

ATTENDANCE POLICY 2020

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1. Introduction

This document acknowledges that the Trust, the Local Authority and the school must apply their powers fairly and consistently.

A pupil's absence will have a serious impact on their attainment. Parents/carers/guardians and pupils need to know that every absence is noticed and appropriate action is always taken. Absence can also be the first sign of a safeguarding issue.

This policy and procedures will enable the school to:

- Boost attainment and achievement levels by increasing and maintaining high levels of attendance.
- Report regularly on attendance to parents/carers/guardians.
- Work effectively to improve attendance with our various partners and parents/carers/guardians/pupils.

2. Principles

There is a clear link between good attendance and educational achievement.

Pupil attainment and achievement depend on regular presence in school. Any absence leads to missed learning opportunities and other experiences and may cause difficulties with social relationships. It may also lead to a threat to the welfare of our pupils or to opportunities for anti-social behaviour.

The attendance of a pupil at school is central to 'keeping children safe'. Only when a pupil is in school can a true responsibility be taken for safeguarding all the interests of the pupil.

School attendance is seen as a 'whole school issue'.

Encouraging good attendance is the shared responsibility of the school, the parent/carer/guardian/, the pupil, partners in the Local Authority and the Police. Parents/carers/guardians have a responsibility to see that their children receive appropriate education and it is the responsibility of the Local Authority, through its Education Welfare Service, to ensure that this happens.

3. Aims

This policy seeks to ...

- Support school staff to maximise the achievement of all pupils.
- Promote regular and punctual attendance, so that pupils benefit fully from academic, personal and social opportunities, which are offered to them within the school.
- Inform parents/carers/guardians of their essential, legal role in supporting the school and encouraging pupils to reach good attendance levels.

- Set out the appropriate action, both early intervention and legal, taken by the school and the Local Authority, to promote good attendance.
- Foster an understanding that non-school attendance is a safeguarding issue.
- Define the steps required to foster excellent attendance in school.

4. Strategies for promoting attendance

Horizon Multi Academy Trust will promote excellent school attendance for all its pupils, by each school:

- Creating an environment in which pupils feel valued and welcome. The school's ethos will demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent and/or late and that follow up action will always be taken. Early intervention is often the key to preventing more frequent absences.
- Offering a varied and flexible curriculum to all pupils. Every effort is made to ensure that learning tasks match pupil's needs.
- Regularly collecting and analysing attendance data in order to help identify patterns, set targets, correlate attendance with achievement and support and inform policy/practice.
- Rewarding good attendance appropriately.
- Reminding parents/carers/guardians regularly (via newsletters, the school brochure, parents' evening, etc) of the importance of good attendance.
- Sending work home (when appropriate) to pupils, who are absent through sickness for any extended period of time, and support reintegration back into school upon their return. Pupils who have been absent for whatever reason for an extended period of time will (when appropriate) have individually tailored reintegration programmes prepared for them.
- Holding regular meetings between the Attendance Lead, the Education Welfare Officer, Parent (Family) Support Adviser and School Administrator, in order to identify and support those pupils who are experiencing attendance difficulties.
- Using data analysis to support the early identification of a pupil's absence, especially for those who are persistent absentees (or in danger of becoming a persistent absentee – PA). A pupil is considered to have Persistent Absence (PA) if their attendance falls below 90%.

5. Roles and Responsibilities

What the school, parents/carers/guardians and pupils can expect of the Education Welfare Service

- The Education Welfare Service has a key function in working closely with schools, families, teams within the LA and other services and agencies, both statutory and voluntary. The Education Welfare Service aims to promote excellent levels of attendance and punctuality at school or otherwise, thereby contributing to raising pupil attainment.

- To work within a legal framework, through the DfE and discharge its duties with regard to ensuring that a child for whom they are responsible is receiving a suitable education by regular school attendance. In doing so, it enables schools and parents/carers/guardians to meet their respective responsibilities.
- To support school to fulfil their legal responsibilities with regard to pupil attendance.
- To support and challenge schools in respect of data analysis, registering of pupils and marking of registers including authorising absence, persistent absence, early intervention and monitoring.
- To undertake register inspections on a termly basis as a minimum. The admission register and the attendance register of every school must be available for inspection during school hours by:
 - Any of Her Majesty's Inspectors of Schools appointed under Section 1(2) and 5(2) the Education (Schools) Act 2005(b);
 - Any Inspector registered under Section 2(1) Schedule 1 of that Act; and
- Promote partnership working between the Local Authority, schools, parents/carers/guardians and other services and agencies by offering guidance, support and assistance in this area.
- Assist schools in creating a framework which promotes consistent practices and procedures.
- Provide training/ information to staff/ pupils/ Governors on attendance issues as and when required.

What the school expects of its pupils:

Pupils are expected to ...

- Attend regularly.
- Arrive on time, appropriately prepared for the day and ensure they arrive promptly to each individual lesson.
- Hand any letters regarding absence from parents/carers/guardians to the school office.

What the school expects of parents/carers

Parents, carers and guardians are expected to ...

- Fulfil their responsibility by ensuring their children attend school regularly and on time. Parents/carers/guardians should be aware it is their responsibility in law for ensuring that their children of compulsory school age receive an efficient full-time education suitable for their age, ability, aptitude and any special educational needs they may have.
- Ensure that they contact the school on the first day their child is unable to attend (within the first half hour of the start of the school day).
- Ensure their child arrives on time and is well prepared for the school day with equipment, completed homework etc.

- Avoid medical appointments during the school day unless absolutely necessary and to collect from and return pupils to school whenever an appointment is unavoidable during the school day.
- Contact the school whenever any problem occurs that may keep their child away from school.
- Seek authorisation from the appropriate person within the school for any forthcoming appointments. Appointments should be, where possible, arranged outside of the school day. Proof should be produced for all appointments and authorisation will only be half a day.
- Ensure the continuity of their child's education by taking holidays during the school holiday period.
- Work in partnership with the school and other agencies (as and when appropriate) to resolve issues relating to non-attendance.

What parents/carers/guardians and pupils can expect of the school

Each School is expected to ...

- Provide a broad and balanced education which is motivational and relevant to all pupils and is dependent on regular attendance at school.
- Promote and encourage good attendance, thereby maximising school attendance, through systems of reward for attendance, as well as achievement.
- Follow Trust procedures to identify and follow up absence and provide a consistent approach in dealing with absence and lateness.
- Support parents/carers/guardians in ensuring regular and punctual attendance by responding promptly to any issue which may lead to non-attendance or irregular school attendance, e.g. returning to school after a period of long term sickness, a return after a traumatic event (either at home or school) or during the period leading to a phased transfer.
- First day contact with parents/carers/guardians when a pupil fails to attend school without providing a valid reason.
- Notification to parents/carers/guardians of their child's attendance record through an annual report home and regular updates throughout the academic year.
- Produce whole school Attendance Policies and Procedures which are consistently applied and clearly communicated to all parents/carers/guardians.
- Regular, efficient and accurate recording of attendance and basic analysis of attendance data will be undertaken monthly. All staff will maintain high expectations in relation to attendance, all pupils will be made aware that their presence is compulsory and that their absence is noted.
- Liaise closely with the Education Welfare Service and other services and agencies to assist and support parents/carers/guardians and pupils where needed.
- The Trust will work to overcome any language/ interpretation/ understanding barriers and work with schools and other agencies/ services/ individuals to assist in overcoming any barriers that



may be presented by the pupil or their family in order to ensure the pupil receives the education to which they are entitled.

- Refer to the Education Welfare Service where school intervention has failed to secure an improvement in attendance. Schools will always refer to the Education Welfare Service where a child is a Persistent Absentee pupil and there are no acknowledged reasons for absence by the school. Advice will be sought at 92% and all children at 90 per cent will be monitored and reviewed by the Educational Welfare Service. 10 unauthorised sessions or 5 days' absence with no contact will also be monitored.

The role of the school's Local or Federated Governing Body

The Local (or federated) Governing Body of each school is expected to monitor attendance. All schools in Horizon MAT will aim to achieve last year's national average. The Local Governing Body will appoint a governor with specific responsibilities for attendance as a matter of good practice, if school priorities require. Attendance will form a regular item at Governor's meetings as part of the Head teacher's Report to Governors.

6. Practice and Procedures

Statutory Framework

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The Local Authority will use the 1996 Education Act and the Anti-social Behaviour Act 2003 (penalty notices) in order to fulfil its duties in ensuring regular school attendance. Section 23 of the Anti-social behaviour Act gives powers to the Local authority to issue penalty notices where a parent/carer/guardian is considered capable of but unwilling to secure an improvement in their child's school attendance. These powers came into force on 27 February 2004.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent/carer/guardian does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised. A parent/carer/guardian may be required to provide evidence to support absences due to illness or other reason.

Attendance Lead

At [.....] School, the Attendance Lead is **(Name) (Role)**

Assisted by the **(Name) (Role)** and **(Name) (Role)**

Registration



Schools are required to take an attendance register at the start of the morning session and once during the afternoon session. The Education (Pupils' Attendance Records) Registration 1991 and the Education (Pupils Registration) (England) Regulations 2006 stipulate that schools should maintain an attendance register for each class containing the names of all pupils in the class.

Taking the register is a key part of the school day and should be seen as such by all staff, pupils and parents/carers.

School session times vary from school to school. The school session times at **(...) School aream to ...pm and ...pm to ...pm.** The school register is a legal document and may be required as evidence in court. It must be completed fully twice daily. On each occasion, schools must record whether every pupil was present, absent, present at approved educational activities or unable to attend due to exceptional circumstances.

Registration will take place between **....am andam and ...pm and ...pm.**

At **(.....) School registration will close at (...am and ...pm).** Once registration has closed the following procedures apply: if a pupil arrives late and the register is still open, they should be marked as 'late' (using 'L' code) but counted as present for that session. The pupils will be signed in by a school administrator.

If a pupil arrives after the close of registration and provides a satisfactory explanation from the parent/carer/guardian, they will be marked as authorised absent for that session, eg medical appointment - 'M'.

If a pupil arrives after the close of registration and fails to provide a satisfactory explanation, they will be marked as 'unauthorised absent' – 'U' for that session.

Pupils who arrive late after the school start times, should report first to the main office, where a record will be made of the time the pupil arrives. The register entry will then be amended in accordance with the details above. The school will accurately record the arrival time of each pupil in a late book, after **...am.** This information is then transferred to Arbor Attendance Module.

All teachers must take registers in their classroom at the appropriate times and will notify the school office immediately of any absenteeism/ late attendance, by saving the data to the school MIS Attendance Module following registration.

Inspection of the registers will take place regularly by both school assigned staff and the Education Welfare Service to ensure correct procedures are followed, accurate marking of registers and appropriate monitoring of attendance takes place.

Accurate tracking of late arrival to school will take place. Parent/carers/guardians will always be informed in writing of the school concerns over late arrival and action taken by the school to intervene with parent/carers/guardians to ensure the pattern of late attendance does not continue.

Where pupils continue with patterns of unauthorised late attendance despite intervention by the school, a referral will be made to the Education Welfare Service for investigation into the circumstances of the late attendance. Appropriate sanctions such as penalty notices/prosecutions will be enforced

where necessary, after appropriate casework intervention where there has been little or no improvement.

Grounds for deleting registered pupils from school admission registers are detailed in the Trust Children Missing or At Risk of Missing Education Policy.

Authorised and unauthorised absence

It is vital that all staff within the school adhere to the same criteria when deciding whether or not to authorise an absence. Absences should be recorded in accordance with the Attendance Codes issued by the DfE and available for use on the school MIS. Codes are provided in Appendix A.

Examples of when absence may be **authorised**:

- The pupil was ill or prevented from attending by any unavoidable cause.
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents and the conditions stated in the Education Act 1966 Section 444(6) are met.
- Other exceptional circumstances, see Appendix B.
- The pupil is excluded from school and appropriate information and paperwork have been forwarded to the parent/carer/guardian.

Note: The absence of pupils taking part in appropriately supervised educational activities outside the school is recorded as 'approved educational activities' as appropriate. This is equivalent to 'present' for performance table purposes.

Schools should not record pupils who are off-site as present unless confirmation has been received of their attendance.

The school will consider attendance at elite activities outside of school on an individual basis, subject to high levels of attendance.

The following activities show when an approved education activity category can be used:

- Field trips and educational visits, in this country and overseas.
- Participation in or attendance at approved sporting activities.
- Pupils receiving part of their tuition off site at another location while remaining under overall supervision of the home school (ie a flexible arrangement short of formal dual registration).
- Any pupil who does not attend a provision off-site and is not attending school has to be marked as absent in the school register.

Examples of when absence should be unauthorised

- No explanation is forthcoming within an acceptable time limit (i.e. 2 weeks).
- The school is dissatisfied with the explanation.
- The parent/carer/guardian has been advised that absences will not be authorised without appropriate medical confirmation or evidence.
- The pupil stays at home to mind the house or look after siblings.
- The pupil is shopping during school hours.
- The pupil is absent for unexceptional special occasions (eg a birthday).
- The pupil is absent from school for the purpose of an unauthorised holiday.

Any absence taken without the permission of the Head teacher will be recorded as unauthorised absence in the school register, which is a **legal document**.

It is for the Head teacher and **not** the parent/carer/guardian to make decision as to whether the absence should be authorised.

It is the parent/carer/guardian's responsibility to provide all evidence of absence and bear any costs that this may incur.

Holidays in Term Time

What the Law says

Regulations make it clear that a head teacher may not authorise an absence in term time for the purpose of a family holiday. This was brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006, which has removed references to holidays and the 10-day period. The amendments make it clear that head teachers may not grant leave of absence during term-time unless there are exceptional circumstances.

If a holiday is taken without the school's permission, this should be recorded as unauthorised absence and noted on the child's records. If a child has not returned within 20 days of the first day of absence, then the school may take the child off roll, after consultation with the named Education Welfare Officer.

If parents have taken pupils on term time holiday when permission has not been granted, this school will inform the Education Welfare Service, where the pupil's overall attendance is below 90% and there are an additional 8 unauthorised sessions. The Education Welfare Service may issue a warning letter or request a Penalty Notice. The Penalty Notice fine is £60 if paid within 21 days or £120 if paid after 28 days but within 42 days. If a Penalty Notice is not paid, there may be a prosecution in Court. These fines are per pupil and will apply to both parents/carers/guardians if relevant, i.e. a fine for a family with two parents and two children will total £240, rising to £480.



A child's education comprises of 190 statutory school days a year; so there are 175 other days (weekends and school holidays) available for holidays which would not have a negative effect on a child's education.

What this school will do

This school will not authorise family holidays during term-time, due to the continuity of learning that will be missed and that the holiday could have been taken outside of term-time. If the holiday is due to a wedding abroad, for a close family member, then one day will be authorised for the wedding, up to two days for travel and the remaining time will be granted as unauthorised leave.

Very occasionally, there are **special, individual or exceptional** circumstances for the request for leave during term-time.

It will be the decision of the Head teacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis, taking the impact on the child's education and overall absence pattern into account.

The Head teacher will also look very carefully at the child's previous attendance record and should they have concerns, for example, should the child's average attendance be below 95%, it is highly unlikely that the Head teacher will agree to authorise any further absence.

Procedures for following up absence

Absences should be explained by parents/carers/guardians to the school on the first day of absence prior to 9.30am. Notes, letters and records of telephone messages will be retained by the school with dates and times if appropriate to ensure evidence is available for recording purposes and any legal intervention taken by the Local Authority's Education Welfare Service. All verbal conversations will also be recorded.

To ensure the safety of children, where parents/carers/guardians have not contacted the school prior to 9.30am, the school will operate its first day calling procedures and telephone parents/carers/guardians to ascertain the reason for absence. If contact cannot be obtained, a letter will be sent by first class post on the same day (or no later than the fifth day), requesting contact be made with the school and reason given. Where there are concerns as to the safety or welfare of a child, the school will endeavour to contact parents/carers/guardians via an immediate home visit. This may be done in conjunction with Education Welfare Service, Children's Social Care, Health or the Police where appropriate.

Failure to respond within five consecutive days to absence telephone calls, letters or home visits will result in an immediate referral to the Education Welfare Service for investigation.

If a pupil is persistently absent or late after register has closed and the school's efforts to effect an improvement have proved unsuccessful, a referral will be placed with the Education Welfare Service for investigation and legal intervention if necessary. This may include a full prosecution, penalty notice or Education Supervision Order.

Prior to referral to Education Welfare Service, schools will have contacted parents/carers/guardians about their concerns. Parents/carers/guardians will be advised that the school will no longer authorise absences without appropriate evidence, until there is an acceptable improvement in attendance and



that a referral will be made to the Education Welfare Service. Registration certificates will show unauthorised absences when referred to Education Welfare Service – 'O'.

Children missing from education or who may otherwise be at risk

The school will follow the procedures set out in the Children Missing from Education Policy and Procedures. It is important that parents//carers/guardians inform the school if they move to a new house/area etc., giving full details of any new address and the proposed school. The Education Welfare Service will follow up all pupils who are believed to have left the area. The school and the Education Welfare Service will make 'reasonable' enquiries to locate the pupil. No pupil should be deleted from the school roll until the Education Welfare Service has agreed this.

Truancy sweeps

The Education Welfare Service and the police undertake truancy sweeps a number of times throughout the year and often in conjunction with other services and agencies. Any pupils found during the school day will normally be returned to the school and parents/carers/guardians will be notified. Evidence from truancy sweeps may be used in prosecutions.

Attendance Statistics

Each school in the Trust is required by the Local Authority to submit attendance figures to the Education Welfare Service on a regular basis. Schools will regularly analyse attendance statistics in order to ensure effective strategies are in place to support pupils in raising attainment and attendance.

Where schools feel they have a disproportionate category of pupils (eg travellers, SEN, ethnic minority groups) and the school feels that this category causes a negative impact on the overall attendance percentage, it is suggested that calculations can be undertaken both including and excluding that category so that the impact can be more clearly seen.

Safeguarding

School attendance is a safeguarding issue (see School (Trust) Safeguarding Policy). It is therefore vital that all registers must be marked correctly and up to date.

The school Attendance Policy will be reviewed tri-annually in conjunction with the Behaviour, Anti-bullying and SEN policies. The active involvement of Governors, parents//carers/guardians and all staff within the school is essential to the review process. Pupils can also make a valuable contribution to policy development.

APPENDIX A : ATTENDANCE CODES

The following codes are taken from the DfE’s guidance on school attendance.

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix B:

Plymouth City Council Guidance on Exceptional Circumstances

The following is a guide as to what could/could not be exceptional circumstances for approving a child's absence from school:

Exceptional circumstances:

- A specified, limited period may be granted when a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness.
- Funeral of immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- One day of absence could be authorised for an immediate family member's graduation ceremony/passing out parade
- Medical appointments (parents/carers/guardians should be encouraged to arrange non-urgent medical appointments outside of school hours when possible). If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole day's absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.

APPENDIX C

These policies and procedures are based on:

The Education Act 1996

The Children Act 1989 Section 36.

The Education (Pupil Registration) (England) Regulations 2006 as amended.

The Education (School Day and School Year) (England) Regulations 1999

.The Education Acts 2002 and 2005

Crime and Disorder Act 1998.

Criminal Justice Act 2003.

The Children Act 2004.

Guidance on the education-related provisions included in the Anti-social Behaviour Act 2003.

Anti-social Behaviour Act 2003. Sections 19, 20 and 23.

Human Rights Act (HRA).

Race Relations Act Amendment 2000.

Disability Discrimination Act 1995 and 2005.

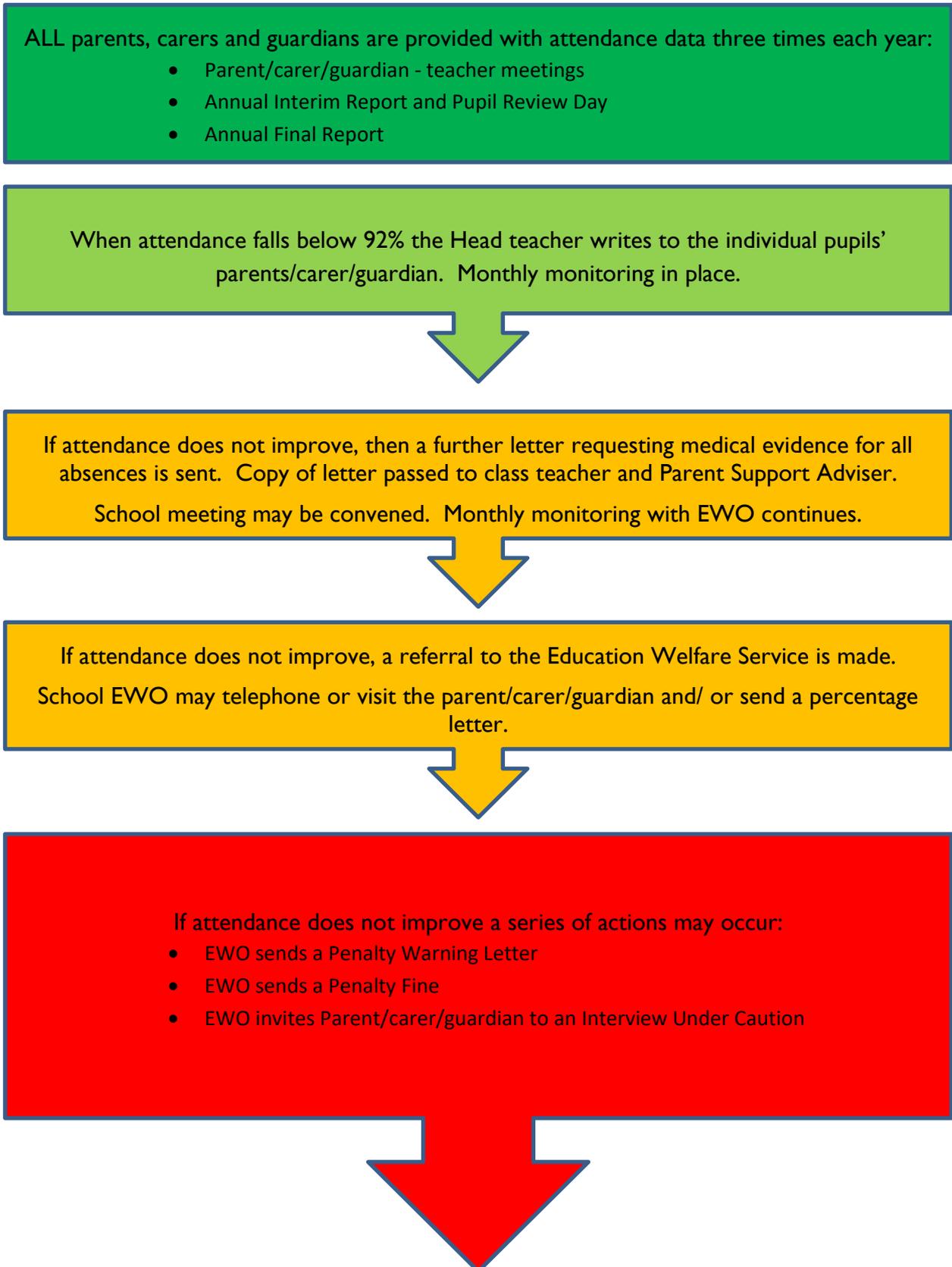
Single Equality Act 2010.

The Education Act 1996 Sections 444(1/1A) as amended by the Criminal Justice and Court Service Act.

DfE Behaviour and Attendance Strategy.

Appendix D:

Strategies for improving school attendance



Horizon Attendance Thresholds

Thresholds	The following are suggested actions at each threshold:
100%>	Schools reward regular attendance
99-98%	<p>School Based Monitoring</p> <ul style="list-style-type: none"> • Schools monitor on a weekly / monthly basis • EWO monthly visits for discussion and overall monitoring • Any early signs of attendance dropping – school to contact parent/carer/guardian – monthly activity, following EWO visit
97%	<p>School Based Early Intervention for pupils with attendance at, or below, 97%</p> <ul style="list-style-type: none"> • The school office will send a letter pointing out deterioration in attendance levels (following monthly EWO monitoring visit). • Attendance officer to notify Team Leaders/class teachers to monitor – praise and encouragement • 2nd attendance letter sent from school requesting a meeting with HT/SLT/Attendance Officer • School to meet with parents/carer/guardian to explain attendance and set attendance target. • Keep in contact with parents/carers/guardians on a regular basis. Provide encouragement where improvement has been made. • Discuss the likelihood of attendance intervention with the Education Welfare Officer unless improvement is made.
96-95%	<p>At risk of Persistent Absence</p> <ul style="list-style-type: none"> • School to continue actions as above • School to notify EWO of potential case and take advice • School to work with parent/carer/guardian to develop a plan of support to encourage regular attendance.
<95%	<p>Pupils deteriorating to 95%</p> <ul style="list-style-type: none"> • Targeted school support/Pastoral/SLT involvement. • Attendance target set • Support Plan • Parent/carer/guardian Agreement in place • Parents/carers/guardians to provide medical evidence to authorise any further absence due to ill health • Termly review meeting • Failure to engage referral to EWO

92%-85%

EWO involvement

- Further unauthorised absence to result in a referral to the LA for consideration of a Fixed Penalty notice or court action.

Make first day calls as above.

- EWO involved and all cases discussed with school. Agreed actions with school and EWO responsibilities clearly agreed
- Maintain the approaches set out at the previous thresholds.
- Ask parents/carers/guardians to attend a school-based meeting with Pastoral Team, HT and the EWO. Use the meeting to explore why pupil has not attended regularly.
- Discuss detrimental effect on learning.
- Reach agreements for rapid improvements over the next half term.
- Remind the parent/carers/guardians that full attendance is the aim
- Consider using a parent/carer/guardian contract. Monitor attendance very closely and keep in regular contact with the parent/carer/guardian, either to praise attendance levels or to show ongoing concern.
- If improvement is not shown, consideration to take legal action.