# ATTENDANCE

# POLICY

Policy developed by: Matthew Edwards, David Lloyd, CSAWS
Committee: Local Academy Board
Date of adoption: September 2024
Chair of committee signature:
Frequency of reviews: Annually

Reviews

| Date of Review | Chair of LAB |
|---|---|
| September 2025 | |
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The School Vision

Our school's purpose is built upon the fundamental principle that every child matters to God and has the right to be treated with dignity, learn about their innate worth and understand their unique value and place in God's world. We provide positive opportunities for all children to experience a community living out Christian values and making choices which lead to hope, aspiration and fulfilment.

We believe our school should be a place where we all want to be; a place where children feel safe and secure, where God's love is reflected in our care for every individual. We nurture our community, ensuring children flourish physically, mentally, emotionally and spiritually thereby achieving their potential. As a church school we find inspiration in the life and teachings of Jesus Christ, celebrating the diversity around and amongst us and applying our understanding of tolerance and respect.

Our curriculum is about bringing engagement, fun and enthusiasm to learning. We aspire to provide outstanding educational experiences which will inspire children to develop into lifelong independent learners. Our high expectations develop character and pride in our identity as Coleshill Church of England Primary school, preparing every child for their future.

## Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At Coleshill C or E Primary School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

## Aims

• To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
• To improve children's attainment through good attendance.
• To make attendance a priority for everyone.
• To ensure there is a clear process to identify and address emerging attendance concerns

• To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.
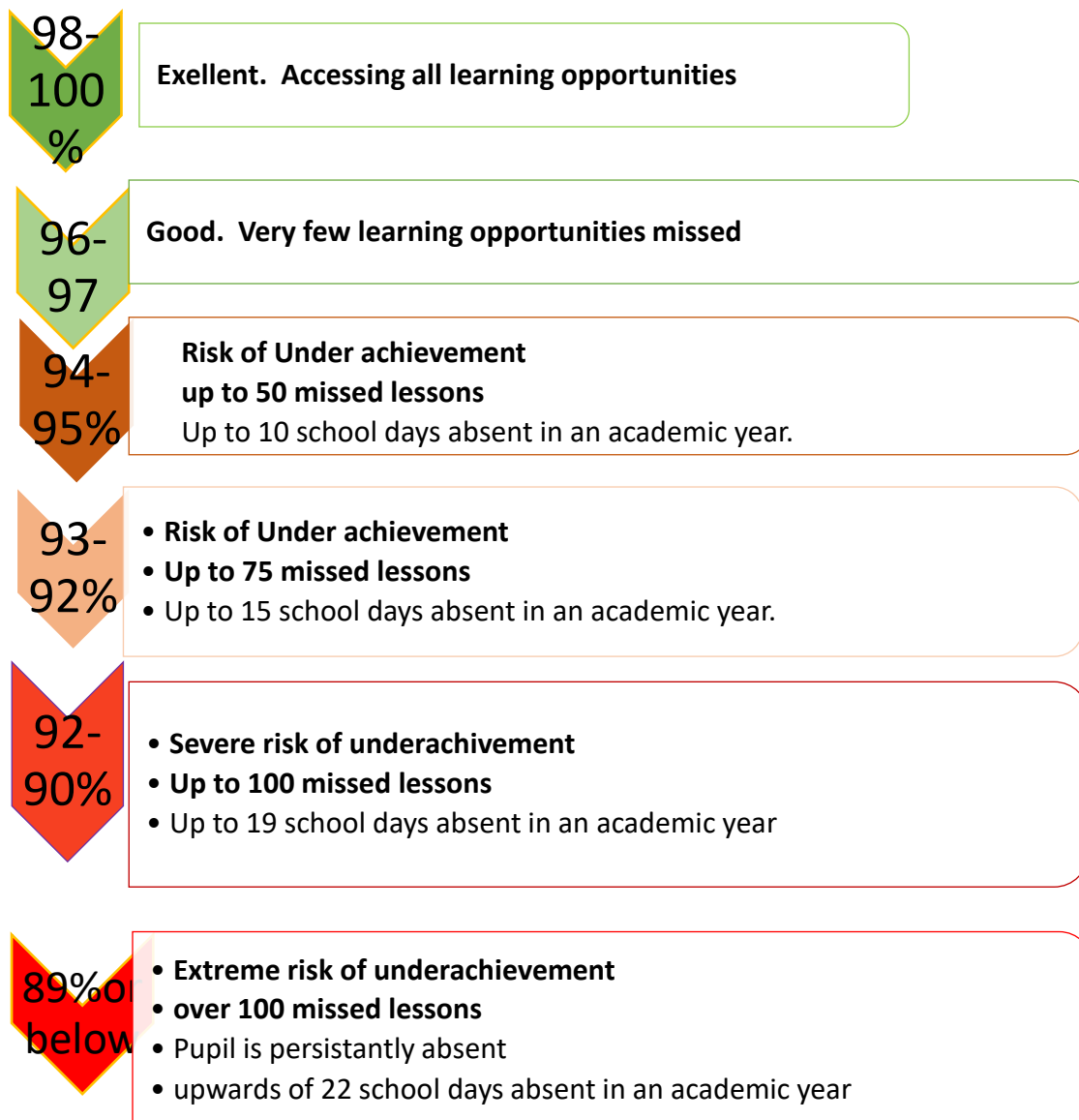
To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- listen to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community

## Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils.  Research shows that attendance and punctuality are important factors in school success.

At Coleshill C of E Primary School we expect all children to achieve attendance that is at least 96%.

**98-100%**
**Exellent.  Accessing all learning opportunities**

**96-97**
**Good.  Very few learning opportunities missed**

**94-95%**
**Risk of Under achievement**
**up to 50 missed lessons**
Up to 10 school days absent in an academic year.

**93-92%**
- **Risk of Under achievement**
- **Up to 75 missed lessons**
- Up to 15 school days absent in an academic year.

**92-90%**
- **Severe risk of underachivement**
- **Up to 100 missed lessons**
- Up to 19 school days absent in an academic year

**89%or below**
- **Extreme risk of underachievement**
- **over 100 missed lessons**
- Pupil is persistantly absent
- upwards of 22 school days absent in an academic year

## Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

## Roles and Responsibilities for Attendance

- Mr Matthew Edwards, Headteacher, is the school Attendance Champion, a named senior member of staff with responsibility for attendance issues and can be contacted via the school office (office@coleshill.bdmat.org.uk)
- The first point of contact for parents and pupils with any attendance concerns is Mrs Lisa Palmer and they can be contacted on 01675 463672
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

| Role | Responsibilities |
|---|---|
| Schools Governors<br><br><u>Named Person:</u><br>Mr David Lloyd | • Ensure compliance with relevant legislation (eg pupil registration, attendance registers)<br>• Reviewing school attendance<br>• Agreeing and Reviewing School Policy |
| Head Teacher <u>and / or</u> <u>Attendance Champion:</u><br>Mr Matthew Edwards | • Compliance with relevant legislation<br>• Data analysis and Strategic Plan for attendance.<br>• Implementing school policy and leading on whole school approach.<br>• Authorising/unauthorising absences<br>• Responding to leave of absence request<br>• Ensuring there are clearly defined roles and responsibilities for attendance<br>• Ensuring all staff have appropriate training<br>• Overview of clear and escalating interventions<br>• Evaluation of interventions.<br>• Promoting school attendance.<br>• Responsibility for links with CSAWS and the LA Statutory Team. |
| Class Teachers /Form Tutors | • Marking registers<br>• Promoting importance of regular school's attendance<br>• Providing early warning of attendance concerns<br>• Positive role modelling<br>• Following policy and procedures consistently.<br>• Point of contact for parents to discuss concerns<br>• Creating a welcoming environment |
| Pastoral/Non teaching staff<br><br>Named staff:<br>Mrs Michaela Thompson | • Meeting with parents to support in emerging needs to enable good attendance<br>• Check-in with pupils in either an informal or a structured way to support needs relating to attendance<br>• Work with parents and other agencies to support through Early Help Process |
| Attendance Officer<br><br>Named staff:<br>Mrs Lynne Nash | • Half termly reviews of attendance profile with SLT and Admin Attendance Lead<br>• Home visits for children missing from education<br>• Phone calls and letters to parents when attendance dips to a concern level<br>• Supporting in target setting meetings where improvements are not secured<br>• Attendance at Early Help meetings |

| Designated Safeguarding Lead<br><br>Named staff: Mr Matthew Edwards | • Ensure triangulation between attendance concerns and safeguarding concerns is made at DSL/DDSL review meetings<br>• Co-ordinate with FSW and CSAWS for concerns needing the opening of an early help process. |
|---|---|
| School Office<br><br>Named Staff | • Maintaining registers<br>• First day calling/text messages<br>• Identifying children whose absence needs further follow up action in line with the school absence procedure.<br>• Late arrivals<br>• Process for clearing registers<br>• Administration of school attendance letters, leave of absence letters etc.<br>• Producing attendance reports<br>• Communication with CSAWS. |

- Attendance matters are reviewed by the head and members of the senior management team.
- Attendance issues are reported, on a minimum termly basis, to the LAB.
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Procedures

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.

- Formal Statutory Interventions where support has not been effective or engaged with.

## Prevention
**Prevention of poor attendance through good whole school attendance management**

**All - Universal**
- All pupil's consistent application of policy and whole school approach.
- Setting high expectations for all through positive promotion of attendance

**97-100%**
**Excellent. Accessing all learning opportunities**
- Rewards and incentives
- Termly letter sent home

**95-97%**
**Pupils at risk of lower-than-expected attendance identified through robust weekly tracking**
- Contact with parent and pupil from class teacher/tutor to explore if any in school barriers to attendance

## Early intervention to reduce absence before it becomes habitual

**93-95%**
**Lower than expected levels of attendance**
- Letter sent expressing concerns
- Telephone contact or meeting with parent who have historic concerns to understand barriers to attendance and agree support/actions
- Pupil Voice

**91-93%**
- Potential need for Early Help to be explored and signposting to agencies
- Letter 2 to share further concerns
- Home visits to explore support and reasons for any unexplained absence
- Pupil Voice

## Targeted reengagement of persistent and severely absent pupil

**Below 90%**

**Persistent absence**

**Severe absence**

**Pupil is persistently absent**
- Meeting with attendance lead and CSAWS.
- Referred to CSAWS for interventions including home visits and direct casework
- Consider In School Support ( CFSW, SENCO) Multi Agency Support and Early Help
- Attendance contract
- Where there is a lack of parental engagement in support of support isn't effective referral to the Local Authority for formal and/or Statutory Procedures

## Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 199

## Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

If school considers that the trigger has been a met a penalty notice is appropriate they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice, it is per parent per child/ The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution

Promoting Attendance and Preventing Absence

Rewards: Attendance rewards and incentives will be reviewed frequently to assess their effectiveness and impact regarding rewarding positive attendance.

- Celebration certificates are awarded each term for those pupils achieving 100% attendance (Green) and for those exceeding the school's attendance target for that academic year (Orange)
- 100% Gold, Silver and Bronze pins awarded to those who have achieved 100% attendance for the whole year (1 year Bronze, 2 years Silver 3 years Gold)
- Half termly class reward will be announced in the final week of term on the Monday's Collective Worship. Class winners will be awarded one of 6 pre-advertised 'treats' for their achievement. Selection of 'treat' will be via rolling of dice at the assembly.
- Attendance will be published in each school Newsletter and will be displayed in the main hall Attendance Display.

## School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day.  Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer.  Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.

| 3 Days Lost | 6.5 Days Lost | 10 Days Lost | 13 Days Lost | 19 Days Lost |
| --- | --- | --- | --- | --- |
| *5 Minutes Late* | *10 Minutes Late* | *15 Minutes Late* | *20 Minutes Late* | *30 Minutes Late* |

(Over one academic year)

To access the most from the school day we ask parents to ensure that their children are in school for 8:45am (classroom doors open at 8:35am).

Children arriving after 8:45am will be late for school and have to report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close at 9:00am
(This must be no more than 30 minutes after the register opens Working together to improve attendance 2024)

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

Absence

If a child is absent from school parents should contact the school on the first day of absence by 9.30am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

Between 9.00 and 9:30am school registers are checked for any absences where there has been no contact by parents and reason given. School staff will contact parents to ascertain a reason for the child's absence from school.

If staff are concerned about a child's absence or there is no response to text messages, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024)

If the pupil has a social worker or a youth offending worker they will be notified of any absences with no reason provided

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2023) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their chid is unfit for school they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:
- Attendance is less than 92%
- There are frequent odd days absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is a particular medical problems and school may need evidence to seek additional support/provide support
- Absence occurs either side of a half or termly holiday

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head Teacher and SENCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)
Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Religious Observance

Coleshill C of E Primary School 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 this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

Coleshill C of E Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means

that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

Coleshill C of E Primary School School will authorise absence of Traveller children if we are satisfied that a family is travelling in line with parental occupation and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Requests for Leave of Absence (exceptional circumstances)

- The Government issued new regulations in August 2024 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2024
- All schools can grant a leave of absence for other exceptional circumstances at their discretion.
- It must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
- Leave may not be granted for a pupil to take part in protest activity during school hours.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at https://www.warwickshire.gov.uk/pupilnonattendance).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County

Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

The resident parent should complete a Leave of Absence Request form available from the school office or the school website. The head teacher may ask parents to provide supporting evidence when assessing a parents case for exceptional circumstances.

<u>Attendance, Safeguarding and Children Absent from Education</u>

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

Appendix 3 details the local Procedures that School follows

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

<u>Truancy within school</u>

Coleshill CE Primary School monitor attendance to each am and pm session using the registers, in order to ensure all pupils are safe in school and whereabouts known.  If a pupil does not present to a session, the Attendance Officer is informed and staff alerted to find missing pupils.  If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

<u>Alternative Education Providers</u>

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable.  In this instance the pupil remains on roll at Coleshill CE Primary School.  Attendance to approved alternative providers is monitored. When Pupil are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision).   The other school/provision will record the attendance of absence. For children who are Educated |Off site but not dual registered their attendance will be recorded in Coleshill CE Primary School register as a B code if they are confirmed present or the appropriate absent code if absent.  The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Coleshill CE Primary School.

<u>Registers</u>

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately.  Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder).

Absence can only be authorised by a person designated to do so by the head teacher [see The Education (Pupil Registration) (England) Regulations 2024.

There are procedures in place to resolve unexplained absences within 5 working days.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

## Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 (legislation.gov.uk)](#)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness..

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

We meet termly with the Local Authority for Attendance Targeting Support Meetings where attendance data is shared and discussed

Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Head teacher will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance. Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives.

Appendix 1

## School Absence Procedure

All late arrivals recorded in late book and details added to Arbor to complete the morning register by 9.30am

All messages regarding pupil absence taken from absence mailbox and entered into Arbor by 9.30am

First day absence report run from Sims to identify any children absent and no reason given

Any children on 2nd/3rd day absence identified where no reason or inadequate reason known

- First day Text sent for all children where reason unknown.
- Telephone Call completed where no reason given by midday or inadequate reason given
- Vulnerable list children identified and Social worker/relevant lead professional notified

Telephone calls made to other contacts/emergency contacts where unable to make contact by 2nd day.

Referal to CSAWS for home visits to be undertaken for vulnerable pupils or 3rd day absence no contact.

Cases identified for discussion/referral to Attendance and Welfare Officer or police safe and well check.

Appendix 2
## ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

| Code | Meaning | Statistical Value |
|------|---------|-------------------|
| / | Present at school AM | Attending (Present) |
| \ | Present at school PM | Attending (Present) |
| L | Late arrival before register is closed | Attending (Present) |

| Code | Meaning | Statistical Value |
|------|---------|-------------------|
| K | Attending Education provision arranged the LA | Attending an approved educational activity (present) |
| V | Attending an Educational visit or trip | Attending an approved educational activity (present) |
| P | Participating in a Sporting Activity<br>P code can only be used if the pupil is present at the activity | Attending an approved educational activity (present) |
| W | Attending Work Experience | Attending an approved educational activity (present) |
| B | Attending any other approved Educational Activity | Attending an approved educational activity (present) |
| D | Dual Registered at another school | Not a possible attendance (neither present or absent) |

| Code | Meaning | Statistical Value |
|------|---------|-------------------|
| C1 | Leave of absence – performance or regulated employment abroad | Authorised absence |
| M | Leave of absence for Medical or dental Appointment | Authorised absence |
| J1 | Leave of absence for Interview | Authorised absence |
| S | Leave of absence for Studying for public examination | Authorised absence |
| X | Non – Compulsory School age pupil not required to attend school | Not a possible attendance |
| C2 | Leave of absence – compulsory school age pupil subject to part time / reduced timetable | Authorised absence |
| C | Leave of absence for exceptional | Authorised absence |
| T | Parent travelling for occupational purposes | Authorised absence |
| R | Religious Observance | Authorised absence |
| I | Illness (not medical appointment) | Authorised absence |
| E | Suspended or Permanently excluded with no alternative provision made | Authorised absence |
| G | Leave of absence not granted by school | Unauthorised absence |
| N | Reason for absence not yet established | Unauthorised absence |
| O | Absent in other or unknown circumstances | Unauthorised absence |

| U | Arrived in school after registration closed | Unauthorised absence |
|---|---|---|

| Q | Unable to attend school because of lack of access arrangements (travel) | Not a possible attendance |
|---|---|---|
| Y1 | Unable to attend due to transport normally provided not being available | Not a possible attendance |
| Y2 | Unable to attend due to widespread travel disruption (e.g. train strikes) | Not a possible attendance |
| Y3 | Unable to attend due to part of the school premises being closed (e.g. RAAC) | Not a possible attendance |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains) | Not a possible attendance |
| Y5 | Unable to attend as pupil is in criminal justice detention | Not a possible attendance |
| Y6 | Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, Strep-A) | Not a possible attendance |
| Y7 | Unable to attend because of any other unavoidable cause | Not a possible attendance |

Appendix 3

Children Missing Education

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to Warwickshire County Council's Children Missing Education (CME) Service.

The Children Missing Education Service can be contacted on 01926 742036

*Reasonable steps include:

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits where safe to do so
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other service known to be involved with the pupil/family
- All contacts and outcomes to be recorded on the pupil's yellow file

Upon receipt of a referral from the school, the CME Service will then continue to attempt to track the child, for at least a further 10 school days, using access to additional contacts/services, e.g. housing. If this also fails to establish the pupil's whereabouts, the school will be informed by email and may then, but not before, remove the pupil from roll and report to the LA. This will place the pupil on the list of Children Missing from Education.

Deletions from roll agreed with the CME Service will normally be backdated to the first day of absence.

If the CME Service is able to contact the pupil and her/his parents, arrangements will be made with the school and family for a return to education, including a re-integration programme where necessary. Where pupils continue to be absent the non school attendance procedures detailed in the school policy will be followed.

If the pupil has registered at another school, the school will delete the child's name from our roll and transfer the child's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Pupils leaving the school for known destinations outside the maintained sector in England and Wales will be updated to the School to School database. This includes private/independent schools, schools in other countries (including Scotland and Northern Ireland) and pupils moving into home education. The latter will be formally notified to the ESWS Home Education Officer by the

school as soon as written confirmation is received from the parent(s). If no confirmation is received the above Missing Children procedures will apply.