



# Brabourne CE Primary School

## Attendance Policy – February 2026

*Through creative and challenging experiences, we inspire our school community to develop resilience, a passion for learning and the courage to pursue our dreams. Within our nurturing environment and beyond, we live out Christian values, enabling all to flourish in the love of God.*

### **Statement of Intent**

Excellent attendance is the responsibility of the whole school community. For your child to gain the greatest benefit from their education, they should be at school on time, every day the school is open, unless the reason for the absence is unavoidable. We will strive to make our school a place that pupils want to be and where they can individually experience success.

We recognise how important it is that pupils and families feel a sense of belonging to their school, and that it is a place where they can feel safe and listened to. We believe that sharing a belief that everyone is valued and can be positively represented, directly contributes to our shared success as individuals, and as a school. We want everyone to feel accepted and respected.

Attendance at school isn't just about academic success, although this is important. There is also key evidence that being at school helps with social skills, friendships, life-skills, managing routines, successfully negotiating change, and also with developing a sense of responsibility. Academic research has long held that such things are deeply protective factors for wellbeing and positive mental health, that extends well beyond school years and into later life. These are also factors supporting why we believe it is so important that children attend school regularly.

We appreciate that the barriers to accessing education can be wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Improving attendance is everyone's business: effective communication and joined-up working are paramount. We want to help our families and children if there are barriers that are making it harder to come to school.

This policy considers our obligations under the Equality Act 2010 and the UN Convention for the Rights of the Child. It is also aligned with the new DFE's Working Together to Improve School Attendance Statutory Guidance, effective from 19th August 2024.

### **Our school commitment**

Our School strives for 100% attendance for all pupils, however we appreciate that children can be ill or have rare unavoidable absences for other reasons. All staff are made aware of how each of their roles impacts on attendance and punctuality and that every member of staff, regardless of their role, can make a difference. All staff will receive training commensurate with their roles. The school will listen to and support pupils and parents/carers to achieve good attendance and punctuality and will

work closely with them where absence is a cause for concern. We will report to parents/carers at least 3 times per year on how your son/daughter is performing in school, including what their attendance and punctuality rate is and how this relates to their attainment. We will celebrate and reward good and improving attendance by displaying individual class achievements and through school communications.

Mr A. Stapley, Headteacher, is the school's Senior Attendance Champion and can be contacted by phone 01303813276 and email [office@brabourne.kent.sch.uk](mailto:office@brabourne.kent.sch.uk).

## 1. Attendance Procedures

Your child should always attend school regularly during **term times**. There are only two real exceptions to this:

- When your child is too ill to go to school
- When the school has authorised your child to be absent

The school's opening hours are:

Early morning club 8.00-8.40am

8.40 school gates open

8.40-8.50am drop off

**8.50am school day starts**

8.50 register

9.05 register closes

1.00pm register

1.15pm register closes

**3.20pm end of school day**

Wrap-around care until 5.15pm

Schools are required to take a register twice a day, once in the morning and a further register at the start of the second session in the afternoon. Register will close at 9.05am and 1.15pm in the afternoon.

This shows whether a pupil is:

- present
- attending an approved educational activity
- absent
- unable to attend due to exceptional circumstances

If a pupil of compulsory school age is absent, every half day absence has to be classified by the school as either **authorised** or **unauthorised**.

If an absence is authorised then this means the school has given approval in advance for a pupil of compulsory school age to be absent, or has accepted an explanation offered afterwards as the reason for absence.

An unauthorised absence is where no justifiable reason is given. It may also be unauthorised if the attendance level is below target and no supporting information or evidence has been given.

## **2. Parental responsibility**

Parents/carers have a legal duty to ensure that their children attend school regularly and arrive on time every day the school is open, except when a statutory reason applies.

Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them, in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk.

Pupils are expected to arrive by **8.50am**. If pupils arrive after this time, they should report to the school office with the adult dropping them off. If a pupil is persistently late, the Headteacher will initially discuss this with the parents/carers to see if a solution can be found.

Parents/carers should book any medical appointment around the school day where possible.

Parents/carers should only book leave of absence in exceptional circumstances and do so in writing to the Headteacher, with two weeks' notice.

### **If your child is absent you must:**

- contact the school as soon as possible on the first day their child is absent and every further day of absence until they return by phoning the main office on 01303 813276. This is a safeguarding issue requirement so that all parties know that the child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.

### **If your child is absent we will:**

- Contact you on the first day of absence if we have not heard from you.
- In such cases where the absences are a medical matter, the school may ask for additional medical information in order that we can better understand the needs of your child and support them with possible reasonable adjustments.

## **3. The Role of the School Staff**

At Brabourne CEP School, there is a whole-school responsibility and approach for improving school attendance, with specific staff taking individual responsibility. The Head Teacher (Mr A. Stapley) has overall responsibility for attendance and is supported by the Office Manager (Mrs K. Parry). Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. The Office Manager/class teacher notifies the Headteacher of children whose attendance is causing concern.

It is the responsibility of Brabourne CEP School to ensure:

- Attendance and lateness records are up to date

- If no reason for absence has been provided, parents are contacted on the first day of absence
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven-day reply deadline before the absence is unauthorised
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents/carers are informed regularly throughout the year of children's attendance figures
- Statutory KCC/DFE attendance returns are completed.

For further information on roles and responsibilities, see appendix A.

#### 4. Illness

If your child is too ill to attend school, you should always call the school to let us know by 9:05am stating the reason. If you cannot get through on the line immediately, please continue to try.

The school reserves the right to seek evidence from health professional services of medical illness where the school has a genuine and reasonable doubt about the authenticity of an illness or persistent illness. Where the school has safeguarding concerns, the school will follow its Child Protection policy.

#### 5. Authorised absences from school

Only the Headteacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent/carer's explanation. These are some examples of situations the Headteacher might consider good reasons for your child to be out of school:

- Family bereavement
- Medical appointments
- Year 6 pupils visiting prospective secondary schools.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the School Attendance (Pupil Registration) (England) Regulations 2024. Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

It is always the school's decision whether or not to allow you to take your child out of school **during term time**. If you do not ask permission, or we do not give it and you take your child out of school anyway, this will be recorded as an **unauthorised absence**.

Any requests must be sought from the Headteacher, preferably in writing, and ideally at least two weeks in advance. The Headteacher and Chair of Governors are not obliged to accept a parent's explanation. Decisions on whether absence will be authorised will be based on each individual case, but all requests will be dealt with fairly and consistently.

#### 6. Tracking

Pupil attendance is regularly assessed by the Headteacher to monitor, identify and prevent pupils who are vulnerable becoming persistent absentees. Breakdowns of pupil attendance data is monitored by

the Governing body. Vulnerable pupils' attendance is tracked in detail through regular pupil progress reviews. Pupils with a social worker are tracked through personal educational plans.

Registers will be recorded according to the Department for Education Attendance and Absence codes and the school's agreed operating procedures for coding and register management. We will monitor absence rates regularly and report absence termly through the KCC statutory returns.

## **7. Unauthorised absences**

The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

## **8. Timeline of School Action for Poor Attendance**

Brabourne CEP School has a duty to refer to the Local Authority any child of compulsory school age who is:

- continuously absent from school for 20 sessions (2 weeks) without explanation
- has irregular attendance
- persistently arriving late after registers have closed

Procedures for attendance are as follows:

When attendance is 96% – 100%, and there is no justifiable reason for absence, the Office Manager/Teaching staff will investigate and notify the Headteacher of any concerns for further monitoring.

When attendance is 90% – 96% attendance, and there is no justifiable reason for absence, the school will:

- 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.
- The school may seek support and advice from the Local Authority Kent PRU and Attendance Service (KPAS).
- The school will monitor the absence rate regularly for improvement.

If the school feels that your child isn't attending properly because:

- Their attendance falls below 90% without justifiable reason
- They have persistent unauthorised absences
- Support offered by the school is not successful or engaged in, we will inform the Local Authority Kent PRU and Attendance Service (KPAS) to investigate what is happening.

The school will make a referral to the Local Authority Kent PRU Attendance Service (KPAS). If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority Attendance Officer for advice.

For the cases that require intensive family support, the school may initiate an Early Help Request for Support.

Where there are safeguarding concerns, the school may seek intensive support through statutory children's social care.

### **Persistent Absence (PA)**

In accordance with DFE statutory guidance, your child may be deemed a 'persistent absentee' when they miss 10% or more schooling across the school year. This means 19 or more days of absence or nearly 4 weeks over the whole year.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and Parents/Carers will be informed of this immediately. In these circumstances we expect parents and carers to:

- Work with us and other agencies to help us understand your child's barriers to attendance.
- Proactively engage with the support offered which may include more formal support such as an Attendance contract and / or a voluntary Early Help plan.

We will:

- Put additional targeted support in place to remove any barriers, including working with other partners where necessary.
- Consider adaptations to the curriculum where accessing it presents challenges.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Hold formal conversations with parents and be clear about possible future legal interventions where there is a lack of engagement.
- Intensify support through statutory children's social care if we have safeguarding concerns.

### **Severe Absence (SA)**

In accordance with DFE statutory guidance, your child is considered to be a 'severe absentee' if they are absent for more than 50% of their current attendance. This would mean over 95 days of absence over the whole year or 19 weeks. Any pupil who is at this level of attendance may be deemed to be at serious risk of harm and this may constitute neglect. In such cases school will always consider if a referral to social care is appropriate, in line with the latest statutory guidance from the DfE.

In these circumstances we expect parents/carers to:

- Work with us and other agencies to help us understand your child's barriers to attendance.

- Proactively engage with the support offered which will include more formal support such as an attendance contract and / or a voluntary early help plan.

We will:

- Continue support as for persistently absent pupils.
- Fully consider the barriers for the pupil in light of the Equality Act 2010.
- Agree a joint approach with the local authority and consider a whole family plan, EHCP, or alternative form of education provision.
- Consider, through the local authority, conducting a full children's social care assessment and build attendance into children in need and child protection plans where they exist, including holding formal conversations with parents about possible future legal interventions where there is a lack of engagement.
- Work jointly with the LA, in line with the statutory actions outlined in Working Together to Improve School Attendance.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

## **8. Being late for school**

At Brabourne CEP School pupils should arrive by **8.50am**. Pupils arriving after this time must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded (L).

Frequent lateness (L) will result in the following measures:

- 10 instances (over a school year) – Warning letter from the Headteacher
- 20 instances (over a school year) – Warning letter from the Chair of Governors

The register will close at 9.05am and 1.15pm. Pupils arriving after the register has closed can be marked as late (Code U Unauthorised).

Frequent lateness after the register has closed (U) will be discussed with parents as part of overall attendance and could provide grounds for a penalty notice in cases of persistent lateness after registers close.

## **9. Children Missing In Education**

No child should be deleted from the school register without consultation between the Headteacher and the Local Authority Kent PRU and Attendance Service Inclusion and Attendance Service when appropriate. Please see the circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

## **10. Reports**

A pupil's attendance will be reported to parents throughout the year, through interim reports, parent consultation evenings and the final year reports at the end of the academic year.

## **11. Equality/Inclusion**

Whilst the school's policy will be applied fairly and consistently, the individual needs of pupils and their families who have specific barriers to attendance will be considered, along with the schools' obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

It is recognised widely that some groups of pupils are more vulnerable to poor attendance than others. Pupils with medical needs, SEN, Disabilities, Young Carers, pupils with a social worker or in receipt of the pupil premium, should receive more targeted support and reasonable adjustments in line with the Equality Act 2010. These groups will be carefully monitored and intervention targeted appropriately. The school recognises that "all schools must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more", (DfE's Working Together to Improve School Attendance Statutory guidance 2024). Where pupils have been absent continuously for 10 days and there has been no contact made with the school, the pupil is officially classed as a CME (Child Missing Education). Schools are obligated to report such cases to the LA immediately so that the whereabouts and wellbeing of the child can be investigated. If a pupil is absent and there has been no contact to explain the reason, the school will follow the steps in Appendix B of this document.

## **12. Pupils with medical conditions, special educational needs and disabilities**

If a pupil with a diagnosed medical condition has a period of long term absence, parents/carers should work alongside the Headteacher and Sendco. The class teacher will be responsible for setting and collecting work, or checking it has been set on Seesaw/other means and arranging for it to be returned. If a pupil is off school for more than two weeks, the class teacher will arrange regular contact with the parents/carers to go through work that has been set and to discuss the next phase of support (should the pupil be well enough to complete the work). If meetings are conducted in school, it is advised that the pupil should attend if at all possible, so that they can ask any questions about the work and so that they can maintain their contact with the school. In exceptional circumstances, where a pupil is unable to attend these meetings in school, home visits may be carried out by the key worker or another appropriate member of staff. Following a period of long

term absence due to health problems, reintegration will be supported to enable pupils to re-engage with their learning as smoothly as possible.

Meetings will be held with the Headteacher/Sendco, medical professionals (as appropriate) and the parents/carers and pupil to ensure that the reintegration is structured to facilitate a smooth transition. Where appropriate, personalised timetables, part time timetables and supported lessons will be arranged, to allow for a phased return to school. Social time is also supported so that pupils who have been absent for prolonged periods can feel confident as they reconnect with their peers. More information on part-time timetables to support reintegration from health related absences can be found in Appendix C.

### **Part-time timetables**

In exceptional circumstances, a pupil's needs may require less than a full time timetable allocation for a short period of time. A part-time timetable will only be in place for the shortest time necessary and will not be treated as a long term solution. It will always be with a parent/carer's consent. Part-time timetables will have regular review meetings with a view to the pupil increasing their attendance and moving back to attending full-time as soon as is practicable. The risks and the benefits to the pupil of a period of reduced attendance will be fully considered. There will be a full risk assessment for any pupil on a part time timetable and if there are concerns as to the risks of placing a pupil onto a part-time basis outweighing the benefits to their wellbeing, or if there are serious safeguarding concerns that reasonable adjustments cannot overcome, the school will not proceed and the pupil will be expected to attend full-time. In agreeing to a part-time timetable, the portions agreed as times the child is not required in school will go down as absences authorised by the school. However, if the pupil does not attend at the agreed times on the timetable, these will be marked as 'unauthorised absences'. Pupils will never be placed onto a part time timetable for behaviour reasons. Please see Appendix C for a summary flow chart of the PTT process.

### **13. Penalty Notices**

Any period of leave taken without the authorisation of the school, or in excess of that agreed, will be classed as unauthorised and the school reserves the right to refer to the Local Authority to issue a Fixed Penalty Notice fine. Under the Education Regulations 2024 in regard to Attendance, only two penalty notices can be issued to the same parent in respect of the same child within a three year period and any second notice is charged at a higher rate. A third penalty notice will trigger legal intervention.

### **Legal Interventions**

At all times, the school will try and support parents/carers without the use of legal intervention. However, if parents/carers are not supporting good attendance, the school, via the Local Authority, may exercise its legal powers to address poor attendance in school with all parents/carers who have the day-to-day responsibility for the child.

These interventions include:

- **Attendance Contract-** An Attendance contract is a voluntary formal written agreement between a parent and the school to support school attendance. It is intended to provide support and offer an alternative to prosecution. If there is non-compliance then an alternative course of action will be taken which may lead to fines and prosecution.

- Education Supervision Order (ESO)- When an attendance contract has been deemed to fail, LAs can request an ESO as an alternative to prosecution. There will be targets set for parents and carers to engage with and would be overseen by the high or Family Court. Non-compliance with the directions given in an ESO can lead to a fine of up to £1000 and to families being found guilty of an offence.
- Prosecution: The decision to prosecute solely rests with the LA as the last resort where everything else has failed to secure improved attendance. If a child fails to attend school regularly at which they are registered, then the parents/carers may be guilty of an offence and may be prosecuted by the local authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also sentence parents/carers for imprisonment for up to 3 months.
- Parenting Order- An order is imposed as a result of a prosecution for non-attendance. The order requires a parent or carer to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes), where they will receive help and support to enable them to improve their child's attendance for up to 3 months. Any breach of the order can lead to a fine of up to £1000.

#### Fixed Penalty Notices

Fixed Penalty Notices sit both within and outside of the prosecution structure and the school reserves the right to issue them. FPNs are for unauthorised absence. A FPN can be issued for several circumstances where there have been 10 sessions of absence within ten weeks of school time. This may be a combination of lateness, absence and/or term-time holiday, or for one of these reasons alone. It can be ten continuous sessions or a period of individual absences that total ten sessions.

Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents/carers. They are an alternative measure to the prosecution of parents/carers who fail to ensure that their child attends school.

A penalty notice will be issued by the local authority in line with the Education Penalty Notices Code of Conduct August 2024 when a child's absence has not been authorised by the school. This is issued to any adult with parental responsibility for each child. The penalty is £80 per parent/carers per child if paid within 21 days, increasing to £160 per parent/carers per child if paid between 21 and 28 days. If one or both parents/carers fail to pay the penalty notice in full, then the local authority may decide to prosecute the parents/carers. A second notice will be at a flat rate of £160 with no opportunity to receive a reduction for earlier payment.

Under the Education Regulations 2024 in regard to Attendance, only two penalty notices can be issued to the same parent in respect of the same child within a three year period. A third penalty notice will trigger legal intervention using the procedures outlined above.

#### Legal Duties

Section 7 of the 1996 Education Act places a duty on Parents and Carers to ensure that children of compulsory school age receive efficient full-time education suitable to the child's age, ability,

aptitude and to any special needs that the child may have. Parents and Carers have a legal duty to ensure their child's regular attendance at the school where they are registered.

A Parent or Carer who fails to ensure that their child attends school regularly is guilty of an offence under section 444(1) of the Education Act.

The school has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

#### **14. Monitoring the policy**

The Headteacher and the Governors will review this policy every two years. The Headteacher will report attendance figures to the Governing Body at each meeting.

Links to other policies

- Behaviour policy
- SEND policy
- Child Protection policy
- Anti-bullying policy
- Complaints policy
- Equality statement

## Appendix A

### Attendance Roles and Responsibilities

The school Governing body will:

- Ensure that strategies are in place to promote and implement the Attendance Policy throughout the school
- Ensure the school has a culture that supports positive attendance and pupil wellbeing
- Ensure that leaders fulfil their statutory duties and responsibilities in regard to Attendance
- Ensure that the Attendance Policy is accessible to Parents/Carers.
- Review the effectiveness of the implementation of the policy in light of the school's termly reports.
- Ask questions about the barriers to attendance faced by the school community and how the school plans to address these.

The Headteacher responsible for attendance (the Attendance Champion) will:

- Be a role model in promoting attendance and punctuality, encouraging excellent attendance and punctuality routines.
- Ensure the accurate completion of admission processes and have effective day to day processes in place to follow-up absence.
- Lead initiatives to promote the profile of attendance throughout the school.
- Monitor and analyse data on attendance and punctuality on a weekly, half termly and termly basis, preparing reports to share with relevant stakeholders to identify pupils or cohorts that require support with their attendance.
- Lead other staff in putting effective strategies in place that address barriers to attendance, helping to identify and subsequently remove as many barriers as possible.
- Work with families to understand barriers to school engagement and how the school can support areas of need
- Quality assure action plans for attendance improvement, devised based on the data analysis and barrier identification outcomes.
- Be the person who authorises or provides reasons for the non-authorisation of pupil absences.
- Comply with the DfE Statutory Guidance on Children Missing in Education (CME) by adhering to each Local Authority's guidance, including for children missing from school following a leave of absence
- Be responsible for the addition and/or removal of pupil names from the roll of a school, following the explicit guidance from the DfE in 'Working Together to Improve School Attendance' and ensuring appropriate liaison with the LA.
- Comply with the requirement set out in the National Framework for requesting a legal intervention from their Local Authority where cases hit the prescribed trigger points.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Make timely referrals to the Kent PRU and Attendance Service in Kent County Council and work jointly with them for CME, complex cases and all SA cases.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their

special educational needs and/or disabilities, and ensure the school provides them with additional support.

- Engage in effective communication between colleagues that support aspects of pupil welfare that may affect attendance, such as Safeguarding, Special Educational Needs, etc.
- Have explicit regard to the safeguarding concerns around pupil poor attendance, to ensure the school does all it can to champion the safeguarding of pupils with poor attendance. For example, checking staff are appropriately pursuing CME checks; conducting DSL liaison regarding safeguarding referrals for all SA cases.

The Office Manager will:

- Be a role model in promoting attendance and punctuality. See Attendance as part of their role, much like Safeguarding and support the school in making the school as engaging, responsive and welcoming as possible, so that pupils can experience success.
- Ensure that the statutory attendance register using the School Management Systems (SIMS) is taken at the start of each am and pm session.
- Register lateness with an 'L' every day and challenge pupils regarding punctuality.
- Close the register by no later than 30 minutes after the start of the morning and afternoon session
- Give pupil's absence notes or verbal messages to the relevant member of staff.
- Use a range of formal and informal communication strategies, including phoning and emailing home, to build relationships with parents, to support attendance, punctuality and therefore the well-being of their pupils.
- Inform the Headteacher of any patterns or trends with absence which are a cause for concern.
- Complete any statutory DFE/KCC returns for attendance.

Class teachers will:

- Be a role model in promoting attendance and punctuality.
- See Attendance as part of their role, much like Safeguarding and support the school in making the school as engaging, responsive and welcoming as possible, so that pupils can experience success
- Take the register at the start of the morning and afternoon sessions.
- Encourage excellent attendance and punctuality routines- challenge pupils re lateness.
- Support whole school attendance by reporting to the Headteacher for any noticeable patterns or changes in attendance.
- Welcome back pupils who have not been attending but due to the actions of the school have returned to class.
- Plan for pupils who have missed lessons to 'catch up' or be able to access learning, whilst considering each child's context and needs.
- If pupil is not in class, having been previously marked in, alert relevant member of attendance staff immediately.
- Communicate with Parents / Carers how poor attendance may affect progress in learning.

Parents / Carers will

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the school can determine if an absence from school is 'authorised'.

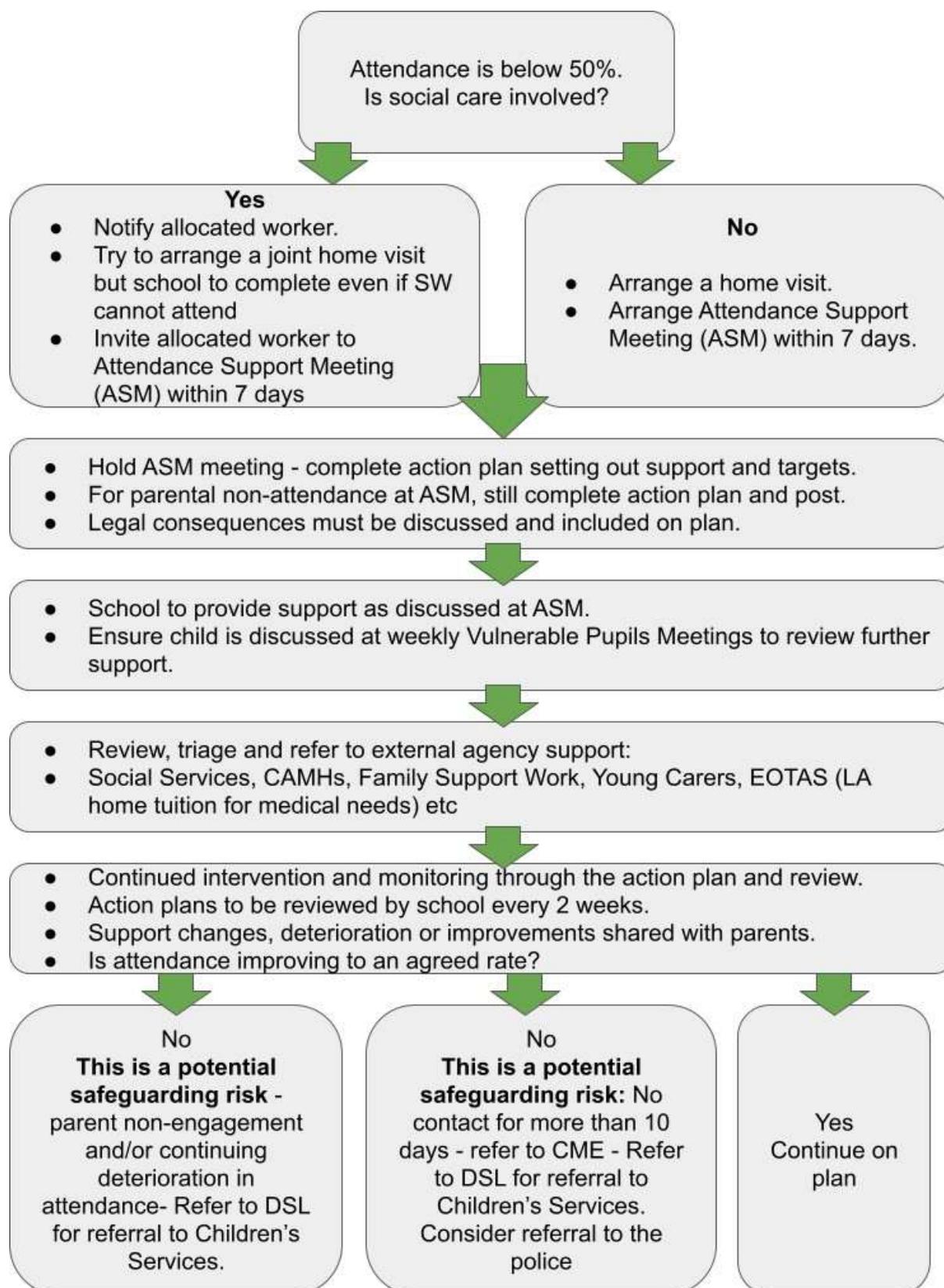
- Ensure their child arrives at school on time, dressed in full uniform, ready and equipped to learn.
- Inform the school if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by writing to the Headteacher, where possible at least two weeks in advance.
- Be aware that for unauthorised absences, the school reserves the right to apply to the local authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- When necessary, work collaboratively with the school to identify barriers that may be preventing their child from coming to school, and seek to work in partnership to overcome them.

Pupils will

- Aim to achieve maximum attendance and punctuality by arriving to school on time every day.
- Come to school well prepared, arriving at school on time, dressed in full uniform, ready and equipped to learn, and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.

## Appendix B

If a pupil is below 50% Attendance, DfE guidance states the school must consider a safeguarding referral. In such cases, school will use the following procedures to safeguard Severely Absent Pupils.



## Appendix C

Where pupils are deemed 'Children Missing Education/CME', the school will follow the steps on this guidance form and refer to the Local Authority Attendance Officer. A child is deemed CME if they have not attended school for 10 consecutive school days AND there has been no contact either prior to or during this period from home. The school will take robust steps to ensure the child is safe.

<b>Checklist for Attendance Safeguarding - Unable to contact child/family.</b>			
<b>Name of Child</b>	<b>Date last seen</b>		
<b>Year Group</b>	<b>Date of Day 10</b>		
<b>Safeguarding Action for Unknown absence over 10 days - unable to make contact with the family</b>	<b>D a t e</b>	<b>C o m p l e t e d b y ( n a m e )</b>	<b>Respo nse Y/N Notes if approp riate</b>
Day 1 - standard call made			
Day 2 - calls made, including to alternate contacts on School system if no answer from primary number			
Day 3 - Emailed the family/young person - checked school email accounts if no answers from calls in 1 & 2. <i>Ensure to check with all relevant school email accounts to see if a message has been received (office, SLT Absence lead senco, form tutor/class teacher etc)</i> - Text to numbers listed as contacts to request contact			
Day 4 - Follow up calls to family members. Leave messages if no answer - Sensitive enquiries with close friends to find out if they have heard from or seen the child. - Where possible and able, check social media sites that you are aware the child might access? - Is the child engaging/contactable through the school's portal/website?			

<p>Day 5 Have you thoroughly exhausted every means of contacting the child remotely? If so, home visit. Consider</p> <ul style="list-style-type: none"> <li>- Does it look as though the family are still living at the address?</li> <li>- If no answer, put a letter through the door requesting contact. Date and time the letter. Scan the letter using a system such as Office Lens and attach the scan to the pupil's record when back at school</li> </ul>			
<p>Day 6</p> <ul style="list-style-type: none"> <li>- Where other known siblings attend other schools, check to see if the other school are having contact with the family.</li> <li>- Is there a social worker or SEN officer involved? Contact them directly to see if they have had any involvement with the child</li> <li>- Where other services (health etc) are known to be involved, check with them to see if they have had contact with the family.</li> </ul>			
<p>Day 7 - Text and email the family to say that <b><i>'contact is urgently required, and the school will need to escalate the concern to Social Services or if advised, the police if there is no response to the text and/or email within 24hrs'</i></b></p>			

<p>Day 8 - If you have safeguarding concerns, follow the school's safeguarding procedures and outline that all of the actions above have been completed to the DSL</p>			
<p>Day 9 - Where you are not able to locate their whereabouts following the above attempts and the school have exhausted every option to try to locate the child, then the <b>child is a missing person</b> and as such should be reported to social care in the first instance to risk assess their vulnerability and gain advice as to any further actions that will be taken.</p>			
<p>Day 10 School should complete a <b>CME referral</b> to the appropriate LA contact when the child's attendance cannot be confirmed after 10 days.</p> <p><b>The safety and wellbeing checks will remain the responsibility of the school and you should continue to try to do a selection of these at regular intervals in case the child/family returns to the property.</b></p> <ul style="list-style-type: none"> <li>- <b>Calls</b></li> <li>- <b>Emails</b></li> <li>- <b>Texts</b></li> <li>- <b>checks with peers</b></li> <li>- <b>checks with linked schools for siblings</b></li> <li>- <b>Home visits (including visits at varying times and on varying days)</b></li> </ul> <p><b>Ensure these are logged in the event of a serious case review.</b></p>			

## Appendix D

If the school believes that a pupil may benefit from a temporary part-time timetable, the following procedures will be used:

### Does a child need a Part-time timetable?

