



# **KINETON GREEN PRIMARY SCHOOL**



# **ATTENDANCE POLICY**

Approved: July 2019  
Review: July 2022

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## Rationale

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational and social opportunities available here at Kineton Green.

Regular, punctual attendance is valued and positively encouraged for all pupils. Excellent attendance is rewarded.

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure 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.

Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school.

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. 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.

Poor school attendance may be an indicator of safeguarding concerns.

“All staff should be aware that children going missing (from education), particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff should be aware of their school or college’s unauthorised absence and children going missing from education procedures.”

*[Keeping Children Safe in Education, DfE 2018]*

## Aims

- To improve daily absence reporting to safeguard our children.
- To safeguard pupils with poor school attendance as necessary and in line with child protection policy and procedures.
- To improve the overall attendance of the children at Kineton Green.
- To improve children’s attainment through attendance above 90%.
- To improve children’s confidence and wellbeing.
- To encourage parents/carers to ensure children arrive at school on time.
- To encourage parents not to take children out during the school day.
- To make attendance a priority for all those associated with the school including parents, pupils, teachers and governors.
- To implement and manage an effect reward system in line with current reward programs and school values.

## Who is responsible for attendance issues in school?

- Kineton Green has an Attendance Officer with responsibility for all aspects of attendance. Their main priority is the wellbeing and safety of the children. They work closely with the Head Teacher, teaching staff and the Safeguarding Lead.
- Members of school staff both teaching and non-teaching have responsibility for attendance in school. **See [Appendix 1](#) for a detailed breakdown of these roles and responsibilities.**
- Attendance matters are reviewed by the Attendance Officer and Head Teacher on a monthly basis or more frequently if deemed necessary.
- Attendance issues are reported to the Kineton Green Governing body.

## School Attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. Kineton Green school follow 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 female genital mutilation and to prevent the risk of them going missing in the future.

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 or total of 5 school days (10 sessions) Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Designated Safeguarding Lead Handbook “pathway on children missing from education”. ([Appendix 2](#)), provides further information emphasising the link between poor school attendance and safeguarding concerns.

The Attendance Officer and Head Teacher work closely to manage risks and identify trends to ensure the correct multi-agency engagement, so that children and their families receive the appropriate level of early support or statutory intervention to ensure regular school attendance. Schools use the Solihull Multi-agency Thresholds Criteria which is available in [Supporting professional judgment: thresholds](#) (Solihull LSCB) to identify the level of concern and provide the appropriate level of support.

## Procedures

### Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence/timekeeping 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.

**Kineton Green procedures for maintaining registers including the procedures for marking registers:**

<b>Procedure</b>	<b>Person responsible</b>
1. Registers must be taken at the start of the morning session (no later than 09:10) and once during the afternoon session (no later than 13:10).	Class Teacher Attendance Officer
2. On each occasion the register must record whether a child was present, absent or present at approved educational activity.	Class Teacher Attendance Officer
3. Pupils should only be marked present if they are in the room when the register is called.	Class Teacher
4. Registers are checked and any anomalies investigated (no spaces in register).	Attendance Officer
5. Morning register closes at 09:10 and afternoon register at 13:10. After this time the children are recorded as late.	Attendance Officer
6. Registers are checked against the late book and recorded. A non-reported absence (no phone call by 09:30) is investigated and followed up to ensure location of child is known and all is well.	Attendance Officer

Every half a day of absence from school has to be classified by the Attendance officer 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 after registration, must be treated as unauthorised.

Absence can only be authorised by the Head Teacher, Attendance Officer or person designated to do so by the Head Teacher. [See the Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)].

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

Attendance registers are kept manually or electronically. The late book is a manual record which is kept at reception in line with health and safety / evacuation protocol.

School complies with and uses the DFE compulsory national attendance codes

## Attendance Codes, Descriptions and Meanings

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

## Working in partnership with parents

### Absence

When a child is absent from school parents must contact the school office by 09.00 on the first day of absence and maintain contact with school throughout the absence. If a call has not been received by 09:30 the attendance office takes appropriate actions to confirm the whereabouts and wellbeing of the child and family. An unreported absence is recorded and unauthorised on the register.

### Illness

It is the Head Teacher's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a phone call from the parent no later than 09:30 is accepted without question or concern. In exceptional circumstances further evidence of a child's illness will be requested.

The Head Teacher can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance and wellbeing.

### 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.
- Changes in reason for absence
- Siblings off at the same time
- Trend in days absent (e.g. not in on Fridays)
- Unsupported appointments being taken during the school day
- The same reasons for absence are frequently repeated.
- Where there is a particular medical problem and school may need to seek information about the illness or require additional support to be able to help the child and their family.

### 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 absence for exceptional circumstances they should complete the absence request form which can be obtained from the school office ([Appendix 3](#)). There is a requirement for parent/carers to provide evidence to support the exceptional circumstance. This must be submitted with the leave of absence request form. If supporting evidence is not received the absence will be unauthorised.
- Where the head teacher is satisfied that there are exceptional circumstances to warrant the leave of absence but has additional concerns such as the timing of the absence or the pupils attendance record, the parents/guardians may be required to attend a meeting with the Head Teacher.
- If the Head Teacher deems that the reasons for the request are exceptional and authorises the leave of absence a letter confirming this will be sent to the parent/carers. ([Appendix 4: model pro forma](#)).
- If the Headteacher deems that the reasons are not exceptional the leave of absence will not be authorised. A letter informing the parents of this decision and warning of the legal implications if the absence is taken will be sent to each parent. The letter provided in this guidance ([Appendix 5](#)) must be used. Once notified in writing of the decision to unauthorised the leave of absence is taken it will be recorded as unauthorised on the pupils register. If the absence is for 10 sessions (5days) or more it should be referred immediately to the Education Enforcement Team [educationenforcement@solihull.gov.uk](mailto:educationenforcement@solihull.gov.uk) or telephone 0121 779 1737 for consideration and could result in the issue of a fixed penalty notice.

### **Other reasons for absences**

Other reasons for absence must be discussed with the school office and a leave of absence form completed each time, notes from parents 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 where proof is provided.

Examples of unauthorised absence may include: weddings, family holidays, appointments or events for siblings or parents/guardians are not an exceptional circumstances and will be an unauthorised absence.

### **Lateness**

Children must attend on time to be given a present mark for the session. They must be on the playground by 08:45 to line up, in class for 08:50 for main school and 08:55 for FS1 and FS2.

If a child arrives after the main gate closes at 08:50 main school and 08:55 FS1 & FS2 parents/guardians must sign them in the late book at reception. (This is classed as late arrival code L as per DFE compulsory attendance codes).

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



Morning registration closes at 09:10am and Afternoon at 13:10.

### **Poor attendance**

Those children whose attendance falls below the national average will be closely monitored and further action considered. The Attendance Officer will challenge the attitude of those pupils and parents who give a low priority to attendance.

All registers are checked and absences monitored on a regular basis by the Attendance Officer.

Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

School has a clear and escalating approach to intervention where there are concerns regarding school attendance.

After school has attempted to address attendance issues with parents and if there is no improvement the Education Enforcement Team will be informed where the child's attendance remains a concern.

School has in place a system for enabling returning pupils to catch up on learning and re-integrate within the school.

### **Persistent Absences**

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and an action plan will be put in place to address the underlying reasons for the absence level. ([Appendix 6](#)).

### **Good and excellent attendance**

The school will reward attendance over 95% regularly with reward schemes and incentives ([Appendix 7](#))

### **Attendance Panels**

Parents of pupils whose attendance gives cause for concern are invited to attend an attendance panel. An attendance panel is a formal meeting to discuss the child's school attendance, identify any barriers to regular school attendance and agree a target and action plan to improve school attendance.

An attendance panel is chaired by a school governor or senior member of school staff. School representatives will be present this may include anyone in school who is involved with your child for an example a learning mentor.

### **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 by year group, classes, groups of pupils for example ethnicity or gender to help identify absence trends, areas of concern and attendance patterns.

## **Parental Support:**

Parental support is vital to ensure children are given the best opportunity to have a happy, well balanced time at school. Ensuring children attend school regularly and on time will provide the foundations for an effective learning experience and help them reach their full potential.

- Making sure they leave in plenty of time to get their child to school on time.
- Giving their child breakfast before they leave for school.
- Supporting and encouraging their child by attending parents evenings, workshops, PTA meetings and other events.
- Download the school gateway app on mobile phones to keep in touch with school, Kineton green is aiming for paperless communication (no letters).
- Contacting the school to discuss any concerns regarding their child's attendance.
- Refrain from taking children out of school for appointments (i.e routine doctors, dentist, opticians) all appointments taken in school hours must be supported by an appointment letter/card.
- Working in partnership with the school to resolve any issues that are impacting their child's attendance.
- Being honest with school when taking a child out during term time, complete the absence request form and hand to the office. A fine may be submitted to both parents/guardians straight away if the leave of absence process is not followed or if the reason given is found to be untrue (saying child is ill and they're on holiday).
- Collecting children on time, if running late call the school office.
- Only young adults/siblings over the age of 14 (even if known to school) can drop off and collect pupils from Kineton Green School.

## Appendix 1

### Kineton Green Primary School Roles and Responsibilities for School Attendance

Name	Role	Responsibilities
	Schools Governors	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers).</li> <li>• Setting attendance targets.</li> <li>• Reviewing school attendance.</li> <li>• Agreeing and Reviewing School Policy.</li> <li>• Chairing attendance panels.</li> </ul>
	Head Teacher Attendance Officer	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation.</li> <li>• Putting into practice school policy.</li> <li>• Authorising/unauthorising absences.</li> <li>• Leave of absence request.</li> <li>• Line management.</li> <li>• Contact with parents: overview of clear and escalating interventions.</li> <li>• Responsibility for links with Education Enforcement Team.</li> <li>• Attendance at attendance panels.</li> </ul>
	Head Teacher  Attendance Officer  Class Teacher	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation.</li> <li>• Putting into practice school policy.</li> <li>• Line management.</li> <li>• Contact with parents.</li> <li>• Overview of clear and escalating interventions.</li> <li>• Recording and evaluation of interventions.</li> <li>• Data analysis.</li> <li>• Responsibility for links with Education Enforcement Team.</li> <li>• Data analysis.</li> <li>• Promoting school attendance.</li> <li>• Management of reward scheme.</li> <li>• Pupil Profiles.</li> <li>• Planning attendance panels.</li> </ul>
	Attendance Officer  Administration Officer	<ul style="list-style-type: none"> <li>• First day calling</li> <li>• Late arrivals</li> <li>• Attendance targeting</li> <li>• Day to day responsibility for escalating approach</li> </ul>
	Class Teacher  Attendance Officer	<ul style="list-style-type: none"> <li>• Marking registers.</li> <li>• Promoting importance of regular schools attendance.</li> <li>• Providing early warning of attendance concerns.</li> <li>• Positive role modelling.</li> <li>• Following policy and procedures.</li> </ul>
	Attendance Officer  Administration Officer	<ul style="list-style-type: none"> <li>• Maintaining registers.</li> <li>• First day calling.</li> <li>• Late arrivals.</li> <li>• Attendance targeting.</li> <li>• Process for clearing registers.</li> <li>• Day to day responsibility for escalating approach.</li> </ul>

## 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.
- Ensure they liaise with the named social worker where Children's Social Work is 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: Departmental advice for maintained schools, academies, independent schools and local authorities (DfE, November 2016) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

<https://www.gov.uk/government/publications/school-attendance>

Please note the requirements around the use of the L and U code (page 9), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 12).

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, female genital mutilation (FGM), child sexual exploitation (CSE), forced marriage, child criminal exploitation (county lines), homelessness, or gang involvement and youth crime.

#### **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.  
[educationenforcement@solihull.gov.uk](mailto:educationenforcement@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 4300

Out of Hours (EDT) (0121) 605 6060

#### **Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care**

[http://solihullscb.proceduresonline.com/chapters/p\\_ch\\_missing.html](http://solihullscb.proceduresonline.com/chapters/p_ch_missing.html)

#### **Solihull MBC LSCB procedures for Children Missing Education**

[http://solihullscb.proceduresonline.com/chapters/p\\_safeguard\\_educ.html](http://solihullscb.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](mailto:childrenmissingeducation@solihull.gov.uk)

Telephone: 0121 704 6663 or 0121 779 1767

(2) Complete CME School Referral 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](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 (5 days)** 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 (5days)** of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there is 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: [educationenforcement@solihull.gov.uk](mailto:educationenforcement@solihull.gov.uk)

Telephone: 0121 779 1737

## **Pupil deletion from the Admissions 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, e.g.: 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](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, December 2016)

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

Solihull MBC removing pupil from roll form

<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, November 2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.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](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, 2017)

<https://www.gov.uk/government/publications/school-exclusion>



SMBC Exclusions Documents

<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC attendance toolkit

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

Children missing education: Statutory guidance for local authorities (DfE September 2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

Solihull MBC Children missing education policy: CME Guidance & Support for Schools (May 2017)

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

Solihull MBC CME School referral form

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

Solihull MBC Notification of a CME in Solihull (child not on a school roll)

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

Keeping Children Safe in Education (2018)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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](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 .....	Class .....
Date of birth .....	
Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child out of school. You may be invited into school to discuss your request with the ( <i>please insert appropriate member of SLT</i> ) (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 .....	Date .....
Name of Parent/Carer .....	

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Enforcement 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

**Authorised Exceptional Leave of Absence Standard Letter**

**Appendix 4**

**Authorised Exceptional Leave of Absence Standard Letter**

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Headteacher

cc Class Teacher/File

## Appendix 5

### Unauthorised Leave of absence letter

TO THE PARENTS OF:

*Dear (inset name of parent. An individual letter should be sent to each parent, for each child as each is potentially a separate offence and a penalty notice may be issued to each parent for each fine)*

#### **Re Leave of absences request for (pupil name DOB)**

Thank you for your recent leave of absence request form.

On this occasion I am not able 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.

If you decide to go ahead with the proposed leave of absence requested for *(pupil name)*, the absence will be marked as unauthorised on the school register. Unauthorised absences are referred to Solihull MBC enforcement team. This may result in a Penalty Notice being served with a fine of up to £120 payable for failure to comply with the law.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Headteacher

C.c. Class Teacher/File



**Family and Environmental Factors ( Housing, Finance,)**

**Historical Attendance Concerns?**

**Action Plan:**

**Profile completed by:**

**Review date:**

## **Appendix 7**

### **Processes for Rewarding Good and Improved Attendance In Order to Positively Promoting School Attendance**

- School promotes the importance of school attendance with parents and children.
- School aims to reduce the number of appointments taken during the school day.
- School events are used to promote the importance of school attendance.
- School attendance is linked into Kineton Greens school values and the 5 Bees
- Attendance is recorded on the attendance leader board in Reception
- The highest class attendance is rewarded weekly through a class award (SAM bear/class cup/weekly attendance certificate).
- Class attendance over 96% is rewarded with class points.
- Individual attendance of 98% and higher is rewarded termly.
- Individual pupil attendance of 100% is rewarded annually in the celebration assembly.
- Good attendance is recognised in the pupil's school report.