

# Rosehill School

## Attendance and Absence Policy



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Senior leader responsible for the strategic approach to attendance at school	Headteacher/ Attendance Champion		
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DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
4.5.2022	CS	Updated to reflect reward systems / EWO service
27.10.2022	CS	New policy template provided by Nottingham City LA – to include new legislation / LA & School responsibilities
18.9.2023	CS/CT/KL	

At the beginning of each academic year, the school will circulate to all parents/ carers, governors, staff, a copy of the schools' attendance policy and procedures.

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[Updated] Statement of intent

School attendance is everyone's responsibility and is an integral part of the school's ethos. Rosehill School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school fully recognises its responsibilities to ensure pupils are both in school and on time, therefore having access to learning for the maximum number of days and hours. We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

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

We are committed to:

- Continuing to develop and maintain a whole school culture that promotes the benefits of high attendance.
- Promoting and modelling high attendance.
- Ensuring equality and fairness for all.
- Ensuring the schools attendance policy is clear, easily understood and accessible to all pupils, parents/carers and staff.
- Accurately completing admissions and attendance registers and having effective day-to-day processes in place to follow up when absence occurs.
- Building strong relationships with families, seeking to understand the barriers to attendance and working with families to help remove these.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance.
- Working collaboratively with other schools in the area, as well as other agencies.

DfE guidance states that school need to have a dedicated Senior Leader as the Attendance Champion. At Rosehill, the school's Attendance Champion is **Charlotte Turner**. The school has also appointed an Attendance Officer **Kate Lloyds**.

Parents/ carers, pupils and staff can contact the Attendance Champion and/or Attendance Officer regarding queries or concerns about attendance, via the following emails:

Charlotte Turner [c.turner@rosehill.nottingham.sch.uk](mailto:c.turner@rosehill.nottingham.sch.uk)

Kate Lloyds [K.Lloyds@rosehill.nottingham.sch.uk](mailto:K.Lloyds@rosehill.nottingham.sch.uk)

1. **[Updated] Legal framework**

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2016) 'Children missing education'
- DfE (2015) 'School attendance parental responsibility measures'
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Positive Behaviour Support and Physical Intervention Policy
- SEND Policy and Information Report
- Children Missing Education Policy
- Attendance Officer Home Visits Policy

## 2. **[Updated] Roles and responsibilities**

Improving attendance is everyone's responsibility. The DfE have devised a summary table of responsibilities for school attendance. This document summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the Working together to improve school attendance guidance. A full set of guidance can be accessed by following this link: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

**The governing body has overall responsibility for:**

- Monitoring the implementation of this policy and all relevant procedures across the school, ensuring Leaders fulfil expectations and statutory duties.
- Taking an active role in attendance improvement, supporting the school to prioritise attendance, and working together with Senior Leaders to set whole school cultures.
- Regularly reviewing attendance data, discussing and challenge the trends with the Senior Leader and helping them to focus on improving attendance of pupils where it is most needed.
- Ensure school staff receive training on attendance.
- Ensuring that this policy is clear and does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

**The headteacher is responsible for:**

- The overall strategic approach to attendance in school.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Developing and maintaining the whole school culture, so it continues to promote the benefits of good attendance.
- Ensuring all parents/carers are aware of the school's attendance expectations, policy and procedures. The Policy will be made available on the school website, and can be requested in paper form by request.
- Ensuring staff accurately complete the admission and attendance registers.
- Ensuring there are robust daily processes to follow up absence.
- Appointing a dedicated senior leader to be an 'Attendance Champion', with overall responsibility for championing and improving attendance.

**Staff are responsible for:**

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Forming positive relationships with families and building trust between school and home.
- Rewarding good/ improved attendance.
- Ensuring that children feel safe and happy to attend school.

**The Attendance Champion & Officer are responsible for:**

- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents/carers with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Assisting parents and pupils with problems which may affect school attendance.
- Rewarding good attendance.
- Referring to other agencies where there are specific needs and concerns.
- **The Attendance Champion will also support with:**
  - Supporting families.
  - Establishing good school routines.

**Pupils are responsible for:**

- Recognising they have to attend school.
- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

**Parents/Carers are responsible for:**

- Ensuring their child attends every day the school is open except when a statutory reason applies.
- Arriving at school on time.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g., sickness).
- Only requesting leave of absence in exceptional circumstances and doing so in advance. Promoting good attendance with their child.
- Booking any medical appointments around the school day, where possible.
- Assisting their child in being prepared for their day, when they arrive.
- Providing accurate and up-to-date contact details, and at least two other emergency contact numbers.
- Updating the school if their details change.

**Education Welfare Service are responsible for:**

- Providing a communication link between school and the Local Authority (LA).
- Helping /carers to understand their legal responsibilities and rights within the Education system.
- Advising parents/carers who to contact within the LA for specialised assistance.
- Liaising with identified school staff and providing feedback to schools.
- Undertaking home visits, either pre-arranged or without notice as considered necessary on receipt of a detailed referral.
- Instigating legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and if deemed appropriate, apply for Education Supervision Orders through the Family Court.
- Planning and reviewing casework.
- Offering strategic/policy advice, support and training in relation to matters of attendance and absence from school.
- Working together with schools in the management and promotion of improving school attendance.
- Advising and supporting schools in the use of penalty notices and parenting contracts within the provisions of the Anti-Social Behaviour Act 2003.
- Holding termly targeted support meetings.

**3. Absence Types**

All absences are recorded as either authorised or unauthorised absences on the school's electronic register.

**Authorised absence:**

Authorised Absence is when a child has been away from school for a legitimate reason, the reason has been provided to the school by a parent/legal guardian and this has been authorised by the school. Only the school can make the absence authorised. Parents do not have authority to authorise their child's absence. Examples of authorised absence may include:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency (exceptional circumstances).

[See section 5 for absence procedures.](#) Evidence may be requested from parents.

**Unauthorised absence:**

Unauthorised Absence is when a child is away from school without the permission of the school. Examples of unauthorised absence include:

- Parents keeping children off school unnecessarily and/or without an authorised reason.
- Arrival at school after the register has closed without an authorised reason.
- Absence due to shopping, looking after other children, birthdays etc.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Unauthorised absences will also be recorded for any children where the school has not received sufficient information or reasons around a child's absence, or where an absence has never been explained ('O' code).

[See section 5 for absence procedures.](#)

**Persistent absenteeism:**

Persistent Absence (PA) is the official term used when a child has an attendance of 90% or less.

- The school will keep a record of all PA children.
- All children on this list will be monitored throughout the academic year and may be required to provide substantive evidence to authorise further absences.

[See section 5 for absence procedures.](#)

**Severely Absent:**

Severe Absence (PA) is the official term used when a child is absent from school more than they are present – those missing 50% or more of school.

- These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance.
- All partners will work together to provide support – this may include specific support with attendance or a whole-family plan.
- Where there are additional concerns affecting a child’s attendance, an Early Help Assessment will be considered as well as further family support and/or intervention from other outside agencies.

[See section 5 for absence procedures.](#)

### **Long Term Absence**

- When children have an illness that means they will be away from school for over 10 days, the school will do all it can to send material home, to enable the child to keep up with their school work and reduce the impact on the child’s education.
- A support plan will be put in place for children with chronic illness.

[See section 5 for absence procedures.](#)

## **4. Attendance expectations**

The school has high expectations for pupils’ attendance and punctuality and ensures that these expectations are communicated regularly to parents/carers and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

As a special school, the school day start/departure times have been staggered to accommodate the safe and effective arrival/departure of pupils into/out of school.

The school day starts at **8.50am**. All pupils should be in their classroom by **9.20am**. Parents/carers and transport services are allocated an arrival/departure time. This should be adhered to as far as practicable.

Registers are taken as follows throughout the school day:

Morning:

- In the morning, registers are marked by **9:30am**.
- Pupils arriving after close of registration (**after 9:30am**), will be marked as a ‘U’ code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

After lunch:

- After lunch, registers are marked by **13:30pm** (see key stage department plans).
- Pupils arriving after close of registration (**after 13:30pm**), will be marked as a ‘U’ code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

## WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE - How we monitor attendance

All pupils' attendance is monitored daily and during each half term using data analysis from the electronic register.

<p><b>0 – 2 DAYS OFF</b></p>	<p><b>99-100%</b></p>	<ul style="list-style-type: none"> <li>• Attendance matters sessions</li> <li>• Acknowledge consistent weeks and 100% weeks</li> <li>• Discuss with class group/ overall class attendance and offer praise to movers</li> <li>• Tutor/teacher to discuss 96% attendees with Attendance Champion</li> </ul>
<p><b>4 – 7.5 DAYS OFF</b></p>	<p><b>96-98%</b></p>	<ul style="list-style-type: none"> <li>• Request notes for unauthorised absences and update relevant systems</li> <li>• Talk with parents and pupils regarding attendance levels dropping</li> <li>• Trigger first attendance letter for children falling within 96-98% attendance category and phone call home</li> <li>• School to complete home visit</li> </ul>
<p><b>9.5 – 17 DAYS OFF</b></p>	<p><b>93-95%</b></p>	<ul style="list-style-type: none"> <li>• Acknowledge improvement in attendance for the pupils who have moved into this category from the below categories</li> <li>• School staff to have weekly check ins</li> <li>• School to complete home visit</li> <li>• School to consider Early Help assessment to highlight barriers to learning and offer support (<i>requirement for LA</i>)</li> <li>• School to develop an attendance plan with parent at a meeting (<i>requirement for LA</i>) – <i>second letter to be sent</i></li> </ul>
<p><b>19 – 25 DAYS OFF</b></p>	<p><b>90-92%</b></p>	<ul style="list-style-type: none"> <li>• Acknowledge improvement in attendance for the pupils who have moved into this category from the below categories</li> <li>• At 90% - letter to parents/carers advising them that EWS will be informed of their child's attendance</li> <li>• At Targeted Support Meeting discuss individual pupils; agree Attendance Panels</li> <li>• School to complete EWS referral for suitable cases. Education Welfare Specialist to approve referrals</li> <li>• School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc</li> </ul>
<p><b>27 + DAYS OFF</b></p>	<p><b>Under 89%</b></p>	<ul style="list-style-type: none"> <li>• Acknowledge improvements in attendance</li> <li>• Letter to parents/carers informing them that a referral has been made to EWS</li> <li>• EWS procedure begins</li> <li>• Attendance Panel. Education Welfare Officer to attend</li> <li>• School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc</li> </ul>

## 5. **[Updated]** Absence procedures

### How to report Absence

- Parents/Carers are required to contact the school office via telephone before **8.30am** on the 1st day of their child's absence and any subsequent days that their child is off school.
- The school office is staffed from **8:00am** to accept parent calls. The telephone number is: **0115 9155815**.
- Parents/Carers will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day.
- Information about the child's absence, including the reason given, are recorded on the school's information management system (SIMS).
- If the absence is known about in advance, such as a hospital appointment, a copy of the appointment letter should be given to the school office, if required.
- Wherever practicably possible, medical appointments should be made outside of school hours or during a holiday period. Time out of school to attend appointments should be kept to a minimum and Parents/Carers will be expected, where possible, to bring their child to school both before and after the appointment time, not withdrawing them for the entire school day.
- Children who have attended a dentist or doctor's appointment and subsequently come to school later than **9.30am** will have their absence recorded as a medical absence ('M' code). Evidence of these appointments may be requested by the school.

### Lateness

Registers are taken as follows throughout the school day:

#### Morning:

- In the morning, registers are marked by **9:30am**.
- Pupils arriving after close of registration (**after 9:30am**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

#### After lunch:

- After lunch, registers are marked by **13:30pm** (see key stage department plans).
- Pupils arriving after close of registration (**after 13:30pm**), will be marked as a 'U' code on the registration document, which means this is recorded as an unauthorised absence, unless the school has been informed of the reason for absence/lateness, and this has been authorised by the school.

Issues relating to punctuality will initially be addressed with the parents/carers in the following ways:

- If there are 2 or more lates in a one-week period, parents/carers will receive communication from the school i.e., phone call/ school comms text message.
- If no improvement is made, parents/carers will be informed that we will monitor lateness with U codes.

- If there is still no improvement, formal meetings in school will be arranged where attendance targets will be agreed.
- The Local Authority will be asked to issue a Penalty Notice on the school's behalf for any pupil registered late (recorded as U) 10 sessions or more in a six-week period.
- The school may request that a Penalty Notice is issued where there has been persistently lateness that results in unauthorised absences being recorded.

### **Responding to non-attendance**

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

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system. In the case of PA, arrangements will be made for parents/carers to speak to the Attendance Champion.

The following actions may be applied when addressing concerns around non-attendance:

- Parents/carers will be required to contact the school office via telephone as soon as possible **before 8.30** on the first day of their child's absence where arrangements will be made to speak to class teacher/ Attendance Champion, if required.
- Unexplained absences are followed up as early as possible on the morning of the absence.
- A telephone call will be made to the parent/carer of any child who has not reported their child's absence on the first day of absence. A school comms text message /email/ letter will also be sent.
- If there has been no communication on the first day of absence the Attendance Champion is informed to follow up the absence. Contact may be made with additional emergency contact numbers, and any additional agencies who are working with the family i.e., social worker (who may visit the family).
- If face-to-face or telephone contact appears to be deliberately avoided, we may as a school, consider unannounced home visits.
- The school will continue to attempt to contact the family.
- If a child has not returned to the school for three days and there has been no contact, then the Attendance Champion/ Senior Leaders, will visit the home.
- If at this stage, no contact has been made and we are concerned about the safety and whereabouts of a child, a referral may be made to Child Missing Education Service, and the police and/or social care may be informed.
- If after a week still no reason for the absence has been ascertained, then a letter is sent home as a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the school's register. A school comms text message, phone call, email or letter will be sent explaining this.
- If a child is absent and no contact has been successful by school, the child may be referred to Social Care in line with the school's child protection and safeguarding policy.
- If a child is missing for 10 school days, then s/he will be referred as a missing child to the Education Welfare Service.

- If a child does not return to the school for a further ten days (twenty school days in total) and there has been no contact from the parents, then his/her place may be removed from the register. Only if there are no safeguarding concerns.

The Teacher will contact parents if a child has 3 days of absence within a half term to discuss if there are any problems or concerns that they could support with. These 3 days do not have to be consecutive but should also give parents more of an insight into gaps in learning and the knock-on effect these days can have.

### **Persistent Absentees**

All pupils with an attendance rate of **90%** and below are considered as persistent absentees and will be closely monitored. The following actions are highly probable for such cases:

- A letter/ school comms text message/ email will be sent out to inform parents that their child's attendance has fallen below **90%**.
- A letter/ school comms text message/ email will be sent out to inform parents of the actions if their child's attendance remains or continues to fall below **90%**.
- Further absences will be unauthorised unless one of the following is shown to school: a medical certificate, a letter from a medical practitioner, dated prescribed medication or an appointment slip/text message.
- Parents/carers will be invited to attend an attendance clinic in school if there is little or no improvement in their child's attendance. This may require parents to work alongside our Attendance Champion to improve their child's attendance and routines.
- An Attendance Improvement Plan will be put in place and reviewed. A copy will be given to parents.
- Parents/carers will be invited to attend a formal review with the Headteacher/Senior Leader and/or Attendance Champion if attendance shows no improvement.
- A formal request for intervention will be made to the Education Welfare Service for legal action to be considered.
- For any child whose attendance falls below **60%** - agencies will take full account of all that is known about the child and consider completing a Multi-Agency Referral Form (MARF) for additional support from Children's Social Care.
- Whenever possible, the school's Attendance Officer and Attendance Champion will offer support and guidance to avoid poor attendance levels and to help support pupils at risk of PA to attend school. These include:
  - Looking at alternative support to help avoid those external barriers preventing a parent from bringing a child to school.
  - Offering catch-up support to build confidence and bridge gaps.
  - Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
  - Establishing plans to remove barriers and provide additional support.
  - Leading regular check-ins to review progress and the impact of support.
  - Making regular contact with families to discuss progress.
  - Considering what support for re-engagement might be needed, including for vulnerable groups.
- All partners will work together to provide support– this may include specific support with attendance or a whole-family plan.

- Where there are additional concerns affecting a child's attendance, an Early Help Assessment will be considered as well as further family support and/or intervention from other outside agencies.

### **Religious observance**

- Parents will be expected to request absence for religious observance at least two weeks in advance.
- In Nottingham City one day for each religious festival should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) '*on a day exclusively set apart for religious observance by the religious body to which the parent belongs*'.
- Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.
- In respect of pilgrimages, school may request to see copies of visas. Dates of return should also be agreed prior to the period of leave.
- If necessary, we will seek advice from the religious body in question to confirm whether the day is set apart.

### **Illness and healthcare appointments**

- Parents will be expected to make medical or dental appointments outside of school hours, wherever possible.
- Where this is not possible and appointments need to be made during school hours, parents are requested to provide proof of appointments where possible (appointment cards, letters, texts, emails etc.) to obtain approval for their child's absence to attend such appointment.
- Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.
- The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

### **SEND/ health-related absences**

- Rosehill School recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.
- In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."
- The school will ensure that reasonable adjustments are made for pupils with SEND and health related problems to reduce barriers to attendance, in line with any EHC plans or other plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

- Absences of pupils with health care needs will not be authorised unless the family has had prior discussion with school staff about the challenges and difficulties presented by their child's needs; this will enable school to understand the context and complexity of their child's additional health care needs.
- Absences of known pupils due to health needs will be authorised (using the relevant codes) unless the school has genuine cause for concern which will trigger attendance and/or safeguarding procedures.
- Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority/ school will liaise with other medical professionals (e.g., the child's GP), so that provision of education is not delayed.
- Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.
- The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.
- The school will continue to provide support to pupils who are absent from school because of health needs by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it and if available facilitate online access to the curriculum from home.
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, a personalised or part-time timetable will be considered. Agreed periods of absence due to a part-time education timetable will be recorded with a C code for pupils of compulsory school age and an X code for non-compulsory school aged pupils.
- Any safeguarding concerns will be immediately referred to a DSL and the Child Protection and Safeguarding Policy will be followed.

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

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

- Tailored support to meet their individual needs.

### Children in Care

- Tamara Riddell, Acting Deputy Head is the coordinator for Children Looked After. The Virtual School will be contacted each day whether the pupil is attending or is absent.
- Attendance will also be reported as part of the PEP (personal education plan).

### Leave of Absence/ Holidays in term time

- Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.
- Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- **It should be understood that a ‘leave of absence’ will only be authorised in the most exceptional circumstances.**
- Authorisation in these circumstances must be requested in writing prior to the organisation of any other arrangements, to avoid difficulties or financial loss. This should be provided to the Headteacher in writing at least 2 weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed leave and the dates which the absence would be expected to occur.
- Any requests for leave during term time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account.
- If a leave of absence is granted, it is for the Headteacher to determine the length of time that the pupil can be away from the school.
- The school is not likely to grant leaves of absence for the purposes of family holidays.
- Requests for leave will not be granted in the following circumstances:
  - Immediately before and during statutory assessment periods
  - When a pupil’s attendance record shows any unauthorised absence
  - Where a pupil’s authorised absence record is already above 10 percent for any reason
- If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as proceedings may commence for Penalty Notices to be issued. This will involve a referral to Education Welfare service.
- The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.
- Penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000.
- A referral will be made for a Penalty Notice to be issued if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another

reason of absence. It will be up to the family to prove that they have not taken a family vacation.

- Children/young people taken out of school for a holiday will have the non-attendance recorded as an unauthorised absence 'G' code.
- A child or young person who does not return to school at the end of the recorded unauthorised holiday date will initially be subject to enquiries being made by the school.
- If after ten days of the expected return date, the child/young person has still not returned to school, a referral will be made to the Education Welfare Service for further enquiries to be made.
- Following the above information, if a parent/carer still intends to take their child on holiday during term time, they have a duty to inform the school of this action and give at least 6 weeks' notice of the event.
- Parent/carers must complete an 'Application form for pupil leave of absence in exceptional circumstances', obtained from the school office (Appendix A).

## 6. [Updated] Attendance register

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

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

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

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

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip

- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

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

**New]** Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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

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

## 7. **[Updated]** Safeguarding

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern will be addressed directly to the Social Care Duty Team (multi-agency safeguarding hub).

Any child absent from school for more than 20 days will be referred to the Children Missing Education (CME) team after all relevant checks made by school.

## 8. **[Updated]** Missing Children

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school’s unauthorised absence and children missing from education procedures and Attendance Policy:

- Parents/carers are expected to contact school on the first day of absence.
- A telephone call will be made to the parent/carer of any child who has not reported their child’s absence on the first day of absence. A school comms text message /email/ letter will also be sent.
- The school will continue to attempt to contact the family and a potential home visit may be completed if no contact is made. The school may make contact with any additional agencies who are working with the family (who may be in a better position to visit the family).
- Refer to Attendance Procedures section for procedures on [Responding to non-attendance](#)
- If a child has not returned to the school for three days and there has been no contact, and school are concerned about the safety and whereabouts of a child a referral may be made to Child Missing Education Service, and the police and / or social care may be informed.
- Referral to CME if information is gained that the family have moved out of area.

- Referral to CME if child has not returned after 10 days with no contact from the family after efforts made by school, if we believe the child should or may be removed from roll whether the onward school is known or not.
- The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination.
- Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME.
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register.
- For further information please contact the CME Officers directly - [cme.educationwelfare@nottinghamcity.gov.uk](mailto:cme.educationwelfare@nottinghamcity.gov.uk)
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; <https://www.gov.uk/government/publications/children-missing-education>

#### 9. **[New] Attendance intervention**

In order to ensure the school has effective procedures for managing absence, the Attendance Officer, supported by the Attendance Champion and SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.
  - Creating attendance clinics.
- The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

#### 10. **Working with parents/carers to improve attendance**

- The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement.
- Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.

- Parents/carer's are regularly informed about attendance issues in newsletters/ letters.
- The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.
- The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, for in certain circumstances, e.g., sickness or absences that have been authorised by the Headteacher in advance.
- The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.
- If a pattern of absence becomes problematic, the attendance team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.
- Where these barriers are related to the pupil's experience in school, e.g., bullying, the attendance team will work with the Headteacher and any relevant school staff, e.g., the DSL/ teacher, to address this. Where the barriers are outside of the school's control, e.g., they are related to issues within the pupil's family, the attendance team will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.
- The school will attempt to work with parents at all stages to address attendance issues and make reasonable efforts to support parents/carer's in getting their child to the school.
- The school will liaise with other agencies working with pupils and their families to support attendance, e.g., social services.

### **11. Rewarding good/improved attendance**

We expect all pupils to attend every day, as long as they are fit and healthy to do so. We believe the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all pupils where they can achieve their full potential academically, socially and emotionally.

The school acknowledges good attendance and punctuality and this will be rewarded by certificates, awards and class activities as set out below:

- ½ termly letter and attendance certificate
- ½ termly top 3 classes
- Termly 3 x vouchers prize draw for each department
- Termly prize for top class
- End of year – 100% overall letter/ improved attendance and attendance certificate and letters/postcards to parents and carers

## **12. [New] Monitoring and analysing absence**

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

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

- The school cohort as a whole.
- Individual class groups.
- Individual pupils.
- Other groups of pupils, e.g., pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

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

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

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

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

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

## **13. Staff training**

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

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

Training will cover at least the following:

- The importance of good attendance.

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

The governing body will provide dedicated and enhanced attendance training to the Attendance Champion/Officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

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

#### **14. Policy review**

This policy will be reviewed annually by the Headteacher, Attendance Champion and Attendance Officer. At every review, the policy will be shared with the governing board.

The next scheduled review date for this policy is September 2024.

Any changes made to this policy will be communicated to all relevant stakeholders.

**Rosehill School - Appendix A: Application form for pupil leave of absence in exceptional circumstances**



**Please return this form to the Headteacher 6 weeks prior to the leave**

NAME OF PUPIL:		CLASS: TEACHER:	
DATES REQUESTED – <b>FROM</b> (Insert first date of absence):		DATES REQUESTED – <b>TO</b> (Insert last date of absence):	
TOTAL NUMBER OF SCHOOL DAYS:			
I request leave of absence for the above-named child due to the following exceptional circumstance(s):- Please attach additional information, if required.			
Please state destination:			
Accompanying adults and their relationship to child:			
In order to counteract any missed teaching and learning, my child will:-			
Is there anything else that you feel would enhance the above:-			
I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of Rosehill School.			
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request.	Signed (Parent/Carer):  Date:		



<DATE>

<ADDRESS>

Dear <NAME>

**RE: Holiday Request**

We are writing to you due to the request of leave for <PUPIL> on \_\_\_\_\_.

As you are aware, leave in term time is not permitted without the permission of the Headteacher as taking children out of school during term time disrupts their school routine and learning. This request is not authorised as such this will be recorded as unauthorised leave.

Despite being informed of the school's policy and consequences for doing so you have still requested to take <PUPIL> on leave during term time without authorisation. I would like to this opportunity to remind you that it is in the school's attendance policy not to authorise holidays during term time except in exceptional circumstances.

Requests for absence of leave can only be granted if the school is satisfied that exceptional circumstances apply, and that your child's educational progress will not be unduly affected.

If satisfactory evidence is not received the absence will not be authorised on the school register and the matter may be referred to the Local Authority for a Penalty Notice to be considered.

Please note that penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000.

Please contact the school office on **0115 9155815** to arrange a meeting as soon as possible.

Yours sincerely

Attendance Officer

**Rosehill School - Appendix C: Example letter – Attendance 96-98%**



Full name of parent

Full address

Date

Dear

**Re: CHILD NAME AND ATTENDANCE PERCENTAGE**

At **{your school}** each child is expected to attend every session available however, from time to time, we appreciate this may not be possible.

According to our records, **{name of child}** has been absent from school on the following dates:

As you are aware all parents are expected to notify the school on the first day of any (pupil's) absence to provide the reason for all absence along with an expected date of return to school. To date we have not received any contact from you. Please contact school as soon as possible to explain the reason for these absences.

Failure to notify school of any absence that has not been explained within two weeks will be recorded as unauthorised absence. This is when the reason provided does not comply with Government guidelines or no reason has been provided. The decision to authorise absence is a school decision.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on **{telephone number}**.

Yours sincerely,

**Attendance Officer**



Full name of parent

Full address

Date

Dear

**Re: CHILD NAME AND ATTENDANCE PERCENTAGE**

Following my previous letter dated **{date of letter 1}**, **{name of pupil}**'s attendance has failed to improve and now stands at **{attendance percentage}**.

Studies confirm that poor attendance at school directly impacts on a pupil's achievement. It is essential that **{name of pupil}** improves **(his/her)** attendance in order to increase the chances of academic success.

In order to discuss this matter further I am inviting you to attend a meeting at school with me on:

**{Day}**

**{Date}**

**{Time}**

At this meeting an attendance improvement plan will be developed in order to address any barriers your child may be experiencing and to look at strategies to support their attendance.

School will continue to monitor your child's attendance. Should this fail to improve (pupil name) may be discussed at a Targeted Support Panel with the Local Authority.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on **{telephone number}**.

Yours sincerely,

**Attendance Officer**

**Rosehill School - Appendix E: Example letter – Attendance 90-92%**



Full name of parent

Full address

Date

Dear

**Re: CHILD NAME AND ATTENDANCE PERCENTAGE**

I am concerned that despite previous interventions you have failed to provide a satisfactory explanation for **(pupil's name)** absences. I enclose your child's registration certificate for information.

***EITHER (Delete whichever paragraph that does not apply)***

You were recently invited to a meeting to discuss the attendance concerns but you failed to attend. The matter will now be escalated for discussion at a Targeted Support Panel, held jointly with an Officer from the Education Welfare Service. A decision will be made as to whether a referral to the service is appropriate at this stage.

**OR** You recently attended a meeting to discuss the continued absences. At that meeting we developed and agreed an attendance improvement plan together. A copy of this plan along with the meeting minutes are enclosed. Your child's attendance has failed to improve and will now be discussed at a Targeted Support Panel, this will include an Officer from the Education Welfare Service.

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on {telephone number}.

Yours sincerely

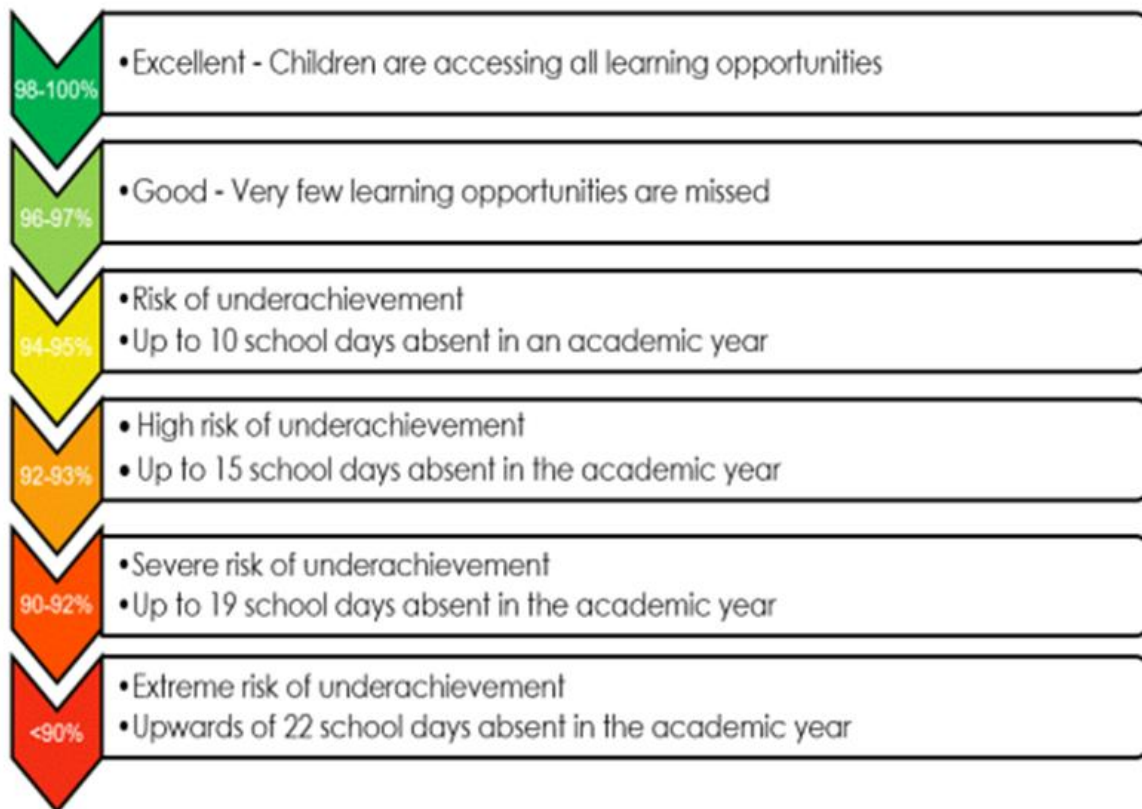
**Attendance Officer**

Enc. (select appropriate)

Attendance certificate

Attendance Improvement Plan

Meeting minutes



Department for Education

Working together to improve school attendance – Published May 2022/Applies from:  
September 2022



Full name of parent

Full address

Date

Dear

**Re: CHILD NAME AND ATTENDANCE PERCENTAGE**  
**PERSISTENT ABSENTEE**

I write to inform you that despite the interventions outlined below a request for service has now be made to the Education Welfare Service who will consider any legal intervention.

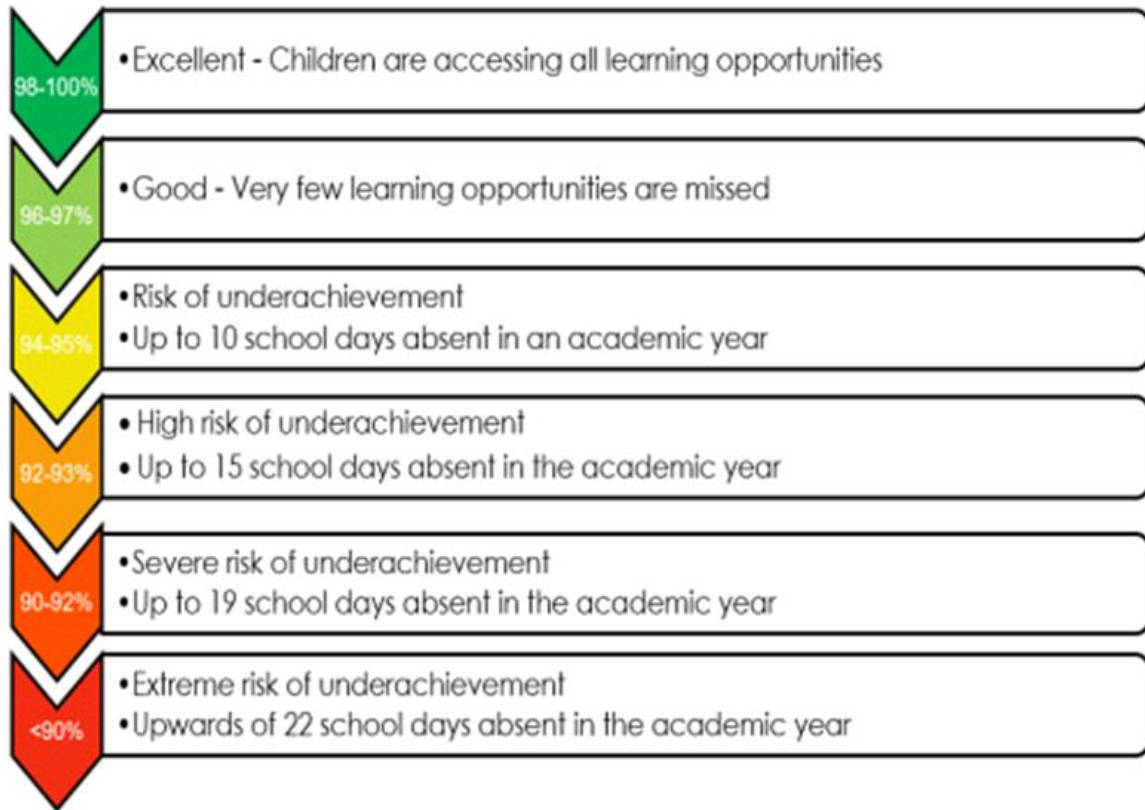
*(insert attendance interventions/ offers of support)*

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on {telephone number}.

Yours sincerely,

**Attendance Officer**



**Department for Education**

Working together to improve school attendance – Published May 2022/Applies from:  
September 2022