## ATTENDANCE POLICY
### 2018 - 2019

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<table>
<thead>
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<tbody>
<tr>
<td>Committee with oversight for this Policy</td>
<td>Safeguarding</td>
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<tr>
<td>Policy last reviewed by the Committee</td>
<td>Autumn 2018</td>
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<tr>
<td>Policy ratified and adopted by Full Governing Body</td>
<td>Autumn 2018</td>
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<tr>
<td>Review frequency</td>
<td>2 years</td>
</tr>
<tr>
<td>Policy due for review</td>
<td>Autumn 2020</td>
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</table>
Yew Tree Primary School Pupil Attendance Policy

Introduction

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available. Regular, punctual attendance is valued and positively encouraged for all of our pupils.

Aims

- To improve the overall attendance of children at school.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at school on time.
- To make attendance a priority for all those associated with the school, including parents, pupils, teachers and governors.

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;
- 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

Legislative Framework

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.

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

At Yew Tree Primary School we expect all children to achieve attendance that is at least 96%.

- **Excellent. Accessing all learning opportunities**
- **Good. Very few learning opportunities missed**
- **Risk of Under achievement**
  - Up to 10 school days absent in an academic year
- **Risk of Under achievement**
  - Up to 15 school days absent in an academic year
- **Severe risk of underachievement**
  - Up to 19 school days absent in an academic year
- **Extreme risk of underachievement**
  - Pupil is persistently absent
  - Upwards of 22 school days absent in an academic year

**Attendance Partnership Expectations**

We expect the following from all of our pupils:

- To attend school regularly;
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To tell 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.

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;
- Follow up support if needed.

Roles and Responsibilities for attendance

- The School has named senior members of staff, R Russell (Headteacher) and R Bloomfield (Deputy Headteacher), with responsibility for attendance issues, who are also the named safeguarding leads in school.
- To support us to secure good attendance for our pupils, to address concerns regarding any child's poor school attendance and punctuality we are working with Central School Attendance and Welfare Service Ltd (CSAWS).
- Your child may be referred to a CSAWS Attendance and Welfare Officer if their attendance and punctuality is causing concerns. They will then contact you by phone, letter or home visit to discuss the schools concerns and how attendance and punctuality can be improved.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues in school. See Appendix 1 for a detailed breakdown of these roles and responsibilities.
- Attendance matters are reviewed by the Headteacher and Deputy Headteacher.
- Attendance issues are reported at least termly to the Governing body.
Procedures

We will follow the following process for rewarding attendance and addressing attendance concerns of all pupils.

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.
Absence

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

At 9.10 am school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will contact parents to ascertain a reason for the child absence from school where no contact has been made by a parent.

If staff are concerned about a child’s absence or there is no response to they will follow the process in detailed in Appendix 2. This includes telephone calls to parents, other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2018)

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 2018) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their 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 addition
services in order to provide appropriate support to pupils, particularly for long term illness.

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

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 prior to the day of the appointment (or on return to school in the case of emergency appointments)

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.

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 3) 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 3). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Head teacher.

- If the Head teacher deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer.

- 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.

- 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 pupils 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.

1.1 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.

![Graph showing days lost due to lateness](image)

(Over one academic year)

Children must arrive on time to be given a present mark

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

School registration will close at 9.10 am

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

**Attendance, Safeguarding and Children Missing 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 missing 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).

For further information see CME pathway (appendix 6)

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

**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 Yew Tree 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 Yew Tree 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 head teacher 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 head teacher [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.

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.
## YEW TREE PRIMARY SCHOOL
### Roles and Responsibilities for School Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Governor Representation | Schools Governors     | • Ensure compliance with relevant legislation (e.g., pupil registration, attendance registers)  
  • Setting Attendance targets  
  • Reviewing school attendance  
  • Agreeing and Reviewing School Policy  
  • Chairing attendance panels |
| R Russell             | Head Teacher          | • Compliance with relevant legislation  
  • Putting into practice school policy  
  • Authorising/authorising absences  
  • Leave of absence request  
  • Line management  
  • Contact with parents: overview of clear and escalating interventions  
  • Responsibility for links with Education Enforcement Team  
  • Attendance at attendance panels |
| R Bloomfield          | Deputy Headteacher /Attendance lead | • Compliance with relevant legislation  
  • Putting into practice school policy  
  • Line management  
  • Contact with parents  
  • Overview of clear and escalating interventions  
  • Recording and evaluation of interventions  
  • Data analysis  
  • Responsibility for links with Education Enforcement Team  
  • Data analysis  
  • Promoting school attendance  
  • Management of reward scheme  
  • Pupil Profiles  
  • Planning attendance panels |
| Class Teachers        | Class Teachers        | • Marking registers  
  • Promoting importance of regular school attendance  
  • Providing early warning of attendance concerns  
  • Positive role modelling  
  • Following policy and procedures |
| S King                | School Office         | • Maintaining registers  
  • First day calling  
  • Late arrivals  
  • Attendance targeting  
    - Process for clearing registers  
    - Day to day responsibility for escalating approach |
School Absence Procedure

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

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

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

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

First day call made for all children where reason unknown
Calling completed where no reason known/inadequate reason
Vulnerable list children identified and Social worker/relevant lead professional notified

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

Referral to CSAWS for home visits to be considered for:
Vulnerable pupils
Pupils where school have made an assessment there are potential concerns re safety
Pupils with less than 90\% attendance 3\textsuperscript{rd} day absence no contact.

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

<table>
<thead>
<tr>
<th>Name of Pupil</th>
<th>Class</th>
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<tr>
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</table>

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 eg medical/letter from your employer)

……………………………………………………………………………………………..
……………………………………………………………………………………………..
……………………………………………………………………………………………..
……………………………………………………………………………………………..

Address……………………………………………………………………………………

Leave of absence from date:…………….……………. to date ……………….…………
Number of schools days that your child will be absent from school …………………..

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

| Name of Parent/Carer | |
|……………………………………………………… | |

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.

**For School Use:**

<table>
<thead>
<tr>
<th>Previous requests for leave of absence</th>
<th>Yes / No</th>
<th>Attendance ……… %</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evidence provided for exceptional circumstance</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Arrange to meet with Parent/Carer</th>
<th>Yes / No</th>
<th>Date &amp; time …………….......</th>
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<table>
<thead>
<tr>
<th>Authorised</th>
<th>By Headteacher</th>
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<tr>
<td>authorised</td>
<td></td>
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</tbody>
</table>

By Headteacher
Authorised Exceptional Leave of Absence Standard Letter to Applicant

(Full Name of parent applying for the LOA)
(Full Address)

Dear (Individual Parent),

NAME (DOB )
Dates applied for:

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

I write to confirm that on this occasion I am able to authorise your child’s leave of absence due to the exceptional circumstances that you have outlined.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and from the evidence provided that the absence is unavoidable. The absence will therefore be marked as authorised in the attendance register.

Yours sincerely

Headteacher

cc Class Teacher/File
Authorised Exceptional Leave of Absence Standard Letter to Additional Parent

(Full Name of additional parent)  
(Full Address)

Dear (Individual Parent),

NAME __________ (DOB __________)  
Dates applied for:

We have received a leave of absence request form from (name of parent that applied) in respect of the above child.

I write to confirm that on this occasion I am able to authorise your child’s leave of absence due to the exceptional circumstances that have been outlined.

Requests for leave of absence are never taken lightly and in making this decision I have accepted the reason and from the evidence provided that the absence is unavoidable. The absence will therefore be marked as authorised in the attendance register.

Yours sincerely

Headteacher

cc  Class Teacher/File
Dear [Individual Parent],

NAME __________________ (DOB ______)
Dates applied for:

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)’s absence of (No. of 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

Unauthorised Leave of Absence Standard Letter to Additional Parent

(Full Name of other parent)
(Full Address)

Dear (Individual Parent),

NAME ___________________ (DOB ___)

Dates applied for:

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

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)'s absence of (number of 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
## ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>MEANING</th>
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<tbody>
<tr>
<td>/</td>
<td>Present (AM)</td>
<td>Present</td>
</tr>
<tr>
<td>\</td>
<td>Present (PM)</td>
<td>Present</td>
</tr>
<tr>
<td>B</td>
<td>Educated off site (NOT Dual registration)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>C</td>
<td>Other Authorised Circumstances (not covered by another appropriate code/description)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>D</td>
<td>Dual registration (i.e. pupil attending other establishment)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>G</td>
<td>Family holiday (NOT agreed or days in excess of agreement)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>H</td>
<td>Family holiday (agreed)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>I</td>
<td>Illness (NOT medical or dental etc. appointments)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>L</td>
<td>Late (before registers closed)</td>
<td>Present</td>
</tr>
<tr>
<td>M</td>
<td>Medical/Dental appointments</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided for absence</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>O</td>
<td>Unauthorised absence (not covered by any other code/description)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>P</td>
<td>Approved sporting activity</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>S</td>
<td>Study leave</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>T</td>
<td>Traveller absence</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>U</td>
<td>Late (after registers closed)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>W</td>
<td>Work experience</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>X</td>
<td>Non-compulsory school age absence</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>Y</td>
<td>Enforced closure</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>Z</td>
<td>Pupil not yet on roll</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>#</td>
<td>School closed to pupils</td>
<td>Not counted in possible attendances</td>
</tr>
</tbody>
</table>
Appendix 6

Children missing from education pathway

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

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

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 in their area.

All education providers should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children’s Social Work are engaged with the child or family

School Requirements

The law requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014)

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from
education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work.

It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

Involving other agencies and signposting:

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school’s permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Email: educationwelfare@solihull.gov.uk or telephone 0121 779 1737.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Solihull Children’s Services:
MASH (0121) 788 4333
Out of Hours (EDT) (0121) 605 6060

Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care
http://solihulllscb.proceduresonline.com/chapters/p_ch_missing.html

Solihull MBC LSCB procedures for Children Missing Education
http://solihulllscb.proceduresonline.com/chapters/p_safeguard_educ.html

If the school do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

School Action: (1) Email address childrenmissingeducation@solihull.gov.uk
Telephone: 0121 704 6145
(2) Complete CME notification form
https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx
Appendix 8

Processes for rewarding good and improved attendance
Positively Promoting School attendance

- School has a display board that promotes the importance of school attendance with parents.

- School uses class and whole school displays to promote attendance with pupils.

- School assemblies are used to promote the importance of school attendance.

- Classes have attendance targets to work towards.

- Good class attendance is rewarded weekly through a class award (SAM bear and Reggie Bear)

- Good class attendance is rewarded termly.

- Individual pupil attendance is rewarded termly for children with 96% and higher attendance.

- Good attendance is recognised in the pupil’s school report.

- Good attendance is recognised with parents through regular letters home.

- Improved attendance is recognised

- Individual rewards

- Letters sent home to parent