St. Peters Catholic School

ATTENDANCE POLICY

SCHOOL ETHOS

St. Peter's School is a Christian community whose life is centred on the values of the Gospels and the teachings of the Catholic faith. St. Peter's School aims to educate its pupils in a Catholic atmosphere so that they are enabled to value life long learning and relate the Gospel message to everyday life and work. Together the Church, parents and teachers seek to realise the development of the young person as a whole person – body, soul, mind and spirit. The School exists to enable the pupils not simply to grow in their own faith but to help them to be able to take their place in the world as mature Christians. We aim, as a truly Catholic school, to help young people develop a global attitude so that they can see themselves, and play their part, as citizens of the world.

Attending school every day will give children their best chance of achieving their potential by:

1. being healthy

2. staying safe

3. engaging, developing and progressing

4. making a positive contribution to the community

Legal requirement

Regular and punctual attendance of pupils at schools is, under section 444 of the Education Act 1996, a legal requirement. Parents/carers are responsible for ensuring that any child of compulsory school age receives full-time education. The Education Act 1996 states **'If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, the parent is guilty of an offence.'**

At St. Peter's we work within the guidelines on attendance laid down by Solihull Local Authority, supporting a range of strategies used by the Education Welfare Service that include penalty notices where appropriate.

The roles and responsibilities for school attendance are in Appendix 1.

THE SCHOOL'S EXPECTATIONS FOR ATTENDANCE

St Peter's sets all children the challenging target to be in school all day every day, thus having 100% attendance in order to achieve their maximum potential academically and get the most out of what the school has to offer. The minimum attendance target set for all pupils is 95%. Some pupils are given an individual target, based on improving his / her percentage attendance.

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.

Children missing from education pathway – see appendix 2.

As it is no longer lawful for pupils to be granted holidays from school during school term time, the Headteacher will not be able to grant such requests. However, the Headteacher can consider requests made by parents in advance for leave of absence from school for pupils but only in what may be considered "exceptional circumstances". Should parents/carers believe that their request falls into this rare category of 'exceptional circumstance' this must be made in writing to school with at least two weeks notice.

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 5 working days. 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 absence for exceptional circumstances, they should complete the Absence Request Form which can be obtained from the school office. There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Headteacher or Senior Leader responsible for attendance
- Where the head teacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence or the pupils attendance record, they may use the absence leave calculator.
- If the Headteacher 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, the leave of absence will not be authorised. A letter informing parents of this decision and

warning of the legal implications of the absence being taken will be sent to each parent for each child.

- If, once notified in writing of the decision to not authorise the Leave of Absence, but the absence is taken, it will be marked as an unauthorised absence on the pupil's register. If the trigger of 10 unauthorised absences (sessions) is met then the absences will be referred immediately to the Education Welfare Officer for consideration and could result in the issue of a fixed penalty notice.

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

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

School has procedures in place to resolve unexplained absences within two weeks.

Attendance registers may be kept manually or electronically.

School complies with and uses the DFE compulsory national attendance codes

The Education (Pupil Registration) Regulations 1995 state that where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register.

Absence

Parents should report a child's absence from School by telephone on the first day of absence and maintain contact throughout the absence. When returning to School after absence, pupils must bring a note to their Form Tutor, dated and signed by a parent/carer. The Form Tutor will pass the given information on to the school's Attendance Officer.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
****	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity

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

The types of scenario's when medical evidence may be requested include:

- Attendance is less than 90%
- 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

Other reasons for absences:

Other reasons for absence must be discussed with the school each time, 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.

Examples of authorised absence may include, days of religious observance, Illness, and medical appointments.

Parents are advised to make appointments for dentist/doctor or optician outside of school hours where possible.

Parents can support regaular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents evenings and other events.
- Contacting the school to discuss any concerns regarding thier child's attendance.
- Working partnership with the school to resolve any issues that are impacting on their child's attendance.

Lateness

Children must attend on time to be given a present mark for the session.

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 09:30am.

MONITORING OF ATTENDANCE

The school has an electronic registration system, Pars.net. Registers are taken by staff at the start of each period/registration/assembly. Registers taken at registration and Period 5 are a legal requirement. Lateness is also recorded for each period.
The school has a full-time Attendance Officer who is responsible for the administration of the school's attendance system. The Lead Tutor for each Year Group works closely with the Attendance Officer to ensure that any attendance concerns are dealt with swiftly and effectively, and the Senior Leader with responsibility for attendance oversees this process.

The parents/carers of students who have been marked absent for form time and Period 1 and for whom no reason has been given by 9.30am, will be notified by text message that their child has not been marked present for school and will be asked to contact the school immediately. The Attendance Officer has a list of students who need to be contacted immediately where there is non-attendance. This is compiled in conjunction with the Lead Tutors and includes any child who is a Persistent Absentee (PA), receives Pupil Premium or Child in Need.

Lead Tutors have a regular meeting within the Pastoral Team whereby children requiring further action are identified. All attendance below 90% is investigated and other areas of concern are discussed. The Senior Leader with responsibility for attendance, will work with outside support, including the Early Help Service and

Education Welfare, to arrange external support. Children who have had more than 19 days absence and so will have an annual attendance percentage of below 90% (PAs) have intervention strategies put in place, these are detailed in the 'Attendance Profile 'which is completed for each PA. This might lead to requests for home visits and/or meetings with parents in school as well as the support of external agencies. Appendix 4.

In order to maintain standards of attendance, St Peter's will implement the following interventions at each stage to improve attendance.

	Autumn Term		Spring Term		Summer Term	
3 Days	Contact 1					
6 Days	Letter 1	Contact 1				
9 Days	Letter 2 Parental Meeting with Lead Tutor	Letter 1	Contact 1			
12 Days	Letter 3 Medical Evidence	Letter 2 Parental Meeting with Lead Tutor	Letter 1	Contact 1		
15 Days	Letter 4 Pre-Legal	Letter 3 Medical Evidence	Letter 2 Parental Meeting with Lead Tutor	Letter 1	Contact 1	
18 Days	External Agencies	Letter 4 Pre-Legal	Letter 3 Medical Evidence	Letter 2 Parental Meeting with Lead Tutor	Letter 1	Contact 1
21 Days	Legal Action	External Agencies	Letter 4 Pre-Legal	Letter 4 Medical Evidence	Letter 2 Parental Meeting with Lead Tutor	Letter 1
24 Days		Legal Action	External Agencies	Letter 4 Pre-Legal	Letter 3 Medical Evidence	Letter 2 Parental Meeting with Lead Tutor
27 Days			Legal Action	External Agencies	Letter 4 Pre-Legal	Letter 3 Medical Evidence
30 Days				Legal Action	External Agencies	Letter 4 Pre-Legal

Attendance Profiles are completed for all children at 19 Days Absence with details of actions to date and planned in line with the above table, generally in the cells written in red.

The school will always defer to medical professionals whose advice will be paramount within the system.

Students are at risk of becoming a PA if they have the following amount of time off within each half term;

3 days by the end of the first half-term (October)

6 days by the end of the second half-term (December)

9 Days by the end of the third half-term (February)

12 days by the end of the fourth half-term (April)

15 days by the end of the fifth half-term (May)

19 days by the end of the sixth half-term (July)

The school works through a series of procedures to ensure consistency and fairness across year groups but Lead Tutors will work to ensure a personalised approach for each child.

Copies of letters for each stage and exemplar attendance profiles are provided in the Appendices.

Form Tutors have a responsibility to support children regarding attendance and punctuality. Form tutors in particular should identify students whose attendance falls below 95% to and provide support in collaboration with the Lead Tutors to try to ensure it does not reach 90% or below.

Lead Tutors are responsible for co-ordinating the tracking of attendance and implementing each stage of the process.

A Senior Leader has particular responsibility for the overall monitoring of attendance and liaises with external agencies to co-ordinate and track attendance.

Where reasons for absence have not been given by parents/carers, the Attendance Officer will make every effort to contact parents/careers by telephone, text or email. This may be followed up by a letter at key trigger points. Lead Tutors may contact parents/carers where appropriate.

MONITORING OF PUNCTUALITY

Pupils should be punctual to registration and lessons. Students should be outside their form room, or in the canteen on Assembly day at 8.40am ready to begin at 8.45. Students arriving after 8.45am but before 9.05am should report to their form tutor immediately who will record them as late and in most cases they will receive a same day detention at break time.

Anyone arriving to school after registration must report directly to the Main School Office to sign in. Failure to do so will result in an unauthorised absence. Students who arrive after 9.05 and therefore miss registration completely will receive an after school detention the next day for 20 minutes. Similarly, students who are persistently arriving late can expect to receive an after school detention for one hour. The pupil will then be given a late but present mark. Pupils arriving after 9.30 a.m. should have a note giving a reason for the lateness or parents should contact the school by telephone, for example, an unplanned appointment at the doctors. They will then be marked as 'U' - an authorised absence for the morning session. Failure to provide a note will result in an unauthorised absence mark.

It is the responsibility of the student who is late to attend registration as soon as possible and to attend detentions as designated. Lead Tutors and Senior Leaders will supervise these detentions but all members of staff will support the school policy through being diligent in taking registers, recording lateness and escorting students to detentions. Whole school detentions at break time take place in Room 25.

Persistent lateness will be monitored by Lead Tutors and students who fall above the school target of 3% lateness.

AM/PM	Within each term
9 Lates	1 Hour Detention with Lead Tutor
12 Lates	Letter 1 Sent to Parents
15 Lates	A further detention with Lead Tutor
18 Lates	Letter 2 Sent to Parents
21 Lates	Parental Meeting
24 Lates	Detention with SLT
27 Lates	Letter 3 – Pre-Legal Letter
30 Lates	Referral to External Agency

If a child is late to school more than 20 times then the Lead Tutor will create a Punctuality Profile as an evidence trail of actions taken, reasons for lateness and a record of those involved and their interventions.

Student Responsibilities

Students are responsible for making sure that their attendance and punctuality is maintained at the highest level.

- Every student is responsible for their own attendance and punctuality and must make every effort to attend school each day and arrive for form time and assembly on-time and all lessons fully equipped and ready to learn.
- Following an absence, students must bring in a note explaining the reason for their absence.
- Students who are absent have the responsibility of catching up with work that they have missed. They should make every effort to use the Student Portal to access missed work.
- Students must follow the correct procedures when arriving late to school.
- Students who are late are responsible for attending any detentions set and failure to do so will result in further school sanctions.
- Any problems with attendance should be discussed with their form tutor or Lead Tutor in the first instance.

Parent/Carer Responsibilities

As set out in law, parents are responsible for ensuring their children attend school regularly and on time.

- They should ensure students attend school each day and inform the school on the first day of absence and maintain contact with the school throughout the absence if there is a reason why they cannot attend.
- Parents would need to provide medical evidence for any absence taken by a child whose attendance is a concern after receiving a letter explaining this from the school.
- They must ensure that children are able to get to school by 8.40 each day.
- They should be aware that Persistent Absenteeism can result in legal action being taken against each parent responsible for the child.

Staff Responsibilities

All staff provide an ethos which places a high value on regular attendance and punctuality. They have a safeguarding responsibility to ensure registers are timely and accurate. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Form Tutors

- To take the register during morning registration using PARS.
- To use a paper registration sheet to communicate all absences if PARS is not available – this should be returned to the Attendance Officer.
- To ensure all students are aware of school policies pertaining to attendance and punctuality.

- To request from all students written confirmation of the reason for the absence where this has not already been provided.
- Keep the Lead Tutor informed of any signs of suspected truancy or of any possible underlying problems which might account for absences.
- To positively encourage all students and the tutor group to be aware of and engage with the reward systems related to excellent and improved attendance.

Class Teachers

- To take registers accurately for all lessons using PARS.
- To identify pupils who are absent after the start of the day.
- To send this information to the Attendance Officer.

Lead Tutors

- To encourage an ethos of excellent attendance with all students.
- To oversee the attendance of all students within the year group.
- To analyse patterns of non-attendance and address these appropriately.
- Ensure that all suspected truancy is followed up and dealt with. As a general rule, any students who truant school, would be required to make up the day/hours after school.
- To monitor individual student's attendance, completion of Attendance Profiles for students who have 19 days absence or more in a year and so become a PA.
- To meet with the Attendance Officer and Senior Leader to discuss the attendance of students in their year group and specific issues relating to this.
- To identify students in need of further support and to use appropriate referral systems.
- To place attendance and punctuality on the agenda for Year Group meetings for discussion.

Attendance Officer

- Responsibility for producing attendance data.
- Daily administration for absences and first day contact. To operate the electronic attendance software on a daily basis.
- To ensure all 'paper' registers are transferred to the electronic system after registration and by 9.30am at the latest.
- To print off list of absentees in case of emergency evacuation.
- Contact parents/carers where there is unexplained absence.
- Manage the whole school detention system for punctuality and behaviour by assigning detentions for students who are late etc.
- To provide Lead Tutors with weekly updates of attendance and punctuality.
- To manage the telephone line for attendance and transfer information onto PARS.
- Amend registers accordingly, updating details from emails for staff, contact with parents and checking Pupil Support, the St Francis Suite and Duty Pupils etc.
- Monitor and review student punctuality; generating regular reports for the Lead Tutors and Senior Leader.
- Generate letters of concern when attendance hits key percentage figures as advised by Lead Tutors.

- Generate certificates for students who achieve 100% attendance, excellent attendance (98%-99%) and good attendance (95%-97%) (half-termly, termly, annually) as well as certificates for improved attendance.
- Work with the Senior Leader with responsibility for Attendance, Educational Welfare Officer and Lead Tutors where there are concerns about student attendance/punctuality.

Senior Leader with responsibility for Attendance and Punctuality.

- Have an overview of Attendance and Punctuality across the whole school.
- Manage the interventions of the Lead Tutors and form tutors regarding attendance and punctuality. Meet with Attendance Officer and Lead Tutors regularly.
- Ensure that good attendance and punctuality are promoting and celebrated throughout the year.
- To ensure that PARS and the systems pertaining to attendance and punctuality are working effectively.
- To liaise with the Attendance Officer and ensure that attendance data is updated regularly and feedback is provided to students, parents, staff and governors on a regular basis.
- Manage the interventions of external support such as Education Welfare and the Early Help System.
- Ensure procedures are followed to sanction non-attendance and unauthorised absence.

STRATEGIES FOR MAINTAINING AND IMPROVING ATTENDANCE

Parents of pupils with poor attendance records are invited to meet with the appropriate Lead Tutor and Form Tutor where appropriate, to discuss the possible reasons behind low attendance, e.g. days or times when the data indicates frequent absences. A plan of action is discussed to bring about an improvement and a date is set to review the situation.

Re-integration: Pupil Support Room is used to aid a pupil's re-integration into school following long-term absence and can be used to support children with a variety of medical complaints and issues.

Staff have been trained in the use of electronic registration.

STRATEGIES FOR REWARDING GOOD ATTENDANCE

Good attendance is acknowledged through a reward system including termly and annual attendance certificates.

Lead Tutors operate competitions and rewards for attendance and punctuality within their year group in conjunction with rewards for behaviour and progress.

STRATEGIES FOR MAINTAINING AND IMPROVING PUNCTUALITY

Detentions will be given on the same day for lateness up to 9.05.

After school detentions will be given for lateness where registration is missed or if lateness is persistent.

HOW THIS POLICY WILL BE MONITORED AND EVALUATED

• Governors Pupil Support Committee receive regular attendance and punctuality reports.

• Termly attendance report is provided for all Governors.

• The overall policy will be reviewed annually.

Data Analysis

Attendance data is submitted to the DFE, most schools use the management information systems via the school census. This data is published by the DFE as part of the annual publication of school statistics. Analysis of data helps to identify the main causes of absence within the school and plan appropriate action to ensure all pupils attend school regularly.

- Attendance data is analysed to identify particular groups of children whose absences cause concern and to track the attendance of individual pupils.
- Attendance data is analysed attendance by year group, classes, groups of pupils for example ethnicity or gender to help identify areas of concern and attendance patterns.

Appendix 1

St. Peter's Catholic School
Roles and Responsibilities for School Attendance

Name	Role	Responsibilities
Mrs J Loughran **Mrs T Cund**	Chair and Vice Chair of Governors	• Ensure compliance with relevant legislation (eg pupil registration, attendance registers) • Setting Attendance targets • Reviewing school attendance • Agreeing and Reviewing School Policy • Chairing attendance panels
Mrs M Murphy	Head Teacher	• Compliance with relevant legislation • Putting into practice school policy • Authorising/unauthorising 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
Mr A Williams	Senior member of school staff /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
Mrs Y Houlton	Support Staff :	• First day calling • Late arrivals • Attendance targeting • Day to day responsibility for escalating approach
Mr A Williams	Class teachers	• Marking registers • Promoting importance of regular schools attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures

Mrs Y Houlton	School Office	• Maintaining registers
		• First day calling
		• Late arrivals
		• Attendance targeting
		  • Process for clearing registers
		  • Day to day responsibility for escalating approach

Appendix 2

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 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11).

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. https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx

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

Families of members of the Armed Forces
Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families
Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a

GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support schools to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc

Solihull Local Authority Penalty Notice Code of Conduct

1 Where a request for **leave of absence** has been made and the school have sent written notification to parents that the absence will be unauthorised **a penalty notice** will be issued where **the trigger of 10 sessions** of unauthorised absence is met.

2 In all other cases of unauthorised absence accrued over time, a **Warning letter** will be issued by the SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at **least 10 sessions** of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences.
Relevant paperwork can be found at
https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS

Education Enforcement Team contact details:
Email: educationwelfare@solihull.gov.uk
Telephone: 0121 779 1737

Deletion of pupil from the admission register

Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools

https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system, eg: elective home education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period
- have been permanently excluded

Additional Guidance

Guidance including an additional letter for when parents do not request a leave of absence but school become aware they have taken a holiday in term time is available at https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20(2a).doc

Resources, Guidance and Legislation on CME

Removing Pupils from Roll: Guidance for Schools (SMBC, September 2011)
https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

School attendance: Departmental advice for maintained schools, academies, independent
schools and local authorities (DfE, October 2014)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

Ensuring a good education for children who cannot attend school because of health needs:
Statutory guidance for local authorities (DfE, January 2013)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance__-_revised_may_2013_final.pdf

Exclusion from maintained schools, academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools__academies_and_pupil_referral_units.pdf
SMBC Exclusions Documents
https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx

Solihull MBC model attendance policy
https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx

Solihull MBC attendance toolkit
https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx

Solihull MBC CME notification form
https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

Solihull MBC removing pupil from roll notification form
https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

Keeping Children Safe In Education (2015)
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Children missing education: Statutory guidance for local authorities (DfE January 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf

HMCI Advice Letter (July 2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_letter_from_HMCI_on_the_latest_position_with_schools_in_Birmingham_and_Tower_Hamlets.pdf

Appendix 3

SCHOOL ABSENCE REQUEST FORM

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

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

Name of Pupil ……..… Date of birth ……..…	Class ……..
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 (*please insert appropriate member of SLT)* (please attach your supporting evidence) ……..... …… …….. …… ……	
Address……	
Leave of absence from date:…….…….… to date ….…….…….. Number of schools days that your child will be absent from school …….……	
Signature …… Name of Parent/Carer ……..	Date ……...

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

For School Use:

Previous requests for leave of absence Yes / No Attendance …….. %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time …….....

Authorised ☐ **Unauthorised** ☐ **By Headteacher**

Appendix 4:

Attendance Profile

Name: **Form:**

Date:	**Att.** % (attach registration certificate)	**Siblings :**
SEND ☐	**EHCP☐**	**Young Carer ☐**
FSM Y/N	**Exclusion no days :**	**LAC Y/N**

Current school interventions:	**Other agencies currently involved:**
☐ Early Help ☐ Curriculum support ☐ Exclusions ☐ Report ☐ Child Protection Plan ☐ Enforcement Notice ☐ Individual Health Plan ☐ Other	☐ Early Help Engage Service ☐ Youth Offending Team ☐ Solar Mental Health Service ☐ Child Protection Plan, ☐ Child in Need Plan, ☐ Looked After Child, ☐ Specialist Inclusion Support Service (*i.e*. ESBD, Hearing Impairment *etc*.) ☐ Housing ☐ Adult Mental Health ☐ Solihull Integrated Addiction Services ☐ Health ☐ Young Carers Service ☐ Police ☐ SMBC Child Sexual Exploitation Team Other please specify……..

Key Issues (including reasons for absence if known):

Pupil Developmental Needs (for example, Educational Needs, Behavioural Needs, Social Relationships, Health Needs)

Parenting Capacity (parental engagement, attitude towards education, routine and boundaries, parental issues such and drug and alcohol misuse)

Family and Environmental Factors (Housing, Finance,) **Historical Attendance Concerns?**	
Action Plan:	
Profile completed by:	**Review date:**