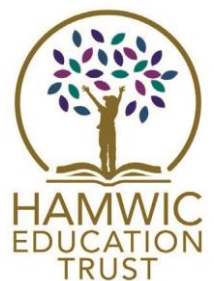




Attendance Policy 2023-2024

Date of last review: December 2023

Date of next review: December 2024



Attendance Lead: Cara Newman

Attendance Officers: Charlotte Wren (Weston Park Primary School and Weston Shore Infant School).

Registration begins: 8:55am

Present mark given until: 9:00am

Late mark given between: 9:01am – 9:15am

U code, un-authorised absence, applied: after 9:15am

This policy adheres to Department of Education guidance [School attendance guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk). Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education as stated here [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

1 Statement of Intent

Weston Shore Infant School and Weston Park Primary School recognise that for a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing a high-quality education for all our pupils in an environment where all pupils feel valued and welcome. Parents/carers and pupils all play a part in making our school successful.

Every child has a right to access the education to which they are entitled. Parents/carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality. It is our duty to consistently strive for 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

For your child to take full advantage of the educational opportunities offered it is vital they are at school, on time, every day the school is open unless the reason for their absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

1.1 Good attendance is important because:

The following points set out some of the evidence that show the importance of good attendance at school:

- statistics show there is a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, schoolwork and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, higher education, and employment or training.

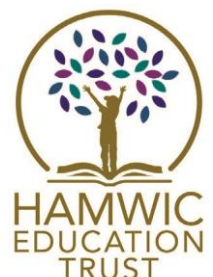
1.2 Legal framework/ responsibilities

Parents and carers are responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and to take problems seriously which may lead to non-attendance.

Penalty notices may be issued under the Local Authority's (LA) Code of Conduct for non-attendance at school. A copy of this Code of Conduct can be obtained from the Attendance Officer or the Education Welfare Service.

Date of last review: December 2023

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2 Roles and responsibilities

2.1 Responsibilities of classroom staff

It is the responsibility of classroom staff to:

- Ensure that all pupils are registered accurately and promptly
- Promote and reward good attendance with pupils at all appropriate opportunities
- Liaise with the attendance leader on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a pupil's absence
- Support pupils with absence to engage with their learning once they are back in school

2.2 Responsibilities of pupils

It is the responsibility of pupils to:

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time

2.3 Responsibilities of parents/carers

It is a legal responsibility of parents/carers to ensure their child's regular attendance at school (*see Section 444 of the 1996 Education Act*). Permitting your child's unauthorised absence from school is an offence in law.

Parents/Carers therefore have a responsibility to:

- inform the school on the first day of any unplanned absence (before 9am)
- discuss with the attendance officer any planned absences well in advance
- support the school's objective for 100% attendance of every child, every year
- make sure that any absence is clearly accounted for by telephone or MCAS app (My Child at School) on the first and subsequent days of absence, or by email or letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence for exceptional circumstances

2.4 Interventions/ Reward Systems

We believe that pupils who achieve good attendance should be recognised and rewarded. This provides positive reinforcement and incentivises other pupils to improve their attendance.

We categorise attendance in the following bands:

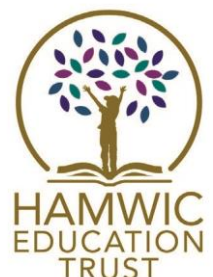
- 100% - This is excellent attendance.
- 96% - 99.9% - Your child's attendance is good and you are giving them the best chance of success.
- 91.1% - 95.9% - Your child's attendance is becoming a concern and may trigger an intervention.
- <90% - Persistent Absentee (attendance is a serious concern).
- <50% - Server Absentee (attendance will be subject to intervention from the Local Authority).

Rewards are issued for both excellent attendance and improved attendance. This is done on a weekly and half termly basis. Recognition of this is made by:

- Certificates
- Badges for children to keep
- Attendance stickers
- Personal congratulations from the Attendance Officer or other members of Senior Leadership Team

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- Attendance postcards
- Attendance monopoly board

Prizes are also given to children on 100% attendance for the whole academic year. Positive messages about good attendance are always delivered in class time and assemblies. An attendance board is kept up to date each week with each year group's attendance, parents/carers and pupils can easily identify the year group who have achieved the highest percentage attendance for the previous week. Attendance data is always available from the Attendance officer or school office.

Attendance below 95% will be monitored closely and the following actions may be taken.

- Warning letter
- Request for evidence if unwell
- Meeting arranged with Attendance Lead and/or Attendance Officer

Below 90%- Your child is considered a **Persistent Absentee** and attendance is a serious concern. This may trigger a referral to the Local Authority to consider legal interventions and statutory action. Our aim is to support with reintegration and this might include the following

- Attendance support action plan
- Tailored catch up plan
- Team around the child meeting
- Home visits
- Work with parents around routines and signpost parenting support

Below 50%- Your child is considered a **Severe Absentee** and will be subject to intervention from the Local Authority, legal interventions, statutory action including fixed term penalties and possible referral to other outside agencies for a supported return.

2.5 Legal Interventions

Improving attendance is a priority for the school. We will make use of all our internal procedures to improve attendance. However, where this fails to improve attendance we may use any of the above enforcement actions.

There are a number of legal actions open to a school, Academy Trust or Local Council to enforce school attendance. Local councils and schools can use various legal powers if a child is missing school without a good reason. These include:

- A parenting order
- An education supervision order
- A school attendance order
- A fine (sometimes known as a 'fixed penalty notice')

We give high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers, to resolve those problems as quickly and efficiently as possible.

2.6 Recording Attendance

We will record attendance twice daily using the following coding-

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip <u>organised</u> , or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<u>Authorised absence</u>		
C	<u>Authorised leave of absence</u>	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	<u>Authorised holiday</u>	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during <u>their public examinations</u>
T	Gypsy, Roma and <u>Traveller absence</u>	Pupil from a <u>Traveller community</u> is travelling, as agreed with the school

Unauthorised absence		
G	<u>Unauthorised holiday</u>	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	<u>Unauthorised absence</u>	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
Other circumstances		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

2.7 Lateness/Punctuality

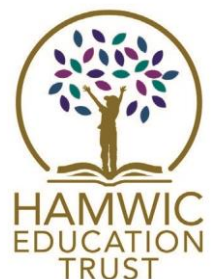
It is important to be on time for the start of the school day. The start of school is used to give out instructions, look at the day ahead and/or organise work. If your child is late, they can miss getting vital information. In addition to this, they can miss focused work time with their class teacher, disrupt lessons for others, and suffer embarrassment which can lead to possible further absence.

The doors to school will open for children at 8:40. The school day begins at 8:55am, all pupils are expected to be in their classroom at this time for registration. Department for Education guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school – but schools can choose to use a shorter period.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

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Arrival after the close of registration will be marked as unauthorised absence and coded U in line with Department of Education guidance. This mark shows them to be on site but is legally recorded as an absence.

If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, non-urgent medical or dental appointments should be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Parents/carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. Ongoing and repeated lateness is considered as unauthorised absence and may be subject to legal action.

If lateness persists parents/carers will be invited to attend the school and discuss the problem and what support might be available. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence in any 10-week period due to lateness, the school or LA will be required to issue parents/carers with a Penalty Notice.

If you collect your child, please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. If one is available, the school will place a child into the after-school club and provide the parent/carer with the bill.

2.8 Absence Due to Illness

It is recognised that children can become ill and may occasionally need to have time off school. If the authenticity of illness is in doubt, school will request parents to provide medical evidence to support the illness.

Letters and recommendations from medical professionals will be considered on a case-by-case basis but will not automatically be seen as a reason to authorise an absence.

Absences due to parents'/carers health or medical procedures will not be authorised.

If your child is unwell and you are unsure of whether to send them to school useful information can be found at <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

3 What to do if my child is absent

3.1 First Day Absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

In the event that your child cannot attend school you should:

- Contact us as soon as possible on the first day of absence (before 9am).
- If contact is not made by the parent/carer, then the school will phone, email and/or text the contacts listed for this child to endeavour to make contact.
- If we are unable to make contact or ascertain sufficient reason for absence, the Attendance Officer/Designated Safeguarding Lead may make a home visit.
- Records of the above will be made available to social care in the event of any Missing in Education investigation.

If your child is absent, we will:

Telephone on the first day of absence if we have not heard from you; This is because we have a duty to ensure your child's safety as well as their regular school attendance. If

we are unable to reach you and do not hear from you by 10am, your child's absence will be recorded as unauthorised and we will-

- Invite you in to discuss the situation with the Attendance Lead and Pupil Support Lead if absences persist
- If absence is unauthorised and attendance falls below 90%, we will follow all DfE guidance

3.2 Third day absence

If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start a Child Missing in Education procedure as set down by Southampton Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, and wider family. The attendance officer and/or a Senior Leader will try to establish contact. If contact is unsuccessful the school will follow SCC guidance by making a Child Missing in Education (CME) referral.

3.3 Ten days' absence

We have a legal duty to report the absence of any pupil if they are absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of being a child missing in education. Children's Services staff will visit the last known address and alert key services to locate the child. So, help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular reminders sent to parents/carers regarding up-to-date telephone numbers throughout the year.

3.4 Continued or ongoing absence

If your child misses 10% (three weeks/30sessions) or more schooling across the school year, for whatever reason, they are defined as **persistent absentees**. This level of absence disadvantages a child by creating gaps in their learning. Research shows that when attendance falls below 95% these gaps in education affect attainment. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child is still absent has had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will contact you to inform you of our next steps. All our persistent absentee pupils and their parents are subject to an Attendance Support Plan or depending on the severity of the absence a referral to an Education Welfare Officer (EWO).

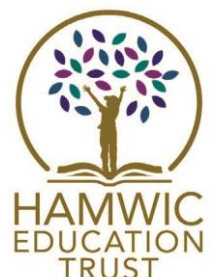
3.5 Medical Conditions

Pupils attending our schools may have medical conditions, either long or short term that will affect their attendance at some stage in their school career. We understand that children with medical conditions are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance whilst they are facing the challenge of ill health and remove any in-school barriers these pupils may face, including considering external support and reasonable adjustments, for example, supporting their ongoing learning.

One of our aims is to support children back into school as soon as their health allows. We aim to help ensure that the reintegration to full attendance is undertaken as quickly as possible, taking account of the needs of the pupil. This includes working with families,

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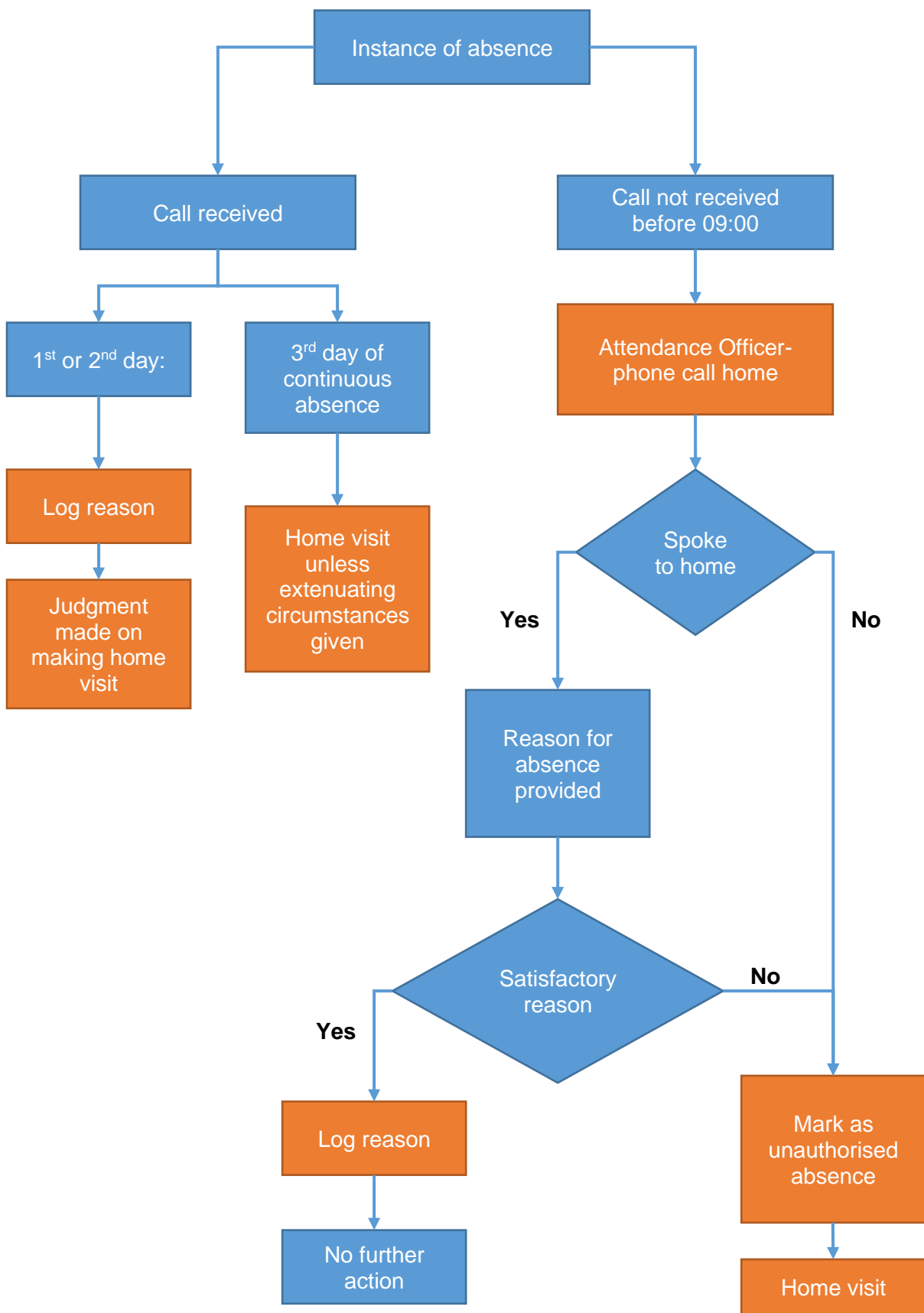


ensuring that they understand how important regular attendance is for their child's development and how it can also provide health benefits. We will support routines where school transport is regularly being missed and work with partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.

To ensure that we provide the support that pupils need it is crucial that Weston Shore Infant School and Weston Park Primary School listen to and value the views of parents/carers and pupils alongside advice from healthcare professionals. We understand that some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some pupils may also have special educational needs (SEN) and may have a statement, or Education, Health Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. We will ensure that staff are properly trained to provide the support that these children need and are aware of children's healthcare plans so they can be properly implemented. Where attendance at school would be detrimental to the health of a child or others we would not accept that child in school under such circumstances.

We are committed to ensuring that all relevant staff are made aware of a child's condition. When there are cover arrangements in place such as in the case of staff absence we will ensure that supply staff are fully briefed. To enable this parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Our attendance policy will be applied fairly and consistently but in doing so, we will always take account of the individual needs of pupils and their families who have specific barriers to attendance.

3.6 Attendance Procedure – At a Glance



3.7 Welcome Back

On returning from absence, all children are made to feel welcome, helped to catch up on missed work and brought up to date with any information that they may have missed.

4 Request for leave of absence

The Department for Education states: ‘Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.’

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on 1 September 2013. These regulations require that Headteachers do not grant any leave of absence during term time unless there are **exceptional** circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all.

The fundamental principles for defining ‘exceptional’ are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). There are no rules on this as circumstances vary from school to school and family to family.

There is no legal entitlement for time off in school time to go on holiday and, in the majority of cases, holiday will not be authorised.

Parents/carers wishing to apply for a leave of absence need to fill in an application form (available from the school office) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised and if the number of sessions absent exceeds 10 consecutive sessions, the school may request the Local Authority to consider issuing a fine or a warning letter.

Taking holidays in term time will affect your child’s schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time.

School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

5 Advice to Parents and Carers

My child is trying to avoid coming to School. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best dealt with collaboratively, our schools would encourage parents/carers and pupils to speak with us to solve these problems.

If a child is reluctant to attend school, we would encourage parents/carers to talk to us as soon as possible. Covering up their absence by using excuses for a child’s non-attendance may delay dealing with the problem. You may also give your child the impression that attending school does not matter and may make the problem worse.

Please contact your child’s class teacher or the Deputy Head Teacher immediately to openly discuss any worries about your child’s attendance at school. Your child could be avoiding school for a number of reasons such as difficulties with schoolwork, friendship problems, family difficulties, special educational needs or bullying issues. It is important that we communicate effectively to identify the reason for your child’s reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional and we may be able to make referrals or signpost you to other organisations that can provide further assistance.

What can I do to encourage my child to attend School?

For many parents, a child starting school may be the first experience of being separated from each other. This can seem daunting at first but thinking and speaking of it as a new and exciting adventure will help you both. The transition into a settled and happy school life can be significantly helped by a regular routine, this will be reinforced with regular, punctual attendance at school.

In addition to this you should consider the following strategies to help your child to find attendance at school easier:

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that they leave home in the correct clothes and are properly equipped.
- Show your child, by your interest, that you value their education.
- Be interested in what your child is doing in school, chat to them about the things they have learnt, their progress towards rewards, their friendships, and even what they had for lunch!
- Speak positively about school at home.

5.1 Not attending in circumstances related to Coronavirus (Covid-19)

The Department for Education publishes regular guidance to schools regarding the recording of absences due to circumstances related to Covid-19. We will follow the current guidance when recording such absences and will clarify the current guidance upon request.

5.2 Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups.

5.3 Criteria for success

- Improved attendance percentage for persistent absentees (**10% or higher of their possible sessions missed**)
- Improved attendance data across all years.
- Attendance rate increases
- Authorised absence rate decreases
- Unauthorised absence and persistent absence rate decreases
- Improvement in individuals' attendance
- The profile of good attendance within the school community is raised

Appendix 1

What your child missing out on

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
100%	95%	94%	90%	85%	80%

If your child misses	that equals...	which is...	over 13 years of school that's...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

The effect on progress

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Very Good	Acceptable	Worrying	Very worrying	Serious Concern	
Best chance of progress and success. More likely to be socially happy		Harder to progress, experience success or make friends		This is persistent absence. Very hard to make progress and social outcomes are often poor.	

Of the 365 days in a year, 190 days are spent in school. That leaves 175 days to spend on family time, visits, holidays, shopping, celebrating and appointments.

Appendix 2 – Child absent no reason given- standard letter

Parent/Carer of

Class:

Date

Dear Parent/Carer

According to our records we don't seem to have been informed of the reason for’s absence during the following period(s):

(INSERT DATES OF ABSENCE)

The DfE requires us to enter reasons for all absences and I would be grateful if you would complete and return the slip below or telephone the school with a reason for these absences so that we may update our records. Otherwise it will remain as an unauthorised absence on’s attendance record.

Yours sincerely

Attendance Officer

Weston Park Primary School Class:

Pupil:

Dates and sessions of absence(s):

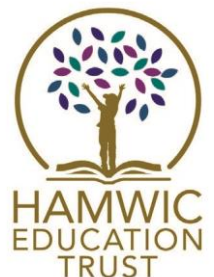
Reason:

(INSERT DATES OF ABSENCE)

Signature of Parent/Guardian: Date:

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Appendix 3 – Child’s Attendance below 95%

Salutation

Address

Date

Dear Salutation,


At Weston Park Primary School, we know that excellent attendance and punctuality leads to better outcomes for pupils. This is backed up by research that shows those with better attendance make better progress in their learning. As a school we are working hard to make sure we focus on an overall attendance of above 97%.

We track and monitor all pupil attendance. Absences must be investigated and reasons for absence must be recorded as per government guidelines. As part of our monitoring **your child’s attendance has been flagged due to the attendance falling below 95%.**

NAME’s attendance is currently PERCENTAGE%.

The national expected standard for primary aged children is 97% attendance.

ABSENCE = LOST OPPORTUNITIES



Did you know...?		
If your child's attendance is	Your child would have lost approximately... or they would have missed approximately	
Was 95%	9 days from school	50 lessons
Was 90%	19 days from school	100 lessons
Was 85%	29 days from school	150 lessons
Was 80%	38 days from school	200 lessons
Was 75%	48 days from school	250 lessons

As your child’s attendance is currently below national expectations we will be monitoring their attendance and look forward to seeing an **improved level of attendance**. We are committed to working in partnership with parents and carers and supporting you in any

Date of last review: December 2023 Date of next review: December 2024



way we can to achieve an improved level of attendance. Therefore, please do call on 023 8044 8962 and ask to speak with the Attendance Officer.

Please remember that you should notify the school as soon as possible on the first day of any absence by 8.30am. If the absence continues for more than one day then you should maintain daily contact to keep us informed about the situation. There is a 24 hour answer phone service available for you to ring and report a child absent as well as reporting via the Studybugs app. If we do not hear from you, the school will contact you for a reason for absence.

Why we want excellent attendance:

Being safe in school– Any child receiving an education at school needs to attend regularly (above 97%). We need to ensure children are safe in full time education. The only way we know that your child is safe during school hours is when they are in school and where they need to be.

Access to the full curriculum–we offer an extensive and engaging curriculum. Students are expected and are entitled to access the full curriculum.

Sense of belonging - School is not just about learning; we work hard to ensure all our students really feel part of a community.

Life Skills- Having good attendance and punctuality is a life skill and it is one that we promote here, preparing your child for the future in every way. We will often talk to students about what an employer would want in terms of commitment, hard work and reliability.

Friends- Undoubtedly friendship groups are strengthened the more you are in school. Children that miss school more than their peers often find it more difficult to maintain positive friendships. Friendships are so important for school aged children and that is never more true than when the brain is developing.

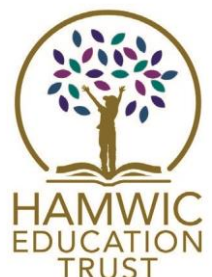
Thank you for your support in this matter.

Yours sincerely

Attendance Officer

Date of last review: December 2023

Date of next review: December 2024



Appendix 4- Child's attendance continuing to decline. Attendance Support Plan to be created

[Salutation]

[Address]

[Address]

[Address]

[Date]

Dear [Name of Parent]

[Name]'s attendance is currently [amount]%. This means that [name] has lost [amount]% of learning time as a result of not attending school.

Following my letter dated [date], [name]'s attendance has been monitored closely and we continue to be concerned about their level of absence. There is a clear and direct link between how well a child performs at school and how often they attend. We would like to discuss our concerns with you and explore whether there are any strategies we can implement or referrals that we can make in order to support you and your child with improving their attendance.

An appointment has therefore been made for you to meet withand on at The meeting will be held at school, please report to the main reception desk on arrival.

At the meeting will share concerns and work with you to create a pupil attendance support plan for achieving a significant and sustained improvement in 's attendance.

All parents have a legal obligation to send their child to school on time, every day, unless he or she is too ill to attend. We have a duty to ensure that you are aware that failure to do so could result in a referral to the Education Welfare Service and/or the issue of a Penalty Notice.

We are committed to working in partnership with parents and carers and supporting you in any way we can to achieve an improved level of attendance. If there is anything you would like to discuss or make us aware of, please don't hesitate to get in touch.

Yours sincerely

Headteacher

Date of last review: December 2023

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Appendix 5- Child's attendance continuing to decline. Education Welfare referral

[Salutation]

[Address]

[Address]

[Address]

[date]

Dear [Name of Parent]

We are writing to inform you that we continue to be very concerned about [Name]'s level of attendance. There has been no significant improvement since [date] when we first advised you that that we were monitoring [name]'s attendance.

[You have been invited in to school to meet with us on X separate occasions so that we could discuss our concerns and explore strategies to help and support you and your child to improve their attendance but you have failed to attend these meetings.]

[Despite meeting with us and agreeing an action plan together there has unfortunately been no significant improvement in your child's [attendance and/or punctuality]].

We will therefore be referring [Name] to the Education Welfare Service who will be in touch in due course.

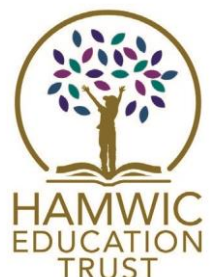
We are committed to working in partnership with parents and carers and supporting you in any way we can to achieve an improved level of attendance. If there is anything you would like to discuss or make us aware of please don't hesitate to get in touch.

Yours sincerely,

Headteacher

Date of last review: December 2023

Date of next review: December 2024



Appendix 6- Process for Leavers

If your child is leaving our school (other than when transferring to the secondary school) parents are asked to give the school office comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'.

This requires schools and Local Authorities to carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

- Parent/Guardian is required to notify the Headteacher in writing, giving the leaving date, new address and phone numbers and detailed reasons.
- Parent/Guardian to complete the Southampton City Council in year transfer application [In-year transfer \(southampton.gov.uk\)](https://www.southampton.gov.uk/in-year-transfer)
- Parent(s)/Guardian(s) need to ensure that they have cleared all payments on the Parent Pay system.
- The school will contact the child's new setting on the date stated they will start to confirm that this transfer has taken place.

Appendix 7 – Possible Exceptions

Absence through child participation in public performances, including theatre, film or TV work and modelling.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence approved by the Headteacher as being part of a child's participation in a public performance is recorded as an authorised absence.

Absence through competing at regional, county or national level in sport.

Parents/carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion whether to authorise this. They will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

Absence through religious observance

Absence due to days set apart for religious observance by the religious body to which parents/carers and pupil belongs will be authorised by the school. These days must be universally recognised to be authorised.

Service Families

The Ministry of Defence (MoD) issue additional guidance to schools with regards to term time absences for the children of service families. This is provided because it is acknowledged that the operational needs of the Armed Forces may legitimately prevent a service family from taking holidays within the school holidays. Ultimately the decision on whether to authorise leave in term time still lies with the Headteacher, however further clarification regarding the exact circumstances may be sought from Unit Commanding Officers and their welfare staff. When deciding whether to authorise an application for a leave of absence from a service family, the Headteacher will take into account the circumstances, the child's attendance record and the school year which the child is in.

Gypsy Roma and Traveller families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for traveller children, dual registration is allowed. That means that a school cannot remove a traveller child from the school roll while they are travelling. When the traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.