

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	ATTENDANCE POLICY
Policy Reference	<b>SUAS.P.1507.ATT02</b>

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes	
TO BE PUBLISHED ON WEBSITE	Yes	

POLICY OWNERSHIP	
Governor Committee:	Pastoral
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Karen Berwick – Deputy Head Teacher
LINKED PROCEDURES REF:	
Responsible Person - Procedures	

POLICY IMPLEMENTATION DATE:	January 2022
PLANNED REVIEW INTERVAL:	1 Years
PLANNED NEXT REVIEW DATE:	January 2023

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to [policy@stratfordschool.co.uk](mailto:policy@stratfordschool.co.uk).

**i. POLICY OUTLINE**

Stratford upon Avon School aims to maximise attendance rates in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.

**ii. PURPOSE**

The purpose of this policy is to ensure pupils attend school and to ensure support is given to those having difficulty attending.

**iii. IMPLICATIONS OF POLICY**

Compliance with the requirements and guidance laid out in this policy will ensure students attend school as often as possible. Failure to follow this policy will have negative impact of the education of pupils and may also put them at risk of child protection and safeguarding dangers.

**iv. EQUALITY**

Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

**v. CONSULTATION**

Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Pastoral Committee).

**vi. PROCEDURE**

Procedure is the method by which the strategic intent of the policy is realised, and is thus an 'instruction manual' on how the policy outcome is to be achieved.

The procedure which supports this policy is an independent document, for internal use by Academy staff. The procedure reference is shown on the Policy Identification Page.

The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.

If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.

**vii. RELATED POLICIES AND PROCEDURES**

- Behaviour Policy • Child Protection and Safeguarding Policy

**viii. DOCUMENT HISTORY**

The policy will be subject to regular review once ratified by the Governing Body. The history of the policy will be recorded using the chart following:

<b>Date</b>	<b>Author /Reviewer</b>	<b>Amendment(s)</b>	<b>Approval/ adoption date</b>
April 2015	K Berwick	Policy updated in line with Pastoral Governor requests	July 2015
10/15	K Berwick	Additional guidance from WAS added as Appendix 1	WAS appendix approved January 2019
01/19	K Berwick	Change of name from ACE to WAS	January 2019
01/22	J Wilkinson	Complete review and update	February 2022

## **Development/Monitoring/Review of this Policy**

This Attendance Policy has been developed by following guidance from the Department for Education and will be reviewed by the Governors and Designated Safeguarding Lead (DSL) before publication.

The school will monitor the impact of the policy using:

- Attendance/absence reports and data dashboards
- Monitoring of Attendance Improvement Officer and College Leader concerns
- Monitoring of student behaviour data
- Monitoring of safeguarding issues raised via MyConcern

## **Scope of the Policy**

This policy applies to all members of the school community (including staff, students, parents/carers, volunteers, visitors, community stakeholders) who support students and their attendance at school.

## **The Law**

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

Under Section 7 of The Education Act 1996, parents/carers are under a positive duty to ensure that a child receives an efficient and full-time education, either by regular attendance at school or otherwise.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter, email or telephone message from a parent/carer does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered will the absence be authorised.

## **Roles and Responsibilities**

Improving student attendance at Stratford upon Avon School is the responsibility of everyone in the school community. The following section outlines roles and responsibilities of individuals and groups within the school alongside external stakeholders.

### Governors/Board of Directors:

Governors are responsible for the approval of the school Attendance Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about student attendance. A member of the Governing Body/Board has taken on the role of Attendance Governor. The role of the Attendance Governor will include:

- Regular meetings with the Attendance Improvement Officer
- Reporting to relevant Governors/Board/committee meeting

### Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring satisfactory student attendance across the school, though the day-to-day responsibility for student attendance will be delegated to the DSL
- The Headteacher and (at least) another member of the Senior Leadership Team (SLT) should be aware of the procedures to be followed with regards to student attendance concerns
- The Headteacher/ DSL are responsible for ensuring that they and other relevant staff receive suitable training, to enable them to carry out their student attendance monitoring roles and to train other colleagues, as relevant
- The Headteacher/Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out a student attendance monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

### Designated Safeguarding Lead (DSL):

- Takes day to day responsibility for attendance issues and has a leading role in establishing and reviewing the school attendance policy/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of a student attendance concern
- Provides training and advice for staff
- Liaises with the Local Authority/relevant body
- Receives reports of student attendance concerns
- Meets regularly with the Attendance Governor to discuss current issues
- Reports regularly to Senior Leadership Team

The DSL should be trained in attendance issues and be aware of the potential for serious child protection safeguarding issues to arise from:

- Truancy, unsociable behaviour, secretiveness (phones, devices, location)
- CSE (child sexual exploitation) - potential or actual incidents of grooming
- County Lines – gang drug involvement
- Drug & alcohol misuse
- Social media platforms – sharing of personal data, inappropriate on-line contact with adults/strangers, cyber-bullying, access to illegal/inappropriate materials, gaming addictions
- Mental health/self-harm concerns - always tired, lack of interest in family, friends, school
- Neglect in the home – physical, sexual or emotional
- Adverse Childhood Experiences (ACE's)
- FGM (female genital mutilation)

Globally most Muslims do not practice FGM, it is neither a requirement nor a `Sunna` in Islam. We are aware that some UK communities are more at risk than others. FGM is illegal in the UK and considered to be child abuse. As such we will follow appropriate safeguarding procedure whenever FGM is a possible reason for absence from school or removal from roll.

### Teaching and Support Staff:

Teaching and support staff are responsible for ensuring that:

- They have an up-to-date awareness of attendance matters and of the school Attendance Policy and practices
- All students have a good understanding of school attendance expectations and the detrimental impact of absence on their social development, academic learning and progress in school
- They raise any attendance concerns to the Attendance Improvement Officer or relevant College Leader
- Safeguarding concerns are reported via MyConcern platform in school
- Parents/carers are informed promptly of any concerns which may arise over a child's attendance
- Unreported absence is communicated home via twice daily text and email absence alert messages
- Calls to home are made where necessary for absence concerns
- Parents/carers are written to by the school when appropriate throughout the academic year to offer guidance and support
- Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication

### Students:

- All students are expected to attend school and all of their lessons regularly and punctually
- Students need to have a good understanding of the relationship between absence and social and academic progress in school and take responsibility for their daily attendance
- Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the form tutor, and if the need should arise from their College Leader, Progress Leader, or student mentor if appropriate
- Students should endeavour to develop skills and attributes to become a positive and contributing member of the school and wider community

### Parents/Carers:

By law, all children of compulsory school age (5 and 16) must get a valuable full-time education. You are responsible for making sure this happens, either by registering the child at school or by making other arrangements, which provides an effective education. If your child is registered as a student at a particular school, that school must give permission for your child to be absent. If your child does not go to the school at which he or she is registered, the relevant education authority can take legal action against you.

Parents/carers are responsible for ensuring that:

- Their child attends school regularly, punctually, properly dressed in school uniform, equipped and in a fit condition ready to learn
- They notify any absence from school (including medical appointments) or late arrival by leaving a voicemail message on the school 24-hour student absence line 01789 209296, or by emailing [attendance@stratfordschool.co.uk](mailto:attendance@stratfordschool.co.uk) by 9.00a.m on *each day of absence*

- Medical/dental appointments are made outside of school hours where possible. Should this be necessary their child is requested to register with their Period 1 and Period 4 teacher, to then be released from school at the required time. A confirmatory note must be written in the school planner by the parent/carer to allow the student to leave class and sign out at the Attendance Support Room
- When requested by school, provide medical evidence from a healthcare professional to support absence due to a known health condition

### The Role of the Authority:

- Local authorities (LAs) are responsible by law, for making sure that registered pupils of compulsory school age attend their school regularly
- The LA employs educational caseworkers to monitor school attendance and to help parents meet their responsibilities
- Educational caseworkers work closely with schools
- If your child is not attending school regularly, an educational case worker may visit you
- For your child's sake you should co-operate with the educational caseworker to make sure your child overcomes attendance problems, to receive a proper education
- If you do not do everything you can to co-operate with the educational caseworker and school, the LA may have no choice but to apply for an education supervision order. This means that the court appoints a supervisor to help and give advice to you and your child

The LA can also prosecute you in a magistrate's court. This could result in parents/carers being fined up to £2500 for each child of attendance concern.

## **Policy Statements**

### **Education - School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). The school will employ a range of support options to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents/carers. Staff will respond to all absenteeism firmly, fairly and consistently with a duty of care, to help reduce absence from school.

### Registration (Roll Call)

Students are expected to be in school for 8.45a.m prompt, prior to the school gates being closed and to be ready to learn in class for 8.50a.m prompt. Students arriving after 8.45a.m must enter school via the late entry door and provide a reason for their lateness. A.M registration will be taken at the start of Period 1 lesson, with P.M registration taken at the start of Period 4 lesson. Registers will close at 9.30a.m and at 12.45pm. If a student fails to arrive before the registers close, they will be marked as 'absent'. The class teacher will amend the register entry to read 'late' provided the pupil reaches their classroom before the close of the register at 9.30a.m.

If a student arrives late to school without a satisfactory explanation a punctuality sanction will be applied when appropriate. Staff in the Attendance Support Room will contact the parents/carers by email & text message, to confirm an after-school detention will be set, for the same day as the late arrival. Students will be expected to remain behind with their form tutor at the end of their Period 6 lesson for 10 minutes.

For persistent late arrival without genuine reason a 1 hour College Leader detention will be set. Parents/carers are reminded that if a student arrives in school after 9.30a.m and an acceptable explanation is not forthcoming, the pupil will be recorded as 'unauthorised absent' for that session.

Form tutors will be sent a weekly record of absenteeism by the Attendance Improvement Officer, so that they can monitor the attendance of those students causing concern and amend absence codes if appropriate. The Attendance Improvement Officer will maintain an overview of the whole school picture.

### Authorised/Unauthorised Absence

It is vital that all members of staff are aware of the criteria for deciding whether or not to authorise an absence.

Stratford upon Avon School will decide on how an absence is to be recorded in accordance with the latest guidance from the DfE:

Absence can be authorised if:

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body of the school)
- The pupil was ill 'or prevented from attending by any unavoidable cause (unless they are classed as being persistently absent from school)
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The school at which the child is a registered pupil is not within walking distance of the child's home, and no suitable arrangements have been made by the LA for any of the following:
  1. the child's transport to and from school
  2. boarding accommodation for the child at or near the school, and
  3. enabling the child to become a registered pupil at a school nearer to his/her home
- The pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996 Section 444 (6) are met
- There is a family bereavement/funeral
- The pupil is attending an interview with either a prospective employer or in connection with an application for a place at an institute of further or higher education, or for a place at another school
- A Year 11 pupil is granted study leave
- The pupil is involved in an exceptional special occasion (eg. if a pupil is attending graduation of an older sibling)
- Leave of absence is granted by the school in writing for an agreed exceptional circumstance

Absence should be unauthorised if:

- No explanation is forthcoming
- The school is dissatisfied with the explanation
- The pupil stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is absent for unexceptional special occasion (e.g a birthday/treat/family gathering/event)
- The pupil is away from school on a family holiday without authorisation from school in writing
- Medical evidence is not provided when requested by school for students with attendance below the DfE persistent absence level of 90%

## Holidays

Parents should be reminded that they do not have any legal entitlement to take their child on holiday during term time and applications for leave of absence (LOA) must be made in advance.

Removing children from school disrupts the flow of learning, creating gaps in knowledge, and can lead to Fixed Penalty Notices being issued to each parent/carer of each child by the Local Authority, Warwickshire Attendance Service (WAS). Where a Fixed Penalty Notice is issued and not paid within the required time frame as set out on the notice, the matter will be referred to W.C.C Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

When pupils are absent from school without approval, we may refer to WAS (see appendix 1).

## Strategies for promoting attendance:

- Stratford upon Avon School will offer an environment in which students feel valued and welcomed. The school's ethos must demonstrate that students feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken
- A varied and flexible curriculum will be offered to all students. Every effort will be made to ensure that learning tasks are matched to students' needs
- Attendance data will be regularly collected and analysed in order to help identify patterns of student absence and to set targets, correlate attendance with achievement, and support and inform policy/practice
- Attendance expectations will be a regular feature in college assemblies and tutor group time
- The Attendance Improvement Officer will monitor and review these targets and be supported in this by form tutors, College Leaders and Progress Leaders
- Parents will be reminded regularly (via the school website, attendance/curriculum emails, academic reports, Bromcom - My Child At School (MCAS), the school prospectus, parents' evenings etc.) of the importance of regular attendance and the impact of absence
- All students including 6<sup>th</sup> form students, may be asked to provide medical evidence to authorise absences of 3 days or more. This will allow appropriate support measures to be considered
- Students who are absent through illness for any extended period of time may (when appropriate) be re-integrated back into school upon their return, via an individually tailored reintegration programme as agreed by their College Leader
- The Headteacher will make an annual report to the school's governing body on attendance matters. In addition, it is recommended that the Headteacher reports on attendance to the governors termly
- College Leaders and the Assistant Head for Inclusion will, when appropriate, liaise with other agencies when this may serve to support and assist students who are experiencing attendance difficulties
- The Attendance Improvement Officer will have regular meetings with the school's Warwickshire Attendance Service (WAS) allocated caseworker, in order to identify and request support through College Leaders for those students who are experiencing persistent absence and attendance difficulties
- Visits will be made to feeder primary schools in order to ensure the smoothest possible secondary transfer. Discussions with primary school teachers will seek to identify those pupils who may require extra support during this process. They may be supported by:
  - Group work
  - Parent groups
  - Project work for identified groups of youngsters who may be vulnerable to poor attendance

## **Education – students**

All students must attend school regularly to learn successfully to achieve their potential. All students have a personal responsibility for their attendance level in school and must be mindful of taking absence.

- Students must feel safe in school and know who to report any concerns to
- Students must engage with their form tutor to highlight any barriers to their learning in school and to request support when necessary
- Students are actively encouraged to participate in a wide range of extra-curricular activities to enhance their time at school

## Lateness

This is a problem because it:

- Disrupts the flow of learning in lessons, creating gaps in knowledge
- Sets a poor example for later life opportunities
- It is a desirable attribute welcomed by further education, apprenticeship providers and employers
- May, if persistent, result in prosecution of the parent
- Makes the child stand out from their classmates

## **Education – parents/carers**

The importance of regular school attendance cannot be overestimated. It is essential to secure a good education to enhance future life chances and establishing it must be a daily priority for schools, parents/carers and students alike. The reasons why attendance problems arise are many and varied. They are often complex and require sensitive and professional handling.

Children who do not attend school regularly diminish the value of the education provided for them. They may also damage the learning of other because of the disruption that can be caused to other students. It is the duty of parents/carers to secure education for their children and for the Local Authority (LA) to ensure that this duty is carried out. Warwickshire Attendance Service (WAS) carries out this duty on behalf of the LA. We carry this out in a number of ways:

- Working in schools with children and teachers
- Working directly with families and children in the home
- Project work within schools and communities
- Supporting families to ensure children make the very most of their educational opportunities

Warwickshire Attendance Service (WAS) also carries out a number of other duties relating to the welfare of children in the education setting and with employment matter concerning school age children.

## Periods of Remote Learning/Home Schooling

There may be occasions when children are expected to work from home, by accessing remote learning online. When appropriate there may be a mixture of 'live' teacher led lessons and complimentary work set for

all timetabled lessons. Students will be expected to log into each session to complete the work set and feedback to their teachers if appropriate. Students will also be expected to log into their tutor group session as requested by their form tutor. This will enable staff to check that students are 'safe & well' and will satisfy the school's safeguarding requirements.

The same high standards of behaviour will be expected when accessing remote schooling, as in the school classroom. Staff will monitor remote lessons and contact home should concerns arise. Students experiencing problems with accessing remote learning from home should contact their form tutor in the first instance for support. College Leaders and Progress Leaders will monitor 'learning from home' and contact parents/carers if they have any concerns regarding student engagement or welfare.

## **Pupils with long-term attendance problems**

### Truancy – What do we mean?

There is no identikit truant because reasons for non-school attendance are so different. Children may fail to attend school for a wide variety of reasons, including illness, family bereavement, visits to the country of origin, family holidays, being a young carer, unhappiness at school or finally a defiant rejection of parental or school authority.

The term 'truancy' has generally been used where the decision to miss school is taken by the child without parental or other authority permission and where the child uses the time for his or her own purpose. This truancy is seen as either a response to great unhappiness, or more commonly a small act of rebellion. It does not encompass the many other occasions on which a child may not attend school for other reasons.

Some of the most important factors behind truancy lie outside of school, above all in family relationships and peer pressures. But how schools operate can make a great difference in shaping whether children do in fact truant.

### Department for Education (DfE) - Persistent Absence Definition

An individual student is deemed as being persistently absent (P.A) from school if their attendance level drops below 90%.

This level of attendance will invariably have a detrimental impact on their education. We will work closely with Warwickshire Attendance Service (WAS) to resolve issues leading to persistent absence. Parents/carers will be asked to provide medical evidence to support repeated absence when appropriate.

### What school and the Warwickshire Attendance Service (WAS) service can do:

The three major areas of influence upon non-attendance (individual, family and social, and school factors) require close co-operation between a range of services to reduce truancy.

### Strategies to tackle truancy in Warwickshire:

- Schools having a proactive school attendance policy
- Joint working between schools and WAS to effectively reduce persistent and unauthorised absence
- School targets in line with DfE target setting guidelines

- Governors taking an active role on monitoring their schools' performance on attendance
- LA targets to reduce unauthorised absence
- Publish data on schools' performance on attendance
- Computerised registration so schools can identify patterns and possible cures
- Curriculum – initiatives on opening up opportunities at KS4
- Police Powers to remove truants
- Parenting contracts – a voluntary agreement between parents, Warwickshire Attendance Service (WAS) and school setting clear expectations and goals
- Fixed Penalty Notices and prosecution of parents who fail to ensure that their child attends regularly
- Parenting Order – where a parent has been convicted of failing to secure a child's attendance at school. Court will be able to impose a parenting order for up to 12 months. It can include specific obligations upon the parent (e.g. parent escorts the child to school)

### “School Refusal”

Principles:

Often youngsters refusing to attend school have complex, inter-relating difficulties arising from health, family, social and educational factors.

In cases where non-attendance becomes well established, involvement of professionals beyond the school may be indicated. It is important that their respective roles and responsibilities are agreed and that clear procedures for liaison, consultation and collaboration are established.

The key principles under-pinning roles, responsibilities and procedures are:

- The school retains responsibility for ensuring that the involvement of the various agencies is gained, as appropriate
- The group of involved professionals is jointly responsible for the decision to seek to involve a further professional group
- Decisions to involve a given professional group will be based on:
  - clarification of the roles and responsibilities of each group
  - responsibilities of each group for example, experience
- Withdrawal from a case by any professional group follows the agreement of the existing stakeholder group

### School Responsibilities in relation to School Refusal:

To develop a school culture that operates to reduce the risk of school refusal. This may include policy and practice regarding:

- Bullying and other forms of harassment, including racial, sexual harassment
- Social inclusion
- Extra-curricular opportunities
- Mentoring schemes
- Special Educational Needs

To raise teachers' awareness of the indicators of a child at risk of school refusal.

- Training
- School policy regarding the respective roles of SEND and pastoral care staff.

- Engage with parents
- Investigate any school-based difficulties and respond
- Consult Warwickshire Attendance Service (WAS)
- Consult School Health staff
- Avoid any indication on condoning absence

To identify a named person to ensure referral to other agencies, as appropriate.

- This is the role of the Assistant Head for inclusion

#### Warwickshire Attendance Service (WAS) Responsibilities in relation to School Refusal:

To advise schools of their responsibilities in relation to individual cases i.e. support implementation of school's responsibilities. In collaboration with the school, to advise parents of:

- The legal position
- Their responsibilities
- Available support and signposting available intervention where appropriate

In addition:

- To liaise with school health advisers and community paediatricians
- To plan further action on the basis of agreed approaches
- To discuss with school and family the possible need for:
  - Further assessment, for example, by school's E.P
  - Further within school support, for example, by SEND support services

To establish and maintain Warwickshire County Council's database re children out of school

#### Educational Psychology Service (EPS) Responsibilities in relation to School Refusal:

- To consult with those already involved
- Where necessary, to carry out further assessments
  - To advise on future case management, generally

#### Health Service Responsibilities in Relation to Medically Certified Ill Health / School Refusal:

##### School Health

To provide consultation to parents, school and WAS about possible Child and Adolescent Mental Health (CAMH) concerns, and about other health issues. As appropriate to communicate such concerns to child's G.P and CAMHS.

##### General Practitioners (G.P)

G.P's have been asked to liaise with schools, either directly (with parents/carers permission) or through School Health staff, when presented with cases of absence due to confirmed medical need or school refusal.

##### Child and Adolescent Mental Health (CAMHS) concerns

CAMHS/RISE professionals may become involved with cases where school refusal is a concern before the case is brought to the attention of Warwickshire Attendance Service (WAS). If this happens it would be

helpful, if the family is willing, to inform the school's named person. (From within the Education Service, referrals to CAMHS would not normally be expected prior to consultation with the school's E.P.)

### **Children who are unable to attend school for health reasons**

The school retains responsibility for the delivery of a student's education for as long as the pupil is on the school roll. Sick children must not be taken off the school register without the consent of their parents/carers and prior consultation with the LA, even after long absences arising from ill health. Some pupils may be too sick or unwell to do any schoolwork, but schools should not assume that students away from school because of ill health are unable to work. The school should ensure that:

- All non-attendance related to *diagnosed ill health* is properly authorised and regularly monitored by a GP/healthcare professional, *with written medical evidence being obtained by the parent/carer*
- Advice and assistance are sought as appropriate from the School Health Service and/or the WAS Service when requested by either the parent or school
- A referral is made via the school inclusion team for school Flex support where appropriate

The Assistant Head for Inclusion and the relevant College Leaders are the teachers nominated as responsible for co-ordinating educational provision, for each pupil unable to attend school because of medically certified ill health. The school will work closely with students and parents/carers to ensure the delivery of education remains our priority.

The nominated members of staff must;

- Consider the possibility of providing a short-term reduced timetable or education via school Flex when a pupil has been absent for two weeks because of GP/healthcare professional *medically certified ill health*, or when there is a series of absence of one week or more or when it is considered that the long-term health needs of the student may result in intermittent attendance, which could have a significant impact on the students' education.
- Contact parents/carers to discuss needs and make appropriate educational provision
- If appropriate liaise with school Flex to ensure mutually acceptable arrangements have been made with parents/carers for a suitable programme of work, the regular setting, supervision, marking and collection of work for students signed off school in writing by their GP / healthcare professional
- Consider with parents/carers whether it would be appropriate for any member of the school staff to undertake a pastoral visit to home or hospital, or whether it would be appropriate to encourage school friends to write or visit
- Liaise with all relevant Education, Health or Social Service professionals
- Maintain records of all pupils for whom the LA is providing education out of school

### **Procedures for Tracking and Monitoring Pupils Out of School**

Warwickshire Attendance Service (WAS) is the service responsible for tracking and monitoring pupils out of school.

#### Home Education

For parents opting to educate their child at home, the following information should be considered:

- A centrally held Local Authority register of all home educated children is managed by the Principal Lead at Warwickshire County Council (W.C.C)
- Schools forward a copy of the de-registration letter or email received from the primary parent/carer, confirming the removal from school roll due to Elective Home Education (E.H.E) or education otherwise than at school, to the Principal Lead at W.C.C
- W.C.C carry out a home visit to explain monitoring system and whether parents are clear on all the implications of home education.
- An annual LA inspection occurs

Procedures for checking children who move away from a school without notice.

Regulation 9. (1) G. The Education (Pupil Registration) Regulations 1995.

- Where a pupil of compulsory school age has been continuously absent for four weeks or more, his name may not be deleted from the admission register until both the school and the local education authority have failed after reasonable enquiry, to locate the pupil.
- School should carry out all reasonable parent/carer enquiries which could include:
  - Telephone calls, email, text
  - Letter to parents/carers
  - Any information from peers
  - Contact with any other known associates or professionals
  - Home Visits

If the child is known to be on the Child Protection Register the school will advise the registrar immediately.

- If child is out of school for 2 weeks (10 school days) without explanation being given, despite the school's best attempts to contact parents/carers, home and student, then referral to Warwickshire County Council's Child Missing Education (CME) team happens as a matter of course.

WAS Caseworkers will then carry out those enquiries which are appropriate:  
(Timeline 2 weeks)

- Home visit immediately
- Check with neighbours to establish if family have moved
- Contact emergency numbers
- Contact child's friends
- Contact Housing Association
- Contact other services involved
- Contact health agencies
- If no information found, LA agree with school if appropriate to remove the child from the school roll
- Common Transfer file to be uploaded onto 'School2School' database
- If the local authority the family have moved to is known, Warwickshire Attendance Service (WAS) will write to them with details of the family and attendance concerns

## **Some Vital Statistics on Attending School**

Each year there are only 190 statutory school days, which means that if your child misses 8 days, they are out of school more than they are in school! This means there are 185 days for:

- Shopping and social activities
- Birthday treats and trips
- Non-urgent medical and dental appointments

Use these 185 days: not precious school time.

None of the above are authorised reasons for being out of school and time off school will hinder your child's learning and progress. Unauthorised absence marks will appear on your child's official school attendance report and can lead to legal action being taken against you as the parents/carers.

**'Every Day Counts' to ensure your child's future success.**

**Remember school time is precious – don't waste it!**

- 95% Attendance = 1 day per month = 10 school days missed per year
- 90% Attendance = half a day absent per week = 2 days per month = 20 school days missed per year
- 80% Attendance = 1 day absence per week = 20 lessons missed per month = 40 school days missed per year
- 17 days absence between Year 7 – 11 = 1 GCSE grade reduction

Unnecessary days off school can soon mount and students are responsible for the catching up of work missed.

## **Some Good Advice to Children and Young People**

5 good reasons to attend school:

- Friendships
- Education and learning
- Knowledge
- Opportunities and choices
- Games/team activities

10 tips to help you get there:

- Go to bed at a reasonable time
- Turn off electronic devices to promote quality sleep
- Make sure the alarm is set to wake you early enough to be in school on time
- Allow enough time for breakfast, fuel for the body - just like fuel for a car
- Set off in good time to get to the bus stop with the correct bus pass/fare
- Pack your bag the night before

- Make sure your uniform is ready, including a school planner and tie
- If you find your homework hard, or if you have not done it, talk to your parents/carers/teachers
- If you are having difficulties at school, find an adult you trust
- Use social media platforms sensibly and only communicate with people you actually know in person

### **Remember**

- We are here to help, and to remove barriers to learning to ensure that all young people receive a happy and full-time education
- Early support measures help to resolve absence issues leading to greater attendance at school

### **MCAS – My Child at School**

**Please ensure the details we hold on file are up to date and accurate in respect of parent/carer address, emergency contacts, email address and all contact phone numbers.**

This is essential and will ensure first aid staff are able to contact you if the need arises, should your child become unwell or have an accident at school and for teaching/pastoral staff to contact home with praise or to raise a concern.

Amendments to the information we hold can easily be made by directly accessing the MCAS portal or alternatively by sending an email to [admin@stratfordschool.co.uk](mailto:admin@stratfordschool.co.uk).

### **Data protection**

See the school Data Protection policy

## **Leave of Absence**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances**, and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.**

