INSPIRE - ENABLE - ACHIEVE

Pupil Attendance and Absence Policy

This policy was reviewed in: February 2023

This policy is to be reviewed by: February 2024

Signed by:

C Stephenson Co-Principal Date: 21/02/2023

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Statement of intent

The Vale Federation 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.

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 – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils (where able) and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents 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.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance manager is Christine Stephenson, and can be contacted via **cstephenson@thevalefederation.com**

Attendance Officers in each school are:

Lauren Thomson lthomson@thevalefederation.com – Booker Park School

Hannah Putt hputt@thevalefederation.com – (admin)

Grace Fitchett gfitchett@thevalefederation.com – Stocklake Park School

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal framework

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 (2022) 'Working together to improve school attendance.'
- DfE (2022) 'Keeping children safe in education 2022.'
- DfE (2016) 'Children missing education.'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy – currently under review
- Children Missing Education Policy
- Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, 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.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Co-Principal is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Role of attendance lead officer role and appointing persons to each school for attendance management.

The Head of School is responsible for:

- Ensuring all parents are aware of the school's attendance expectations and procedures.

The Assistant Headteacher (Head of department) is responsible for:

- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with families and the Attendance Officer to ensure good attendance.
- Referrals to the Education Welfare Officer where targets for attendance are not met.

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.

The attendance manager is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.

The attendance officer is responsible for:

- Monitoring attendance and the impact of interventions
- Reporting to attendance manager on interventions, through case studies
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.

The attendance officer (admin) is responsible for:

- Day-to-day monitoring of attendance and reasons for absence
- Following absence procedures on first day of absence
- Frequent reporting to attendance officer
- Producing attendance reports and data
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Parents are responsible for:

- Informing the school of any absence via messages through Arbor our parent communication systems before 8am each day. Alternatively, ring the school office by 8am.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

- 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

Unauthorised absence:

- 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.
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Severe absence (SA):

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

4. Attendance expectations

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

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

Booker Park School arrangements:

The school day starts at 8.50 and ends at 3pm. Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9.15am**. Pupils will receive a later mark if not in their classroom by this time.
- The morning register will close at **9.30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:30pm**. Pupils will receive a late mark if they are not in their classroom by this time
- Pupils (who are able) will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Stocklake Park School arrangements:

The school day starts at **9.10am** and ends at **3.10pm**. Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9.30am**. Pupils will receive a later mark if not in their classroom by this time.
- The morning register will close at **9.40am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:30pm**. Pupils will receive a late mark if they are not in their classroom by this time
- Pupils (who are able) will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the school office via telephone before **8:00am** on the first day of their child's absence – they 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.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

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.

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.

In the case of PA and SA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance register

The school uses Arbor 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.

Where a pupil is unable to attend school because the transport provided by the school or local authority is not available and the pupil's home is not within safe walking distance, the code 'Y – Unable to attend due to exceptional circumstances' will be used for the relevant pupils.

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. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Principal – the decision to grant or refuse the request will be at the sole discretion of the Principal, taking the best interests of the pupil and the impact on the pupil's education into account. The Principal'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.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher **in writing** at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during 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. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from 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:

- 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. 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.

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, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences.

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for pupils to reduce barriers to attendance, in line with their EHC plan. The school will secure additional support from external partners to help bolster attendance where appropriate.

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. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days (SEN attached advisor).

- Provide the LA with information about the pupil's needs and capabilities.
- Where possible join the class remotely for keep in touch opportunities
- Help the pupil reintegrate at school when they return.

The school will incorporate an action plan to help pupils 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.

To support the attendance of pupils, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pupil support plan.
- Carrying out strengths and difficulties questionnaire.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

9. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Head of School or Deputy immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Head of School.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - Other rooms
    - Any outbuildings
    - The school grounds.
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

- The missing pupil's teacher will fill in an incident report on CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The Head of School will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Head of School will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

10. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the 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.
    - Offering attendance clinics.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, 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.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Certificates presented in assemblies.

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

11. Working with parents 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. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

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.

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, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. 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.

If a pattern of absence becomes problematic, the attendance officer 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 officer will work with the Head of School and any relevant school staff, e.g. the DSL, Deputy Headteacher or Assistant Headteacher, 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 officer 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.

12. PA & SA

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- All our pupils with SEND
- Pupils who have faced bullying and/or discrimination.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Meeting with pupils & parents 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 weekly 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.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

13. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Principal may issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

14. Monitoring and analysing absence

The attendance officer 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 year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- 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. The school submits daily attendance data to the DfE.

15. Training of staff

The school will recognise 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 board 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 board will provide dedicated and enhanced attendance training to the attendance 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.

16. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 92% Booker Park and 87% Stocklake Park– full details of the school's absence levels can be found on the school website.

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

Attendance Monitoring Procedures

The Vale Federation has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is available (our school management system) to the MLT, SLT and attendance officer detailing weekly, termly and annual attendance to date.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided. An Attendance Officer will endeavour to look at this daily.
3. Contact is made by the Admin Team to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence. If there is no answer when Admin call, a home visit may be required and/or Social Care informed and/or the Police to complete a Welfare Visit.
4. If a pupil is absent for a period of more than **5 days** due to illness, the Attendance Officer/School Nurse will make contact with parents at least once per week, either by means of a phone call, email or home visit.
5. If a pupil's attendance falls below **94 percent**, the attendance officer will speak to the parent to discuss any issues or problems to ascertain how the school can help to improve their attendance.
6. If a pupil's attendance falls below **92 percent**, a letter is sent home raising concerns that attendance has fallen below the school's expected standard.
7. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this. Attendance clinics may be offered.
8. An attendance improvement plan will be started. If attendance does not improve after a set amount of time, parents are required to attend a meeting in school with the Attendance Officer and/or Assistant Headteacher and set targets for their child. If parents are unwilling to co-operate, or are genuinely unable to attend, a referral may be made to the Bucks Attendance Officer. The Attendance Improvement Plan will look at the needs of the pupil, any barriers (past or present) and their wellbeing.
9. After the set monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **94 percent**.
10. If targets are not met, the Assistant Headteacher (Head of Department) will make a referral to the County Attendance Team (CAT). Educational welfare protocol is followed, and a parental contract may be drawn up. A **four week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents. If there is no improvement after an additional **four weeks**, a fixed penalty notice may be issued.
11. At any point in the process, where there are safeguarding concerns, attendance monitoring procedures will be escalated to the Designated Safeguarding Lead (DSL), who will consider whether a referral to social care needs to be made.

Please note: There may be special circumstances where the procedure does not work; these will be discussed with SLT.

Attendance Procedures

1st Absent Day **WITH** a parent/carer phone call with reason for absence.

No action from school - Parent/carer to continue to phone everyday of their child's absence. *If sickness and Diarrhoea, call school after 48 hours if still absent.*

1st Absent Day **WITHOUT** a parent/carer phone call with reason for absence.

Admin to contact parents/carers for information on absence. Admin to update Arbor.

If no answer, home visit may be completed and/or Social Care informed.

5 Days Absence or more due to illness an Attendance Officer will make contact once per week. Up to 2 weeks, home visit maybe required.

Possible next steps:

If attendance falls below 94% the attendance officer will call home to discuss barriers and offer help.

If attendance falls below 92% a letter is sent home raising concerns attendance has fallen below expected standard.

If attendance falls below 90% a letter is sent home explaining attendance is being monitored, phone call to discuss by Attendance Officer.

Attendance Improvement Plan is created once attendance falls below 90% (not for children with complex medical needs).

If attendance does not improve, parents will be invited into a meeting with the Schools Attendance Office and Head Teacher/Deputy Head/Assistant Head to set targets for their child's attendance. If parents are unwilling, contact made with the Bucks Attendance Officer.

Two-week monitoring period:

If targets achieved a letter of congratulations to be sent parents/carers.

OR

Two-week monitoring period:

If targets are not achieved, the Head Teacher/Deputy Head/Assistant Head makes referral to Bucks Enforcement Officer. Further 4-week monitoring period, still no engagement final written notice.

If at any point during the process there are safeguarding concerns, attendance monitoring procedures will be escalated to the DSL (Designated Safeguarding Lead) who will consider if a referral to social care needs to be made.