



Attendance and Punctuality Policy

'Success Starts at School'

June 2017

Attendance and Punctuality Policy

Overall Responsibility

Chair of Governors:	Tracy McKim
Headteacher:	Rhys Evans
Leadership Team member with responsibility for Attendance and Punctuality:	Nicholas King
Attendance and Punctuality Governor:	Andrew Powles

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Introduction

St Julian's is a successful school and your child plays a huge part in making it so. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

St Julian's is committed to ensure regular attendance at school is a priority which will in turn provide students with the best possible chances in life to succeed and to achieve their goals.

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of students being drawn into criminal and antisocial behaviour.

Our school will endeavour to work with parents/carers, students, the local authority and the Education Achievement Service (EAS) to ensure that all students receive an appropriate education and to attend school regularly.

This attendance policy reflects the local authority's Attendance Strategy.

Aims

This policy aims to ensure that attendance and punctuality remains a key focus for all, including governors, teachers, parents/carers, students and partner agencies. We will strive to:

- offer a safe and friendly environment which welcomes children regardless of race, gender or ability
- raise standards and ensure all students reach their full potential, through a high level of school attendance and punctuality
- ensure all stakeholders receive communication about information on the importance of regular school attendance
- identify those students with irregular attendance at an early stage and work with partner agencies to try and address any barriers that stop pupils from attending school regularly
- keep accurate and up to date attendance data
- ensure all students are safe, and for the school to follow the local authority's 'Children Missing Education' guidance
- reward those students who have made significant progress in raising attendance levels

This policy is supported by the All Wales Attendance Framework.

<http://gov.wales/topics/educationandskills/schoolshome/pupilsupport/framework/?lang=en>

It is also supported by the Newport Council Attendance Policy 2016-17

http://www.newportlearn.net/inclusion/file.php/15/Attendance_Policy_2016-17.pdf

The Law Relating to Attendance

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age (5-16) receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs, the child may have. This can be by regular attendance at school or by education otherwise (the parent can choose to educate their child at home).

If a child of compulsory school age, who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under **Section 444(1) of the Education Act 1996**.

Since March 2001, there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him to attend. (**Education Act 1996, Section 444(1A) as amended by the Criminal Justice and Court Service Act 2000**). This offence requires proof that the parent knew of their child's non-attendance and failed to act. Under this aggravated offence, a warrant can be issued compelling a parent to attend court and conviction can lead to a custodial sentence.

School Attendance Orders (SAO): Under the Education Act 1996 section 437- 443 a School Attendance Order applies when a parent of compulsory school age fails to prove that the child is receiving a suitable education and where the authority believes the child should attend school. A School Attendance Order may be used to direct a parent to send their child to a specified school, and should be used when a pupil is not on roll at any school.

The Education (Penalty Notice) Wales Regulations 2013:

This legislation came into force in September 2014 and has given Local Authorities powers to issue fixed penalty notices (FPN). A code of conduct has been agreed by Newport City Council on the issuing of the FPN which includes the following criteria:

- Minimum of 10 unauthorised absences in a twelve week rolling term which do not have to be consecutive
- Minimum of 10 sessions of lateness after the close of registration
- Parents/carers who chose to take their children out of school on holiday during term time without authorisation from the Head teacher for a minimum of 10 unauthorised sessions - this is under review currently

The Head teacher will inform the parent by letter that the school may request a fixed penalty notice for unauthorised absence. If a FPN is requested, the Senior Education Welfare Officer (Senior EWO) for the Local Authority will review the case with the school, taking into account levels of absence, level of parental engagement, any equality implications, history of attendance and also any statement of special educational needs.

A fixed penalty notice warning may be issued and a period of 15 days will be monitored for an immediate improvement. A warning may not be issued in respect of an unauthorised holiday in

term time.

A penalty notice is £60 if paid within 28 days in receipt of the notice, increasing to £120 if not paid within 28 days. If not received by 42 days then the local authority can prosecute parents for the child's absence.

Definitions

Compulsory school age – under section 8 of the Education Act 1996, children and young people should attend school from the start of the first term commencing after their fifth birthday. The ends of the term dates are 31st March, 31st August and 31st December. A young person ceases to be compulsory school age on the last Friday in June of the school year in which they have their 16th birthday.

'Parents' section 576 of the Education Act 1996 includes:

- All natural parents whether married or not
- Any person who although not a natural parent, has parental responsibility for a young person or child, and any person, who although not a natural parent has care of a child or young person

Meanings:

'EWS' – Education Welfare Service

'EWO' – Education Welfare Officer

'CME' – Children missing education'

The Law Relating to Safeguarding

On the first day a child is not in school without a valid reason (e.g. a telephone call or letter from the parent giving a valid explanation), a staff member trained to do so should contact the child's parent / guardian to seek reasons for the absence and reassurance from the contact that the child is safe at home.

If contact is made with the parent/guardian, and the child is missing, the staff member should advise the parent to contact all family, social contacts and the police.

If contact cannot be made with the parent/guardian or the staff member is concerned about the response they receive (e.g. the parent not informing one of the contacts listed above). The staff member should consider, with the school's Designated Person for Child Protection, the next course of action.

Why Regular Attendance is so Important?

Learning - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child’s regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying
- Failing to attend this school on a regular basis is a safeguarding matter

Persistent Absenteeism

Percentage Attendance	Days Missed (Termly)	Days missed (Yearly)
90%	7days	20 days (4 weeks)
80%	14 days	40 days
70%	21 days	60 days
60%	28 days	80 days
50%	35 days	100 days
40%	42 days	120 days
30%	49 days	140 days

Roles and Responsibilities

Attendance is everybody's concern and the school will expect all stakeholders to play a part in improving attendance. This will contain all having clear expectations and roles which include:

Role of Head teacher and/or Leadership Team Member with responsibility for attendance:

- To be responsible for overall management and implementation of this policy
- Work closely with the school's governing body
- Set attendance targets with the Local Authority, EAS challenge advisors and governors
- Regular attendance reports shared and provided to governors
- Work closely with the local authority's Lead EWO and nominated school EWO, and other support services
- To notify the local authority when a 'child is missing education' and follow the local authority's CME procedures
- Ensure policy is readily available for stakeholders including on the school, and website
- To work with the Local Authority and EAS Challenge advisors and to provide a comprehensive plan in terms of attendance
- Work with all staff responsible for attendance and punctuality
- To look at attendance data on a weekly basis, linking in with the school EWO and Attendance Officer
- Regularly check registers
- Ensure all absences are recorded in line with the guidance of codes document including those unauthorised absence and no reasons provided
- Regular and updated training on attendance for all relevant staff, using the Local Authority school data team
- Raise issues of those staff not compliant with the completion of registers
- Discuss initiatives with all staff

Governing Body:

- Approve the policy and amend if necessary
- Receive reports from the head teacher on a regular basis
- Attend meetings as and when required
- Ensure policy is shared with all relevant stakeholders
- Lead governor for attendance is appointed

Heads of House:

- Work closely with the school EWO, providing valid attendance data on individual students
- To attend pre-arranged meetings with the EWO, Attendance Officer and Family Support Worker
- To work with the Attendance Officer to arrange contact parents/guardians of those students

who have not attended and not provided reasons for absence on a daily basis

- Truancy concerns are dealt with
- To arrange letters and meetings for those parents whose children's attendance poses a concern
- To monitor patterns of irregular attendance
- To be part of the rewards process for students with improved or excellent attendance

Class Teacher/Form Tutors:

- To carry out the statutory role of completing attendance registers twice a day, once in the morning and once in the afternoon
- Ensure absences are accounted for by ways of a note provided by parents which needs to be passed on to the attendance secretary
- Follow up unaccounted reasons for absence and concerns raised to the Head of year
- To continue to raise the profile of attendance to all students
- Contact attendance secretary, officer and Head of House with any queries relating to attendance

Students:

- Attend regularly and on time unless unwell or received an authorised absence
- Bring to school a note explaining reasons for absence and give to class/form teacher
- Inform teacher of planned absences

Parents/Carers:

- To ensure their children attend school regularly and punctually
- To notify the school if their child is unable to attend, on the first day of absence and every day thereafter
- To keep the school updated on parents/guardians contact details, including mobile numbers and new addresses
- To work with school and partner agencies to address any issues of irregular attendance of their children
- To work with their child in relation to homework, not completing homework is not a reason for missing school

Role of Attendance Secretary:

- To daily check messages, either from the school answerphone or text messaging system, and speak with parents/carers who phone in to establish reasons for student's absence
- To record absences daily on registers as and when required with appropriate codes
- To 'mop up' missing marks, providing reasons and inputting reasons on the red flag system

on SIMS

- To send text messages to those parents who haven't contacted school, or by telephoning parents individually in order to establish reasons
- Liaise closely with the Attendance Officer and provide data when required
- First day absence implemented through School Comms

Role of Attendance Officer:

- Oversees day-to-day attendance when there is a cause for concern, working closely with parents and children to improve poor attendance
- Provides a new absence list once the Attendance Secretary has amended her list to incorporate absence reasons he/she has found out. This will lead to a follow up if the absence remains unexplained. This follow up is done through text/phone call/letter.
- If the student is on the 'Vulnerable List' then and have not contacted providing a valid reason for absence then a phone call is made on the same day. If still no response then a welfare check would be generated by the Attendance Officer and/or Education Welfare Officer and/or Family Support Worker
- Present regular reports on attendance data and compares St Julian's attendance data to other schools in the LA, Family and Wales (when available)
- Investigates reasons for absence exploring any underlying cause either at home or in school
- Liaise closely with the Education Welfare Officer and other support staff who have a 'stake' in attendance and make referrals as necessary, especially on persistent school absentees and for those children who engender a number of unauthorised absences or who play truant
- To work closely with Leadership Team member with responsibility for attendance, the Heads of House and Head Teacher to monitor, modify and develop strategies to improve attendance
- Organises or helps to organise school attendance panels in conjunction with school procedures, create agenda for particular meetings and present minutes of meetings and agreed actions, including any individual implementation plans (IIP), in accord with specific school policies and practice. Paperwork will be stored securely either as a hard or an electronic copy and will be easy to retrieve.
- With the Attendance Secretary compiles and updates standard letters re: % attendance notification, reasons for absence letters and lateness and send to parents as and when necessary. The Callio system will come under the organisation of the Attendance Officer.

Educational Welfare Officer

Education Welfare Service (EWS) Newport City Council (NCC) useful information about the EWS

- Support and guidance for families struggling with attendance issues
- Legal proceedings for those families who do not adhere to action plans to improve their child's attendance

Keeping School Registers

The school's register is a legal document and under The Education (pupil registration) (Wales) regulations 2010 the school is required to keep an accurate record of attendance. Registers need to be marked twice a day, once in the morning and once in the afternoon.

Registers may be needed in a court of law if deemed appropriate.

The School's Information Management System (SIMS) is used to record all students' attendance.

By the end of the school week the school's overall attendance registers will be completed and an overall attendance figure will be calculated by the school.

Types of absences

Every half-day absence from school has to be classified by the school (not by the parents), as either **Authorised** or **Unauthorised**. This is why information about the cause of any absence is always required, preferably in writing/telephone call. It is important for parents/carers to understand the definition of the different types of absences. They are classed as unauthorised absence and authorised absence.

Authorised absences maybe for the following reasons:

- Illness
- Religious observance
- Medical/Dental appointments during school hours
- Fixed term and permanent exclusions

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to St Julian's School/Newport City Council using sanctions and/or legal proceedings. Examples of unauthorised absence include:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been explained
- children who arrive at school after the close of the register
- shopping, looking after other children or birthdays
- day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. A problem with irregular attendance has to be dealt with between the school, the parents and the child. If your child is reluctant to attend, do not cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance is not

important and will always make the situation worse in the long term.

In addition there are several codes classed as a present mark which include the following:

- Late before the close of register
- Educated off site, students attending vocational courses at college/students attending alternative provision agreed by school
- Sporting activity
- Educational visit
- Traveller absence
- Interview
- Work experience
- Where students are on roll at school and also at another education establishment

Please see **appendix 1** which includes a breakdown of **codes** set by Welsh Government.

Key to Attendance Codes

The recommended codes are grouped under the following 5 statistical categories:

- present
- approved educational activity (treated as present)
- authorised absence
- unauthorised absence
- not required to attend

Punctuality - How we Manage Lateness?

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Being late for school disrupts lessons, can be embarrassing for the student and can encourage truancy/absence.

The school day starts at **8.30 am** and we expect your child to be in on site at 8.25 am at the latest. This allows them to be in class on time and ready to learn.

AM

Registers are marked by **8.35am** and your child will receive a late mark if they are not in by that time.

At **10.00am** the registers will be closed. In accordance with the regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will count as an unauthorised absence

PM

Period 4 is the afternoon registration and this and the am tutorial are the marks that count towards the student's late record

You will be informed by text or telephone if your child is late **three** or more times, (am) in a week. The sanction for this will be:

- **KS3** will be kept in a late detention, the following week on a Wednesday at 3.00pm (lasting 30 minutes) with the Heads of House
- **KS4** will have their lunch pass privilege taken from them for 3 lunch times

If a student is late to **lesson 5** (after lunch) **three** times or more in a week then the same above sanction will apply.

A persistent late record will result in a meeting to outline a plan of action to resolve the issue, but you can approach the school at any time if you are experiencing problems getting your child to school on time.

Punctuality is a legal requirement and students must attend on time. Persistent lateness has a detrimental effect on a child's learning and also disrupts other students within the class and throughout the school.

Those parents of students who are persistently late will be contacted by the class teacher/form tutor/Head of Department/Head of House/Senior Management team.

All students who are late must sign the 'late book' in school which is located at Student Reception.

Medical Absences

Where a child is continually absent from school on the grounds of medical reasons, it will be necessary for the parent to provide medical evidence to school. This will be initiated by the school and the EWO which will result in the student and family receiving the appropriate support in assisting in attending school regularly. There may be times where a reintegration plan may be necessary which will be a partnership agreement between the family, student, EWO and school.

Holidays during term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking students away in school time. Any holiday will be an unauthorised absence and may count towards sanctions brought by the Educational Welfare Service (EWS)

Remember that any monetary savings you think you may make by taking a holiday in school time are wiped out by the cost to your child's attainment and progress.

All requests for holidays must be completed on the school's holiday request form and completed by the parents/guardians. (See **Appendix 2**).

Extended Holidays

Any student, whose family decide to take them away from school over a 20 day period, will be eligible to be taken off role and will need to reapply for their place at St Julian's through Newport's

admission process and will not be automatically given a place at the school.

School Attendance Targets

The school has targets to improve attendance and everyone, (parents, students and staff) have an important part to play in meeting these targets.

The targets for the school and for forms are displayed in classes and discussion with form tutors and individuals take place regularly

The target of attendance for St Julian's is set at the beginning of each academic year in negotiation with the Local Authority. The school will keep you updated regularly on how your child's attendance compares against this figure.

Our long-term aim is to achieve better than 95% attendance because we know that good attendance is the key to successful schooling and believe our students can be amongst the highest achievers in the city.

School Procedures

Parents are expected to contact school on the first day of absence and to provide reasons for their child's absence. This will then need to be followed up by an explanation note and handed into the class teacher/form tutor which will be kept on record by school.

If parents fail to notify school, then the school will make every effort to contact the parents and also other persons listed as a point of contact. The absence will be recorded as unauthorised if no contact is made. Failure to receive any contact on the third day of absence may result in the involvement of the EWO.

As a school we have a duty to safeguard all our students and under the Education & Inspections Act 2006, requires the local authority to make arrangements to enable them to establish the identities of children residing within Newport who not receiving an education. For example these may be students who have not attended school for an excessive amount of time without any contact or reason for the absence. The duty lies within the Local Authority to investigate further. The Common Transfer File (CTF) will be sent to the forwarding school once being notified.

School's Strategies to Improve Attendance

We aim that all students achieve 100% attendance, however there maybe instances where students unfortunately are unwell or have other legitimate reasons for school absence.

The school operates a 'Callio' process which provides parents with information of the links between attendance and attainment. This shows which category the child's attendance falls into when attendance is as follows:

100% - Gold
95-99% Green
92-95% Amber
Below 92% Red

NB: Where a child falls in between these categories they will be rounded up to the nearest whole figure.

Each parent will receive a 'Callio letter' on a termly basis informing them of which category they are currently in. This ensures that early intervention is received to students/families who are in need. This intervention follows a clear procedure which we endeavour to follow (depending on number of students that fall into the intervention category) (**See appendix 3**).

Attendance Notice Boards

The attendance notice board is displayed at the front of the school which includes regular information and updates on attendance.

School's Website

The school's website will also provide parents, students, governors and the public with all the relevant attendance information including the school's attendance policy, along with all other school's policies and procedures.

School's Newsletters

This is another way of communicating with parents, and our school's newsletters are sent out on a termly basis. This includes informing parents and students where the school stands showing overall attendance figures.

Parents will need to check the attendance information on a regular basis and also check on school holiday dates and inset dates for the school. Please ensure that you check regularly to ensure there is no confusion as wrong dates are not reasons for children to be absent from school.

The School Environment

The school will provide a happy, welcoming and organised environment to ensure all students enjoy learning which results in good attendance. It is staffs' responsibility to ensure that the

classroom and the school is a happy place.

Staff Awareness

All staff are fully aware of the importance of regular school attendance, and students will regularly be made aware of this during the school day from staff.

Attendance Assemblies

Celebrating attendance should be a priority, and involving students gives them an incentive, motivation and encouragement, with a sense of self-worth. This promotes the wellbeing of children as well as rewarding them.

This is sometimes delivered by PowerPoint, or by inviting our pupils on stage to receive their reward.

Transition Process

As we are all aware it is difficult at times to deal with change. We as a school appreciate that students find it hard to cope with the transition from year groups and also from primary to secondary school. Our school ensures that we have all staff involved in this process and taster days for all students are set. The school will work closely with our feeder primary school's to identify students who have attendance issues so we can put strategies in place before they arrive at St Julian's. This cluster approach to attendance will help improve attendance and transition for both students and parents/carers.

Parents/Progress/Engagement evening

Parents' evenings may offer the support of the Attendance Officer/Family Support Worker/EWO if parents need advice and guidance or additional support in trying to ensure regular and improved school attendance.

Rewards

Our reward scheme includes students, and also local businesses within the community. Rewards can include the following:

- Verbal praise
- Student Certificate
- Queue jump pass for lunch
- 100% awards for the term/academic year for pupils
- Access to reward events such as reward trips and movie sessions

Further examples can include pupils being entered into a draw at the end of term or the end of an academic year for some of the following:

- Cinema tickets, restaurant vouchers, leisure passes, etc...

Additional Attendance Strategies

Role of the Local Authority Education Welfare Service

The Education Welfare service is a statutory service which supports school's in ensuring all students attend school regularly. We have a designated EWO who is based at St Julian's which is a huge positive for the school.

The school, in a joint discussion will then refer the student to the EWO if necessary. Individual circumstances of each student will be considered. The EWO will then either send a letter home informing parents of your child's attendance, make a telephone call home, invite you into school or/and will conduct a home visit.

Parents have a legal duty to ensure their children attend school regularly and punctually, or otherwise, under the Education Act 1996. Where parents fail to ensure the regular attendance of their child or otherwise are committing an offence and the EWO will need to be informed.

It is unfortunate on occasions but a punitive approach may be needed which may result in prosecution of parents. However the EWS does not take this lightly and will endeavour to work and support parents, schools and students to improve attendance levels.

Role of School's Challenge Advisors

Our school works closely with the Education Achievement Service (EAS) which provides us with a nominated Challenge Advisor who visits our school and advises and supports us in our school improvement process. Challenge Advisors, senior Local Authority Staff and EWO's works closely with those school's needing additional support where attendance is a concern.

Good Practice Strategies

In addition to the strategies above, other initiatives may be conducted at any point.

Attendance Panels

Attendance panels are seen as good practice in schools and involve school governors, member of senior staff, EWO, parent and on occasions include the student. Whilst the panel's aim is to address the attendance of students, it is not always in the best interest of the student to be out of class.

Parents are invited into school to discuss their child's attendance, with a view for an action plan to be completed and signed which will regularly be reviewed. Letters of invitation will be sent to parents in advance and parents are asked to notify school as to whether they will be attending or not. If they are not available to attend then another letter will be sent. Failure to attend without notification may result in a visit or telephone call from the EWO.

Truancy Patrols

Truancy Patrols are initiated by the school's police liaison officers. Under the Crime and Disorder

Act 1998 this gives the Police the power to remove truants on the day of the truancy patrol. Any child found unaccompanied by an adult can be taken back to school or to a designated place of safety.

Parents and students details are logged, along with the reasons for the student being out of school.

These patrols are held as and when needed throughout the academic year.

First Day contact

Whilst we as a school operate a first day contact, there may be times where the Education Welfare Officer will conduct this, and contact parents of those students who are absent on a specified day. This is deemed as good practice and identifies those students who are regularly absent at an early stage with a view to referring to additional support services.

Data Collection

Our school's attendance data is continually being tracked and monitored electronically both on an individual student level and also as a whole school. This data is collated by the Lead EWO and shared amongst all schools across Newport on a monthly basis.

Monitoring and reporting

The school will regularly provide reports to the governing body, senior management and challenge advisors, and the local authority which will inform them of current attendance.

In addition parents will also be notified through the school's regular communication channels.

Telephone Numbers and Addresses

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers and addresses at all times. So help us to help you and your child by making sure we always have an up to date number – if we do not then important issues cannot be resolved quickly and efficiently. There will be regular checks on student data throughout the year.

Contacts for Attendance Issues (current names of staff in role as of January 2017)

- Form Tutors
- Christine Lavis - Attendance Secretary
- Natalie Cooper – Attendance Officer
- Rachel Barry - Family Support Worker
- Heads of House – Jo Easter-Thomas (Caradog), Rhys Pritchard (Glyndwr), Nicola Davies (Hwyel Dda) and Tracey Wynne (Llewelyn)
- Nicholas King - Leadership Team Member with responsibility for attendance
- Rhys Evans - Head Teacher

- Chris Ryan – Educational Welfare Officer (EWO)
- Governor leading on attendance - Andrew Powles

School Number:

01633 224490

Attendance:

01633 224491

EWO:

01633 224496

Appendix 1

Code	Meaning	Statistical meaning
/\	Present at registration	Present
L	Late but arrived before register closed	Present
B	Educated off-site	Approved educational activity
D	Dual registered	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational trip or visit	Approved educational activity
J	Interview	Approved educational activity
W	Work experience (not work based learning)	Approved educational activity
C	Other authorised circumstances(not covered by another code)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical/dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Exclusion	Authorised absence
R	Religious observance	Authorised absence
T	Traveller Absence	Authorised absence
N	No reason provided for absence	Unauthorised absence
O	Other unauthorised absence(no explanation provided)	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
U	Late arrival after the close of registration	Unauthorised absence
X	Un-timetabled sessions for non- compulsory school age	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupil not yet on roll	Not required to attend
#	School closed to all pupils	Not required to attend

Appendix 2

Holiday in term time request

Section A

To be completed by the Parent/Guardian at least 2 weeks in advance.

Name of Child:	Class	dob	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday dates: (including possibility of late flight arrivals if possible)

From: to.....

Destination

(NB – This is for child protection reasons ensuring all our children are safeguarded)

Declaration:

I understand that this holiday request will not be authorised in line with the school attendance and punctuality policy. (Please ask for a copy at school or the school website)

Parent/Guardian

Appendix 3 – ‘Callio’

Communicating children’s attendance levels on a regular basis with parents is vital when improving attendance. Therefore through the use of SIMS and SIMS Discover colour coded letters are sent each half term to all parents informing them of their child’s current attendance and where this falls on the colour chart. It is very clear and easy to understand; explaining how much school time has been lost to absence and the impact on their child’s education as a result.

Annual Attendance	School Missed	Result
100%	No lessons missed	Gold Standard – Superb! These pupils have the best chance of getting the top grades and jobs.
95 - 99%	95% = missing about two weeks of school	Green Standard – these pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95%	92% = missing about three weeks of school	Amber Standard – it will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92%	Missing more than three weeks of school	Red Standard – these pupils are missing too much school. This is likely to affect their grades and therefore the jobs available to them after leaving school.

When a child fall into the ‘red zone’ i.e. less than 92%, a set of clear procedures that follow to manage this level of attendance. These procedures are detailed on the final page of this policy.

An example letter that may be sent to a parent/carer highlighting a pupil’s attendance is on the following page.

EXAMPLE LETTER

Attendance Information

Name of child Form
.....

Your child's attendance is currently 100%

We wish to congratulate your child on their excellent attendance of 100% so far this year. This is an excellent achievement and what we would consider to be the GOLD standard.

Annual Attendance	School Missed	Result
100%	No lessons missed	Gold Standard – Superb! These pupils have the best chance of getting the top grades and jobs.
95 - 99%	95% = missing about two weeks of school	Green Standard – these pupils are more likely to gain the best grades in school and have the best employment chances.
92 – 95%	92% = missing about three weeks of school	Amber Standard – it will be much harder for these pupils to keep up with work and gain the best grades at school.
Below 92%	Missing more than three weeks of school	Red Standard – these pupils are missing too much school. This is likely to affect their grades and therefore the jobs available to them after leaving school.

As a school we believe that good attendance is where success starts.

Thank you for your continued support in our drive to ensure good attendance.

Best wishes,

Head teacher

Who?	Action	Timescale	Template Tools
Callio Officer	<u>LETTER AND PHONE CALL TO PARENTS / CARERS</u> 1. attendance levels will be monitored over next 2 weeks 2. If a decline then a meeting held to develop a plan 3. Keen to work together 4. Named contact in school	Week 1 & 2 2 weeks to improve attendance	Letter of concern
Present: <ul style="list-style-type: none">• Callio Officer• Parents/Guardian• Pupil	<u>MEETING WITH PARENTS</u> 1. Identify issues preventing attendance 2. Develop joint attendance plan/Individual Development Plan	Week 3 – Meeting within 5 school days	Attendance Action Plan / IDP template including attendance agreement
Callio Officer	<u>MONITOR IMPACT OF PLAN OVER 4 WEEKS</u>	Week 4-7 – Attendance Action Plan/ IDP Monitoring	
Present: <ul style="list-style-type: none">• Callio Officer• Parents/Guardian• Pupil	<u>ESCALATION MEETING</u> 1. Review and update attendance plan 2. Intensive support including home visits by EWO 3. No further absence without medical support	Week 8 – Meeting within 5 days	
Callio Officer	<u>MONITORING IMPACT OF INTENSIVE PLAN OVER 4 WEEKS</u>	Weeks 9-12 IDP Monitoring	
Head Teacher	FORMAL LETTER SENT and informs family a formal referral to the EWS	Week 13 – Formal letter sent to parents/ guardian	Formal letter to parents informing the case has been referred to EWS