a maximum fine of up to £2500 per parent.

Section 444(1A) Education Act 1996

This offence requires proof that the parent knew of their child's non-attendance and failed to act. Under this aggravated offence a warrant can be issued compelling a parent to attend court and conviction can lead to a custodial sentence of up to 3 months.

Section 444(ZA) Education Act 1996

Extends the circumstances in which a parent can be prosecuted for failing to ensure that a child for whom he or she is responsible attends regularly to include alternative provision that has been made for the child.

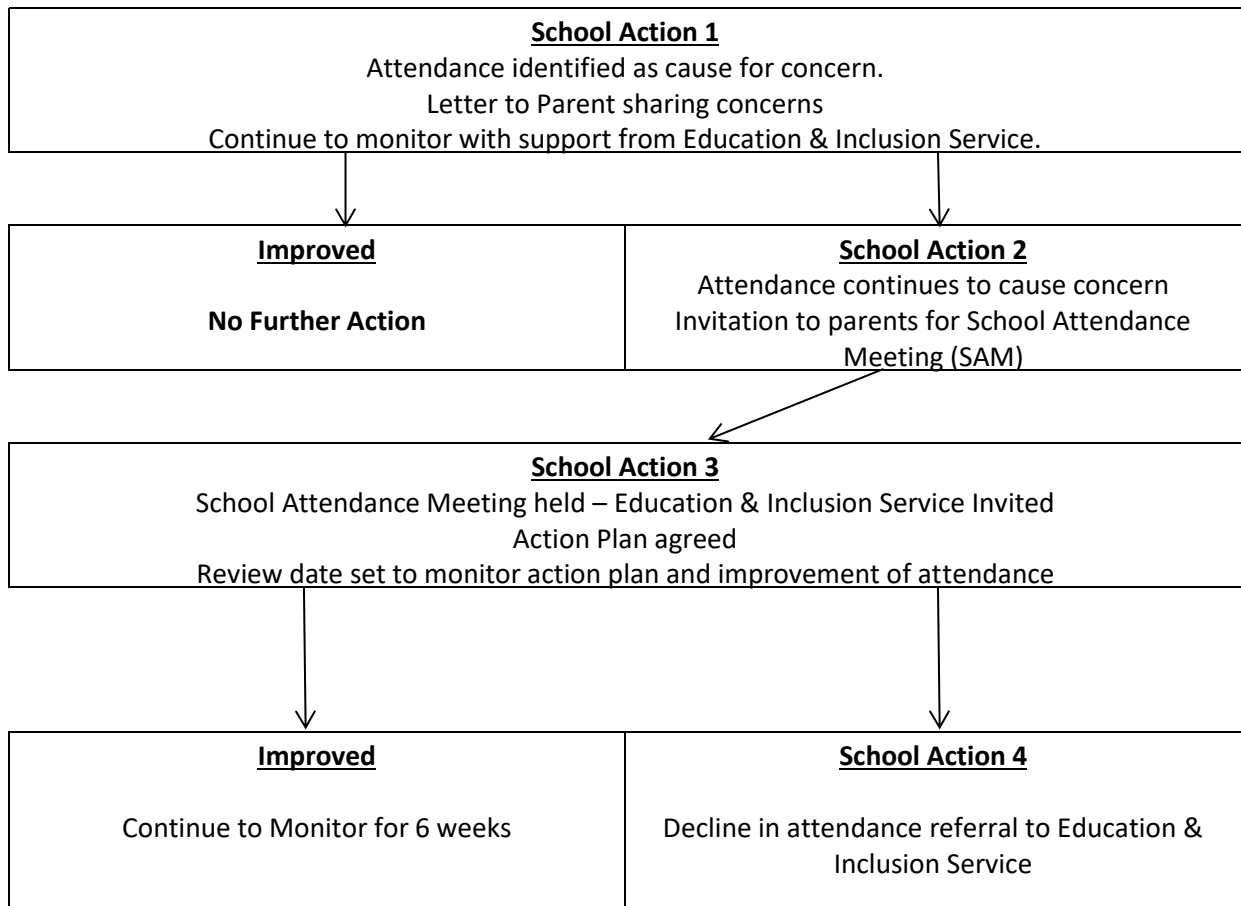
Appendix 1 Attendance Codes

Code	Description
\	Pupils on the admission register who are present at the start of each session
B	Educated off site at an approved educational establishment/activity, supervised by a member of school staff or a member of staff from the establishment. Must not be used for children working at home. If this child does not attend the provision then the appropriate absence code should be used.
C	Other authorised circumstances. Only exceptional circumstances warrant a leave of absence, each request should be taken on an individual basis. E.g. public performances, young carers in genuine crisis, maternity leave or part-time timetable.
D	Dual Registration- the school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance.
E	Excluded
F	Extended family holiday (agreed) – this code is used following 10 days of authorised holiday (H code) and only in exceptional circumstances.
G	Family holiday not authorised by the headteacher or days over the agreed days allowed
H	Family holiday agreed – Can only be used in for those circumstances deemed exceptional by the headteacher.
I	Illness – only authorised where parent has followed school absence procedure
J	Interview
L	Late before registers close – registers should close within 30 minutes after the start of the session.
M	Medical – parent should provide evidence of appointment with medical professional and where possible in advance of the appointment.
N	No reason yet provided – this code should not be left on the register for more than 5 school days. If no reason is provided for the absence then it should be marked as unauthorised using the 'O' code.
O	Unauthorised absence – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of siblings school
P	Approved sporting activity – the activity must be supervised by a person authorised in that behalf by the headteacher or the school.
R	Religious observance – days off linked to religious festivals but not set aside for religious observance must not be marked 'R'.
S	Study Leave – should be used sparingly and only for Year 11 pupils during public examinations.
T	Traveller absence – This code should be used when Traveller families are known to be travelling occupational purposes and have agreed this with the school but it is not known whether the pupil is attending education provision.
U	Arrived in school after registration has closed. This is an unauthorised absence
V	Educational visit or trip supervised by the school
W	Work Experience – work experience undertaken as part of alternative curriculum/provision should be coded B

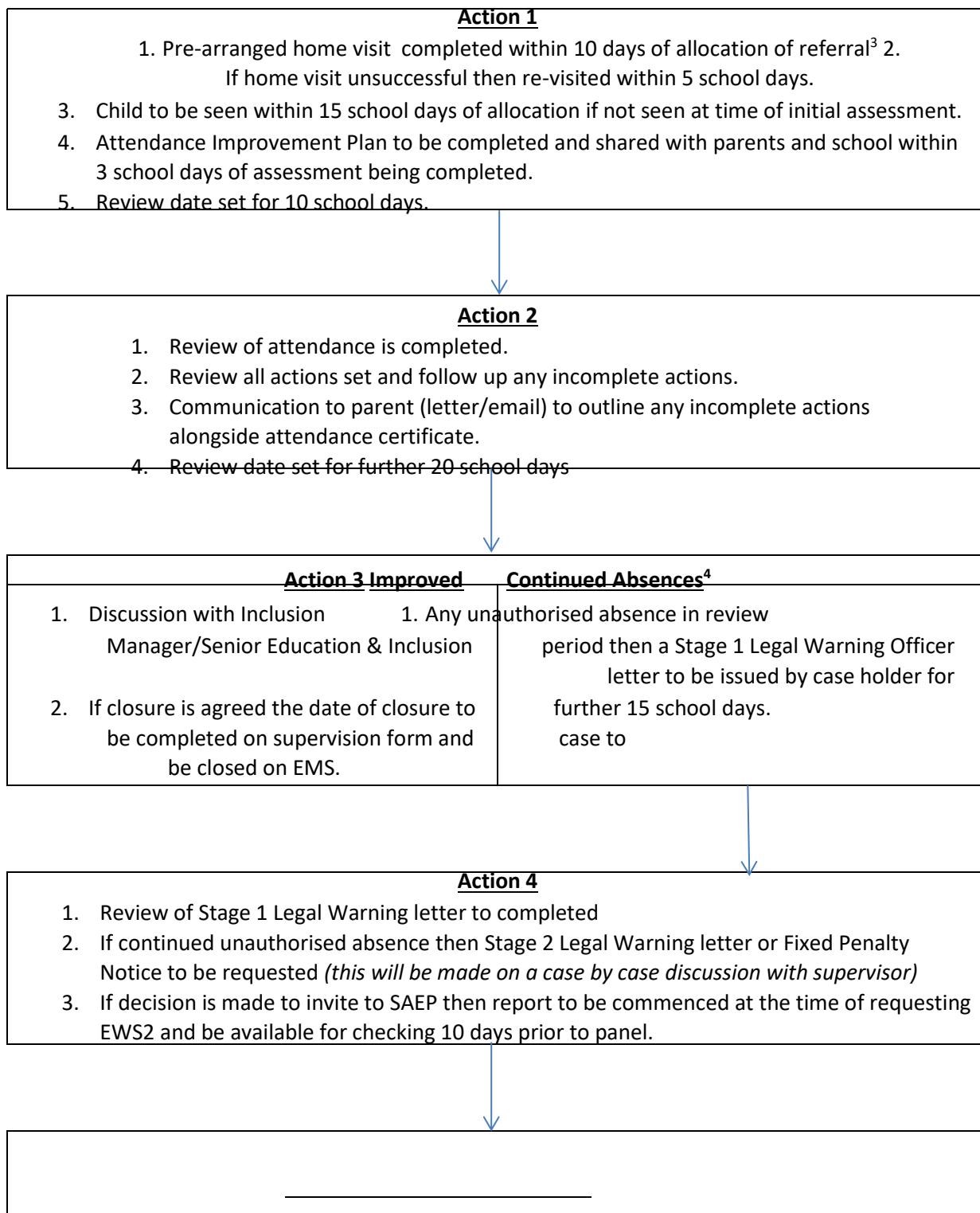
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X	Non-compulsory school age attendance – shouldn't be used to cover absence of those in reception but when the headteacher decided they do not need to attend.
Y	Forced or partial closure
Z	Pupil not on admission register

Appendix 2 Suggested School Attendance Procedures



Appendix 3 Education & Inclusion Service Attendance Procedures



³ If child has been absent for 5 consecutive school days then Fast Track procedures are to be followed. ⁴

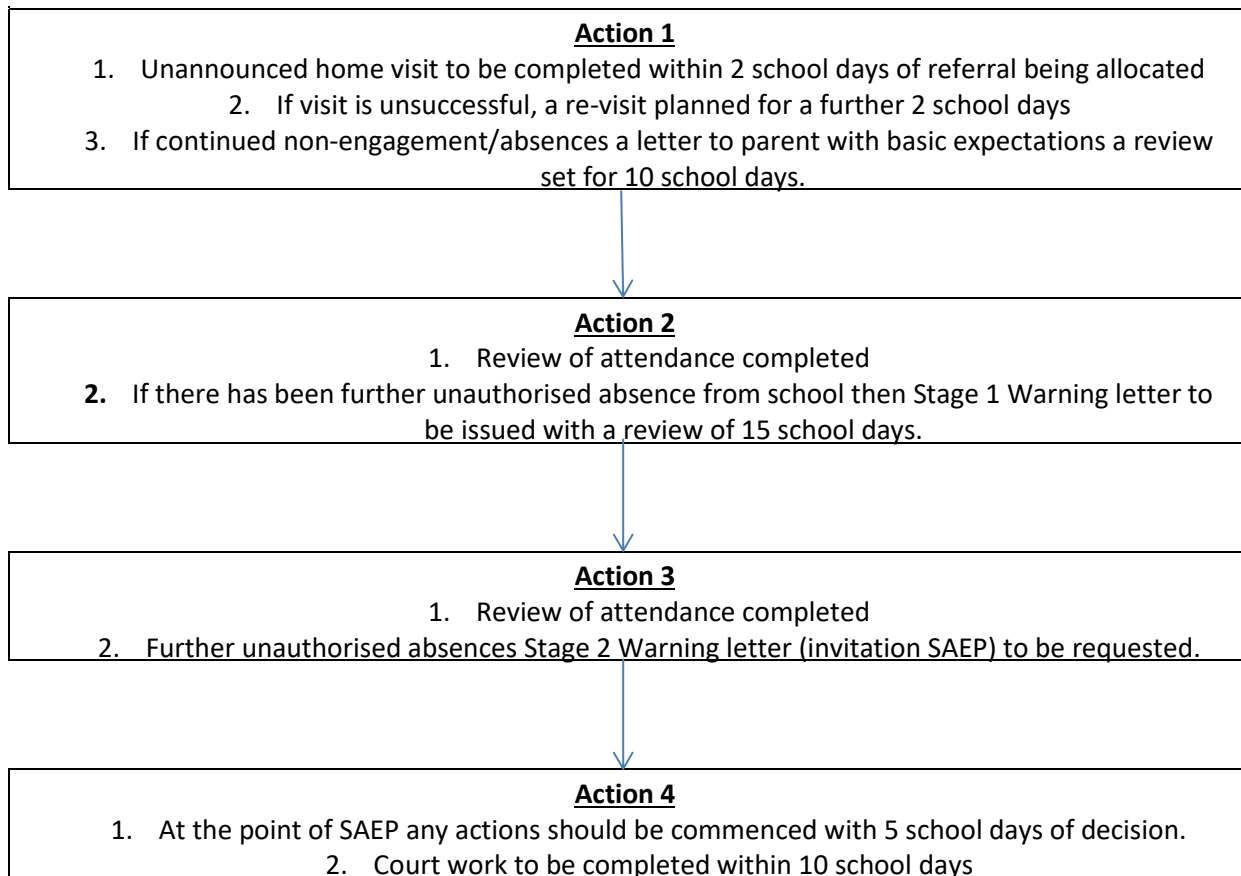
If there has been significant deterioration then discuss with supervisor for a case decision

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Action 5

1. At the point of SAEP any actions should be commenced with 5 school days of decision.
2. Court work to be completed within 10 school days

Appendix 4 – Education & Inclusion Fast Track Procedures



Appendix 5 – Children Missing in Education

School Actions

Time Period	Action	Successful Contact	Unsuccessful Contact
First Day Absence	Follow school attendance procedures	Establish return date of child	Continue to attempt contact making use of emergency contact numbers.
Day 3	Follow school attendance procedures	Establish return date of child	<ul style="list-style-type: none"> • Continue to attempt contact through phone numbers available • Consider talking to peer group • Contact siblings school/nursery • Consider if a home visit is required
Days 4-10	Follow school attendance procedures	Establish return date of child	<ul style="list-style-type: none"> • Discussion with Education & Inclusion Team⁴ • Complete CME referral if deemed appropriate in a joint decision between school and Education & Inclusion staff member

Education & Inclusion Team Actions

Time Period	Action	Outcome
Day of referral	<ul style="list-style-type: none"> • Attempt contact with family by telephone • Check EMS for any other information 	<ul style="list-style-type: none"> • If contact is made with parent, home visit to be completed within 24 hours • Remind parent of responsibilities • Confirm return date of child to school • Update school
Day 2 (child not found)	☐ Unannounced visit to family home	<ul style="list-style-type: none"> • If Child is located • Remind parent of responsibilities • Confirm return date of child to school • Update school
Day 3 -9	☐ Continue to attempt contact with family through telephone and home visits	<ul style="list-style-type: none"> • If Child is located • Remind parent of responsibilities • Confirm return date of child to school • Update school
Day 10	☐ Family not located	<ul style="list-style-type: none"> • Discuss with Team Leader for a decision to remove from roll. • Inform school of the decision to remove from roll and place on S2S

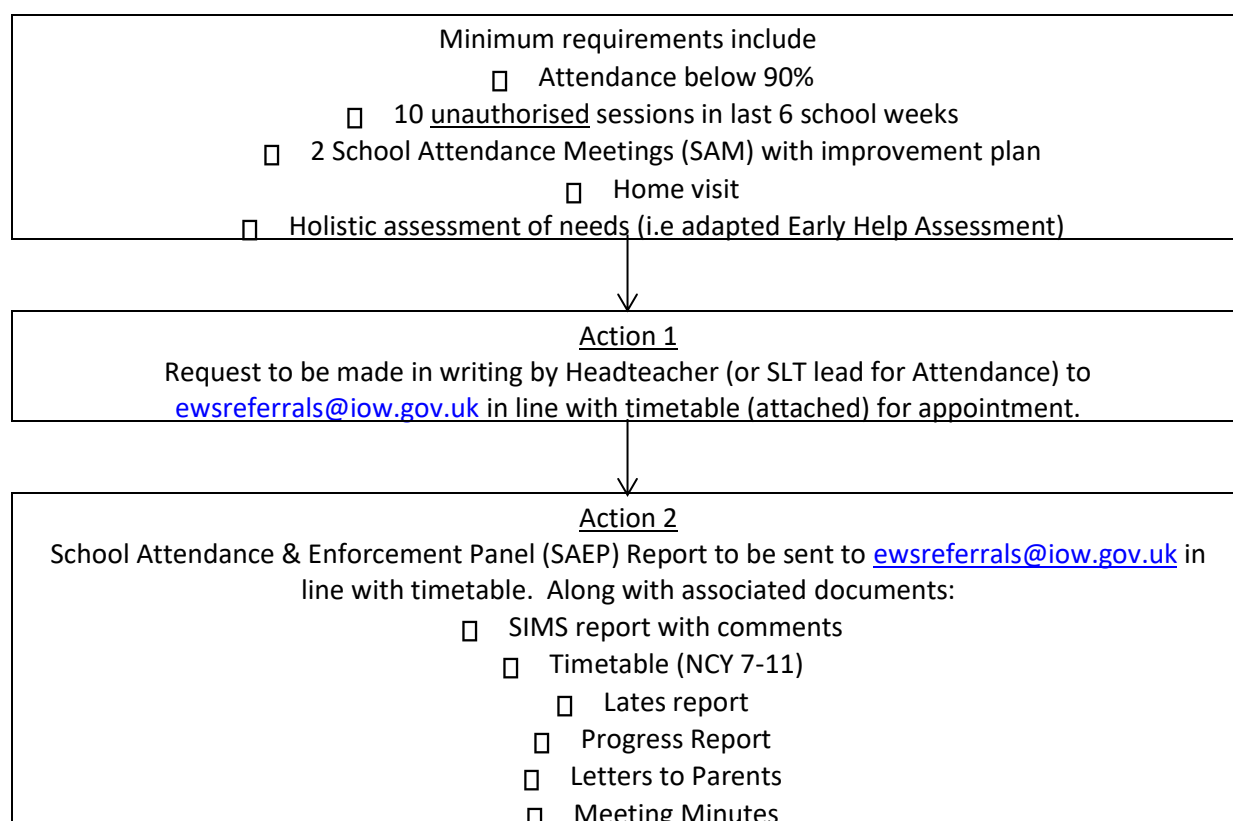
⁴ Contact through the Education & Inclusion Duty number 01983 823151

Appendix 6 – Statutory Functions provided by the Education & Inclusion Service

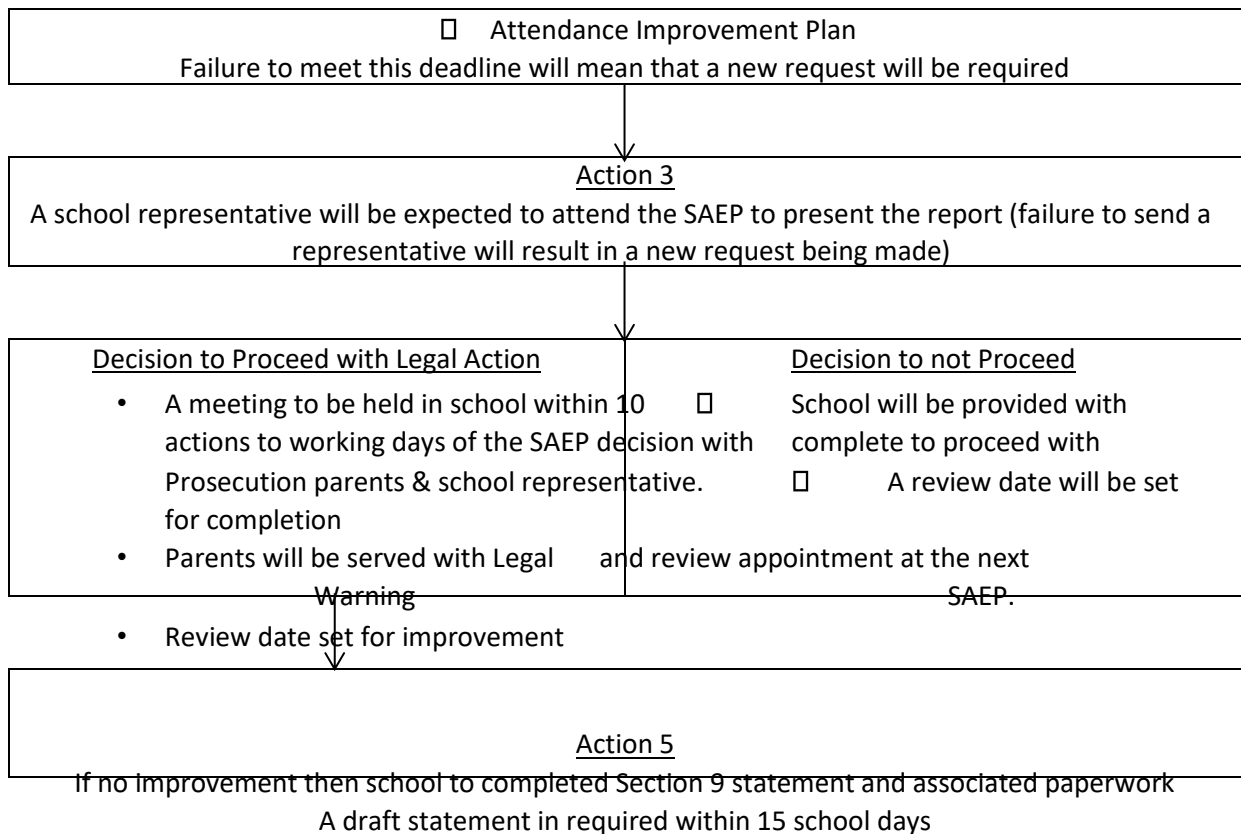
The Education & Inclusion Service have a statutory function to provide a level of service to schools (including Academies and Free Schools). The following is an indication of the service that can be expected.

- Children Missing from Education – *as per guidance contained within this policy*
- Enforcement
 - Processing of Truancy Penalty Notices
 - Court Action where school intervention has failed to improve attendance & enforcement panel agrees threshold has been met. *See flow chart for guidance on enforcement panel threshold*
 - Named Officer will monitor Education Supervision Orders/Parenting Orders where granted by the Court.
 - Delivery of parenting classes where ordered by the Court.⁵
- Local Authority representation at Exclusion Hearings – *in the case of academies/free schools this will be at written request by the parents.*
- Multi-Agency Safeguarding Hub (MASH), first point of contact for Education enquiries
- Child employment, chaperone and performance licenses
- Represent all schools at MARAC/METRAC – *information will be requested via Designated Safeguarding Leads in advance.*
- Annual register check

Threshold for Enforcement Action



⁵ This would be chargeable at £400 per case



Note that you are expected to have notified the parent in writing at each step, even if they are not engaging

Example 1 – Education & Inclusion Referral Form

EDUCATION & INCLUSION SERVICE – REQUEST FOR INVOLVEMENT

Pupil's Name:	Joan Bloggs	Date of Birth:	16/11/2006
School:	Littletown College Attendance - 86.7% UA - 6.8% Total Late 6.1%	Year/Tutor group:	Yr 8

M/F	<u>Female</u>	Date of Request	<u>13/11/2018</u>
Ethnic Origin	<u>White British</u>	School Contact	<u>Name of Attendance Officer</u> <u>(School Phone Number)</u>

Does the Pupil have Special Educational needs? Y/N	<u>N</u>
Does the Pupil have a Statement of Needs? Y/N	<u>N</u>
Is this Pupil a Looked after Child Y/N	<u>N</u>

Address and Contact Details	
House Number/Name	<u>123</u>
Street	<u>Town Road</u>
Town	<u>Little Town, Isle of Wight</u>
Post Code	<u>PO30 1EE</u>
Home Telephone Number	
Mobile Numbers for Parents	<u>07778 888 999</u>

Parents/Carers			
Full name	Date of Birth	Relationship to Pupil	PR? Y/N or u/k
Ms Jane Bloggs		Mother	Y
Mr Ian Bloggs		Father	Y

Siblings

Name of Sibling	Date of Birth	M/F	Attendance	School & Year Group
Joe Bloggs	08/08/2012	M	87.1%	Year 2 Little Town Primary

School Action taken prior to request of EWS involvement

Evidence	Yes	No	Date
Attendance Certificate attached? (Required)	x		
10 Absence sessions in last 6 weeks?	x		
School Attendance Meeting held?			Early Help Meeting 20/09/2018 Review date: 11/10/2018
Minutes of SAM attached?			Early Help Plan and Assessment attached
Initial discussion with E&I /Name of E&IO/A	x		Dean Thistlewood
Letters to Parents/Carers? (Required)	x		See attached
Most recent School Progress report attached? (Required)	x		See attached

Agencies Currently Working with the Family/Pupil		
Agency	Name	Contact
Barnardo's – Family Support Worker	Barney Smith	01983 123456/ 07777 987654
Littletown Primary	Shelia Clarke- Family Liaison Officer	01983 159159 ex 123 E: Shelia.clarke@littletowncollege.iow.sc h.uk

Please provide details of any known Child Protection/Social Care/CAF involvement

Joan was resident with her Grandfather and Grandmother at the beginning of the academic year 2017/18. This was due to mother's ill health. Assessment requested from Hampshire this was completed by IW decision to open at Early Help. Family re-referred to Hampshire due to non-engagement with Early Help plan (July 18) and increased attendance issues for both Joan and Joe. Initial assessment completed by Social Care and decision was to keep at Early Help (19/07/2018). Lead Professional Paula Harry.

Barney Smith from Barnardo's has not been able to consistently engage mother and children in work to improve relationships at home and is currently considering closure. Family have a stock-car and there are concerns that when the children are not in school they are at the garage or with mother and older brother doing car related activities. You will note from the attendance record that Joan's attendance has dramatically decreased and her lateness significantly increased since her return home to mothers care. This has been shared with Hampshire since her return to home the level of support remains at Early Help. Littleton College have ongoing issues in positively engaging mother in communication with the school regarding the education of Joe Bloggs.

Please provide details of any other information the EWS should be aware of including Health & Safety risks

Joan failed to arrive at school on Tuesday 11/09/2018, school contacted mother no response to text or telephone call. On her return Wednesday 12/06/2018 Joan reported to school that her reason for nonattendance was that she was on the mainland with her mother and sister looking to buy another car. Joan and Joe's older brother had attendance issues also. Joan has had been absent for 16 sessions since the 30 June 2018. Six unauthorised and ten due to illness. She has been late on thirteen occasions since the return from the Summer break.

Ms Bloggs is generally approachable but will avoid speaking to staff when she knows there is an issue. Mr Bloggs has very little contact with the school. He doesn't attend parent's evenings and is not present at drop off or pick up. Staff are concerned regarding Mr Bloggs impact within the home. Parking at the address is limited. The family do have a large dog. Family have been made aware that school are requesting this support.

Print Name	John Smith
Date	13/09/2018
Position / Role	Family Liaison Officer
Contact Address	Littleton College
Contact Telephone Number	01983 556677
Signature	

Example 2 – Child Missing in Education Form

Child Missing from Education (CME) Referral

School	Little Town Primary School	Date of last attendance	23/11/2017
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Child's Details

Surname	Bloggs			Forename	Joe	
Date of Birth	08/08/2012	NCY	2	Male	Ethnicity	WBRI
<input type="checkbox"/> LAC <input type="checkbox"/> Child Protection <input type="checkbox"/> Child in Need <input type="checkbox"/> SEN						

Home Address	123 Town Road Little Town Isle of Wight		
Post Code	PO30 1EE	County of Residence	Isle of Wight
Parent/Carer	Mr Ian Bloggs Mrs Jane Bloggs	Contact Number	07778 888999

Reason for Referral	Additional Information (what have you done)
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<p>Joe was in school on 23 November 2017 and informed his class teacher that he would not be in tomorrow as he was moving to the mainland.</p> <p>Joe did not return to school on 24 November 2017</p>	<p>We have continued to follow our first day absence procedures including emergency contacts but have had no response.</p> <p>A home visit was completed by our FLO yesterday but the house was empty.</p> <p>We have contacted sibling school who have confirmed that sibling has not attended since the 23 November 2017.</p>
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Other relevant information (any concerns for child safety/welfare)
<p>This is very uncharacteristic of the family so we are concerned. There has previously been no safeguarding concerns.</p>

Referrer	Mr I Smith	Position	Headteacher	Date	29/11/2017
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