



SEVERN ACADEMIES
EDUCATIONAL TRUST

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Attendance and Punctuality Policy (Primary)

September 2022
office@saet.co.uk

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	<p>Wolverley Sebright Primary Academy Franche Road Wolverley Kidderminster Worcestershire DY11 5TP Mrs S Reeves-Walters Headteacher Telephone: 01562 850268 email: office@wolverleysebright.worcs.sch.uk</p> <p>School Day: 8.55am – 3pm Morning Registration: 8.55am Doors open 8.50am</p>

Attendance and Punctuality Policy (Primary)

Severn Academies Educational Trust is committed to delivering an excellent education for young people, giving students the very best personal development opportunities and experiences to grow into outstanding young people, who lead brilliant lives.

Our Vision for our Students:

- Every child leaves our Trust able to read
- Every child values school and attends regularly
- Every child receives the right provision at the right time
- Every child takes part in great opportunities

Expectations:

Our academy attendance target is **96%**. We have high expectations for all of our students and they are expected to attend regularly, on time with the correct uniform and ready to learn.

Monitor:

Attendance is rigorously monitored daily allowing us to act swiftly and effectively to ensure this does not begin to impact on a student's education.

Communication:

When attendance becomes a cause for concern, parents/carers will be contacted. The academy will work with parents/carers and students to establish and understand any barriers preventing regular attendance and will work with them to resolve these.

Initial Support:

The academy will identify what level of support is needed which includes: both internal pastoral support and external agency support such as Early Help. Staff work closely with many external agencies such as health professionals, social care and local police.

Formalised Support:

Where parents/carers have failed to engage with the initial support offered by the academy or no improvements are seen in attendance, the academy will formalise the support through a Student attendance improvement plan.

Legal Action:

When all avenues have been exhausted and the support put in place is not working or not being engaged with, the academy will seek to proceed with legal action. This could include a Penalty notice fine or a referral for court action.

Attendance and Punctuality Policy (Primary)

1. Aims

Severn Academies Educational Trust (SAET) is committed to maximising educational opportunities and achievement for all pupils. For pupils to gain the best from their time at SAET, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all pupils. SAET actively promotes good attendance and discourages unjustified absence. SAET recognises that promoting good attendance and punctuality prepares pupils for the disciplines of adult working life.

2. Guiding Principles

- Each academy emphasises that it is the responsibility of everyone in the academy to improve attendance and punctuality.
- SAET needs to ensure that all its pupils access a full-time education, which meets their needs and allows all to realise their potential.
- Each academy will strive
- to provide a safe and caring environment where each pupil can engage in all opportunities offered.
- Each academy will work with pupils and their families to ensure every pupil has good attendance and punctuality.
- Each academy will challenge the behaviour of those pupils and parents/carers who give a low priority to attendance and punctuality.
- Each academy has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- Each academy will continue to develop ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.
- Each academy will support all aspects of the Education Act 1996 and the Children's Act 2003: 'Every Child Matters' by implementing this policy in a consistent manner.
- Each academy will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for young people.

3. What you can expect from SAET:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence
- We will work closely with parents/carers where pupil's absence is cause for concern
- We will support pupils to achieve good attendance and punctuality
- We will support pupils returning to school after prolonged absence

4. What SAET expects from Pupils:

- To attend regularly and on time
- To be punctual to all lessons
- To ensure all messages and notes from parents/carers are given to the appropriate person or taken to the appropriate place (as determined by each individual academy).

5. What SAET expects from Parents/Carers:

Attendance and Punctuality Policy (Primary)

- To ensure their child attends the academy on those days it is open, punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the academy is open unless they are too ill to do so.
- To avoid keeping their child away from the academy for any reason other than illness or other authorised reason.
- Not to arrange holidays during term time.
- On the first day of absence inform the school office if their child is unable to attend including the reason for absence and expected date of return. In some academies parents are requested to confirm in writing on their child's return the reason for their absence.
- If no indication of a return date has been given, parents/carers should contact the academy on each day of absence.

6. Registration

- The law requires the register to be taken twice a day - at the start of the morning session and once in the afternoon session.
- Pupils are expected to arrive early in order to be ready for the start of the first lesson
- Registers have a closing time in the morning after which pupils will be marked as unauthorised absence unless a satisfactory explanation has been received. (usually 9.00 am but contact the specific academy or see the academy website for more details)
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).
- Guidance on applying the Education (Pupil Registration) Regulations 2006 can be found in 'Advice on School Attendance' published 2018 by the DfE.

7. Punctuality

- Each academy expects pupils to arrive punctually (contact the specific academy or see the academy website for more details) any pupils arriving after the designated start time are deemed to be late.
- Any pupil arriving after this time should be signed in at the academy reception giving their reason for being late.
- Where there is a repeated pattern of lateness parents will be contacted by a member of the academy staff.

8. Authorised/Unauthorised Absence

Authorised absence is where the academy has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the academy can do this.

- Parents/carers should contact the school office (by telephone/ email) by 9.30am on the first morning of absence, giving a reason and an expected date of return.

Absence may be authorised for such reasons as:

Attendance and Punctuality Policy (Primary)

- Illness
- unavoidable medical/dental appointments
- exceptional family circumstances e.g. bereavement
- exclusion
- involvement in a public performance/sporting events
- days of religious observance (see Appendix 2)

Absence will not be authorised for such reasons as:

- looking after siblings/unwell parents
 - birthdays
 - days out e.g. The Three Counties show
 - shopping trips
 - family holiday (family holidays during term time will not normally be approved)
 - special occasions, where the academy does not agree that the absence should be granted.
-
- Medical/dental and other appointments should be arranged out of school hours, wherever possible. Where this is not possible, pupils should come to school before the appointment, and return to school afterwards.
 - Following an explanation from parents/carers regarding a pupil's absence, the academy will decide whether or not it accepts the explanation and authorise / unauthorise accordingly.
 - Absence which have not been explained will remain as unauthorised.
 - Parents/carers should not take their children out of school for holidays, days out, to attend sporting events, etc.

9. How we respond to Absence/Lateness

- If a pupil is absent at morning registration without contact from a parent/carer to explain the absence, the academy will contact parents/carers. We take our safeguarding responsibilities seriously and will always contact parents/carers to ensure that they are aware of their child's absence. Contact will usually be via either automated message or telephone. Parents/carers are able to respond directly upon receiving this call. Alternatively, where a message has been left by the automated service, a parent should contact the academy office to inform us of the reason for their child's absence. The academy asks that parents/carers provide at least 2 up to date emergency contacts.
- If no response is received, the academy will contact parents/carers requesting an explanation.
- All absence notes will be retained.
- Where a pupil's absence is cause for concern, the academy will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home. In some cases, this may be carried out by an external agency on behalf of the academy.
- Where no sustained improvement in attendance is demonstrated despite intervention, the Fast Track to Attendance process will be followed (Appendix 4). Penalty notices may be issued in line with each relevant Local Authority's Code of Conduct.

10. Persistent Absence (PA) and Extreme Absence (EA)

Persistent Absence data is communicated to the relevant Local Authority via the school census on a termly and annual basis.

A pupil becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year, and an Extreme Absentee (EA) when they miss 50% or more of their schooling, for whatever reason.

Absence at this level will have a considerable effect on educational prospects. It is a parent/carers legal responsibility to ensure their child attends regularly and that they receive an appropriate education. We work closely with parents'/carers' and other professionals to ensure all relevant support is implemented to enable our young people to achieve their full potential.

Any pupil whose attendance has reached the PA or EA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- an action plan to improve attendance will be created which may involve other outside agencies.
- If we fail to see an improvement a formal attendance improvement plan will be put in place.
- where parents/carers fail to co-operate with support and strategies provided by the academy further advice may be sought which could lead to legal sanctions being imposed

Persistent and Extreme Absence data is communicated to the relevant Local Authority via the school census on a termly and annual basis.

11. Leave of Absence during Term Time

Parents/carers are strongly urged not to take students out of school for holidays during term time. Any absence interrupts the continuity of a pupil's learning. Government legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. As a trust that decision is at the discretion of the school Principal/Headteacher.

Even where the circumstances are considered exceptional, please be aware that your request will not be authorised if any of the following apply:

- During the month of September
- Your Child is in year 2 or 6 and due to sit any statutory assessments during the period
- Your child has unauthorised absences or has failed to meet the academy's attendance target in the last 12 months
- You have previously taken a holiday during term time

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It is expected that a request form is submitted to the academy office at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form.

The academy has the right to refer to the Local Authority requesting they serve a penalty notice on parents/carers who insist on taking their children out of school without authorisation. Each parent/carer will receive a penalty notice fine of £120, reduced to £60 if paid within 21 days. Failure to pay within the specified timescale could result in the local authority prosecuting the parent(s)/carer(s) through the Magistrates Court. This legislation also applies to any student taking leave of absence without prior notification to the academy; in this situation, a retrospective holiday form needs to be completed and the letter amended appropriately.

12. Re-integration following long-term absence

Where a pupil has been absent for a prolonged period of time, perhaps due to illness, the academy will:

- welcome the pupil back to the academy and value their return
- provide support for the pupil in consultation with parents/carers to enable a successful return to the academy
- ensure that all relevant staff are informed of the circumstances
- work with other agencies, where appropriate, to ensure a successful outcome
- consider a personalised programme of return if appropriate
- monitor and review the pupil's return

13. Promoting Good Attendance and Punctuality

Every academy develops and maintains a whole school ethos that promotes the benefits of outstanding attendance, working collaboratively with parents/carers and pupils.

- It is the belief that all pupils are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all pupils:
- Parents are regularly informed of their child's attendance levels and, if appropriate, how they can improve these
- Good and improved attendance and punctuality will be promoted and rewarded
- Pupils, parents/carers and staff are regularly reminded about the importance of good attendance
- Parents/carers are encouraged to contact the academy attendance office /reception at any time to discuss their child's attendance
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those pupils whose attendance is a cause for concern.
- Pupils who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the academy
- Effective links are made to facilitate the smooth transition to SAET secondary academies and other local schools

14. Attendance Data and Targets

- The target for all pupils is to strive for 100% attendance. Only by achieving full attendance can pupils expect to achieve their full potential
- Each academy will set its own attendance target, please refer to each individual academy for the appropriate figure
- Attendance data will be collected and analysed and used to inform the academy's attendance practices and interventions
- Individual pupil data will be analysed and monitored to enable early intervention
- Attendance data is provided on a termly basis to the Local Governing Body
- Attendance data and persistent absence data is communicated to the Local Authority and is published via the DfE Analyse School Performance (ASP)

15. Statutory Requirements, the Law and the Local Authority

- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006
- Section 7 of the Education Act 1996 states that parents/carers are responsible to ensure their child receives a suitable education
- Under section 444 of the Education Act 1996, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence.
- The academy works together with the relevant Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence: Penalty Notices, Parenting Contracts and Orders, Education Supervision Orders or referral to the Magistrates Court which can recommend fines (up to £2500) or up to 3 months in prison
- All sanctions are used to improve attendance and punctuality and reduce absence

16. Children Missing Education (CME)

- All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.
- Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.
- At SAET we follow Children Missing Education Statutory Guidance for local authorities September 2016 and Keeping Children Safe in Education 2022.

17. Staff Roles and Responsibilities:

All members of the academy have a role to play in improving attendance and reducing absence.

Class teachers

- Discuss absence and attendance weekly with pupils
- Identify any absence trends or concerns and will raise these with the appropriate members of staff
- Work with identified pupils, setting targets to improve attendance and monitoring progress towards those targets
- Ensure that all absence notes or verbal messages are sent to the appropriate Academy office

Attendance Office Staff / Reception

- Monitor registration on a daily basis
- Receive calls and messages from parents/carers regarding pupil absence
- Contact parents/carers regarding pupil absence
- Regularly update Senior Leaders
- Identify absence trends or concerns and raise these with the appropriate members of staff
- Discuss attendance concerns with parents/carers and liaise with relevant members of staff

Senior Leaders

- Monitor absence and attendance regularly
- Discuss absence and attendance concerns with pupils and set targets for improvement.
- Contact parents/carers where attendance concerns have been identified
- Support pupils to improve their attendance
- Promote attendance through assemblies
- Work with other members of staff to share information and support pupils and their parents/carers to improve attendance
- Take the lead on raising the profile of attendance throughout the academy, including improving attendance and reducing persistent absence

The Principal/Headteacher

- Ensure that the academy attendance policy is implemented and regularly reviewed
- Ensure the whole academy ethos promotes excellence in attendance and punctuality
- Report to the Local Academy Council on attendance
- Monitor the curriculum to develop ways of improving the provision of educational experience
- Utilise attendance data to inform strategic planning

APPENDIX 1: DfE Attendance codes, descriptions and meaning (May 2021 Guidance)

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site Educational Activity	Approved Education Activity	Counted as physically present
C	Leave of absence authorised by the school	Authorised absence	
D	Dual Registered – at another educational establishment	Approved Education Activity	Counted as physically present
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the school or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the school	Authorised absence	
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	
J	Interview	Approved Education Activity	Counted as physically present
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 supervised sporting activity	Approved Education Activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and Traveller absence	Authorised absence	
U	Late (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved Education Activity	Counted as physically present
W	Work experience	Approved Education Activity	Counted as physically present
X	Non attending due to non-compulsory school age	Authorised – does not affect students' attendance	
Y	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	

Appendix 2: Religious Observance

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the Academy to approve the absence or grant leave of absence.

Individual religions and their religious observance are too numerous to detail in this document.

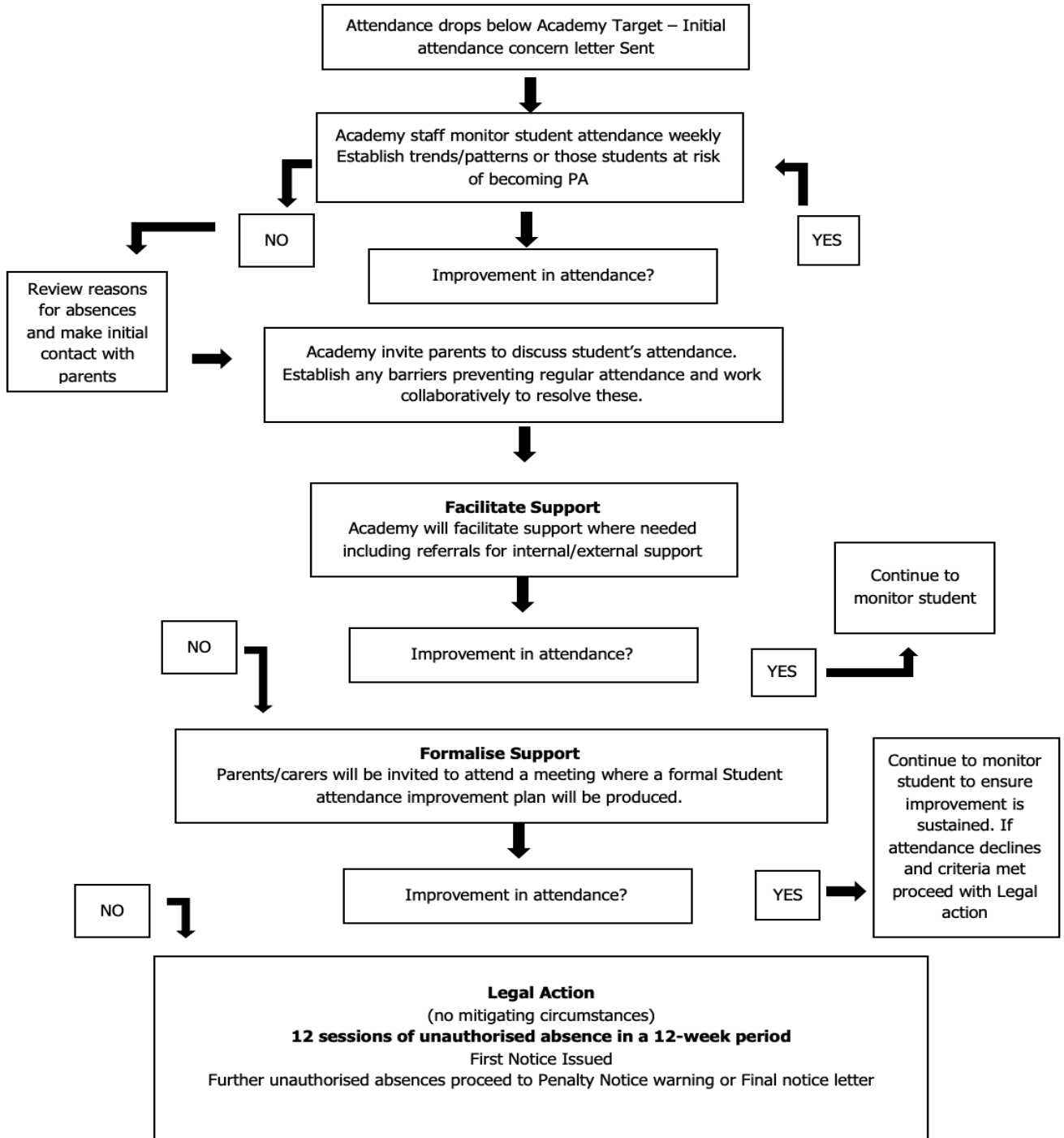
Parents should contact the Academy to request leave of absence for all religious observance.



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Appendix 3: Attendance Management Plan

The following outlines how the fast-track process should be followed and what meetings/letters should be used at each stage in line with **"Working together to improve school attendance"** May 2022



10 Days/ Irregular absence must be reported to the CME team through the children portal

Appendix 4: Attendance Improvement Plan

Pupil Attendance Improvement Plan

Staff:	Date of Meeting:
Pupil Name:	Date of Birth:
Parent/Carer name(s):	Contact number(s):
Attendance this academic year:	Attendance last academic year:
Interventions previously agreed:	Outside agencies involved:

What is the nature of the Pupil's Attendance concern?
**Please tick all that are relevant*

Pupil Characteristics

Low Attendance	Poor Academic achievement	Health related issues	Punctuality	Behavioural issues	PP	FSM	SEN	GRT	LAC

Home

Young carer	Helping with siblings	Parent not at home to ensure student attends	Lack of funds for transport	Other

Health

Diagnosed Medical Condition	Anxiety/Mental Health	Medication Issues	Medical Appointments	Other

Academic/School

Poor Academic Performance	Lesson(s) Difficulties	SEN Need	Other

Social

Friendship issues	Bullying	Financial Issues	Other

Details of Attendance issues if not included above:

Collaborative recommendations to improve attendance (student/parent/school)

Actions to be taken by the parent/carer:

Ensure the student is up and ready for school
Ensure the student leaves home at an appropriate time to allow for their journey to school
Notify the school if the student is going to be absent and the reason for this absence
Supply medical evidence for any absences due to illness (Drs appointment card/proof of medication prescribed or log a call at the GP)
Other:

Actions to be taken by the Pupil

Take necessary steps and responsibility to ensure he/she is awake and ready for school
Attend School daily and on time
Communicate any issues surrounding school to their class teacher
Other:

Actions to be taken by Attendance Welfare Officer

Monitor students attendance daily
Contact parent/carer if student is absent and obtain a reason for this absence and decide if absence be authorised/unauthorised
Review attendance regularly during the period
Reward as appropriate for improvements in attendance and punctuality
Refer to external agencies as agreed
Other :

First Review Date:
School signature:
Parent signature:
Student signature:

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Review Date 1:	Improvement seen? YES NO
Parent Contacted	Telephone call Letter
Comments	
Review Date 2:	Improvement seen? YES NO
Parent Contacted	Telephone call Letter
Comments	
Review Date 3:	Improvement seen? YES NO
Parent Contacted	Telephone call Letter
Comments	

Final Review Date:	Improvement seen? YES NO
Parent Contacted	Telephone call Letter
Comments	

Appendix 5: First Notice (With Contact) Letter (FN01)

Date:

Dear

Re:

Date of Birth:

Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE **FORMAL FIRST NOTICE THAT LEGAL ACTION MAY BE CONSIDERED**

Despite my/staff member's previous correspondence dated xxxx, home visits on xxxx, conversations with you and offers of help and support (**briefly list actions and dates**) regarding your child's irregular attendance, there is now a/or ongoing significant amount of unauthorised absence.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see enclosed registration certificate.

If your child has ongoing or unresolved medical issues you should contact your doctor urgently and inform the school of any concerns you may have. Please let us have any medical information regarding your child's health so that we can support their learning appropriately in school.

Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child's absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments or a complement slip with date, pupils name and surgery stamp, signed by Receptionist.

DO NOT IGNORE THIS LETTER

Please note, this letter is a formal **First Notice and legal action may be considered** if your child's attendance does not improve and there is no justifiable reason for the absence.

Should the level of unauthorised absence continue a formal **Final Notice may** be issued to you and the matter may be referred to the legal service department at Worcestershire County Council for consideration of formal action which could include prosecution in the Magistrates Court.

Section 444 of the Education Act 1996 states:

"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 is guilty of an offence."

Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers.

Attendance and Punctuality Policy (Primary)

Please do not ignore this letter, you are encouraged to contact me to discuss any matters affecting your child's ability to attend school so that we can work together to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunities in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me/staff member at **INSERT STAFF DETAILS**

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely

Headteacher/Principal

Appendix 6: First Notice (No Contact) Letter (FN02)

Date:

Dear

Re:

Date of Birth:

Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE **FORMAL FIRST NOTICE THAT LEGAL ACTION MAY BE CONSIDERED**

This letter is further to previous correspondence, visits to your home address **(when visiting slips were left? - amend as appropriate)** requesting that you contact me and an invitation to meet with me to discuss your child's attendance. **(briefly list dates and specific actions actions)**. Unfortunately, to date I have not heard from you and there is now a/or ongoing significant amount of unauthorised absence.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see the enclosed registration certificate.

If your child has ongoing or unresolved medical issues you should contact your doctor urgently and inform the school of any concerns you may have. Please let us have any medical information regarding your child's health so that we can support their learning appropriately in school.

Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child's absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments or a complement slip with date, pupils name and surgery stamp, signed by Receptionist.

DO NOT IGNORE THIS LETTER

Please note, this letter is a formal **First Notice that legal action may be considered**. If your child's attendance does not improve and there is no justifiable reason for the absence, a formal **Final Notice may** be issued to you and the matter may be referred to the legal service department at Worcestershire County Council for consideration of formal action which could include prosecution in the Magistrates Court.

Section 444 of the Education Act 1996 states:

"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 is guilty of an offence."

Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers.

Attendance and Punctuality Policy (Primary)

Please do not ignore this letter, you are encouraged to contact me to discuss any matters affecting your child's ability to attend school so that we can work together to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me/staff member at **INSERT STAFF DETAILS**

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely

Headteacher/Principal

Date:

Dear

Re:
Date of Birth:
Registered pupil at

**RE: IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE S444 EDUCATION ACT
1996**
DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

In view of the fact that **(child's name)'s** school attendance has not improved since you were issued with a First Notice, on receipt of this letter you are being given the opportunity to take such steps as to ensure your child's attendance at school improves.

Child name attendance is currently **XX%** which includes **XX** sessions of unauthorised absence. Please see enclosed registration certificate.

Worcestershire County Council's Code of Conduct allows for a period of 15 school days from **(1st day of the notice)** to **(last day of notice)** inclusive, in which time **(child's first name)** must have **no unauthorised absence**.

Under the Education Act 1996, for failing to ensure the regular attendance of your child, the Local Authority may issue you with a Penalty Notice as an alternate to prosecution. Therefore, if there are any unauthorised absences within these specified 15 days, a referral will be made to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you. (Please see the enclosed School Attendance - Legal Information Sheet for Parents and Carers).

To avoid this you **must** prevent any further unauthorised absence. You are reminded that you need to provide medical evidence in order for the school to authorise any illness absences.

If you wish to further discuss this letter or any matters affecting your child's ability to attend school please contact me. We seek to work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.

If you call and there is no one available, please leave a message and contact telephone number or email me/staff member at **INSERT STAFF DETAILS**

Yours sincerely

Headteacher/Principal

Appendix 8: Final Notice Letter (FN04)

Date

Dear

Your child:

Date of Birth:

Registered pupil at:

**IRREGULAR SCHOOL ATTENDANCE - FINAL NOTICE – RESPONSE
REQUIRED
DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION**

School records show that your child's attendance is now **XX%** which includes *(enter number of sessions here)* sessions of unauthorised absence. Therefore, their attendance is deemed to be irregular. Please see enclosed registration certificate.

S444 of the Education Act 1996 states that "if a child of compulsory school age, who is registered at a school fails to attend regularly, the parent of the child shall be guilty of an offence." Attending regularly also includes a requirement to attend punctually.

TAKE NOTICE this matter may be forwarded to Worcestershire County Council's legal services department for their consideration should this pattern continue. If you have any information, details or wish to make representations regarding the unauthorised absences then please let me have these in writing within 14 days so they can be included in the papers forwarded to the legal team.

The Local Authority may commence legal proceedings against you under the provisions of the Education Act 1996, in respect of this matter and/or any further complaint received from this school, or other places of learning. In the event of your conviction by a Magistrates' Court, you may be liable to a fine of up to £2,500 and/or the possibility of imprisonment for up to three months per offence. See enclosed School attendance -Legal Information for parents/carers leaflet).

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

If you feel your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently and inform the school. Due to the level of unauthorised absence, any future absence due to illness or a medical reason, should be supported by medical evidence. This will enable the Head Teacher to consider authorising your child's absence. Medical evidence can be in the form of a medical appointment card, letter from a professional such as a hospital Consultant or Psychologist, evidence of a consultation with NHS 111, copy of prescription/ medication prescribed by a GP, print screen of medical notes, letters concerning hospital appointments, slip with date, pupils name and surgery stamp, signed by Receptionist.

If you wish to further discuss this letter or any matters affecting your child's ability to attend school, please contact me. We seek to work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and employment.



SEVERN ACADEMIES

EDUCATIONAL TRUST

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If you call and there is no one available, please leave a message and contact telephone number or email me/staff member at **INSERT STAFF DETAILS**

Dated this **xxxxxx** day of **xxxxxx**

Yours sincerely

Headteacher/Principal

Appendix 9: Penalty Notice Request Form

REQUEST TO INITIATE LEGAL PROCEEDINGS under S444 Education Act 1996			
Student's legal name		School	
Any known as name			
Date of birth		Year group	
Address			
Detail all adults with parental responsibility against whom legal action is being considered (parental responsibility as defined by S576 of the Education Act 1996)			
Parent/carer 1	Full name	Date of birth	Relationship to child
Address			
Home number:		Mobile number:	
What is their first language		Is a translator required? YES/NO	Any vulnerabilities / risk
Parent/carer 2	Full name	Date of birth	Relationship to child
Address			
Home number:		Mobile number:	
What is their first language		Is a translator required? YES/NO	Any vulnerabilities / risk
<p>This form must be submitted with a registration certificate which –</p> <ul style="list-style-type: none"> Must cover at least a 12-week period and the level of absence must comply with the Local Authority's definition of irregular attendance. Must have printed on it the Headteacher/Principal's name and a declaration which must be signed by the Headteacher/Principal only, certifying that the information is a true extract of the register of the school. Must also include details of the parents' name, address and contact details 			
Indicate the reason for request by marking the appropriate box below			
	<p>A Penalty Notice following a failed 15-day notice period</p> <p>In addition to the signed registration certificate please provide: -</p> <ul style="list-style-type: none"> Documentary evidence relating to the period of irregular attendance i.e. evidence that statutory defences, mitigating circumstances and any unavoidable cause have been explored with the parent prior to issuing the 15-day notice, letters sent to 		

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	<p>parents, chronology of interventions, minutes of meeting, late report, comments log, parenting contract, PSP etc</p> <p>NB. The Registration Certificate must include the whole failed 15-day period</p>
	<p>A Penalty Notice for unauthorised leave of absence (term time holiday)</p> <p>In addition to the signed registration certificate please provide: -</p> <ul style="list-style-type: none"> ● Parental application for /notification of leave - (If no written application was made evidence of how school knew of/verified the leave (holiday) is to be included. The individual who received this information should have made a business record of this ● Rejection letter sent to the parent(s) – (A letter should be sent in every circumstance and must contain a notification that a Penalty Notice will be requested if the leave is taken)
	<p>A Penalty Notice for failure to return from an authorised term time holiday</p> <p>In addition to the signed registration certificate please provide: -</p> <ul style="list-style-type: none"> ● Parental application for /notification of leave - (If no written application was made evidence of how school knew of/verified the leave (holiday) and expected return date. The individual who received this information should have made a business record of this) ● Authorisation letter sent to the parent(s) - (A letter should be sent in every circumstance) ● Subsequent letter advising that the child is on roll and expected to attend and as the absence is beyond that agreed it is unauthorised and a penalty notice may be issued.
	<p>A Penalty Notice for being excluded but in a public place in first 5 days of exclusion</p> <p>In addition to the signed registration certificate please provide: -</p> <ul style="list-style-type: none"> ● Documents relating to this event ie exclusion letters sent to parent(s) ● Evidence of how it is known that the child was in a public place without justification and by whom
<p><i>Guidance on the issuing of penalty notices can be found in Worcestershire County Council's Penalty Notice Code Of Conduct</i></p> <p>PUBLIC INTEREST</p> <p>In normal circumstances we do not consider that it is in the public interest to instigate or pursue legal action against a parent with whom the child resides in cases where an estranged parent takes a child out of school for the purpose of a holiday and vice versa.</p> <p>Please be aware that any issued penalty notice which remains unpaid will proceed to legal action and witness statements will be required.</p>	

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	<p>Prosecution under S444 and / or an Education Supervision Order</p> <p>In addition to the signed registration certificate please provide: -</p> <ul style="list-style-type: none"> ● Main witness statement, and label the signed registration certificate as Exhibit (Witness initials)¹ A witness statement must comply with Section 9 of the Police and Criminal Evidence Act (PACE) and standards. A main witness can include anything which is a business record of the establishment they represent and must be willing to attend court if required. ● (any additional Exhibits sequentially numbered) It is not necessary to produce all documentary evidence as exhibits. Exhibits are disclosed to parent(s) along with the witness statements if summoned. ● Documentary evidence relating to the period of irregular attendance (not exhibited) School must be able to evidence that First and Final Notices have been sent, statutory defences, mitigating circumstances and any unavoidable cause have been explored with the parent and a formal meeting convened to review the appropriateness of legal action. Evidence should also include interventions and attempts to engage with parents and all support offered to the child and family, ie. letters sent to parents, chronology of procedural and alternative interventions, minutes of meetings, late reports, comments log, parenting contract, PSP, ● Any additional statement and exhibits eg by other members of school staff, agency involved etc. ● Any additional information (on a separate sheet) Any information not captured in the witness statement: pertinent to the case likely mitigation or information useful to the prosecutor but not for disclosure. <p>Information required regarding an Education Supervision Order (ESO)</p> <ul style="list-style-type: none"> ● Required for all requests for prosecution. ● Detail any matters which would influence whether an application for an Education Supervision Order is appropriate. Considering – <ul style="list-style-type: none"> a. Are there any identified specific needs relating to the child which cannot be addressed through normal casework and/or school action? YES/NO b. If the answer to a. above is yes. Can a plan be put together to address these needs YES/NO c. If the answer to b. above is yes. Could the plan work without an ESO? YES/NO d. In relation to attendance, does the pupil’s behaviour give the Impression that he/she is beyond the control of their parent(s)? YES/NO e. Is there clear evidence the pupil’s education is being seriously affected through absence from school? YES/NO f. Are the parent(s) likely to engage without the need for an ESO? YES/NO
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	<p style="text-align: center;">g. Are the parent(s) able to effect change without stronger intervention by the authority? YES/NO</p>
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A main witness can include anything in a witness statement which is part of a business record of the school. However, in certain circumstances individuals including the Headteacher/Principal may be required to give evidence in court.

Form completed by:

Name:	Tel No:
Designation:	Email:

I confirm that all information held by or known to the school in relation to the child, parent and/or family circumstances has been disclosed within this request. I accept that this is an ongoing obligation.

Headteacher/Principal's signature:	Email:
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School address:

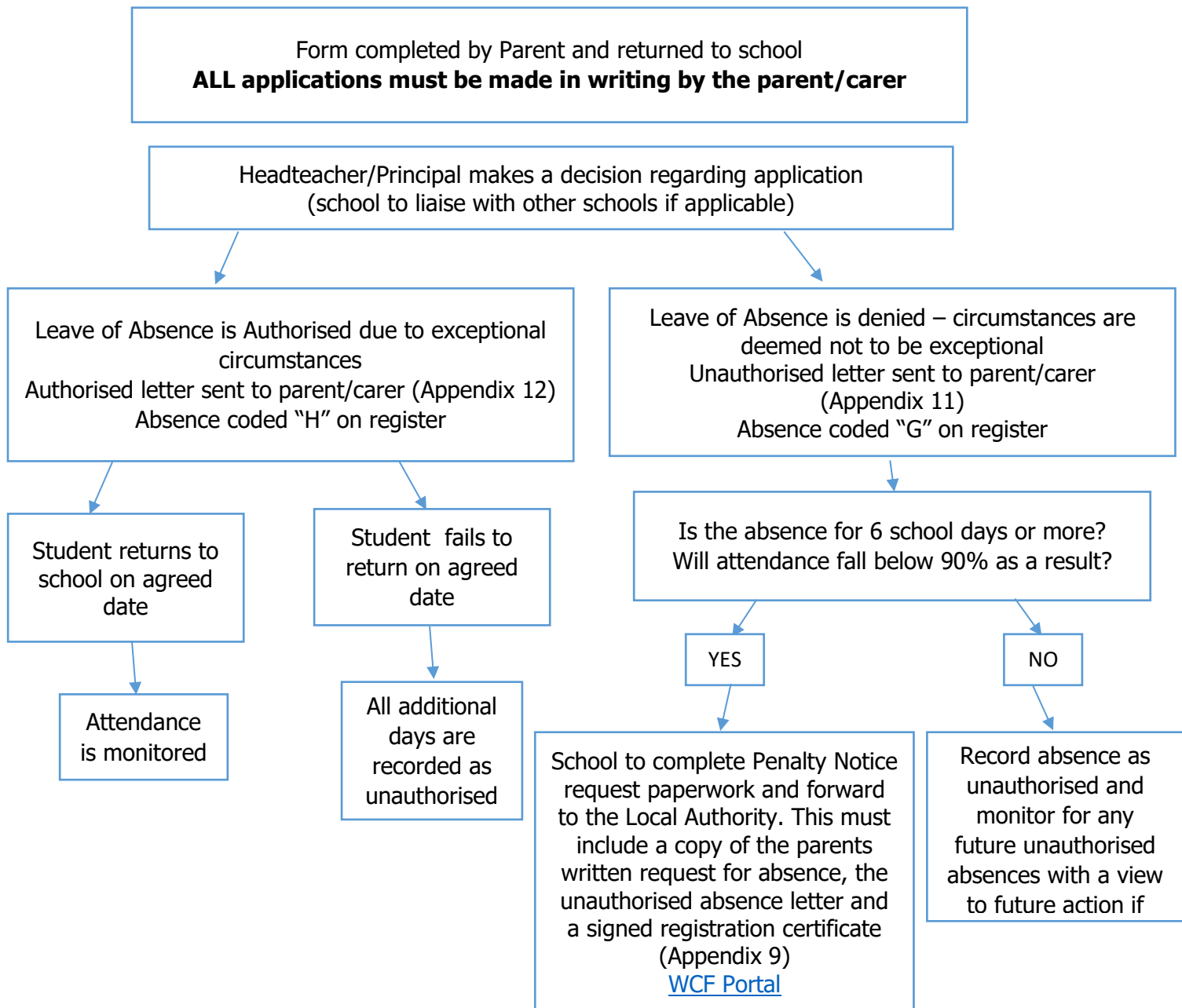
Date:

PLEASE SEND THIS FORM FULLY COMPLETED WITH ALL SUPPORTING DOCUMENTATION TO:

Education Welfare Service, Babcock Prime Education Services, Unit 1 Woodbury Lane, Norton, Worcester, WR5 2PT

Or via WCC Children’s Services Portal – choose Babcock Education Investigation

Appendix 10: Leave of Absence Request Procedure Flowchart



All absences of 10 consecutive school days or more must now be reported to the Local Authority via the Children's Portal – Found Under 'In Year admissions and transfers' – '10-day absence form' (Appendix 13)
[WCF Portal](#)

Appendix 11: Leave Of Absence Procedure Template Refusal Letter

Parent name and address

Date

Dear

Request for Leave of Absence from School (student name) for the period (dates).

Thank you for your request for leave of absence.

As you may be aware, the Government has appealed to parents/carers not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although I understand your reasons, I am sorry however I do not feel that your request can be supported in this instance, therefore on this occasion the absence will be unauthorised.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, our school refers all unauthorised holiday absences to the Education Investigation Service (EIS). The EIS will then decide whether an unauthorised absence will be subject to a penalty notice fine of £60 payable per parent/carer per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings. Please note that all fines collected go directly to the Government and not to our school.

Our key priority is to ensure that **[INSERT STUDENT NAME]** is as successful as possible and able to achieve **[HIS/HER]** full potential. I would hope that upon reflection you are able to support this decision, in line with the Local Authority and Government policy, that leave should be restricted to the 13 week's school holidays except in exceptional circumstances.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

Headteacher/Principal

Appendix 12: Leave of Absence Procedure Template Permission Granted

Parent name and address

Date

Dear

Request for Leave of Absence from School [INSERT STUDENT'S NAME] for the period [INSERT DATES].

Thank you for your request for leave of absence.

As you may be aware, the Government has appealed to parents/carers not to take their children out of school during term time and, as a result, unauthorised absences due to holidays in term time can result in a Penalty Notice being issued by the Local Authority.

I have considered your request and can advise that on this occasion I am willing to grant leave for [INSERT STUDENT'S NAME] to be absent between the dates outlined above. Please be aware that we are only permitted to authorise up to 10 days leave therefore, if your absence request is for more than 10 days, the additional days will be recorded as unauthorised. Please note that whilst the leave of absence is being authorised, [INSERT STUDENT'S NAME]'s attendance percentage for the year will decrease.

[INSERT STUDENT'S NAME] will therefore be expected to return to school on [INSERT DATE OF RETURN].

In the event of unforeseen circumstances arising which prevent [INSERT STUDENT'S NAME] return on the above date; please do let us know as soon as possible. I would like to thank you for your continued support - please do not hesitate to contact us if we can be of any further assistance.

Yours sincerely

Headteacher/Principal

Appendix 13: Children’s Portal guidance

Children's Services Portal Rebecca Hall Logout

Home General Communications Secure Communications

School Profiles	General Communications	Secure Communications	Learning and Development
Health and Safety	Emotional Wellbeing and Mental Health Guidance for Professionals	Referral to Children's Social Care	Request for Service Early Help Family Support
Request for Information Form	Book or Cancel Community Social Worker Advice Slots	In Year Admissions and Transfers	The Local Offer (SEN Support)
e-Library			

Child Admissions/Transfers/Absences

Child Leaving Form	Child Joining Form	10 Day Absence Form	Notification Of Application Form
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Appendix 14: Medical Education Team (MET)

The Medical Education Team discharges the duty of the Local Authority in ensuring that arrangements are in place for students who are unable to attend school because of their medical needs, to have appropriate and ongoing access to education.

The Team consists of qualified teachers and teaching assistants who are skilled in teaching pupils of statutory school age with a wide range of physical, emotional and psychological health needs.

Recoupment of 80% of the weekly AWPU will apply whilst the student is taught by the MET. If the student is in receipt of pupil premium a request to access some of this funding to support an individual pupil's needs may be made.

Our Aim

We recognise that all students are entitled to an education of high quality and are committed to ensuring that the needs of this vulnerable group of learners are met. Our aim is to provide seamless continuation of teaching and learning responsive to individual needs and in support of a successful and timely return as soon as the student's health allows.

Schools can refer students to the MET when a medical condition seriously compromises a student's attendance at school. All referrals to the medical education team must be supported by relevant medical evidence from an appropriate specialist service which is currently working directly with the young person.

The Medical Education Team works in close conjunction with the school to assess the student's educational needs and together a plan is agreed to provide support.

The Medical Education Team provides:

- Advice to schools on the procedures to be followed when a student is absent from school as a result of medical needs
- Education from the fifteenth day of absence from school (consecutive or cumulative) or from the first day when illness is recurrent/prolonged
- A range of educational provision, tailored to the individual needs of each student and detailed in Personal Education Plans
- Regular monitoring and evaluation of student progress
- Tuition in a range of settings if professionals involved with the CYP and the MET agree this is appropriate to meet need.
- Reintegration planning and support as appropriate
- Close liaison with school based and external partner agencies/professionals - including CAMHS and other health professionals

Students should remain on the roll of their school, which retains overall responsibility for their education whilst they are unable to attend due to medical reasons.

To contact the Medical Education Team:

Email: MET@worcschildrenfirst.org.uk

Telephone: **01905 844864**