

Philpots Manor School



Attendance Policy

Written by : SC

Reviewed by: GW

Approved by: Management Team

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

Lead Members:

Proprietor:	Steven Olgivie
Headteacher:	Gina Wagland
Deputy Head, Pastoral (Social and Development), Designated Safeguarding Lead & SLT Attendance Lead	Sue Cheshire
Deputy Head, Teaching and Learning:	Debra Richmond
Attendance Officer:	Louise Harris

3.1 The Proprietor

The Proprietor, **Steven Ogilvie**, is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher, **Gina Wagland**, is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Proprietor
- Monitoring the impact of any implemented attendance strategies
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader, **Sue Cheshire**, is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Sue Cheshire and can be contacted via email on sue.cheshire@philpotsmanorschool.co.uk

3.4 The Attendance Officer :

The school attendance officer, **Louise Harris**, is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Louise Harris and can be contacted via email on reception@philpotsmanorschool.co.uk

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office (See Appendix 2 DfE Attendance Codes)

It is a legal requirement for staff to complete the class register. Our expectation is that where there is a teacher present in the classroom, they are responsible for completing the register. Failure of the teacher or classroom staff to take the register may lead to disciplinary action being taken.

- Ensure that all students are registered accurately and that it is completed on time and accurately using SIMS
- Promote and reward good attendance with students at all appropriate opportunities
- Liaise with the Deputy Head, Pastoral (Social and Development) & SLT Attendance Lead, Sue Cheshire on matters of attendance and punctuality
- Support pupils and students with re-integration plans or those who have been absent to re-engage with their learning once they are back in school.

3.5 Wellbeing staff

The Wellbeing staff are responsible for a meet and greet to all learners at the gate at the start of the day, Teachers and TAs are in place to meet and greet students and walk them to class, supporting all learners to be ready for learning. This may involve a team member checking in with the learner in a designated safe space and reporting to the class teacher/team that there may be a delay of their arrival to class.

The Wellbeing team remain at the gate for any late pupils of whom they would normally be informed about. Communication around any absence is shared immediately with the SLT absence lead, office and teacher to ensure that the protocol for absent pupils is followed.

At the end of the day, the Wellbeing team sign out all learners against the morning register and manage any situation which results in a delay for pick up, reporting any significant incident or concern to a member of the SLT who are on duty at this time. Examples include a delayed taxi, emergency message from home or a child refusing to get in the taxi. The signing out board is returned to the admin office and information is kept securely.

3.6 School office staff

School office staff are expected to take calls from parents about absence and record it on the school SIMS system. They communicate with the wellbeing team and teachers to ensure records are accurate and timely. They inform the Attendance Officer about any

attendance issues daily each session so that the Deputy Head, Pastoral (Social and Development) SLT Attendance Lead has more detailed information to support attendance.

3.7 Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Part 6 of The Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/carers will:

- Make sure their child attends every/timetabled session on time
- Support the school with their child in aiming for 100% attendance each year
- Provide the school with more than 1 emergency contact number for their child
- Ensure wherever possible that appointments for their child are made outside of the school day.
- Only request leave of absence if it is for an exceptional circumstance (See Appendix 3 for Absence Request Form)
- Call the school on the first day of absence before 9.00am with the reason for absence.
- Continue to inform the school on each subsequent day of absence (unless there is a known specific number of days of absence) and advise when they are expected to return.
- Discuss with the class teacher any planned absences at least ten working days in advance and complete an Absence Request Form (Appendix 3) for approval and authorisation by the Headteacher.
- Inform the school office staff in writing immediately if there is any change of address

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time
- Sixth form students may call the school to report their own absence before 9am on the day of the absence and each subsequent day of absence.

4. Recording and reporting attendance

It is important to be on time at the start of the morning and afternoon school sessions and to lessons.

Understanding Types of Absence: Every half-day absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised. This is why information about the cause of any absence is **always** required, preferably in writing. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (which invariably fall in school time), emergencies or other unavoidable causes.

Please note that if a reduced timetable is recommended in the EHCP due to the SEN needs being met, then the absence is also marked as authorised at the discretion of the headteacher on a case by case basis.

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by **9.00am** on each school day.

The register for the first session will be taken by 9.10am and will be kept open until 9.25. The register for the second session will be taken between 15.00 to 15:30 and is taken by the class teacher.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 2 for the DfE Attendance Codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

4.2 Unplanned absence

The pupil's parent/carer must call the school office on the first day of an unplanned absence by 9.00am or as soon as practically possible.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

4.4 Absence Request Procedures

We ask that parents and carers inform school in advance, via the submission of an Absence Request Form by hand or email, of any medical and dental appointments or requests for absence giving at least 10 school days notice prior to the requested absence date. **See Appendix 3**

All requests will be passed to the Headteacher for consideration of the exceptional circumstances.

Families are strongly encouraged not to request to take their child out of school for family holidays or events during term time.

Should a request not be agreed and subsequently the child is absent from school, the absence will be recorded as unauthorised. Please note that on the pupil's return, appropriate action will be taken by the school, up to and including requesting the child's Local Authority to issue a fixed penalty notice (where 10 sessions have been missed) or take further action against the parents/carers of the child.

A copy of the absence request and any related documentation will be stored in the pupil's file.

Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as **late**, using the appropriate code

After the register has closed will be marked as **absent**, using the appropriate code

4.5 Reporting to parents

Parents/Carers will receive reports at the end of each term (three times a year). In addition, the annual review of the Education, Health, and Care Plan (EHCP) meeting will always provide an up to date attendance figure.

See Appendix 7 Termly Attendance Report

If attendance falls below 90% during the year then the school will contact the parent /carer to discuss how we can work together to improve attendance.

5. Unexplained, authorised and unauthorised absence

5.1 Unexplained absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

Day One:

The Attendance Officer will contact the parent/carers on the morning of the first day to ascertain the reason for any unexplained absence and share the information with the teacher and the SLT Attendance Lead. The contact and any actions will be logged on Behaviour Watch. If the Attendance Officer has any concerns or is unable to contact the parent/carers by 10.30 am they will:

- Talk to the DSL – they will decide what steps to take next
- Consider whether the police need to be called – the Headteacher and the DSL will refer to the [National Police Chiefs Council's \(NPCC\) guidance for schools on when to call the police](#)

If the Attendance Officer is unable to contact the parent/carers they will make the SLT Attendance Lead aware and continue to try to make contact by all available means for the rest of the day and the next day.

Senior staff at Philpots Manor School will conduct a home visit immediately when:

- A pupil is absent from school without a valid reason, and
- The school hasn't received a reply to a follow-up call or
- The school has received a reply that they're concerned about

They will also sometimes make home visits unannounced, if they are concerned about attendance or continuous absence.

If the school cannot reach any of the pupil's emergency contacts, the school will take appropriate measures to ensure that the pupil is safe, e.g. contact the police.

If a child is suffering or is likely to suffer from harm, the DSL will inform social care (and, if appropriate, the police) immediately. This is set out in paragraph 59 of [Keeping Children Safe in Education](#) (KCSIE).

When contact has been made with the parent/carers, the Attendance Officer will identify whether the absence is approved or not, and input the correct attendance code as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

The Attendance Officer will pass the information on to the SLT Attendance Lead/DSL to evaluate the individual pupil's risk and to ensure any appropriate safeguarding measures are taken.

Day Three:

The school will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family.

If a child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider what further action is needed and establish if there is any risk to the learner in the opinion of the DSL. Conducting a visit to the home and/or contacting the relevant Local Authority and/or the police are potential next steps to consider.

If the DSL believes there is a safeguarding risk then an immediate referral would be made to The **West Sussex** Integrated Front Door (IFD) (previously referred to as the MASH team). Raise a concern about a child

A Day 3 Attendance letter will be sent home (**Appendix 4**)

Day Ten:

If the school has any reasonable concern about the wellbeing of the child, the Day Ten process may be started before day ten is reached.

A Day Ten Attendance letter will be sent home (**Appendix 5**)

The school has a legal duty to report the absence of any pupil/student who is absent without an explanation for ten consecutive days. If the child is not seen and contact has not been established with the named parent/carer, then the school should contact the Pupil Entitlement Investigation Officer

Pupil Entitlement Investigation Team Contact Details:

Manager - Andrew Parker

Tel: 03302 228509

Email: Andrew.Parker@westsussex.gov.uk

Investigation - Advice Line: 03302 228200

Child Employment & Entertainment Advice Line: 03302 228384

Elective Home Education Advice Line: 03302 223300

Senior Investigating Officers:

Jenny Watson - South of the County

Tel: 03302 228354

Email: Jennifer.Watson@westsussex.gov.uk

Nikki Humphrey - North of the County & Children Missing Education (CME) Countywide

Tel: 03302 222120

Email: Nikki.Humphrey@westsussex.gov.uk

Penny Austin - Fixed Penalty Notices & Elective Home Education & Children in Entertainment & Employment

Tel: 03302 228322

Email: Penny.Austin@westsussex.gov.uk

The ***Pupil Entitlement Investigation Officer*** will begin their investigation and keep the school updated about any progress on the case.

We will conduct 'reasonable enquiries' before removing pupils from the roll. For example, in situations where a pupil:

- Was granted leave of absence and failed to return to school within 10 days immediately afterwards (unless due to illness or other unavoidable cause)
- Has been continuously absent without authorisation from the school for a period of 20 days or more (unless due to illness or other unavoidable cause)

5.2 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

We define 'exceptional circumstances' as any serious event which may require you to leave in an emergency such as a grandparent or other close relative who is seriously ill or a significant trauma in the family recently where a holiday will benefit the child. Additionally, where Social Services have requested a period of leave from school for family support reasons.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Study leave
- Flexi-schooling requests to include transition timetable back into full time education
- Death in the family or funeral

Any request should be submitted as soon as it is anticipated and, where possible, at least 10 days before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

5.3 Legal Sanctions for unauthorised absence

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

5.3 Children Missing from Education (CME)

Children Missing Education (CME) specifically relates to children who are **NOT** on a school roll or receiving suitable education elsewhere. Children who miss education run a higher risk of underachieving, becoming victims of abuse or neglect and becoming NEET (Not in Education, Employment or Training) later on in life.

Anyone can make a referral about a child who is not on roll in any provision using the link below.

[Report a child missing education](#)

CME Manager - Nikki Humphrey

- Email
- CME@westsussex.gov.uk
- Tel:
- [033 022 22120](tel:03302222120)

Sarah Vaughan-Turner - Areas North and Mid

- Email
- CME@westsussex.gov.uk
- Tel:

- 033 022 28397

Nikki Parsons - Areas South and West

- Email
- CME@westsussex.gov.uk
- Tel:
- 033 022 28236

5.4 Missing Pupil

Schools and colleges must be very clear not to confuse CME with children who may be missing out on education through either poor attendance or truanting.

For poor attendance and truanting issues contact should be made in the first instance **with Pupil Entitlement Investigations: 0330 228200 / educationwelfare.duty@westsussex.gov.uk**; or if the school and college consider the child with poor attendance or who is truanting to be at risk then contact should be made with **Integrated Front Door (IFD) on 01403 229900 Or email from a secure email address.**

WSChildrenservices@westsussex.gov.uk

- Request Support from IFD for a child

or for urgent cases, the Police.

5.5 Safeguarding Concerns

Safeguarding Information in this policy is intended to support normal school safeguarding practice. Schools **MUST** follow the normal route of contacting **Integrated Front Door (IFD) on 01403 229900** where they have safeguarding concerns about any child. If those concerns are urgent, then schools should call the police.

6. Strategies for promoting and Improving attendance

Philpots Manor School is committed to the principles underpinning an effective whole school strategy for attendance, which requires commitment from every member of the school community.

The school recognises that in addition to pupils with excellent attendance, there will be pupils who are at risk of persistent absence or pupils who are currently persistently absent. We will reward excellent attendance and use effective strategies to improve attendance for those at risk of persistent absence and those who are persistently absent.

6.1 Promoting Positive Relationships and Communication

- Respectful relationships between staff, pupils, families and other stakeholders will create a positive culture across the school.
- All staff will model appropriate communication with pupils who have poor levels of attendance, knowing that pupils are often vulnerable and the situation requires sensitivity.
- The school will communicate effectively with families about the importance of good attendance in promoting wellbeing and learning.
- The school provides a place of safety where pupils can enjoy trusted relationships with staff.
- The school provides information on all matters related to general attendance on the school's website.
- The school reports to parents 3x per year on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- The school acknowledges excellent or improving attendance through certificates and rewards.
- The school sets targets for the school, classes and individuals where appropriate.

6.2 Rewarding excellent attendance

While there are many reasons for pupils not achieving 100% attendance which are outside of the pupils' control, we still reward and celebrate those who achieve this goal. Pupils will be rewarded for 'excellent' attendance by the Headteacher. Each half-term pupils will be invited to a 100% attendance tea and given a certificate. 100% attendance for a whole year will be rewarded with a £20 gift voucher. Pupils whose attendance is above 93% will receive certificates and their achievements celebrated.

6.3 Rewarding improving attendance

Pupils will be rewarded for improving attendance by the Deputy Head Pastoral (Social and Development), SLT Attendance Lead, Sue Cheshire. Each half-term pupils will be given a certificate and a session of 'golden time' where they can choose an activity in school, such as extra play-time, or cooking, equine, craft, sport or wellbeing activity of their choice.

See Appendix 13 for Certificate

6.4 Supportive Strategies for Specific SEN Needs

Identified pupils/students with specific medical, therapy or Special Educational needs, who have a high level of absence will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Recording absence as authorised using the appropriate code
- Working with the Local Authority to record such absences as authorised to reflect attendance is as good as can be expected for these pupils/students and the school
- Where appropriate, the school will provide online learning and support and/or send work home by post or email.

In exceptional circumstances, we recognise that some pupils/students are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school.

6.5 Reducing persistent absence

Absence is defined as 'Persistent' if attendance falls below 90% (this means that they have missed 10% of school, and over a year this equates to three weeks of absence).

Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%.

School staff are committed to working with parents and carers to ensure as high a level of attendance as possible.

The Deputy Head Pastoral (Social and Development) & SLT Attendance Lead, Sue Cheshire will discuss any persistent absence concerns with the teacher and team around the learner before making contact with the parent /carer by email/phone to see how the school can work with the family to improve attendance.

If there is no improvement after one week then the Deputy Head Pastoral (Social and Development) & SLT Attendance Lead, Sue Cheshire will send out a meeting request so that the school and parent/carer and pupil can agree an action plan to support the attendance improvement. The meeting will be planned to be face to face or remotely if face to face is not possible.

Interventions will be planned and delivered using a targeted holistic approach to support the pupil.

Action plans will be created in partnership with families and other agencies to support improving attendance.

The school will monitor and adjust any intervention in a timely manner where interventions fail to improve attendance, working closely with all stakeholders

See:

Appendix 6 Letter to Parent Invite to an Attendance Meeting

Appendix 7 Termly Attendance Report

Appendix 8 Attendance Action Plan

Appendix 9 Home School Contract

6.6 Reducing Absence Where a Pupil is at Risk of Persistent Absence

If a child has had an absence and their attendance level is falling towards or below 90%, we will contact parents/carers to make them aware of the attendance level and invite them in to discuss the situation when necessary.

6.7 How the School manages lateness and punctuality

In most cases, lateness to school is not due to the punctuality of individual pupils or their families.

At Philpots Manor School, most pupils are transported by taxi therefore concerns about late arrivals or pupil pick up times will be addressed initially to the taxi driver and then followed up by contacting the taxi firm/local authority if it is deemed by the school that the service is unsatisfactory.

In the event that the departure of the pupil from the family home is delayed because of the pupil's behaviour, the school will follow up with the pupil and their parent/carer to support.

7. Monitoring Attendance

The attendance officer at our school monitors pupil absence on a daily basis.

In addition, the school will:

Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.1 Analysing attendance

The school will:

Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.2 Using data to improve attendance

The school will:

Provide regular attendance reports to class teachers/form tutors, and other school leaders, to facilitate discussions with pupils and families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Appendix 11 Register Inspection Form

Appendix 12 Leadership and Management Auditing Attendance Checklist

The school will compare attendance data to the national average for SEN schools , and share this with the Proprietor through regular Management Team meetings.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Headteacher. At every review, the policy will be approved by the proprietor.

9. Other related policies

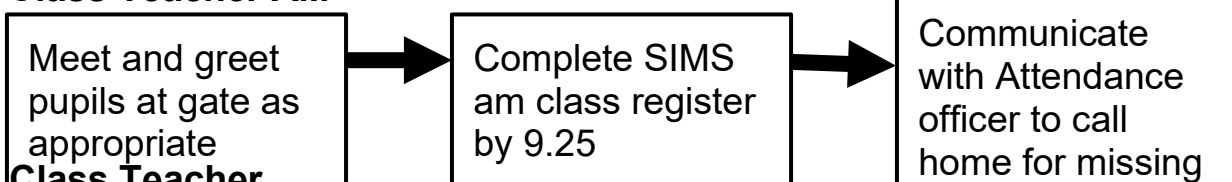
This policy links to the following policies:

- Child protection and Safeguarding Policy
- Behaviour Policy
- Health and Wellbeing Policy
- Absent/Missing Children Policy
- Remote Learning Policy

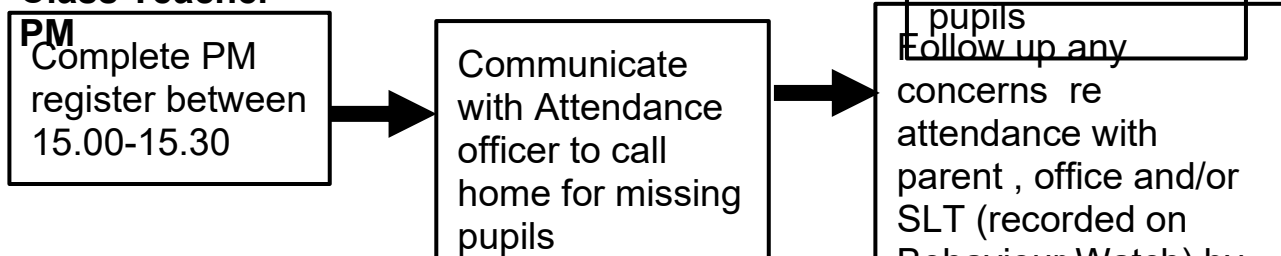
APPENDICES

Appendix 1 Roles and Responsibilities FlowChart

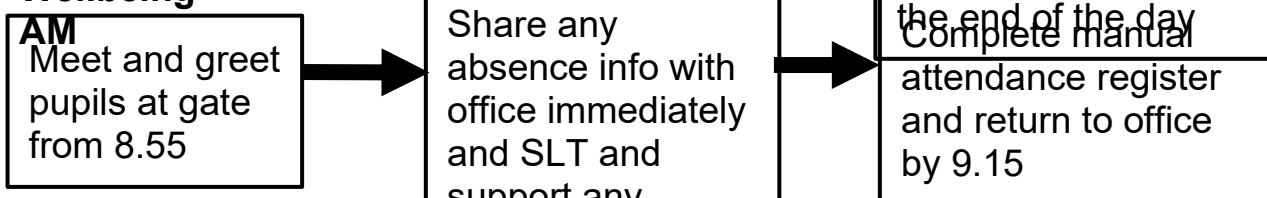
Class Teacher AM



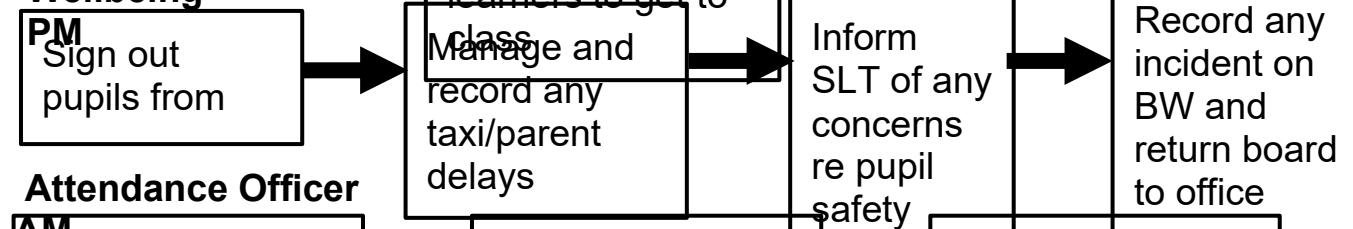
Class Teacher PM



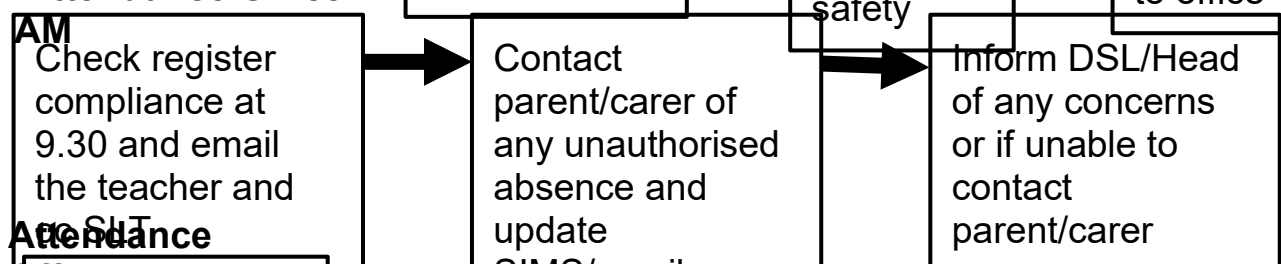
Wellbeing AM



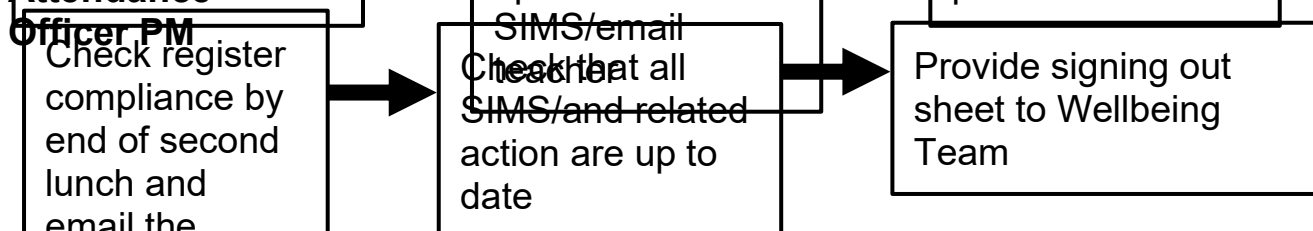
Wellbeing PM



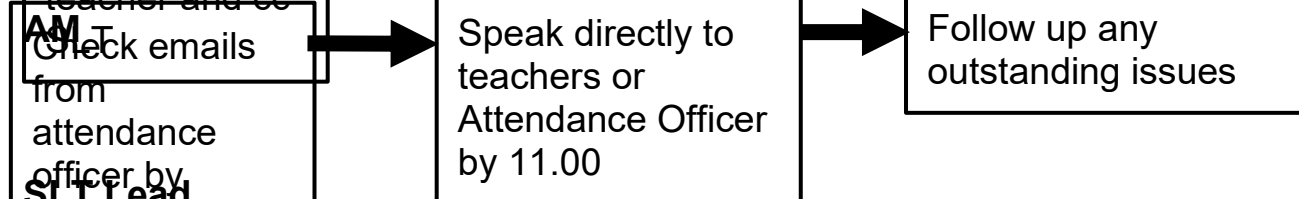
Attendance Officer AM



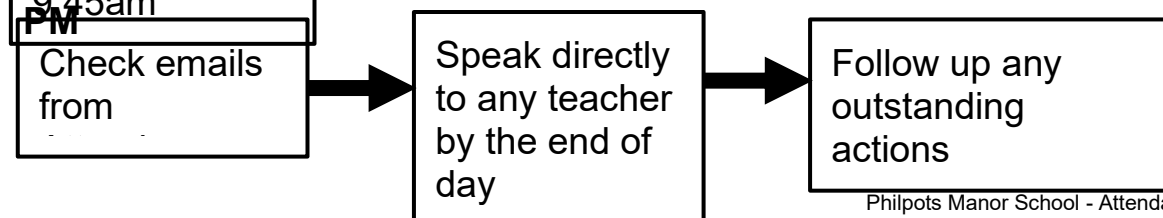
Attendance Officer PM



SLT/DSL AM



SLT Lead PM



Attendance & Absence Codes for 01/09/2024 onwards

Code	Meaning
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
H	****WITHDRAWN NO LONGER IN USE**** prior to 01/09/24 denotes an agreed (authorised) holiday in term time.
I	Unable to attend because of sickness
J	Approved education activity as pupil is attending interview
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014). Where schools use code K, they must also record the nature of the educational activity
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances

P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent and the child is considered a 'mobile child' and deemed to be of no fixed abode - waiting on further clarity from DfE as to what is a 'mobile child'.
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend

Attendance & Absence Codes for 01/09/2024 onwards

Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause

Z	Pupil's name entered in advance of start date **
#	Planned whole school closure – no session to take place **

Appendix 3 Absence Request Form

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note: The Government Directive is that no absence in term time will be authorised.

You are advised not to make any arrangements until your request has been considered.

Section A – to the Headteacher. I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time): from _____
to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____

Section B: Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**, preventing you from taking the leave within the normal holiday period. If you are requesting authorisation to attend a specific event please confirm the date of the event.

Section C: I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____
Education (Pupil Registration) (England) Regulations 2006 have been amended (as of

September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D - for school use only.

Tick as appropriate.

- Request approved for _____ (name of pupil) State dates and times

- A personal discussion with you is requested. Please contact: _____
- Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Headteacher: _____ **Date:** _____

Current attendance rate: _____

Appendix 4: Letter to parent/carers (Day 3)

Dear parent/carers,

I am writing to you because xxx has not been in school for the last 3 days and our attendance officer has had no response from you since the first day of absence. She has left messages on the contact numbers you have provided us with and sent emails to the personal email address(s) you have provided. Please check that you have updated the school with this key contact information with any recent changes.

Please contact the Attendance Officer (Louise Harris) immediately on 01342 810268 or by email reception@philpotsmanorschool.co.uk to explain the absence.

We would like to invite you to a face to face meeting so we can formally agree on an Attendance Contract which is an action plan with targets to support you to get xxxx back into school/college. We will of course use this opportunity to support you in any way we can if you are having any concerns around getting xxxx into school/college.

A date and time for this meeting can be agreed by phone. Time is of the essence therefore if a remote meeting is our only option, then this will be set up and an invite sent out to you within 24 hours of you making contact with our Attendance Officer. We expect to hear from you within the next 24 hours and I hope that we can work together to get xxx back to school/college so they can continue learning at the earliest possible date.

If there is anything you would like to discuss directly with me then please request a meeting or phone call through Louise Harris today.

Yours sincerely

Gina Wagland

Headteacher

Appendix 5: Letter to Parent/Carer (Day 10)

Dear parent/carers,

I am writing to you because xxx has not been in school for 10 consecutive days and our Attendance Officer has had no response from you since the first day of absence. She has left messages on the contact numbers you have provided us with and sent emails to the personal email address(s) you have provided. Please check that you have updated the school with this key contact information with any recent changes.

Please contact the Attendance Officer (Louise Harris) immediately on 01342 810268 or by email reception@philpotsmanorschool.co.uk to explain the absence.

We would like to invite you to a face to face meeting so we can formally agree on an Attendance Contract which is an action plan with targets to support you to get xxxx back into school/college. A date and time for this meeting can be agreed by phone. Time is of the essence therefore if a remote meeting is our only option, then this will be set up and an invite sent out to you within 24 hours of you making contact with our Attendance Officer if we do not hear from you within the next 24 hours then we will contact the Local authority Pupil Entitlement Investigation team who will then take over the investigation.

I hope that we can work together to get xxx back to school/college so they can continue learning at the earliest possible date.

I cannot stress enough the need for you to respond immediately to the school today. We have a duty of care to ensure that XXXX is safe.

Yours sincerely

Gina Wagland

Headteacher

Appendix 6: Letter to Parent/Carer Invite to an Attendance Meeting (Term Attendance concern)

Dear Parent /Carer,

We recently spoke about our concern about XXXX's attendance this term and we informally discussed how the school can work with you to support the improvement of xxxx's attendance.

Philpots Manor School is committed to doing everything we can to ensure that XXX is given the best opportunities at school and for their future when they consider their career path. Attendance is key to learning and we want to support all our learners to attend as close to 100% as possible.

Our records show that unfortunately there has not been any significant improvement since our phone call ,so I believe it will be beneficial if you could meet with me to agree a plan of action to improve xxxx's attendance.

Please let me know your availability face to face or if you would prefer a Google Meet /Zoom. I anticipate that the meeting will take 30 minutes.

Please can you email a reply to Louise Harris who is our Attendance Officer.

reception@[philpotsmanorschool.co.uk](mailto:reception@philpotsmanorschool.co.uk)

Yours sincerely

Sue Cheshire

Deputy Head Pastoral

Appendix 7 : Termly Attendance Report

Dear Parent/Carer of «Forename» «Surname»

Termly Attendance Report «Forename» «Surname» : «Reg»

Each term we are writing to parents/carers to let them know the attendance percentage that their child has attained in the last term.

We use a traffic light system to indicate the level of attendance.

Red: below 80%

Amber: 80% or above

Green: 90% or above

<<Forename Surname's>> attendance for the 2023/2024 autumn/spring/summer term is: XX%

We are committed to supporting learners to have good attendance (90% and above).

Personalised / friendly comment here from Deputy Head.

E.g. We understand that XXX struggles with their attendance and reassure you that we will continue to work with you to help improve it.

Or We are really pleased to see that XXX attendance has improved significantly in the last term and we want to reassure you that we will continue to work with you to help improve it

Or Congratulations! You have achieved an excellent rate of attendance this term.

Yours sincerely

Deputy Head

Appendix 8

An attendance contract and /or an Attendance Action Plan would be issued only *AFTER* a phone call /meeting .

[Attendance Contract Template](#) (basic version)

Attendance Contract Template

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
----------------------------	--

Action agreed

EXAMPLES OF ACTION AGREED:

Pupils will arrive at school by 9.00 a.m. every day.

Parents will inform the school on the first day of a sickness absence and provide a note upon pupil's return.

Parents will provide medical evidence for every sickness absence pupil may incur.

Are any issues preventing pupils from attending regularly, school staff will be informed?

Attendance target:	90%
Timescale for improvement:	

Date for review meeting: (3 weeks max)	
--	--

I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carers

..... Pupil

..... School Representative

..... Other Agency

Appendix 9

[School attendance action plan template](#) (example)

SUPPORTING SCHOOL ATTENDANCE ACTION PLAN (summary of Section 3: Roles and Responsibilities)

SUGGESTED TIME SCALE	ATTENDANCE PROFILE	WHAT NEEDS TO BE DONE	WHO BY/WHO WITH
Day 1	Any absence without reason	First day of absence contact	Attendance Officer (AO)
Day 3	No response or concern about explanation	Letter/email from school to parent/carer (consider house visit.referral to LA)	AO
Day 10 (or earlier)	No response or concern about explanation	Parent /carer invited to a formal attendance meeting; includes date set to review the action plan	AO DSL Head of Education
Approx 6 weeks (or sooner)	Further unauthorised absence Attendance below 80%	Meeting to review attendance and agree next steps	As above
Legal Action	Further unauthorised absence unresolved	Head of Education to implement a penalty notice and/or initiate legal action by referring case to The LA Pupil Entitlement Investigating Officer	Pupil Entitlement Investigating Officer

Appendix 10

Support for Vulnerable children

[Support for vulnerable children flowchart](#)

Appendix 11

REGISTER INSPECTION FORM

SCHOOL	
FORM / CLASS	

A Local Authority is required access, by law, to inspect school registers and this duty is carried out by the LA Attendance Officer.

		Circle appropriate reply	
	Monthly Official Registers were available for inspection.	YES	NO
	Names, dates of birth and addresses of pupils were clearly recorded in SIMS and available at the time of the inspection. <i>Can be viewed / printed on Registration Certificates</i> <i>Paper records held in case of emergency evacuations</i>	YES	NO
	Totals of authorised and unauthorised absences for each half term were kept in the official register.	YES	NO
	Daily registers are completed up to and including the day of inspection. <i>AM and PM sessions recorded each day</i>	YES	NO
	Reason for removal of a pupil removed from school roll is confirmed and recorded	YES	NO

	Authorised and unauthorised absence codes were correctly used and supported where necessary with additional information. <i>Comments can be entered in SIMS to accompany the absence code</i> <i>Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location</i> <i>Paper correspondence can be held on Pupil's manual file</i>	YES	NO
	Authorised and unauthorised lateness codes were correctly used and supported where necessary with additional information. <i>Comments and/or Minutes Late can be entered in SIMS to accompany the Late code</i> <i>Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location</i> <i>Paper correspondence can be held on Pupil's manual file</i>	YES	NO
	Evidence was recorded of action taken by school staff over (unauthorised) absence. <i>Comments can be entered in SIMS to accompany the absence code</i> <i>Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location</i> <i>Paper correspondence can be held on Pupil's manual file</i>	YES	NO
	Systems are in place for school to identify pupils falling into the DfE 'persistent absence' (PA) category. <i>SIMS Attendance reports to be run each week when all attendance marks have been recorded (inc.all the correct</i>	YES	NO

	<i>absence codes)</i>		
	Attendance Officer has discussed with the school attendance lead ways in which the SIMS Attendance Reporting can be utilised to better understand a schools attendance profile and take appropriate and timely action.	YES	NO

If the answer to any of the above questions is no, please refer to the supplementary sheet attached.

Signed		Date:	
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COPIES TO Head teacher & Attendance Officer

Appendix 12

Leadership and Management Auditing Attendance Checklist

[KeyDoc - auditing attendance - checklist](#)

Appendix 13

100% Certificate template



Philpots Manor School
100%
Attendance Award

Name: _____

Term: 1/2/3/4/5/6 (delete) _____ **Year:** 2021/22 _____

Date: _____ **Signed: Headteacher** _____