Attendance Policy

September 2024

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
Sept 2024	All	First introduction to UST style policy

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A "School" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "School" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Staff" refers to any individual who is employed by the Trust or who operates on the Trust's behalf, e.g. Trustees and Governors.

A "Parent" includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A "Pupil" includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term "student" or "child" with no change of definition.

The "Headteacher" is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Headteacher or Principal.

Sessions
Every half-day absence from school has to be classified by the school (not by the parent/carer), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised Absences
Authorised Absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised Absences
Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given.

2. Policy Aims and Ethos

Sir William Burrough Primary School is committed to providing transformational educational opportunities for all children. As a school we strive to be the best place to learn in, the best place to work in and the best place to partner with. In order to do so, we have established a culture of excellent pupil attendance with clear school systems to promote outstanding attendance.

This policy aims to:

- Provide a clear framework for all stakeholders with regard to promoting outstanding attendance
- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Support the core values of the school to ensure that our pupils develop into global citizens
- Identify responsibilities of key stakeholders in securing exceptional quality of provision for all of our pupils.

Promoting Outstanding Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff. To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance.

3. Links to Legislation and Guidance Documents

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and should be read in conjunction with Keeping Children Safe in Education and Mental health issues affecting a pupil's attendance: guidance for schools.

4. Roles and Responsibilities

Please see Appendix 1 and Appendix 2 for Staff roles and responsibilities in the school.

5. School attendance and the law

The headteacher will allow pupils to be absent from site for certain educational purposes, or to attend other school schools or settings.
The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances as set our in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time – limited part – time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as unexpected, unavoidable and outside of your control. Such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

Leave of absence will only be granted in exceptional circumstances, it is extremely unlikely a leave of absence will be granted for the purposes of a family holiday or a celebration (including a wedding).

The school considers each application for term- time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental – health illness) and medical/dental appointments.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parents religious body to confirm whether the day is set apart.

- Parents travelling for occupational purposes – this covers Roma, English and Welsh gypsies Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known

to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupils is attending educational provision.

- If the pupils is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent form the school sit which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration)
- Attending a provision by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

6. Unauthorised Absence

Unauthorised absence includes, however is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the Headteacher, may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority
- Day trips
- Other leave of absence in term time which has not been agreed.

7. Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's full support and cooperation to tackle this. All the names of students whose attendance is 90% and below are shared regularly with the Local Authority. This is so they can be tracked and monitored. It is the responsibility of the Attendance Officer to do this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark, or is at risk of moving towards that mark, we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

Sir William Burrough works to ensure that every opportunity to minimise the rate of persistent absence is taken. The school will look to work rigorously with any student who is persistently absent and their family to ensure that any barriers to the student's attendance are challenged and wherever possible overcome. The school employs a series of regularly monitored strategies developed specifically for students who are persistently absent.

All our PA pupils and their parents are subject to a school-based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets, and participation in group activities to support us in raising attendance.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date. It is the responsibility of the Attendance Officer to chair these meetings and follow up on actions. See Appendices for reference to AWA actions.

The school expects that any student who has been absent from school for an extended period of time has a reintegration meeting with the Pastoral team. The purpose of this meeting is to ensure smooth reintegration into lessons and any relevant pastoral support. In this meeting a plan will be agreed to maintain attendance moving forward.

8. School and National Attendance Targets

The school attendance target of all compulsory school age students for the academic year 2024/25 is 96%, in line with national targets. The school will also set this as a target for non- compulsory age students i.e. the nursery school students as part of the school's commitment to ensuring that all students are prepared to contribute positively in their next stage of school or post school career.

9. Attendance Registers

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

10. Classroom Registers

The attendance sessions will be marked during an AM and PM session; at 8.40am and then again at 11.40am (EYFS), 12.50pm (KS1), 1.20pm (LKS2) or 1.50pm (UKS2).

The attendance register will be taken by the Classroom teacher or an appointed member of staff (both) to record whether the student was;

- Present (/ or \)
- Absent (N).

It is the responsibility of the member of staff to ensure that the register is completed within the session using Arbor. They are responsible for the accuracy of these registers. Please see section 12 – Guidance on coding.

11. Reporting Absences

Planned Absence

If a student is going to be absent due to a known event (for term time holidays, please see below) then it is the responsibility of the guardian to inform the school in advance of the absence so that appropriate work can be gathered and set to help ensure that the impact of the absence is minimised. The advanced notice may be in the form of a written letter to the school, a signed note in the student's planner, a phone conversation or in person with a member of the school staff. This information must be passed to the Attendance Team via the school office. In the likelihood that the absence will be for an extended period it is the responsibility of the Year Team to organise, through subject teachers, relevant work to be collected and given to the student in advance of the absence. Additional tuition can be coordinated through the attendance team.

Absences may result in the issue of a Fixed Penalty Notice (FPN). Please see Appendix 11 -14 for further details regarding the criteria and process for Tower Hamlets. It is the responsibility of the Attendance Officer to process and pursue FPN. All FPN records are to be recorded in the Attendance Tracker.

Accuracy of Attendance Codes

All registers on SIMs for the week must be accurate by 4.00pm on Friday. It is the responsibility of the Attendance Team to work together as detailed in the unplanned absence section to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes. On the final day of each half term the Data Team is responsible for refreshing all data in the Attendance Tracker for the half term using the latest export from SIMs. This is to ensure validity of data in the tracker accounting for individual changes that may have been made.

Unplanned Absence

In the event of an unplanned absence (e.g. illness) a student's guardian must phone the school to inform them of the absence prior to the start of the school day.

If a member of staff is unable to take the call a message should be left on the answer service stating the name of the student, the form group and a detailed reason for the absence.

If no call is received from a carer, then the Attendance Team are responsible for following up on absence and ensuring the accuracy of codes. See relevant Appendices. Systems and protocols for unplanned absence can be seen in Appendices and the relevant staff appendices.

Absence may result in a home visit being made by members of the school team (see appendices).

It is the school's policy, through reasonable means at its disposal, to ensure that all unauthorised codes (O) are assigned a detailed reason code.

12. Guidance on Coding

Student coding is based on communication with parents and carers. The means of communication can include: Absence line (Parent initiates communication) Absence Box (Parent initiates communication) Attendance administrator/Attendance Officer/Attendance Welfare Advisor (AWA) phone call Home visit

Table 2: Key to Attendance Codes

Key to Codes

Student coding is based on communication with parents and carers. The means of communication can include: Absence line (Parent initiates communication) Absence Box (Parent initiates communication) Attendance administrator/Attendance Officer/Attendance Welfare Advisor (AWA) phone call Home visit

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	Untameable sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure/Unable to attend school due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils/planned whole or partial school closure	Not counted in possible attendances

To ensure legitimacy of codes and to provide robust forms of accountability for absence students with attendance of 92% and below parents/carers will be expected to provide evidence for the absence, such as the following:

- Medical appointment card confirming attendance.
- Medical appointment letter, copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Failure to provide the evidence above could result in unauthorised absence which in turn can result in referral to the AWA. The school reserves the right to decide on the appropriate interventions to take and the timing of these interventions whilst maintaining the legal statutory requirements. See Appendices for details of the system and accountability for providing medical evidence.

13. Holiday Requests

It is the policy of the school, in line with that of the local authority, that only in exceptional circumstances can term time holidays be authorised (see section 5 and appendices).
If a term time holiday is taken, then the school requires evidence of the holiday including;

1. A completed application form (appendices) from the parent / carer explaining the reason for the absence (A copy is available from the school office as a separate document)
2. A copy of the return tickets that show the student's full name and the dates of the flights
3. A copy of the student's passport.

Photocopies of the documentation will be taken and stored on the student's file. This should all be provided in advance of any trip being taken. Failure to do so may put the student's place at the school in jeopardy.

When a holiday results in an extended absences a Fixed Penalty Notice (FPN) may be issued. Please see Appendices for further details regarding the criteria and process for Tower Hamlets.

14. Long Term Absence

If a student is expected to be absent for a prolonged period, defined as one week or more, on medical grounds, it is the responsibility of the attendance team to organise, through subject teachers, relevant work to be collected and given to the student.

The expectation is that the work will be collected by a nominated person selected by the student's family from the school wherever possible. In the event that this is not possible the school will make provision to have the work sent to the student's home address.

The expectation is that the work will either be returned in advance of the student's return in the case of sustained absence or when the student returns to school. The work will then be marked by the student's subject teachers.

The school follows the Child Missing from Education Statutory Guidance.

15. Home Visits

In addition to daily absence checks and monitoring procedures, where a student has 3 days of consecutive unexplained absence, all attempts should be made to conduct a home visit. If a child is linked to a safeguarding concern, it is at the discretion of the Attendance and Welfare Advisor to organise a relevant visit. Details of the home visit protocol including roles and responsibilities are in Appendices. Details of the home visit record form can be seen in Appendix 8-9. In the event of the absence of a child recorded as having Persistent Absence (PA), every effort will be made to carry out a home visit on the first day of absence.

16. Reporting Cycle

The attendance data will be evaluated in terms of overall school attendance but also with respect to all sub-groups of students within the school. This will include, but is not necessarily limited to;

- Age
- Gender
- Pupil Premium
- SEN (Special Educational Needs)
- Ethnicity
- EAL (English as an Additional Language)
- LAC (Looked After Children).

For details of internal reporting cycles please see Appendix 6

17. School Trips

17.1 Trips Procedures

Proposals should be submitted on Evolve 4 weeks before the date of the trip, or 4 months in the case of residential, overseas and adventurous visits. Year Team Leaders need to be informed. Trip attendees need to be listed on Evolve. Staff must ensure that students with SEND / Medical needs are listed on Evolve as well as on the risk assessment. The list of attendees should be circulated to teachers at least one week before the trip and at this point inform Cover in the General Office of any duties that need to be covered.

Table 1: Trip Procedures

Area	Students	Staff
Trips	Trips leaving before school meet at the meeting point and complete register with trip lead For Trips leaving during the school day pupils must attend their class/tutor and complete registration. They must have a note in advance to leave.	Trip details must be shared on Monday by Trip SLT lead with attendance team, DL/DDL, Phase leader and attendance team For trips leaving before/after school: Trip lead completes register and passes to reception Register must be complete register for the trip not just who is there and attending. No students can be added who have not been identified in advance on evolve. For trips leaving during the school day: Trip lead emails phase leader night before. Trip lead completes register and passes to reception Register must be a complete register for the trip not just who is there and attending.

17.2 Attendance Monitoring and Support

Student attendance will be monitored daily through the live register in SIMs. Analysis and intervention strategies are allocated through the weekly attendance meeting. This meeting is held by the attendance team and a member of the senior leadership team. Students are tracked through the Attendance Tracker.

Attendance Tracker

The Attendance Tracker for the school provides weekly details of the following:

- Headline figures for the year to date
- Headline figures for the weekly breakdown
- Year group headline figures year to date and weekly breakdown
- Year group monitoring figures. (Key groups).

All registers on SIMs for the week must be accurate by 4.00pm on Friday. It is the responsibility of the Attendance team to work together to ensure all registers have relevant codes. This includes all N –Codes being accounted for AM and PM tutor sessions. In addition, all reasonable attempts must be made to account for (O) codes.
It is the responsibility of the Attendance Officer to update the tracker weekly on Monday morning by 12:00pm and to save in the T –Drive.

On the final day of each half term the Attendance Officer is responsible for refreshing all data for the half term using the latest export from SIMs. This is to ensure validity of data in the tracker accounting for individual changes that may have been made over the half term period.
Access rights to this information is restricted to:

- Senior Leaders
- Attendance team
- Phase leaders
- AWA.

It is the responsibility of the Attendance Team to circulate the attendance statistics from the tracker to Phase leaders by the end of play on Monday. It is the responsibility of Phase leaders to share with relevant staff in Tuesday briefings and if this is not possible, by the end of the week.
It is the responsibility of the Phase leaders to notify the office of any students either being enrolled/off –rolled who need to be added or removed to/from the Attendance Tracker.

17.3 Protocol for Attendance Tracker Monitoring Meetings

The Attendance Team must meet weekly. Where due to unforeseen circumstances a meeting has to be cancelled it is the responsibility of the cancelling party to rearrange. All rearranged meetings must take place by before Friday 3pm of that week. This is to ensure that meetings take place weekly.

All students on the tracker who have dropped in attendance over the previous week will need to be followed up in the weekly attendance meeting. Those students whose attendance fails to improve will need careful consideration. Actions are detailed in Appendices. However, additional actions may be taken to account on a needs led basis.

PA students are discussed and actioned with the AWA in a weekly meeting using the Attendance Tracker as a record of actions to date.

It is the responsibility of the Pastoral co-ordinator to ensure that the Attendance Tracker is a standing agenda item during the attendance meetings.

Intervention on Attendance and Punctuality Rates (Actioned in Attendance Meeting)

The school will undertake a series of actions based upon the attendance and/or punctuality of each individual student. This includes interventions to help students improve their attendance and punctuality by working with families as well as providing rewards for those who have excellent attendance and punctuality and those making rapid progress towards it. The nature of the intervention is varied upon the attendance and punctuality levels. (See Appendices).

17.4 Additional Actions

PP Focus groups and any other identified students who are at risk of decreasing attendance have their attendance closely monitored and the necessary interventions are actioned with additional support. It is the responsibility of the Pastoral Co- ordinator to populate and update the relevant data tracking sheets for the Focus Groups. Selection for the Focus groups is considered by the Phase leader and Attendance Team. Please see Appendices.

17.5 Punctuality

Students are expected to be on site by 8:30am.

- Late pupils are identified as any students arriving at or after 8.35am

18. Absence Procedures

18.1 Absence Procedure

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before 8.30am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before 8.30am
- Ensure that your child returns to school as soon as possible and you provide any medical evidence if requested to support the absence.

If Your child is Absent We Will:

- Telephone you on the first day of absence if we have not heard from you however it is your responsibility to contact us
- If we have not heard from you by 9.30 am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.
- If we still have not been able to ascertain where your child is then we will make a home visit.
- However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed as a 'missing child'
- If your child's attendance is below 95%, we may write to you, send you a reminder text or invite you in to school to discuss the situation with our School Attendance Welfare Officer or a member of SLT

- Parents will be fined if their child has three consecutive days of unauthorised absence.

Logistics and Processes

1. The school gates will open at 8:30 am
2. Children go straight to their classrooms ready for the class register

1. 8:35am – the school gates will close. Any families arriving after this time will need to walk around to the main reception and will be recorded as Late.
2. Class teacher's record any children who have handed in a 'red late card' with a code 'L' when completing the register

18.2 Long Term Absence

If a pupil is expected to be absent for a prolonged period, defined as one week or more, on medical grounds it is the responsibility of the Phase Leader to organise, through class teachers, relevant work to be collected and given to the pupil.

The expectation is that the work will be collected by a nominated person selected by the pupil's family from the school wherever possible. In the event that this is not possible the school will make provision to have the work sent to the pupil's home address.

The expectation is that the work will either be returned in advance of the pupil's return in the case of sustained absence or when the pupil returns to school. The work will then be marked by the pupil's teacher.

The school follows the Child Missing from Education Statutory Guidance.

18.3 Lateness

Poor punctuality is not acceptable. If a 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. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time- keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

The school gates open at 8.30am, children can begin to come into school. Teachers collect their class at 8.30am and then the gates are closed. Your child will receive a late mark if they are not in by that time. Children arriving between 8.35am and 8:45am will be handed a red late card; parents are unable to accompany their child into the school playground after 8.45am. Registers are taken at 8:40am. Any children arriving after 8:40am are required to come into school via the school office (accompanied by a parent or carer), the parent/carer will sign them into the 'Late Book' and provide a reason for their lateness which is recorded. At 8:45am the registers will be closed.

19. Approval Signature

Signature of Executive Headteacher _____

Print name _____

Date _____

Signature of Chair of Governors _____

Print name _____

Date _____

20. Appendix 1 – Role and Responsibilities

Class teacher's responsibility to:

- Support and build a culture of 100% attendance for all pupils in their class
- Highlight any children that are absent for two consecutive days to the Family Liaison Officer

Admin team's responsibility to:

- Make first day absence phone calls
- Inform the Family Liaison Officer if pupils are absent for three consecutive days with no explanation or contact from parents
- Ensure that parents provide medical evidence when a pupil returns from an authorised absence for illness

Pastoral Coordinator's responsibility to:

- Carry out home visits on the third consecutive day of absence with no explanation or contact from parents
- Send home 'catch up' work if children are absent for more than three days
- Inform the School Attendance Office if a pupils have an unauthorised absence from school for three days or more
- Hold parental workshops in conjunction with SLT.

School Attendance Officer to:

- Inform the Tower Hamlets Attendance and Welfare Officer if a pupil an unauthorised absence from school for three consecutive days or more
- Initiate the process of fining parents if a pupil has an unauthorised absence from school and it meets statutory thresholds
- Inform the School nurse if a pupil has an illness which results in the pupil being absent for one week.

Senior Leadership Team to:

- Hold termly meetings with parents whose attendance is 95% or less
- Organise half termly attendance and punctuality reward trips
- Recognise when PA pupils attendance significantly improves by sending home a celebration letter
- Lead and organise attendance weekly celebration assemblies
- Ensure all stakeholders are fulfilling their roles and responsibilities in line with the attendance policy
- Strategically lead attendance to ensure that the Primary School attendance target is met.

21. Appendix 2 – Guidance Table for Unplanned Absences

Day of Absence	<85%	85%-90%	90%-92%	93%-95%	>95%
Day 1	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by- case basis (Evidence required for absence to avoid O code)
Day 2	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by-case basis (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead. Course of action agreed on a case-by- case basis (Evidence required for absence to avoid O code)

Day 3	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. Refer to AWA for advice. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. Refer to AWA for advice. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)	Pastoral team attempts phone call home before 10am and reports to Pastoral lead Home Visit completed. (Evidence required for absence to avoid O code)

22. Appendix 3 – Process for Home Visit

Process for Allocation of Home Visit

Third day absence O Code/Welfare or safeguarding concern

1) Pastoral Co- ordinator identifies need for home visit through red flag

2) Attendance Administrator attempts phone call if no answer updates red flag and allocates staff member on attendance spreadsheet. This is then sent by email to relevant staff member. This can either be:

   - AWA
   - Attendance, Punctuality and Well-being manager
   - Attendance Officer
   - Attendance Admin Assistant
   - Phase leader

3) Relevant staff member conducts home visit:

   - Completes home visit pro-forma
   - Updates Home visit spread sheet
   - Actions are recorded in the Attendance Tracker

   - Actions are recorded in the Attendance Tracker

Wellbeing and Safeguarding Guidelines

In order to ensure the wellbeing and safeguarding of all stakeholders for Home visits please ensure you follow the guidance below:

Guidance

1) When assigned a home visit it is the responsibility of the member of staff conducting the home visit to have completed the columns in the home visit Spreadsheet detailing:

   - Member of staff aware
   - Welfare need.

Please note all welfare needs should be checked with the Safeguarding team and the cohort pastoral team before conducting the visit. This is important in order to ensure the Home visit can take place:

2) When leaving the it is the responsibility of the staff member conducting the home visit to inform the second staff member of when they are expected to return to school
3) When leaving it is the responsibility of the staff member to log out using the Home visit function on the automated system
4) It is the responsibility of the staff member conducting the home visit to sign back in on return
5) It is the responsibility of the staff member to notify the second staff member of their return to school

23. Appendix 4- Home Visit Record Sheet

Primary Staff Member conducting visit
Name:_____
Role: _____

Additional Staff Member conducting visit
Name:_____
Role: _____

Pupil information

	Name	Current attendance	Attendance Tracker Actions to date	Length of absence from school	Dates of absence
Pupils Details					

Visit details:

Date of Visit	
Time of visit	
Place of visit if different from students address:	

Meeting conducted	Yes	No – Please state reason _____

Reason for absence

_____
_____
_____

Supporting Evidence

_____
_____
_____

Strategy agreed

_____

_____

_____

Return to school date agreed: _____

Staff signature: _____

Pupil signature: _____

Parent/Carer/Adult signature: _____

24. Appendix 5- Tower Hamlets Fixed Penalty Notice Guidance

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

- If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

AWA Focus Group:

Actions
Shared meeting AWA and Attendance officer
Weekly monitoring
Home visit
Court warning
Fine
Data analysis and cohort selection.

25. Appendix 6- Internal Reporting Cycles of Attendance Data

Week number	Actions	Forum	Staff responsible
1	• Focus groups updated on SIMs • Attendance Tracker populated • Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• Attendance Tracker meeting • Internal -Drive • Attendance meeting • AWA and Pastoral Co- ordinator	• Pastoral Co- ordinator • Office team • Year Team Leader • AWA and Pastoral Co- ordinator
2	• Attendance whole school update • Focus groups updated on SIMs • Attendance Tracker populated • Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• SLT briefing • Attendance Tracker meeting • T-Drive • Attendance meeting • AWA and Pastoral Co- ordinator	• SLT lead/ Pastoral Co- ordinator • Pastoral Co- Ordinator/Family Liaison Officer • Office team • Phase Leader • Pastoral Co- Ordinator
3	• Focus groups updated on SIMs • Attendance Tracker populated • Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• Attendance Tracker meeting • Internal -Drive • SAC line management meeting • AWA and Pastoral Co- ordinator	• Pastoral Co- Ordinator • Office team • Phase Leader • AWA and Pastoral Co- Ordinator
4	• Attendance whole school update • Focus groups updated on SIMs • Attendance Tracker populated	• SLT briefing • Attendance Tracker meeting • Internal -Drive	• SLT lead/ Pastoral Co- Ordinator • Pastoral Co- Ordinator

	• Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• Attendance meeting • AWA and Pastoral Co- ordinator meeting	• Office team • Phase Leader • AWA and Pastoral Co- ordinator
5	• Focus groups updated on SIMs • Attendance Tracker populated • Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• Attendance Tracker meeting • Internal drive • Attendance meeting • AWA and Pastoral Co- ordinator meeting	• Attendance team • Office team • Phase Leader • AWA and Pastoral Co- ordinator
6	• Attendance whole half termly school report • Focus groups updated on SIMs • Attendance Tracker populated • Attendance Tracker analysis • Persistent Absentees Attendance Tracker update	• SLT briefing • Attendance Tracker meeting • Internal Drive • Attendance meeting • AWA and Pastoral Co- ordinator Tracker meeting	• SLT lead/Attendance Officer and SAC/data team • SAC/Attendance Officers • Data team • Year Team Leader • AWA and Pastoral Co- ordinator

Attendance % group	Praise Letter Half Term	Letter One Warning Letter	Letter two – SAC meeting	SAC - Focus Group	Letter three – YTL Meeting	Attendance Officer – Focus Group	Letter Four – Attendance Officer Meeting	Home Visit	AWA
>95%	X	X							
93%-95%		X	X	X					
90%-93%		X	x	X	X		X		
85%-90%		X	X	X	X	X	X	x	X
<85%		X	X	x	X	X	X	x	X