Marches Academy Trust

Trust Attendance Policy – Longlands Primary School

<u>DOCUMENT CONTROL</u>

Policy Owner	Trust Attendance Officer
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Related Policies/Documents	• <u>Safeguarding and Child Protection Policy and Procedures</u> • <u>Supporting Children with Medical Conditions</u> • <u>Behaviour Policy (including exclusions)</u> • <u>DfE Working Together to Improve School Attendance</u>
Policy control survey	Please complete this survey and provide feedback if you have had to use this policy https://forms.office.com/r/HMeZtB29Si

Contents

1. Introduction

1.1 Marches Academy Trust (the Trust) seeks to ensure that all children & young people (also used for child and young person: CYP) receive a full-time education, maximising the opportunities for all to realise their true potential. We strive to create a learning environment where all CYP have the skills, knowledge and recall to access the full curriculum and achieve success every day. Regular attendance is vital for CYP as it promotes good learning, positive attitudes and maintains continuity in their education, and in their friendships. The Trust will consistently work towards a goal of 100% attendance for all CYP.

1.2 Where CYP's attendance is impacting on achievement all school staff within the Trust will work with CYP and their families to support them in getting CYP to school, on time, and every day.

1.3 We aim to support and encourage attendance through the Learning for Life (LfL) Framework, and resort to statutory action only as a last resort.

1.4 This policy has been prepared with regard to the Trust's statutory duties relating to attendance, including those set out in the Department for Education's statutory guidance entitled Working together to improve school attendance (2024), which is referred to in this policy as the "DfE Attendance Guidance".

2. Principles

2.1 Promoting excellent attendance is the responsibility of the whole school community. This policy should not be seen in isolation, but as a strand running through all policies related to the education, well-being and behaviour of CYP.

2.2 Staff, Governors and Trustees expect full and punctual attendance from all CYP and know that:

i. there is a link between regular attendance and academic achievement (DFE - The link between absence and attainment at KS2 and KS4 – 6th May 2022)

ii. regular attendance encourages CYP to benefit from the whole range of curricular and extra-curricular opportunities on offer;

iii. full attendance is a duty, and a crucial factor in determining personal responsibility and a good work ethic.

2.3 High levels of attendance and punctuality levels are promoted and rewarded.

2.4   Some CYP find it harder than others to attend school. Our schools are committed to working with CYP, parents/carers and other local partners to remove any barriers to attendance.

3.   Roles & Responsibilities

3.1   The school will:

3.1.1   develop and maintain a whole school culture that promotes the benefit of high attendance using the Trust's Learning for Life Framework.

3.1.2   work with CYP and their families, building strong relationships, to support high levels of attendance and punctuality and remove any barriers to attendance.

3.1.3   investigate unexplained or unjustified absence.

3.1.4   take into account individual needs when implementing this policy, including having regard to the school's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

3.1.5   share information, including returns information required to be shared in accordance with regulations (School Attendance (Pupil Registration) (England) Regulations 2024) and the DfE Attendance Guidance, and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance.

3.1.6   regularly monitor, review and analyse attendance and absence data including to identify CYP or cohorts that require attendance support and to set targets for the future.

3.1.7   ensure that all CYP can access full-time education, putting strategies and support in place where this is evidence to suggest that this is not the case.

3.1.8   ensure that the Board of Trustees, Local Governing Body (LGB) and schools' leadership team work together to monitor attendance levels and the effectiveness of this policy.

3.1.9   ensure that all legislation and guidance are complied with and reflected in our policies and procedures.

3.1.10   have in place appropriate safeguarding responses for CYP who are at risk of missing education, having regard to the statutory guidance Keeping

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Children Safe in Education (please refer to the <u>Trust's Safeguarding and Child Protection Policy and Procedures</u>).

3.1.11   provide information requested by the Secretary of State, including termly absence data collected by the Department for Education.

3.1.12   regularly inform parents/carers about CYP's attendance and absence levels.

3.1.13   support CYP who are returning to education following long term absence.

3.1.14   ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system.

3.1.15   assign overall responsibility for championing and improving attendance at the school to a designated senior leader, known as the Senior Attendance Champion.

3.1.16   observe and fulfil the responsibilities set out in guidance issued by the Department for Education Summary table of responsibilities for school attendance (August 2024) to the extent not covered above or elsewhere in this policy.

3.2   **Parents and carers**

We expect parents and carers to:

3.2.1   ensure that CYP arrives at the school on time, in the correct uniform and with the necessary equipment.

3.2.2   promote the importance of regular attendance at home.

3.2.3   follow the correct procedure for reporting the absence of CYP from the school (see section 7 below and the school appendix).

3.2.4   avoid unnecessary or unjustified absences.

3.2.5   keep the school informed of any circumstances which may affect CYP's attendance.

3.2.6   not take CYP out of education for holidays during term time (see section 7 below).

3.2.7   inform the school in advance of any proposed change of address for CYP, along with the name of the parent with whom CYP shall live.

3.2.8 observe and fulfil their responsibilities set out in the guidance issued by the <u>Department for Education Summary table of responsibilities for school attendance (August 2024)</u>.

3.3 Children & Young People

We expect CYP to:

3.3.1 attend the school regularly and on time.

3.3.2 be punctual to all lessons.

3.3.3 follow the correct procedure if they arrive to the school late (see section 6 below and the school appendix).

3.4 Senior Attendance Champion

The Senior Attendance Champion ("SAC") details of each person is detailed in the appendix.

The SAC has overall responsibility for championing and improving attendance at the school and will:

3.4.1 set a clear vision for improving and maintaining good attendance.

3.4.2 establish and maintain effective systems for tackling absence and ensure that these are followed by all staff.

3.4.3 evaluate and monitor attendance expectations and processes.

3.4.4 have a strong grasp of absence data to focus the collective efforts of the school.

3.4.5 ensure that key attendance messages are communicated to parents/carers and CYP.

3.4.6 provide data and reports to support the work of the Board of Trustees (see below).

3.5 The Board of Trustees

The Board of Trustees will:

3.5.1 take an active role in attendance improvement, recognise the importance of school attendance and promote it across the Trust and the Trust's ethos and policies.

3.5.2 ensure the Trust's leaders fulfil expectations and statutory duties.

3.5.3   regularly review attendance data, discuss and challenge trends and help Trust leaders focus improvement efforts on the individual CYP or cohorts who need it most.

3.5.4   ensure Trust staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support CYP or cohorts overcome common barriers to attendance.

3.5.5   ensure Trust leaders have effective practice on attendance management and improvement across its schools.

3.5.6   regularly review attendance data at Trustee educational standards commit meetings.

3.5.7   have a dedicated Trust attendance lead who will drive improvement across the Trust and act as a central point for schools with attendance queries.

4.   Key attendance information

4.1   Parents/carers of registered CYP have a legal duty under the Education Act 1996 to make sure that CYP of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents/carers may be reported to the Local Education Authority if problems cannot be resolved by agreement.

4.2   Every half-day absence from school must be classified by the school (not parents/carers) as either authorised or unauthorised. Therefore, information about the cause of each absence is always requested.

   i.   Authorised absences are mornings or afternoons away from school for a good reason (e.g., illness or other unavoidable cause).

   ii. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes keeping CYP off school unnecessarily, truancy, absences which have not been properly explained, and CYP who arrive at school too late to receive a present mark in the register.

4.3   Any problems with regular attendance are best resolved between the school, parents/carers and CYP. If a CYP is reluctant to attend, referral may be made to a relevant support mechanism provided by the school, e.g the school counsellor, ELSA, Wellbeing Lead or Education Welfare Officer (EWO) and may include formalising support through a parenting contract or education supervision order.

Other outside agencies may also be invited to become involved, e.g. Early Help or the School Nursing Service. Schools may offer Parenting Support as part of a team approach to improve attendance where absence is a symptom of wider issues.

4.4   Parents/carers are requested to contact school at an early stage, and to work with staff to resolve problems together.

4.5   All Trust schools have a named Education Welfare Officer (EWO). EWOs always act in a supporting role and court proceedings to prosecute parents/carers for poor or non-attendance are always as a last resort. Parents/Carers are encouraged to contact the school EWO if they feel they need independent advice on school attendance matters.

4.6   Schools will keep parents/carers informed of CYP's attendance and provide updates on Attendance Procedures at least termly.

5.   Registration

5.1   The school maintains an attendance register and uses this to record each CYP's attendance at the start of the school day and again in the afternoon. Details of start and end times for registration are contained within the appendix.

5.2   The register is marked using the national statutory attendance and absence codes which can be found in the DfE Attendance Guidance.

6.   Punctuality

6.1.1   CYP must attend on time to be given a mark for that session unless the lateness is unavoidable (e.g., late bus or medical appointment). Parents/carers are expected to ensure that CYP are on time for registration.

6.1.2   There may be cases where CYP arrive late to school, miss registration and parents/carers subsequently receive an absence message. Parents/carers must contact school if a CYP has been sent to school but then receive an absence message.

   i. CYP arriving after the register/school has opened will be marked as late.

ii. CYP arriving after registration has closed (half an hour after the register has opened) will be marked as absent/late after registration has closed.

iii. A consequence for lateness may be issued in line with the Trust's Behaviour [...] Policy.

6.1.3 In Secondary schools (including specialist) it is important that CYP move from lesson to lesson quickly to reduce disruption and maximise learning time for each subject. Schools may operate a Punctuality Watch List and CYP who are persistently late to lessons throughout the day will be monitored closely. They may be issued a sanction in accordance with the Trust's Behaviour [...] Policy.

7. Procedures

Schools within the Trust apply the following procedures in deciding how to deal with individual absences:

7.1 Illness and other legitimate reasons

7.1.1 Any CYP who is absent from the school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on his/her behalf can authorise absence. If there is no known reason for the absence at registration, the absence must be recorded in the first instance as unauthorised.

7.1.2 The coding for any absences will be in accordance with the guidance provided by the Department for Education.

7.1.3 If a CYP is unfit for school, parents/carers are asked to contact the school on each day of absence no later than 9.00 am. Other reasons for absence must be discussed with the school attendance officer on a case-by-case basis; notes will not necessarily be accepted as providing a valid reason for absence.

7.1.4 It is not appropriate for schools to authorise absences for shopping, looking after younger CYP, day trips, hairdresser appointments etc. Leave of Absence may be granted in an emergency (e.g., bereavement) or for medical appointments which take place during school time. Where a leave of absence is granted, the school will determine the number of

days a CYP can be absent from school. A leave of absence is granted entirely at the Headteacher's discretion.

7.1.5   Medical, dental and other essential appointments for a CYP should take place outside of school hours where this is reasonably possible.

7.1.6   Where an appointment must take place during school time, the CYP should attend the school for as much of the day as possible and as much prior notice as possible should be given to the school.

7.1.7   Schools may choose to operate a 48-hour rule for sickness, in these cases, this will be made clear to parents/carers.

7.1.8   We may ask that CYP bring a written note, signed by the parent/carer, for each period of absence. In exceptional circumstances, further proof of a CYP's illness such as evidence of a prescription or appointment card may be requested. If satisfactory evidence is not provided, the absence may be marked as unauthorised. In very exceptional cases the EWO may ask for a written Doctor's note.

7.1.9   Parents/carers are required to inform the school of the reasons for a CYP's absence. It is up to school if any absence is authorised and simply stating 'not in' or 'unwell' gives us insufficient information to make an informed decision, and it may therefore be recorded as unauthorised.

7.1.10 Notes of telephone calls received, and written notes received from parents/carers explaining absence mut be kept electronically on Arbor.

7.2   **Absence without explanation**

7.2.1   If a CYP is absent at morning registration, and the school has not received an explanation, the school attendance officer will contact the parent/carer by either text, telephone, or email.

7.2.2   In all cases, it is the responsibility of parents/carers to ensure that CYP attends school, that emergency contact details are kept updated and that school is aware of an absence.

7.2.3   Failure to provide a reason for absence will be investigated by the local attendance officer, or EWO and this may include conducting a Home Visit.

7.3   **Holidays**

7.3.1   **Our schools are pro-active in discouraging parents/carers from taking CYP out of school for holidays during term time. We consider this action inappropriate and harmful to the education of the CYP. Parents/ carers should make every effort to avoid taking CYP out of education for holidays or other extended leave during term time. Taking CYP out of school without authorisation from the Headteacher could result in parents/carers receiving a Truancy Penalty Notice (see 8.1.3).**

7.3.2   Schools may grant permission for a CYP to be absent from school in the circumstances described in paragraph 37 of the DfE Attendance Guidance.

7.3.3   Headteachers are only allowed to authorise Leave of Absence when an application has been made more than two weeks in advance. An application form can be requested from the school attendance officer. The Headteacher will consider:

- Any exceptional circumstances

- If it is highly unlikely that the event will occur again in a CYP's school life.

7.3.4   Headteachers may co-ordinate absence requests where siblings are at different schools. The school Absence Request Form details the schools who collaborate in this area.

7.3.5   School attendance officers will actively investigate any absence where there is a suspicion that a CYP might be absent without good reason. This may include conducting a home visit or requesting support from the EWO and this may include a request to issue a Fixed Penalty Notice (See **8.1.3**).

7.4   **Religious observance**

7.4.1   We recognise that CYP of certain faiths may need to participate in days of religious observance. This needs to be agreed and authorised by the Headteacher.

7.5   **Study Leave**

7.5.1   Schools may grant leave of absence for CYP to study for public examinations if the leave has been agreed in advance with a parent whom the young person normally lives with (or the CYP if they will be over compulsory school age by the time of the absence).

7.5.2   Study Leave will not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision will be made for those CYP who want to continue to come into school to revise.

7.5.3   Where a school decides to grant study leave to CYP the form at appendix 2 must be completed and shared with the School's Executive Link before the period of Study Leave commences.

7.6   Truancy

7.6.1   Truancy from school is treated as a serious issue and will always be communicated to parents/carers. Following truancy, a CYP will be monitored to ensure good patterns of attendance are re-established. A consequence may be issued in line with the Trust's Behaviour [...] Policy.

7.6.2   School attendance officers will make every effort to contact parents/carers if it is discovered that a CYP has gone missing from school. For us to do this, it is the responsibility of parents/carers to ensure that contact details, including emergency contacts, are updated regularly.

7.6.3   Schools will not automatically report missing CYP to the Police, this responsibility rests with parents/carers. However, if there are overriding safeguarding concerns, and school has not been able to contact parents/carers, the following agencies may be contacted:

- Social Services

- Police

7.7   Attendance monitoring

7.7.1   School attendance officers monitor CYP's attendance on a regular basis and will contact parents/carers if attendance is causing concern.

7.7.2   The EWO monitors attendance closely, meeting with pastoral staff and the school attendance officer to identify poor pattens of attendance. If a pattern of attendance gives cause for concern the EWO will contact the parent/carer. They will seek to listen and understand barriers to attendance and agree how all partners can work together to resolve them. If non-attendance continues, and following receipt of a Final Warning, the Local Authority may issue or Fixed Penalty Notice of £80 per parent per CYP. Alternatively, the Local Authority may decide to prosecute. Any CYP who is absent without an explanation for ten consecutive days will be notified to the relevant Local Authority, by submitting a referral to the EWO.

7.7.3   *"Failure to ensure a child's regular attendance at the school at which he/she is a registered pupil is a criminal offence under the Education Act 1996. If convicted under Section 444 (1) of the Act a parent can be fined up to £1000 for each offence. A conviction under Section 444 (1a) – which is the more serious offence when a parent knowingly allows a child to be absent from school without authorisation – can lead to a fine of up to £2,500 and/or 3 months in prison. If a parent is prosecuted under Section 444 (1a) he/she will be formally cautioned and interviewed under the Police and Criminal Evidence (PACE) Act 1984."*

7.7.4   CYP will be informed of their attendance, and how the school views their attendance, by their tutor.

Secondary Schools	**Primary Schools**
100% - Gold	100% Gold
98% plus – Silver	98% plus – Silver
96% plus – Bronze	97% plus - Bronze
Below 96% - Amber	Below 97% - Amber
Below 90% - Red	Below 90% - Red

7.7.5   School will inform parents/carers of any attendance concerns by letter. Letters of concern may be sent in the following circumstances:

i.   Attendance has fallen below 97% in primary schools and 96% in secondary schools.

ii. Attendance does not improve following the sending of a letter of concern.

iii. A particular pattern of attendance is giving cause for concern.

iv. Schools do not receive reasons for absence, a response to attendance letters, or there are overriding welfare, health, or safeguarding concerns.

v.   The EWO may contact parents/carers as follows:

o   Autumn Term – attendance falls below 91%

o   Spring Term – attendance has fallen below 92%

o   Summer Term – attendance has fallen below 93%

7.7.6   The EWO may contact parents/carers if they are concerned about a pattern of attendance, regardless of the CYP's attendance percentage.

7.7.7 Parents/carers may be invited into school to discuss attendance and progress with a member of staff. Alternatively, the EWO may request to meet with parents/carers. At this meeting, an Action Plan is agreed to support CYP to return to school full time and the EWO will outline the legal implications of further absence from school.

7.7.8 Incentives

The school endeavours to improve the attendance of all CYP. Where appropriate a particular cohort may be targeted with further specific intervention. Excellent attendance will normally be rewarded through the school's rewards programme.

7.7.9 Elective Home Education

If schools receive written notification from parents/carers that they wish to home educate CYP, we will inform the Local Authority of the decision to remove their name from the school roll. We will not seek to prevent parents/carers from choosing to home educate CYP, neither will we seek to encourage them to do so as a way of avoiding exclusion or due to poor attendance.

8. Addressing poor attendance and punctuality

8.1.1 Our schools will use data to target attendance improvement efforts to the CYP or groups of CYP who need it. We will:

i. monitor and analyse weekly attendance patterns, proactively using data to identify CYP at risk of poor attendance

ii. identify CYP who need support using the Learning for Life Framework

iii. conduct thorough analysis of half-termly, termly and full year data to identify patterns and trends

iv. benchmark school attendance data at each level against local, regional and national level

v. work closely with the Education Welfare Officer to identify poor pattens of attendance

vi. hold regular meetings with the parents/carers of CYP who the school and/or local authority consider to be vulnerable

8.1.2   In cases where the school has been unable to establish a clear reason for absence and/or has welfare concerns about the CYP, a home welfare check may be carried out.

8.1.3   Where parents/carers have failed to ensure that a CYP of compulsory school age is regularly attending the school and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days, £160 if paid within 28 days) imposed on parents/carers which is intended to change behaviour without the need for criminal prosecution.

9.   A Welcome Back

It is important that on return from an absence, all CYP are made to feel welcome. This must include ensuring that the CYP receive help to catch up on missed work and is updated on any information which has been passed to other CYP.

10.   Safeguarding

10.1.1   Attendance is an important element of safeguarding and schools should put in place appropriate safeguarding responses for CYP who go missing from education, particularly on repeat occasions.

10.1.2   Being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation. (Source: Keeping Children Safe in Education, 2024 (KCSIE))

10.1.3   Emergency contact numbers should be provided and updated by the parent with whom the CYP normally resides. Schools should hold more than one contact number; this goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a CYP is missing school and is also identified as a welfare and/or safeguarding concern.

10.1.4   Schools must always follow-up any absences to ensure that the proper safeguarding action is taken. DSLs should check the absence list on a daily basis to ensure that appropriate follow-up action can be taken where required.

11. Children & Young People with medical conditions or special educational needs and disabilities

Some CYP face greater barriers to attendance than their peers. These can include CYP who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other CYP and therefore the attendance ambition for these CYP should be the same as they are for any other CYP. That said, in working with their parents/carers to improve attendance, schools should be mindful of the barriers these CYP face and make reasonable adjustments or put additional support in place where necessary to help them access their full-time education. Please refer to the Trust's Supporting Children with Medical Conditions Policy for further information.

12. School specific procedures

It is recognised that all Trust schools have their own distinctive character, and that their registration procedures may differ from school to school. However, the principles of this policy will be applied equally across all Trust schools and all schools will issue an addendum to this policy outlining school specific procedures. School specific procedures can be found under Appendix 1.

13. Monitoring Arrangements

13.1.1 Each schools' Senior Leadership Team conducts a thorough analysis of attendance half-termly, termly, and full year data to identify patterns and trends. This will include analysis of CYP and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.

13.1.2 The Attendance Officer will liaise with the Trust Executive Lead to report attendance analysis across the Trust. They will review the Trust's systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

13.1.3 Headteachers will keep their LGBs regularly informed of attendance data and trends.

13.1.4 This policy will be reviewed by the Trust's Attendance Officer and Executive Board annually. At every review, the policy will be shared with the LGB.

14. Appendix 1 - School Attendance Procedures

Attendance & Punctuality Expectations

Regular attendance means a child & young person (also used for children and young people: CYP) can make the most of their education, improving their chances in adult life. School gives a CYP a wide range of experiences in the form of academic lessons, educational trips and clubs. The more a CYP attends school, the more they increase their opportunity to 'be the best they can be'. School can also help a CYP's social skills, such as making and keeping friendships. A regular and punctual attendance pattern will help a CYP when they enter the world of work.

School starts at 8:40 am and ends at 3:15pm.
Morning Registration is between 8.40am and 8:45am.
Afternoon Registration is between 1.00pm and 1.05pm.

Nursery starts at 9:00 am and ends at 3:00pm.
Morning Registration is between 9:00am and 9:05am.
Afternoon Registration is between 12.00pm and 12.05pm.

Leave of Absence

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. At Longlands Primary School and Nursery, the Headteacher is the person authorised to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.
Leave of absence shall not be granted unless:

- a request for leave has been made in advance, by a parent with whom the CYP normally resides, and
- the Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to the request.

Reporting Unexpected Absences

It is the parent/carer's responsibility:

- to notify the school of, and explain, the CYP's absence, on the first day of absence and each subsequent day of absence, before 9:15am or as soon as possible. Parents/carers can report an absence by telephoning the school office. They should also say when the CYP is likely to return to school. If no reason for absence is received, a member of school staff will contact you, usually by telephone. If there is no response, the absence will be recorded as unauthorised.
- to provide medical evidence, where possible, on the CYP's return to school. This may be required if the CYP's attendance falls below 91%.

- to ensure that, as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents/carers are expected to provide evidence of the appointment in advance, and the CYP should attend school before/after the appointment.
- to liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

Parents/carers of CYP for whom we do not know the reason for absence will be contacted after 9:15am.

Contact details: The school office Telephone: 01630 652312 Email: admin@lon.mmat.co.uk

Senior Leader responsible for the Strategic approach to attendance in school

Lisa Millington, Headteacher –Telephone: 01630 652312 Email:admin@lon.mmat.co.uk

Attendance support

If you are worried about a CYP's attendance or a CYP is worried about something, school will be happy to help. Please contact school or speak to the CYP's class teacher. We will arrange a meeting to discuss what support can be offered. This may include support with morning routines, helping you or the CYP with any worries or discussing support from the Education Welfare Officer.

Process for following up unexplained absence

Longlands Primary School operates a First Day calling process. This means that, if the CYP is absent from school and the school has not received a message about this, a member of the administration team will phone you so that you are able to explain the absence. Where there are the options to do so, we will leave voicemail messages.

We will continue to call until we get an answer. If we do not receive a reply from anyone on the contact list for the CYP, we may need to contact any additional agencies involved, or make a home visit.

Where we cannot get an answer, we may need to refer to the Education Welfare Officer or Children's Services to request that they make a welfare call.

If the CYP does not attend school regularly, you will be contacted by the school to discuss any concerns they may have about the CYP's attendance and to offer support. You may be invited to an Attendance Support Meeting at the school.

Role of the Education Welfare Officer

- To investigate absence which exceeds more than 10%, and to hold meetings with

these parents as required.

- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 3 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure the CYP attends school.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Welfare Officer.
- To report accurate whole-school and individual attendance data when required.

Celebrating good attendance

At the end of each academic year, there will be an attendance celebration event where CYP will receive certificates for good attendance.

Longlands School's strategy for reducing Persistent Absence

- School will review CYPs' attendance during attendance meetings with the Education Welfare Officer.
- Longlands will start with early intervention for any CYP whose attendance is declining, before it reaches the Persistent Absence threshold.
- School will inform parents/carers of any concerns around attendance and/or punctuality and teachers will work with parents to design bespoke interventions for CYP who are regularly late, have problems coming into class at drop-off or who are persistently absent. This may include building relationships with other CYP in school to help build confidence through positive friendships.
- At Longlands, we are aware that CYP absenteeism can be a sign of other challenges that the family may be facing. School will offer pastoral support and suggest support strategies.
- Where families would benefit from additional support, school can make referrals to external agencies. If you are struggling with attendance, please contact the school office or speak to the class teacher and we will arrange a meeting to discuss support.

Other sources of help

- Education Welfare Service

  0345 678 9063

- Citizens Advice

  https://www.cabshropshire.org.uk/

- Shropshire SEND Local Offer

  The SEND local offer is a single place for information, services, and resources for children and young people aged 0-25 with special educational needs and / or disabilities, their families, and the practitioners who support them.
  https://shropshire.gov.uk/the-send-local-offer/

- Family Doctor

- Shropshire Early Help
  Early help means taking action to support a child, young person or their family as soon as a problem emerges.
  https://shropshire.gov.uk/early-help/

- Shropshire Information Advice and Support Service

  We provide information, advice and support to parents and carers of children aged 0 to 25, and young people aged 16 to 25 who have, or may have, special educational needs or disabilities (SEND).
  https://www.cabshropshire.org.uk/shropshire-iass/

15. Appendix 2 – Study Leave / Leave of Absence Form

Name of learner	
Wave for the learner	
Attainment	
Is the learner reaching or above target? Give details	
What study materials and support has been put in place for the learner?	
Safeguarding	
Is the learner Looked After? If yes, have the DT for P/CLA and the Virtual School been consulted and what are their recommendations? Give details	
Are there any safeguarding concerns? If yes, has the DSL been consulted and what are their recommendations? Give details	
Is there Social Work involvement (Child in Need, Child Protection, Child Looked After) and if yes, have they been consulted and what are their recommendations? Give details	
Are there any CSE or CCE risks for this CYP? If yes, how do you intend to mitigate this risk? Has a referral been made to the CE Team, and what were their recommendations? Give details	

Is there any involvement with the police? If yes, what risks are there in the community and how are these being mitigated. Give details		
If **yes** to any of this section – please explain how the decision to grant leave of absence has been reached. Ensure a copy of a <u>Reduced Timetable and the associated Risk Assessment</u> are included.		
What arrangements have been made for safe and well checks with the CYP for safeguarding reasons? Give details		
Evidence		
Please attach evidence of:	Yes	No
• Leave of absence agreed in advance with a parent the pupil normally lives with.		
• That the parent has had their rights made clear in gaining this agreement.		
• Parent understands that they can remove their agreement at a future date.		
• The CYP being asked if they would prefer to come to school to study.		
• The CYP being aware of the provision		
• in place for them if the student wishes to come to school to revise.		
• Details of this provision		

Sign off		
This decision has been made on a one-to-one basis with		
• An understanding that leave of absence should be used sparingly.		
• An understanding of the impact on attendance figures in granting this leave of absence.		
Role: *(Overseeing request)*	Designated Safeguarding Lead or Designated Teacher for P/CLA *(Delete as applicable)*	Headteacher
Name:	Name:	Name:
Signed:	Signed:	Signed:
Date:	Date:	Date: