



## Attendance Policy – January 2023

### Introduction

### Integris and DfE monitoring

At The Emmaus Federation, we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to pupil absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

### Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;

- Ensure every pupil has access to full-time education to which they are entitled;
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

## Roles and Responsibilities

At The Emmaus Federation, we believe that improving school attendance is everyone’s business. That it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Mrs Claire Collett (Executive Head Teacher) is responsible for the strategic approach to attendance in school.

Mrs Jacqueline Hutchinson (Head of School) is the Attendance Champion at Swineshead St Mary’s CE Primary School and Mrs Teri Brown (Head of School) is the Attendance Champion at Sutterton Fourfields CE Primary School.

Our Office staff, Mrs Moore and Mrs Crawford at Swineshead St Mary’s and Mrs Trolley and Mrs Crawford at Sutterton Fourfields should be contacted to inform school of daily absences and will keep parents informed of any initial concerns regarding absence levels.

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Swineshead Attendance Champion	Mrs J Hutchinson Head of School	01205 820356 and via Dojo
Swineshead Attendance Officer	Mrs J Moore/Mrs J Crawford School Administrators	01205 820356 and via Dojo
Sutterton Attendance Champion	Mrs T Brown Head of School	01205 460547 and via Dojo
Sutterton Attendance Officer	Mrs J Trolley/Mrs J Crawford School Administrators	01205 460547 and via Dojo

Federation Business Manager	Mrs E Woods School Business Manager	01205 460547/01205 820356 and via Dojo
Executive Headteacher	Mrs C Collett Executive Headteacher	01205 460547/01205 820356 and via Dojo
Federation Attendance Governor	Mrs J Powell and Mr A Houghton	Via the school office

The Governing Body at The Emmaus Federation recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and work effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

#### **The Senior Leadership Team at The Emmaus Federation will:**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.

- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- The Head of the School reports the school's attendance and related issues through termly reporting to the Governing Body.
- The Head of School ensures that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- The Head of School ensures that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- The Head of School interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- The Business Manager ensures that attendance data is shared with the Local Authority or Department for Education as required and on time.
- The Executive Headteacher and Governing Body reviews the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

**The administration team at The Emmaus Federation will:**

- On the first day, the administration team will make an initial phonecall to the first contact point or a Dojo message to parents/carer recorded on the school system. The office staff will ensure contact is made in line with the information stored on our 'red list'.
- Calling procedures will be activated for all pupils who are not in school after close of register. At The Emmaus Federation, registration opens at 8:45 am and will close at 9:15 am.
- If there is still no contact made from the pupil's parents, further telephone calls home will be made again that morning. This will be followed by a Dojo message requesting parental contact.
- If no response can be gained, the child's named emergency contacts will be telephoned in the order of priority given.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- Attendance reports will be published each fortnight to be shared with the Attendance Champion, including reports on whole school attendance, SEND, FSM, EAL, LAC and Post LAC.

**All staff at The Emmaus Federation will:**

- Classroom staff to complete the morning register at 8:45 am and 12:45 pm in the afternoon.
- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.

- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The Attendance Champions will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. They will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a parenting contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies

#### **The Emmaus Federation asks that parents:**

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.

- Attend all meetings requested to discuss attendance issues.

### **Pupils will:**

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

### **Categorising Absence and Attendance**

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

### **Leave of Absence**

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. **Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.**

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At The Emmaus Federation leave of absence is only granted at the discretion of the Attendance Champion and shall not be granted unless there are 'exceptional circumstances'. The Emmaus Federation will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Attendance Champion at least two weeks before the planned leave. **If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Attendance Champion, and it will be marked as unauthorised.**

The Emmaus Federation will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be

considered and therefore will result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

**In summary, a penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -**

- **The parent fail to submit a leave of absence request in advance of taking the leave.**
- **An application for a leave of absence is not agreed by the Attendance Champion but is still taken.**
- **A longer period is taken more than the agreed number of days.**

When absence is granted by the Attendance Champion, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

### **Early collection**

Every part of the school day is important. Children should not be collected early from school (prior to the normal end of school times) as this will impact on their learning and may result in them missing important celebration and activities such as assembly which are integral to our school community.

If a child needs to be collected early from school, parents/ carers must contact the office in advance, stating the reasons why an early collection is needed. As above, in cases of urgent medical appointments, proof of appointment must be shared with the office.

All absence, both authorised and unauthorised, as well as lateness and early collection will be analysed by the Attendance Champion and may be subject to challenge. This helps to ensure that any concern regarding frequency, pattern or validity is acted upon swiftly to ensure safeguarding responsibilities are met.

### **Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be collected by the appropriate adult or, in the case of those children designated free walkers, may only leave following a written request from a parent. No pupil will be allowed to leave the school site without written parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. **In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.**

**If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.**

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend school-led Attendance Support Meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and other Lincolnshire County Council and school policies.

### **Pupil Absence for the purposes of Religious Observance**

The Emmaus Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give two weeks advance notice to the school.

### **Gypsy, Roma and Traveller pupils**

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that s/he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

- When a family is trading or otherwise conducting their business in or around Lincolnshire, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. The Emmaus Federation will be regarded as the base

school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended The Emmaus Federation in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at The Emmaus Federation will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

## **Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences other than holidays is at the discretion of the Attendance Champion. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Sibling or parental/carer illness
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Holidays taken without the authorisation of the school

## **Our Procedures**

### **Register Keeping and Recording**

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

For the purpose of this policy, the school defines:

“Absence” as:

- **Arrival at school after the register has closed**
- Not attending school for any reason

“Regular” attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An “authorised absence” as:

- 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 or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

## **Recording Arrival at School**

At The Emmaus Federation, all pupils are expected to arrive on time for every day of the school year. The school day begins when the gates open at 8.35 am so that all children can be in class and ready to learn by 8.45 am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8.45 am when the school gates will be closed. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their late arrival. If their arrival is before 9.15 it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.15 am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session which is taken at 12:45 pm.

## **Expected absence procedure for parents:**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the

morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return.

If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15 am and where no reason for absence is known. This will involve the administration staff making an initial phone call to the first contact point recorded on the school system
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. This will be followed by a Dojo message requesting parental contact.
- If no response can be gained, the child's named emergency contacts will be telephoned in the order of priority given
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the school may also:

- Visit the home of the pupil
- Request a home visit by the local PCSO's
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance, and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing in Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Team Around the Child Plan or consulting with the Children's Services or the police, where there are safeguarding concerns.

## **Support Systems**

At The Emmaus Federation, we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

Informal discussions between the pupil and class teacher, attendance/arrival stickers in class, weekly reporting of attendance levels to parents, informal meetings to discuss any attendance issues, more formal attendance panel meetings, target setting, daily reporting, Team around the Child support, Emotionally Based School Avoidance intervention and support, involvement of the Education Welfare Officer

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

### **Broken Weeks and Low Attendance**

A 'broken week' is defined as a week where a child has missed one or more session of schooling. Multiple broken weeks have been shown to have a significant impact on learning and the school monitors attendance data for this weekly and termly. Children who have three or more broken weeks at the end of a 6-week period will be monitored closely and their parents informed. Where this level of broken weeks persist over two 6-week terms, parents will be invited to an Attendance Support Meeting. If broken weeks continue, parents will be invited to a School Attendance Meeting with the Attendance Champion.

### **Persistent Absence and the use of legal interventions**

At The Emmaus Federation we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

**“Persistent absenteeism” (PA) as:**

- **Missing 10% or more of schooling across the year for any reason, authorised or unauthorised**

**“Severe absence” (SA) as:**

- **Missing 50% or more of schooling across the year for any reason**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects. This absence category includes both authorised (e.g., medical/authorised holiday absences) and unauthorised (e.g. unauthorised holidays, late arrivals after register has closed).

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section below. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

### **Reduced timetables**

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so. We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. The reduced timetable will be in place for no more than four weeks.

In line with Lincolnshire County Council guidance, we will notify the Pupil Referral Team of all reduced timetables as soon as a plan has been agreed.

### **Deletions from the Register**

We will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. A child will only be removed from the school roll

- once we receive confirmation that they have begun attending an alternative school, or
- we have instigated home education procedures or
- we are following the Child Missing in Education procedures

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Lincolnshire County Council will be informed of the removal from roll following Elective Home Education procedures.

The Emmaus Federation will follow Lincolnshire County Council's Children Missing in Education procedures when a pupil's whereabouts is unknown and efforts to trace them have proved unsuccessful.

### **Related Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including child protection
- Medical needs-including long and short term medical needs
- Admissions
- Anti-bullying
- Exclusion
- Special Educational Needs
- Behaviour

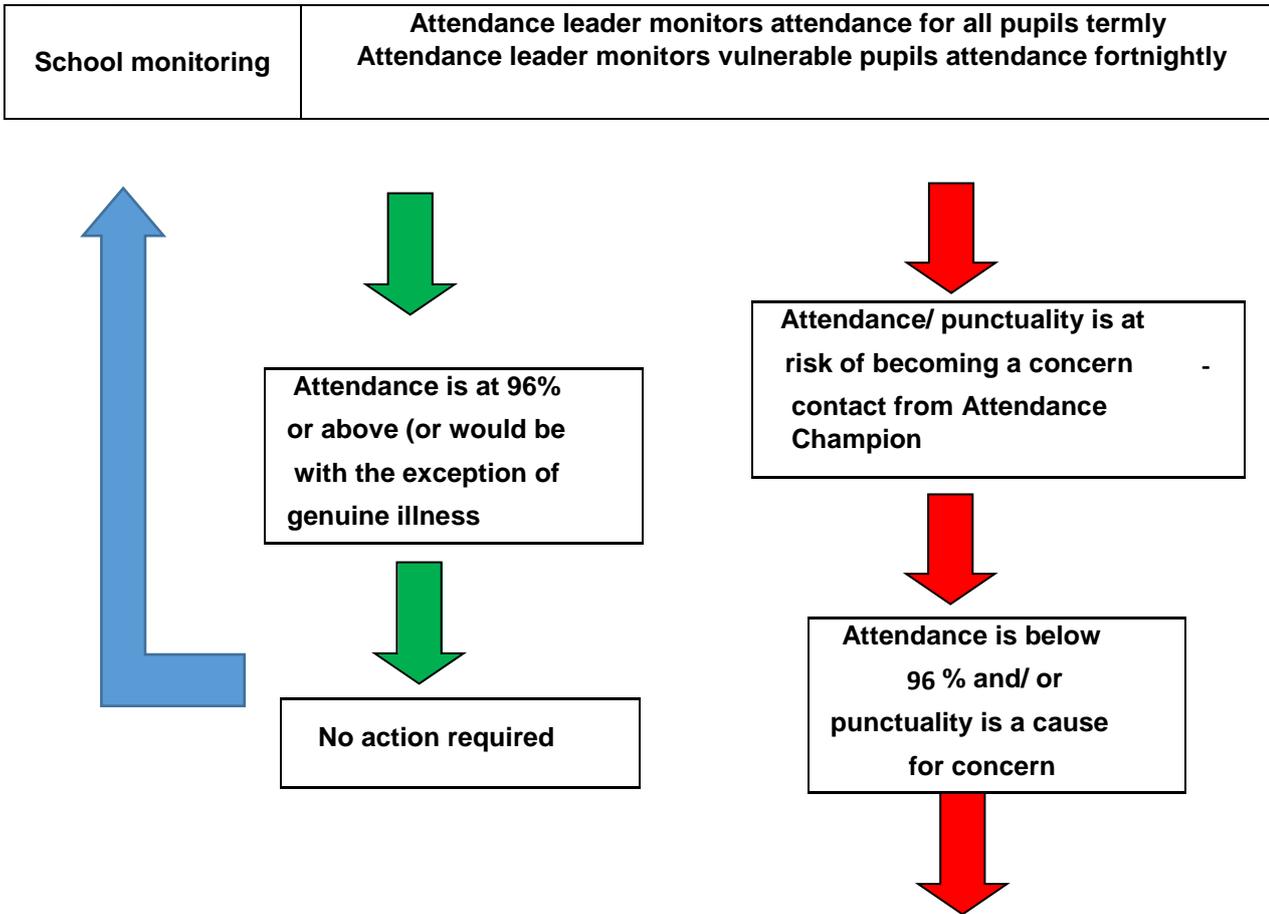
### **Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

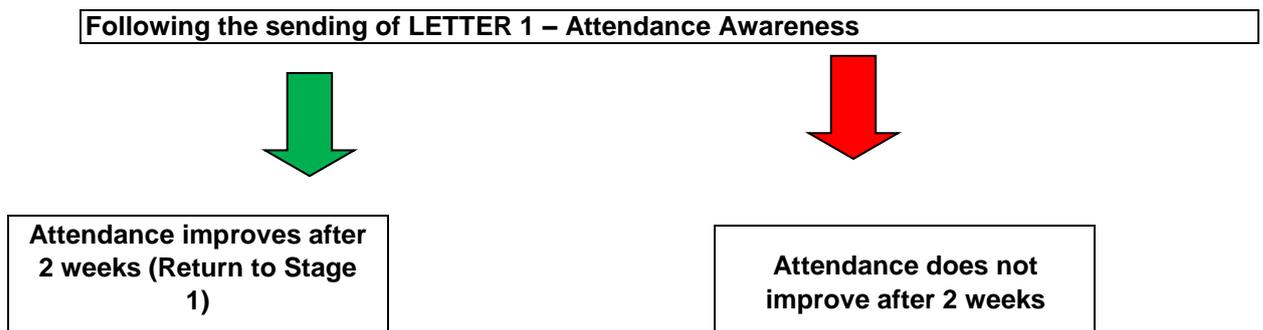
- [Working together to improve school attendance, DfE, \(September 2022\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2022\)](#)
- [Working together to safeguard children, DfE \(July 2018\)](#)

## Attendance Monitoring Flow Chart

### Stage 1 (Monitor/ Attendance Awareness)



### Stage 2 - LETTER 1 - Attendance Awareness (Attendance Support Meeting)





LETTER 2- Invite to Attendance Support Meeting

<b>Attendance Support Meeting (ASM)</b>	<b>Attendees: Family and Attendance Champion.</b> <b>Explore concerns and problem solve to overcome barriers.</b> <b>Improvement needs to be seen over the next 2 weeks.</b>
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Stage 3 (School Attendance Meeting)

**Following the Attendance Support Meeting (ASM)**



**Attendance has improved after 2 weeks**

**Attendance does not improve after 2 weeks**



**Return to Stage 1 and monitor fortnightly until it returns to 96%**



**School Attendance Meeting (SAM)**

**Attendees: Attendance Champion, Headteacher, Education Welfare Officer (EWO)-if available and parent/ carer.**

**If appropriate:**

**Medical Letter/Medical Action Plan completed and Medical Consent form signed by Parent/Carers.**

**School weeks from date of SAM review of attendance and/or punctuality to take place.**

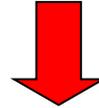
**If no Parent/Carer attends, then the Attendance Champion will complete the Attendance Action Plan and ensure a copy is sent home.**

Stage 4 (School Attendance Meeting Review)

**Following the School Attendance Meeting (SAM)**



Attendance has improved after 2 weeks. Return to Stage 1 and monitor fortnightly until it returns to 96%

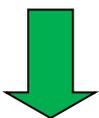


Attendance does not improve after 2 weeks following SAM

Stage 5 (Attendance Panel Review Meeting)

<b>Invite to Attendance Panel Review Meeting RED</b>	<b>Attendance Panel Review meeting invitation letter to Parents/Carers</b>
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Stage 6 (Prosecution) Following the Attendance Panel Review Meeting



Improvement in attendance and/or punctuality since Review Meeting. Further review meeting maybe set and school continues to monitor fortnightly until it returns to 96% .



No improvement in attendance and/or punctuality since last review meeting



**PREPARE PROSECUTION**

## **Policy Consultation & Review**

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis.

Signature

Executive Headteacher

Date: December 2022

Signature

Chair of Governors

Date: December 2022

## **Appendix 1: Fixed penalty notice whole school warning letter**

### **Fixed Penalty Notice Formal Warning Letter**

Good attendance is crucial to children succeeding at school and reaching their full potential both academically and socially. As you know we regularly monitor pupils' attendance and work with families to improve this whenever there is an issue. What you may not be aware of is that the school is monitored by both the Local Authority and Ofsted around our levels of unauthorised absence and the actions we take to improve this. Schools have to demonstrate that they are doing all they can to reduce their levels of absence.

You will know that we currently write to parents when a child's attendance or punctuality needs to improve. We also follow up any reasons for unexplained absences and we sometimes hold attendance panels with parents when attendance doesn't improve. We have resisted the use of Fixed Penalty Notices in the past but we are now at a point where this is the only option left to show that as a school we are challenging unauthorised absence as robustly as we can.

Any kind of absence has a detrimental effect on the learning and progress of our pupils.

It is for this reason that Governors have taken the decision to request that the Local Authority issue a Fixed Penalty Notice to parents where unauthorised holiday absences are taken. If you wish to apply for a leave of absence for any reason then you must apply in writing to the Attendance Champion, at least two weeks in advance of the requested period. Forms are available from the school office. If leave is taken without a written request being submitted then the leave will be marked as UNAUTHORISED regardless of circumstances.

If you then choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence.

In addition, a Fixed Penalty notice may be issued if persistent absence ( either authorised or unauthorised) exceeds 10% of possible attendance and, following the staged attendance meetings held to support improving attendance, continues to fall below 90% during the monitoring period. This will also include lateness after the registers have closed.

The law states that, where there are unacceptable levels of attendance, schools may request that the Local Authority issue a Fixed Penalty Notice following the legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under section 444 of the Education Act.

- In some cases, where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of £60 per parent, per child, which will increase if the fine isn't paid within the first 21 days to £120
- Failure to pay a Fixed Penalty may result in further legal action being taken against you.

The money raised from these fines is retained by the Local Authority and the school does not receive any of this. We will continue to work with families to support as much as we can with attendance and punctuality. Should you wish to discuss this matter further, please contact the school office to make an appointment.

Yours sincerely,

Head of School and Attendance Champion

## Appendix 2: Example leave of absence request form

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME			
<b>Important Information for Parents – please read before completing this form</b>			
<p>We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Attendance Champion who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.</p> <p>Every request for leave of absence during term time will reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.</p> <p>All requests for leave of absence should be made at least 2 weeks in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.</p>			
<b>I have read the above information and wish to apply for Leave of Absence from school for:</b>			
<b>Child's Full Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>	
<b>Parent/Carer Details (please list all parents)</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	

<b>Address and postcode:</b>	
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<b>Telephone number:</b>	
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**Siblings: Please provide the name of any siblings and the school that they attend**

<b>Child's Full Name:</b>	<b>Date of Birth:</b>	<b>School:</b>

**Details of the absence**

<b>Date of First day of absence:</b>		<b>Date of last day of absence:</b>	
<b>Total Number of days absent:</b>		<b>Expected date of return to school:</b>	

**Please provide the reason for this request including supporting evidence:**

**Please read the following statement and sign to indicate you understand the this:**

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	

**To be completed by the school:**

<b>Date request received by the school:</b>		<b>Total number of days requested:</b>	
<b>Child's Name:</b>	<b>Current % Attendance</b>	<b>Application Authorised or Declined?</b>	
<b>Reason for school's decision:</b>			
<b>Attendance Champion:</b>			
<b>Signed:</b>		<b>Date:</b>	

## **Appendix 3: Attendance Policy Quick Guide for Parents**

### **Attendance Policy Quick Guide for Parents**

We expect pupils to attend school for 100% of the academic year.

#### **You can support your child to have excellent attendance by taking these steps:**

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is closed is recorded as an unauthorised absence. Pupils must be in school by 8.45 am.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.
- Unauthorised holidays or persistent absences of 10% or over (whether authorised or unauthorised) may result in referral for a fixed penalty notice.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

#### **‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?**

On each day your child is unfit to come to school, please report this absence by calling the school office or message via Dojo to let us know. In the message you must leave your child’s full name, year and class and give the specific reason for absence. The information you give will be recorded on our official register.

#### **Leave of Absence**

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted in advance of the leave of absence, please bring the form to the school office. You will receive a letter in response, to advise if the request has been granted or declined.