

Central Schools Trust



**INCORPORATING BALSALL COMMON
PRIMARY SCHOOL AND DAMSON WOOD
NURSERY AND INFANT SCHOOL**



flourishing together

Attendance Policy

Document Control

Date of Policy	Policy Version	Policy Change	Review Period
November 2022	1.1	New policy	Autumn Term 2023
October 2023	1.2	Updated reference to DfE documentation, clarification of absence on religious grounds, clarification regarding fixed penalty fines	Autumn Term 2024



Central Schools Trust Pupil Attendance Policy

Introduction

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

At Central Schools Trust, 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

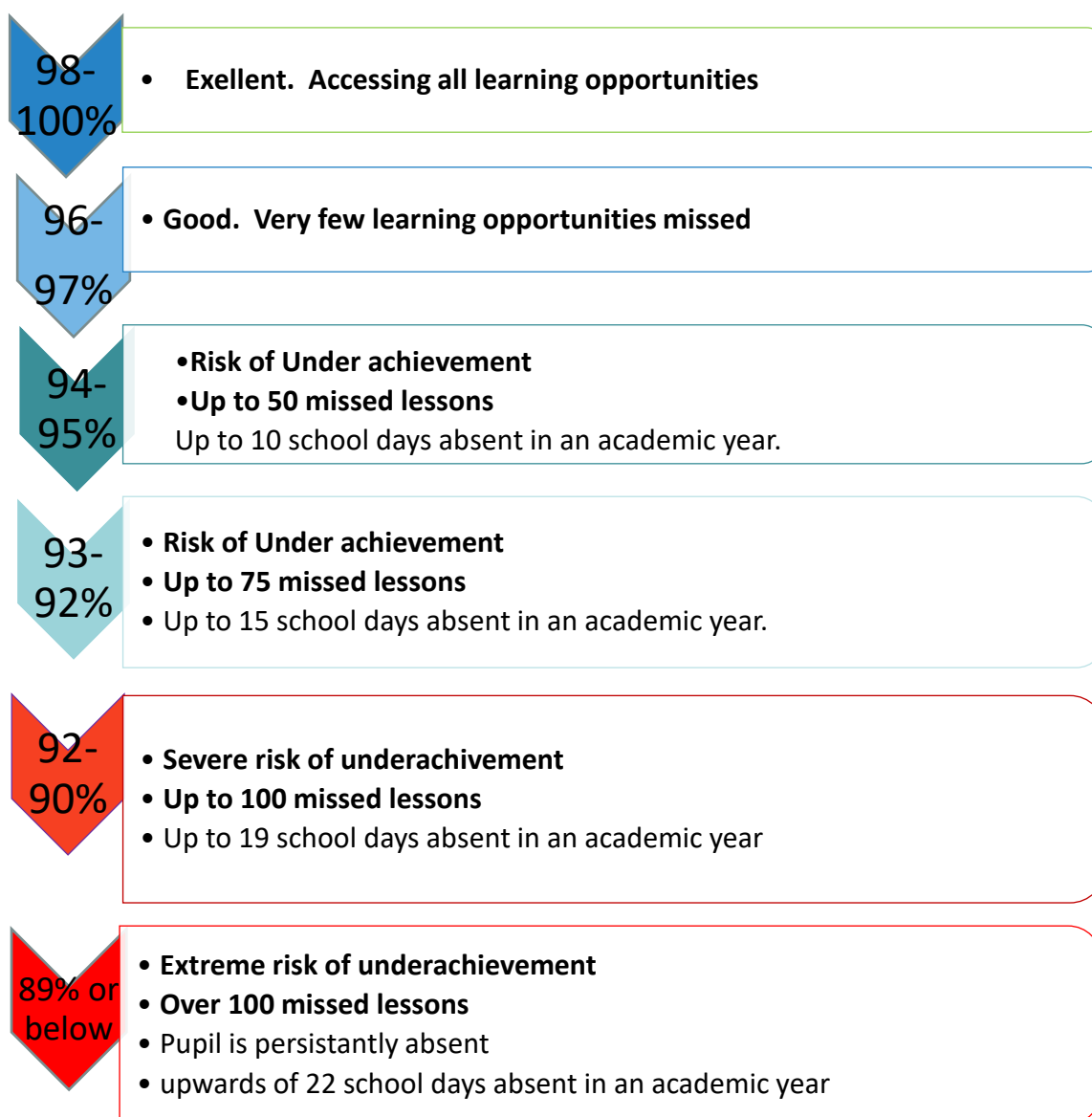
- to set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality
- to improve children's attainment through good attendance
- to make attendance a priority for everyone.
- to ensure there is a clear process to identify and address emerging attendance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



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 had the chance to sleep well and eat breakfast
- where appropriate, 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 and had the chance to sleep well
- 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 keep parents informed termly of a pupil's attendance levels
- 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

- All schools in Central Schools Trust have an Attendance Champion; a named senior member of staff with responsibility for attendance issues.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.
- **If you have a concern about your child's attendance your first point of contact is Mrs Hume (Headteacher) at Damson Wood Infant School and Mr Ireland (Assistant Headteacher) at Balsall Common Primary School.**

Role	Responsibilities
Schools Governors	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Attendance Champion Named staff: Emily Hume (Headteacher - DW) and Neil Ireland (Assistant Headteacher - BCPS)	<ul style="list-style-type: none"> • Compliance with relevant legislation • Regularly maintaining Attendance Tracker • Data analysis and Strategic Plan for attendance • Implementing school policy and leading on whole school approach • Authorising/unauthorising absences • Leave of absence request • Line management • Contact with parents • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance • Responsibility for links with CSAWS and the LA Statutory Team • Attendance at attendance panels
Class Teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently. • Point of contact for parents to discuss concerns

<p>Designated Safeguarding Lead</p> <p>Named staff: Emily Hume (DW) and Neil Ireland (BCPS)</p>	<ul style="list-style-type: none"> • Ensuring safeguarding and child protection procedures are adhered to as needed • Making contact with other agencies such as MASH or allocated social workers if children’s attendance becomes a safeguarding concern
<p>School Office</p> <p>Named Staff: Zoe Jeffs (DW) and Emma Vill (BCPS)</p>	<ul style="list-style-type: none"> • Maintaining registers • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports • Communication with CSAWS.

- Attendance matters are regularly reviewed by the Headteacher and members of the senior management team.
- Attendance issues are reported, on a half-termly basis, to the Governing Body.
- When available, 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* (Updated September 2023).

Our procedures are based around the principles and stages of:

- preventing poor attendance
- considering additional vulnerabilities safeguarding issues
- 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.

We celebrate positive attendance and punctuality and proactively work to address poor attendance and punctuality using our Attendance Toolkit (Appendix 7). This outlines suggested actions when pupils hit identified trigger points.

We regularly inform parents and carers about their child's attendance and punctuality through:

- phone calls, emails or Class dojo messages
- at Parents' Evenings twice a year
- in End of Year Report
- letters – this could be at the start of year to highlight attendance concerns from the previous year, or mid-year to raise current attendance or punctuality concerns.

Where attendance has deteriorated rapidly, there are concerning patterns of absence, a number of unauthorised absences, or parents have not responded to concerns raised a referral may be made straight to CSAWS. Referrals will be made to the Education Enforcement team for the issue of penalty notices where pupils have 10 or more unauthorised absences.

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 1999.

Promoting Attendance and Preventing Absence

Across Central Schools Trust, we regularly promote good attendance in a variety of ways with pupils, parents/carers and staff.

For parents/carers, we regularly communicate and promote the importance of attendance in newsletters, on our website, Facebook page Class Dojo, Studybugs and in parent/carer information sessions.

For pupils, we use assemblies, class time, School/Class Council to promote the importance of good attendance and punctuality. Pupils are aware of awards and incentives on offer such as:

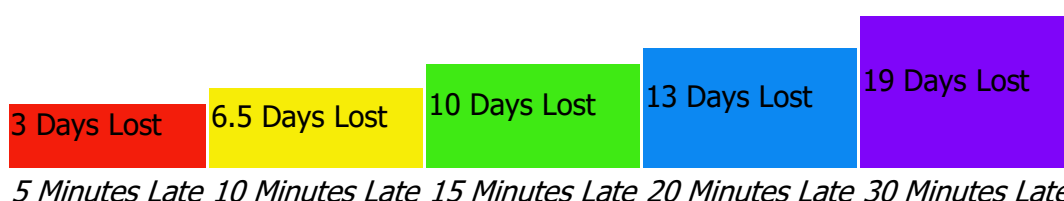
- weekly class attendance trophy
- certificates, stickers and badges for 100% attendance termly and for the whole year
- class rewards for 100% attendance
- '99 Club' each term for those children who achieve attendance at 99% or above
- attendance display including 100% 'Wall of Fame'
- special HERO trophy for pupils who achieve 100% for their whole time at school.

In schools, we also deliver regular staff training regarding attendance being everyone's responsibility and ensure staff understand their role in promoting good attendance.

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 over the academic year.



To access the most from the school day we ask parents to ensure that their children are in school for 8.45am.

Children arriving after 9.00am 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 9.15am

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. ***Pupils who have 10 or more U codes (late arrival codes) will be referred to the Education Enforcement Team for the issue of a penalty notice.***

Absence

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

At 9.30am school registers are checked for any absences where there has been no contact by parents/carers and reason given.

School staff will phone parents/carers to ascertain a reason for the child absence from school.

If staff are concerned about a child's absence or there is no response to phone calls/messages, they will follow the process detailed in Appendix 1. This includes 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 Updated Attendance guidance 2023).

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. If your child has no temperature but has minor ailments such as a, headache, or earache then (as with adults) medical advice is to give them paracetamol or other medication and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox or vomiting. However, when a parent makes the assessment that their child 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 additional 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:

- child is absent and there are frequent odd days' absences due to reported illness
- child is absent and the same reasons for absence are frequently repeated
- child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- where there is a medical problem and school may need evidence to seek additional support/provide support.

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, 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 to the school office prior to the day of the appointment.

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

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.

A maximum of ONE day is permitted within a 12-month period for religious observance where a religion other than Christianity is practiced and falls on a usual school day.

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.

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.

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to 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 Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor 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.

Procedure for requesting a planned absence

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 2) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result, for that specific timeframe, it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the absence request form which can be obtained from the school office (Appendix 2). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Headteacher.
- Where the headteacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence, the pupil's attendance record will be taken into account to help to reach a decision.
- If the Headteacher deems that the reasons for the request are exceptional, and authorises the absence, a letter confirming that the request has been authorised will be sent to the parent/carer (*appendix 3 : model pro forma*).
- If the Headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parents of this decision for each child, and warning of the legal implications of the absence been taken, will be sent to each parent. The letter provided in this guidance (appendix 4) must be used.
- If, once notified in writing of the decision to unauthorise the leave of absence the absence is taken, it will be marked as an unauthorised absence on the pupil's register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.
- A fixed penalty notice is issued to each parent of each child. This is for £60 if it is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days.
- Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's

regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

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.

Headteacher and SENCO should consider a phased return where appropriate. This needs to be considered in line with the Solihull LA process and procedure, which includes seeking expert advice from relevant professionals and coordinating a multi-agency meeting. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to a package of support which may include 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.

Attendance, Safeguarding and Children Absent from Education

A child missing 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 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

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.

In September 2016, the Department for Education updated the [statutory guidance](#) to reflect the 2016 amendments to the Education (Pupil Registration) (England) 2006 Regulations.

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 2006 regulations (as amended). 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 8(1), sub-paragraphs (f)(iii) and (h)(iii).

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

Truancy within school

Central Schools Trust schools monitor attendance to each session of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Champion 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.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Damson Wood Infant School/Balsall Common Primary School. Attendance to approved alternative providers is monitored and reflected on school registers. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Damson Wood Infant School/Balsall Common Primary School.

Registers

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

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the Headteacher has either approved in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Headteacher [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within two weeks.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 5).

Use of Attendance Data

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.

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.

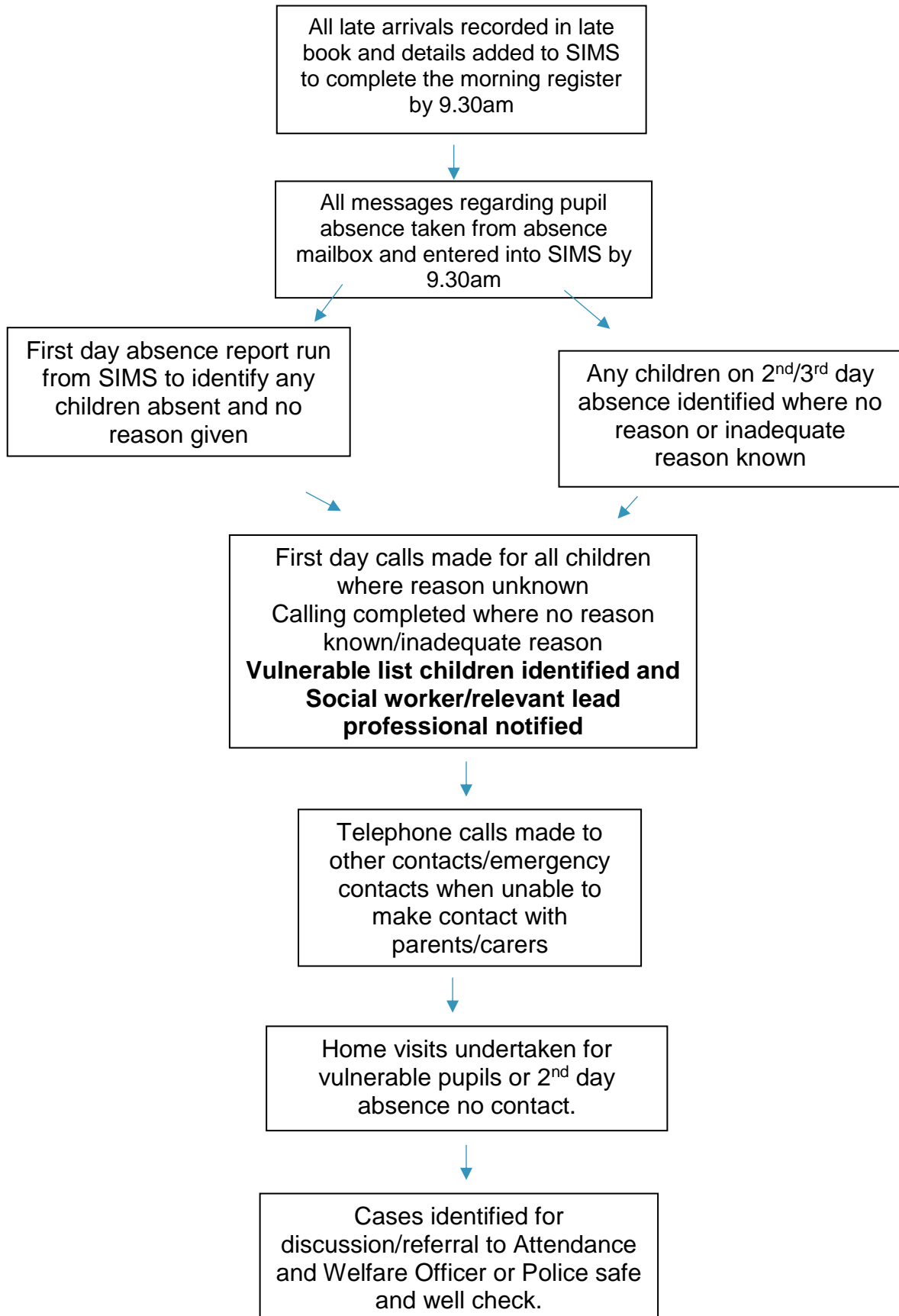
Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes and in Attendance Targeting Meetings at least termly in line with "Working together to Improve Attendance 2023"

The Headteacher 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.

Appendix 1: School Absence Procedure

School Absence Procedure



Appendix 2: School Absence Request Form

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks' notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil	Class
Date of birth	
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach your supporting evidence)	
Address.....	
Leave of absence from date:..... to date	
Number of schools days that your child will be absent from school	
Signature	Date
Name of Parent/Carer	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence Yes / No Attendance %
Evidence provided for exceptional circumstance Yes / No
Arrange to meet with Parent/Carer Yes / No Date & time

Authorised

Unauthorised

By Headteacher

Appendix 3: Authorised Exceptional Leave of Absence Standard Letter

Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Headteacher

cc Class Teacher/File

Appendix 4: Unauthorised Leave of absence letter templates

Template Letter 1

(insert full Name of Parent Applying)

Insert Full Address)

Dear *(individual Parent)*,

Child:

DOB:

Class:

Dates applied for: **to**

Thank you for your recent leave of absence request form in respect of the above Pupil.

On this occasion I am unable to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

This means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered your request and do not accept that the absence is unavoidable.

If you decide to go ahead with the proposed leave of absence, *(name of child)* absence of *(how many sessions)* will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

Template Letter 2

(insert full Name of other parent)
Insert Full Address)

Dear (individual Parent),

Child: **DOB:** **Class:**

Dates applied for: **to**

We have recently received a leave of absence request form in respect of the above Pupil from (insert name of parent making the request)

On this occasion I am unable to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

This means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered the request and do not accept that the absence is unavoidable.

If you decide to go ahead with the proposed leave of absence, (name of child) absence of (how many sessions) will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

Template Letter 3

(insert full Name of individual Parent)

Insert Full Address of individual Parent)

Dear *(individual Parent)*,

Child:

DOB:

Class:

Dates applied for: **to**

Re Leave of absences request for pupil detailed above

It has come to my attention that your child was absent from school due to a Leave of Absence taken in Term Time. I understand this absence was due to **...example: Family Holiday/funeral as (state how you know EVIDENCE IS REQUIRED examples: (first day calling, social media, pupil information).** As stated in the school policy and previous communications to parents, I am not able to authorise your child's absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

(name of child) absence of *(how many sessions)* will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

Appendix 5: Attendance Codes

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 6: Roles and Responsibilities for School Attendance

Roles and Responsibilities for School Attendance

Name	Role	Responsibilities
Governor Representation	Schools Governors	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Attendance Champion Mrs Hume (Damson Wood) Mr Ireland (Balsall Common)	Headteacher Assistant Headteacher	<ul style="list-style-type: none"> • Compliance with relevant legislation • Data analysis and Strategic Plan for attendance. • Implementing school policy and leading on whole school approach. • Authorising/unauthorising absences • Leave of absence request • Line management • Contact with parents • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance. • Responsibility for links with CSAWS and the LA Statutory Team. • Attendance at attendance panels
Class Teachers	Class Teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school's attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently.
School Secretary Mrs Jeffs (Damson Wood) Mrs Lowe (Balsall Common)	School Office	<ul style="list-style-type: none"> • Maintaining registers • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports • Communication with CSAWS.

Appendix 7: Attendance Toolkit

Central Schools Trust Attendance Toolkit

No Concerns Excellent Attendance – accessing all learning opportunities Approximately 0-5 days absent	Early Concerns Good Attendance – accessing all or most learning opportunities Approximately 6-9 days absent	Slightly Concerned At Risk of Becoming Persistently Absent Approximately 10-15 days absent	Concerned Persistently Absent Approximately 16-20 days absent	Very Concerned Consistently Persistently Absent 21 days+ absent
Rewards and incentives such as 100% Attendance Awards, Stickers, Badges, Certificates, Prizes, etc.	Rewards and incentives such as Stickers, Prizes, etc.	Phone call/Dojo Message from class teacher when absent	Home visits from CSAWS or SLT when absent.	Continued work and possible further meetings with Attendance Champion and CSAWS.
Class teacher / SLT to notice and praise child and family	Termly notification at parents evening / in end of year report / letter home	Letter sent by school (and/or CSAWS) to flag poor attendance	Letter sent by CSAWS to flag poor attendance.	Home visits from CSAWS or SLT when absent
Lots of reminders on Class Dojo, in newsletters, assemblies and information sessions to reinforce and praise this expectation	Class Teacher informed	Attendance Champion to call parents to share at risk of becoming Persistently Absent and to see if any support is needed. Attendance Champion to flag with CSAWS. Possible Home visits from CSAWS or SLT when absent	Attendance Champion and CSAWS involved – meeting to discuss concerns and agree an action plan.	Support sought from LA Attendance Support Team (Solihull LA Inclusion Team), especially if attendance dips below 50%.
Termly recognition at parents evening / in end of year report / letter home		Medical Evidence Requested	Flag with SENCo and consider referrals, e.g. school nurse	Consider referral for Early Help / MASH referral. TAF meetings including siblings' schools.
		Legal Action if 10 or more unauthorised absences	Legal Action if 10 or more unauthorised absences	Legal Action if 10 or more unauthorised absences
0 lates – excellent punctuality	1-3 lates – good punctuality	4-7 lates – slightly concerned about missed learning due to poor punctuality	8-11 lates – concerned about missed learning due to poor punctuality	12+ lates – very concerned about missed learning due to poor punctuality
Class teacher to notice and praise child and family	Class teacher to notice and praise child and family when in on time	Lates flagged to class teacher	Lates flagged to CSAWS	CSAWS involved
Termly recognition at parents evening	Termly notification at parents evening	Class teacher to call to share learning missed and find out if support needed	Attendance Champion to call to find out if support needed	Legal Action if 10 or more unauthorised lates
	Late letter for every late – given at office	Letter from office notifying number of lates	Letter from office highlighting minutes of learning missed	

****This toolkit is for guidance only. Not all children will go through every stage depending on their attendance pattern, nature of absence and other factors such as SEND, safeguarding or health conditions. Professional judgement and a case-by-case approach is required.***