



SCHOOL POLICY

Attendance and Punctuality Policy

Approver Head teacher
Review cycle

Revision History			
Date	Version	Short Description of changes	Approved by
January 2017	1.0	Original	Governors
January 2022	2.0	Review & Updates	LGC

1. RATIONALE

All young people have a right to an education. Parents/carers have a legal responsibility to ensure that their child attends regularly and punctually. If a child does not, parents/carers may be breaking the law.

Scalby School believes that excellent attendance and punctuality is vital for all students if they are to gain the most from the education we provide. We strive for 100% attendance for all students. Scalby School actively promotes good attendance and discourages unjustified absence. There are clearly documented links between regular attendance and attainment and we recognise that promoting good attendance and punctuality prepares students for the disciplines of adult working life. Every member of the school community will work to raise the attendance levels of the school. This strategy will be led by the Engagement & Safety Team who will work in partnership with Subject areas to ensure that interventions are synchronised to maximise the potential of all students. A crucial part of the partnership is parents. We hope that parents will assist us in our work of raising attendance levels throughout the school.

The Headteacher and Local Governing Committee of Scalby School are committed to:

- ensuring that the correct legal procedures are followed in school with regard to attendance;
- roles and responsibilities are clearly defined and understood by all parties;
- ensuring that every attempt is made to support students, parents and carers to attend a full time education package suitable to their needs.

2. BROAD GUIDELINES

Scalby School will enable students to attend regularly and on time by:-

1. Helping them to understand what excellent attendance is and why it is important to them
2. Setting attendance targets which are tracked weekly and reviewed every ATL cycle
3. Sharing attendance data with all students on a weekly basis
4. Encourage students to attend regularly and on time by giving regular praise and rewards for good attendance and progress with attendance and punctuality
5. Support students with any issues which may affect their ability to attend regularly and on time.
6. Liaise with outside agencies where extra support is needed
7. Provide a safe, caring and stimulating environment where all students feel safe, valued, respected and nurtured to achieve their full potential

Scalby School will follow and enforce the correct legal procedures for attendance. It will encourage all students to attend regularly offering support where appropriate. It will work in partnership with all parties to ensure that opportunities for all students are maximised. A whole school strategy involving key members of the school community will be applied consistently to ensure that attendance patterns are kept under review and that significant and sustained progress is made in improving attendance rates in line with targets.

3. ATTENDANCE TARGETS

Our whole school attendance target for 2022/23 is 95%. For years 7 and 8 the target is 97%. For Years 9-11 the target is 95%. The target for Persistent Absences (PA's) for all year groups is 10%. The impact of COVID have meant that these targets are highly aspirational given the national picture relating to student attendance. The aim is to return attendance to pre-pandemic levels.

4. ATTENDANCE SUPPORT FOR STUDENTS

All staff members are responsible for promoting excellent attendance of students at school. However, there are key roles for particular groups of staff.

Member of staff	Percentage attendance <i>(NB : % are an approximate guide as students can move between the groups temporarily)</i>	Actions
All staff	All students	<p>Take class registers within 5 minutes of the start of a lesson. Record as late, students who arrive 5 minutes after the lesson bell.</p> <p>Let the Attendance Officer know if working with a student which prevents them from being in their timetabled lesson eg HOY speaking to a student, 1 to 1 session for intervention or meeting with a student.</p> <p>Class teachers should pay attention to the attendance pattern of their students and indicate an attendance concern on the ATL report. If the student has otherwise good attendance then contact should be made with the parent/carer to address the issues involved.</p>
Attendance Officer	All students	<p>Monitor all attendance marks.</p> <p>Notify Senior Leader for Engagement & Safety of class registers not taken within the specified time.</p> <p>Send a message to parents/carers of students who are absent but for whom we have had no reason for absence.</p> <p>Liaise with rest of attendance team and HOY</p> <p>Record lates before 8.55am using the L code.</p> <p>Record lates after 8.55am as a U.</p> <p>Produce and collate attendance reports for each ATL cycle.</p>

Mentors	All students	<p>Weekly conversation of % attendance figures.</p> <p>Discussion with mentor group as a whole about the importance of excellent attendance.</p> <p>Encourage excellent attendance by introducing an element of competition within the Mentor group and between year groups.</p> <p>Following up unexplained absences on a monthly basis with students.</p> <p>Individual discussions with students about barriers to attendance.</p> <p>Pass on information to HOY and Attendance Team that may help them to address attendance issues.</p>
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Associate Assistant Headteacher Student Engagement, Head of Year in co- ordination with Senior Pastoral Leader and Attendance Officers	95.9 - 91%	<p>Weekly monitoring of whole year group attendance, including weekly and cumulative totals of the whole year group as well as groups of students such as boys, girls, FSM SEND and Disadvantaged.</p> <p>Daily monitoring of attendance of key individuals on the HOY intervention programme and carrying out stage 2 and stage 3 of the attendance intervention programme as explained below in the Family Support and Intervention Officers section.</p> <p>Praise for student's excellent attendance through Year group assemblies, inter mentor group competitions, qualification for activities such as the prom or attendance reward draws.</p> <p>Investigate students who have more than 1 late to school in a week or more than 2 lates in a ATL cycle.</p> <p>Create an improvement plan for students who are regularly late to school.</p> <p>Pass on information to the Attendance Team and Senior Leader for Engagement & Safety at weekly meetings that may help them to address attendance issues.</p> <p>Refer students / Families to outside agencies as necessary. Provide information for and attend panel meetings set up by the Attendance Officers.</p> <p>Letter 1 sent out to students 96% and below.</p>

<p>Associate Assistant Headteacher Student Engagement, Attendance Officer & Senior Pastoral Lead</p>	<p>94 – 85% 90% and below Persistently late students</p>	<p>Promotion of excellent attendance through discussions with students, parents and carers, displays around the school</p> <p>Weekly meeting, where patterns identified, progress discussed and actions for the week agreed.</p> <p>Phone calls and letters to parents of students with reduced attendance, below 94% recording actions on the attendance action logs. (stage 2)</p> <p>Letter 2 sent out to students 94% and below.</p> <p>Set up attendance contracts as necessary (Stage 3) for students whose attendance falls below 92%</p> <p>Identify students who may benefit from individual support with their attendance. This work may include; information gathering from HOYs, speaking to teachers, parents/carers, actioning any support needed, referrals to outside agencies.</p> <p>Actions will be logged on the attendance section of CPOMS.</p> <p>Weekly meeting with the Senior Leader for Engagement & Safety and Headteacher, where the progress on cases already referred will be discussed and any new referrals made. Whole school attendance will be monitored on a weekly basis to identify patterns and trends.</p>
<p>Attendance & Family support officer HWA & PWI</p>	<p>90% and below Persistently late students</p>	<p>Weekly meeting with the Senior Leader Engagement & Safety Behaviour and Safety, where the progress on cases already referred will be discussed and any new referrals made.</p> <p>If no improvement or medical evidence present then the following process will be initiated:</p> <ul style="list-style-type: none"> • Initial warning letter • 10 day monitoring period. Attendance Panel meeting • 20 day monitoring period with optional review meeting • Prepare documents for a PACE caution formal interview / LA • PACE caution meeting in school

REMOVAL FROM CLASSES FOR ANY REASON SHORT OR LONG TERM

If a student is removed from their normal timetabled lesson for any reason (mentor appointments, consequences, 1:1 tuition etc) It is the responsibility of the person removing the student to inform the Attendance Admin team of the students' whereabouts.

When students are removed from a lesson on a long term basis it is the responsibility of the person organising the package to ensure that the students' attendance is kept up to date. This may mean contacting external providers to gain information. All information should be given to the Attendance Admin Team and the Deputy Headteacher Curriculum who will ensure timetables are updated .

THE ROLE OF THE HEADTEACHER

The Headteacher is a key person in our School who motivates and leads the whole staff by demonstrating a commitment to promoting good attendance by:

- Ensuring regular celebrations of good attendance take place.
- Providing regular reports to the Local Governing Committee about attendance.
- Ensuring the monitoring and implementation of the agreed policy and procedures.
- Being available, if appropriate, for parents who may wish to discuss specific problems or in-School difficulties which their child is experiencing.
- Ensuring that appropriate training is provided as required on attendance.
- Providing regular information to Trustees, LGC, parents, LA and DCSF, regarding training undertaken, monitoring and evaluation of the School attendance policy and the associated in-School practices.

THE ROLE OF THE ASSOCIATE SENIOR LEADER IN CHARGE OF STUDENT ENGAGEMENT.

The School has a designated member of the Leadership Team to adopt specific responsibility for attendance matters. Over time he/she will develop an overall view of attendance matters in the School by:

- Leading and supporting the implementation of an attendance policy and framework for the School, within which specified responsibilities are delegated to identified members of staff.
- Organise and lead attendance inclusion meetings
- Ensure the improvement of attendance is high profile within the School through a number of measures.
- Monitoring and evaluating the work of staff to ensure that specific responsibilities described within the whole School framework are carried out consistently.
- Supporting staff in the development of clear guidelines for promoting good attendance.
- Supporting staff in the development of in-School strategies to tackle specific lesson truancy and post registration truancy.
- Supporting staff in the development of clear guidelines for identifying students who have begun to develop a pattern of absence.
- Refer students to the Attendance and Family Support Officer and Early Help which will support strategies to improve attendance including supporting, Fast Track procedures and the dissemination of Fast track penalties.

- Work with the Attendance Team on specific strategies to reduce persistent absenteeism.
- Produce half termly attendance reports to be published to Governor and SLT.

THE ROLE OF PARENTS/CARERS

This school believes that its students are able to achieve success when:

- school and family work in partnership
- parents take an active interest in their child's work
- parents ensure that their child attends school on the days that it is open, punctually, dressed in full uniform and equipped to learn
- parents do not allow time off from school for trivial or unacceptable reasons
- parents contact the school on each and every day of absence by *10 am* and provide the reason for absence and intended return date
- parents avoid taking their children on holiday during term time
- parents ensure that, so far as is possible, any work that has been missed because of absence is completed, checking with staff at school if necessary
- parents attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance for other matters.

THE ROLE OF STUDENTS

Scalby School believes that all students should attend regularly if they are to succeed and reach their full potential. Students should:

- aim for 100% attendance, only being absent through genuine illness
- arrive at school by 8.20am to be ready for the start of lessons at 8.25am
- register at the Attendance Office if they arrive after 8.25 am
- be punctual for the start of every lesson
- bring a note from home explaining the reason for an absence, following every session of absence
- see individual teachers and catch up any work missed during the period of absence
- not leave the school premises during the school day without permission

SCHOOL PROCEDURES

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Head Teacher, or a member of SLT acting on their behalf, can authorise absence. Until there is a known reason for an absence, it should be recorded as unauthorised.

PUNCTUALITY

- Morning registration will take place at the start of school at 8:25am in the first lesson of the day.
- The registers will remain open for 30 minutes until 8.55 am. Any student arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at

registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

- If a student arrives at the gate after 8.25am students are deemed to be late. Students without a satisfactory explanation for lateness will be given a C4 detention for 1 hour on the same day. Parents will be notified.
- Students arriving after the start of school but before the end of the registration period will be treated for statistical purposes as present, but will be coded as late before registers close.

AUTHORISED/UNAUTHORISED ABSENCE

Students working with the Attendance team will need to provide a medical note for any absences more than 2 days.

ON EACH DAY OF ABSENCE

On each day of absence, parents are requested to telephone the school to explain the reason for the child's absence. The attendance officer will make first day contact using BROMCOM messaging system to ascertain the reason for the student's absence. If no response is received a phone call home will be undertaken followed by a home visit.

THIRD DAY ABSENCE

If the child is still absent on the third day and there has been no contact from parents, the attendance officer will contact them to ascertain the reason for their absence. Parents are requested to provide a letter.

CONTINUING ABSENCE

Should it prove impossible to contact parents, the attendance officer will discuss the case with the Attendance & Family Support Officer in their weekly meeting. A letter will be sent by the school to request the parents to make contact. A home visit will also be conducted.

MONITORING LONG TERM ABSENCE

See appendix 1 which details the attendance codes used in school. Students with an N code will have their code changed to a O 1 month after the absence if no reason is provided. Registers by law must be kept for three years.

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence.

Parents/carers may not authorise absence; only the school can do this.

Parents/carers should contact the Attendance Office (by telephone or email) on the morning of absence (preferably before 8.25 am) giving a reason and an expected date of return. This should be followed up by a note on the child's return.

Absence may be authorised for such reasons as:

- illness
- unavoidable medical/dental appointments
- exceptional family circumstances e.g. bereavement
- days of religious observance (see Appendix 2)
- study leave
- exclusion
- involvement in a public performance

Absence will not be authorised for such reasons as:

- looking after brothers/sisters/unwell parents/carers
- birthdays
- days out, e.g. The Yorkshire Show
- shopping trips
- family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved).
- special occasions, where the school does not agree that the absence should be granted.

Medical/dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, students should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Confirmation of all appointments by way of appointment card, letter or appointment slip must be provided for any absence to be authorised. The school requires sight of an appointment card or letter in order to authorise any absence from school. If medical appointments are attended at the start of the day, causing the student to arrive late, medical evidence (as above) must be provided or a late detention will be issued.

Following an explanation from parents/carers regarding a student's absence, the school will decide whether or not it accepts the explanation and authorise/unauthorise accordingly. Absence which hasn't been explained will remain as unauthorised.

Parents/carers should not take their children out of school for holidays, days out, to attend sporting events, etc.

HOW WE RESPOND TO ABSENCE/LATENESS

If a student is absent at morning registration without contact from a parent/carer to explain the absence, the school will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Contact will be via automated message which will attempt to call/text landline numbers and mobile numbers for priority 1 and 2 contact numbers.

Parents/carers are able to respond directly upon receiving this call. Alternatively, where a message has been left by the automated service, a parent should contact the Attendance Office to inform us of the reason for their child's absence. The school asks that parents/carers ensure that we have the most up to contact details at all times. If no response is received to the automated service, the

school may send a member of the Attendance Intervention team to the student's home to carry out a welfare check.

All absence notes will be retained.

Where a student's continued absence is cause for concern, the school will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home.

Where no sustained improvement in attendance is demonstrated despite intervention, the Fast Track to Attendance process will be followed (Appendix 3). Penalty notices may be issued in line with the Local Authority's Code of Conduct.

PROMOTING GOOD ATTENDANCE

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. This will be achieved through regular comment in our newsletters, information on our website, our Home/School agreement and regular assemblies to promote attendance with the students including HOY assemblies, attendance displays, Year 11 Prom eligibility and rewards trips.

HOLIDAYS IN TERM TIME

Normally holidays during term time will not be authorised and will be considered an unauthorised absence from school. Parents will be fined for unauthorised holidays in accordance with NYCC procedures. The Senior Leader for Engagement & Safety and the AIM will provide the HT with detailed info about students requesting holidays using a holiday request form so that an informed decision can be made as to fining.

ATTENDANCE AWARDS

The school runs a variety of attendance competitions between mentor groups weekly and on a half term basis.

PERSISTENT ABSENCE

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this.

Any student whose attendance has reached the

PA threshold or is at risk of moving towards that threshold is given priority for intervention.

Intervention may be via:

- An action plan to improve attendance will be created which may involve a family support plan and referrals to other agencies alongside meetings between relevant school staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the school, further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the relevant Local Authority via the School Census on a termly and annual basis.

RE-INTEGRATION FOLLOWING LONG-TERM ABSENCE

Where a student has been absent for a prolonged period of time, perhaps due to illness, the school will:

- Welcome the student back to the school and value their return
- Provide support for the student in consultation with parents/carers to enable a successful return to the school.
- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return if appropriate, making use of G21, the school's base for vulnerable students.
- Nominate a key member of staff to monitor and review the student's return.

THE LANGUAGE OF ATTENDANCE

The following language should be used in all discussions regarding attendance and also when commenting on a student's attendance in any type of written document such as a school report:

100% Outstanding

98-99% Excellent

96-97% Good

90-95% Requires improvement

Under 90% Serious cause for concern

Under 85% Very serious cause for concern

It is important that all communications about attendance reflect the above judgements. However, it is also crucially important that a degree of sensitivity is used in cases where students have very genuine reasons for absence such as a serious illness or a bereavement. It is always important to find out the reason for absence before having a conversation with a student/parent/carer or external agency

5. APPENDIX 1: ATTENDANCE CODES

Code	Description	Meaning	For statistical purposes
/	Present (am)	Present	
\	Present (pm)	Present	
B	Off-site educational activity	Approved education activity	Counted as physically present
C	Leave of absence authorised by the school	Authorised absence	
D	Dual registered – at another educational establishment	Approved education activity	Counted as physically present
E	Excluded – no alternative provision made	Authorised absence	
G	Family Holiday (NOT authorised by the school or days in excess of agreement)	Unauthorised absence	
H	Family Holiday authorised by the school	Authorised absence	
I	Illness (NOT medical or dental etc appointments)	Authorised absence	
J	Interview	Approved education activity	Counted as physically present
L	Late (before registers close at 9.30am)	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 supervised sporting activity	Approved education activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and traveller absence	Authorised absence	
U	Late (after registration closes)	Unauthorised absence	
V	Educational visit or trip	Approved education activity	Counted as physically present

W	Work experience	Approved education activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (enforced closure)	Not counted in possible attendances	
Z	Pupil not yet on the admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	

APPENDIX 2: RELIGIOUS OBSERVANCE

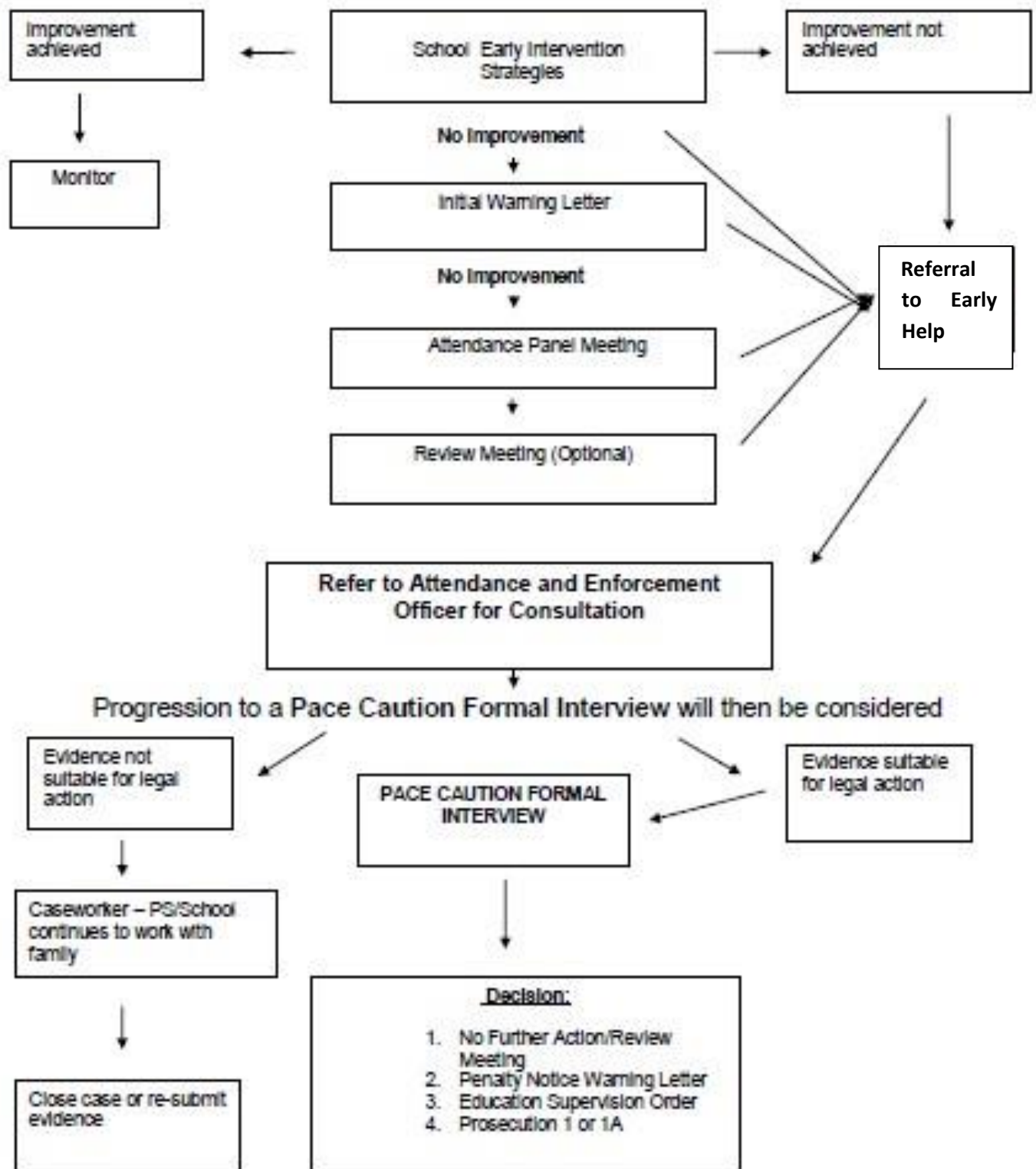
Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the school to approve the absence or grant leave of absence.

Individual religions and their religious observance are too numerous to detail in this document. Parents should contact the school to request leave of absence for all religious observance.

APPENDIX 4: REFERRAL PATHWAY FOR FAST TRACK PROCEDURES



APPENDIX 5: ATTENDANCE TEAM DAILY ACTIONS

JLE inputs marks for absent students from calls, texts and emails. (booklet in reception to follow for reception attendance actions, producing fire registers, chasing up incomplete registers etc).

HWA/PWI check absences on Bromcom dashboard. Check if 'caseload' students in school and follow up with calls to home and/or agencies. Check emails, messages and follow up.

Missing marks list produced by JLE and SMS message sent home.

JLE/HWA/PWI to chase up students with mixture of marks to make sure not in school.

Messages received in school in response and registers updated.

HWA/PWI to make calls home to unexplained marks, update CPOMS and JLE following conversations.

Home visits to families where no response/unexplained absence, on first day of absence. Whilst out on visits other home visits to be made if longer absence/safeguarding concern.

If at home discussion regarding reason for absence. If possible attendance team to bring student into school.

Red slips posted if no answer.

On return to school log visits on CPOMS and follow up with any actions.

Students in school, with low attendance.

Once 'caseload' list of students established. HWA/PWI to meet up regularly with students in school and discuss barriers to attendance

Start on Mondays

HWA/PWI look at whole school attendance, agree actions (letter 1/2/medical evidence request/initial warning letter).

Email actions (on excel spreadsheet) to Katie Senior to produce letters and attendance record from Bromcom, including dates for meetings to be requested by.

HWA/PWI check, sign, send letters, log on spreadsheet and CPOMS

Ongoing

HWA/PWI to process holiday requests. Requests received in school have purple sheet attached. Handed to TBI/CRO for decision. All holidays unauthorised. Holiday reply letters sent by HWA/PWI informing if fine or not. Copy of request and letter to be kept to send off with penalty notice and statement of witness.

Penalty notice and Statement of witness paperwork to be completed by HWA/PWI to be signed by CRO and scanned with holiday request, reply and attendance register and copy emailed to safeguarding@northyorks.gov.uk

Elect to home educate paperwork. Confirmation of intention to home educate received In school. HWA/PWI to complete form and send to Electivehomeeducation@northyorks.gov.uk . Pre-decision meetings to be held with parents, when possible and in agreement to discuss EHE and expectations and options.

Child Missing from Education (CME) paperwork to be completed and sent to Julie Hodges at NYCC, as required, for students not in school/not in education/not been seen.

Letter 2 meetings. HWA/PWI request parents contact school to arrange meeting to discuss attendance concerns. To be held in school/home address. Student to be present and attendance contract to be signed. Follow-up actions to be completed after meeting.

Panel meetings, formal attendance meeting to follow failing 10 day monitoring period. Parents and any professionals to be invited. Paperwork to be completed during meeting, minutes typed up immediately and all documentation sent out as hard copy to parents/carers and copy to professionals involved. 20 day monitoring period to follow.

If 20 day monitoring period failed further attendance panel meeting to be held, as above, followed by optional 20 day monitoring period. If this fails no further panel meeting refer straight to Victoria Nightingale (NYCC Enforcement Officer) who organises PACE caution. Invites sent to families and meeting held in school.

APPENDIX 6: LETTER 1 EXAMPLE

Address.....

30 September, 2022

Student:

Year:

Dear,

.....has had some time off school recently due to illness and unauthorised absence. This has caused.....'s overall attendance rate to fall below our school target of 96%; her current attendance is% which equates to ..days off school and .. lessons. Most students at Scalby School have an attendance rate of above 96% which means they can make good progress academically, build relationships with their peers and develop life skills that they will need in the future.

.....needs to attend school more regularly from now on. This will ensure thatdoes not fall behind and is able to make the progress thatneeds for the futurewants and deserves. If attendance does not improve, we will follow our attendance procedures as outlined in our attendance policy.

We understand there may, at times, be unavoidable, genuine, reasons for your child's absence. On these occasions, the school should be informed as soon as possible.

If I can help in any way, please contact me on the number above or email me direct at h.wallace@sc.coastandvale.academy

99%	2 days missed per year	10 lessons missed
98%	4 days missed per year	20 lessons missed
97%	6 days missed per year	30 lessons missed
96%	8 days missed per year	40 lessons missed
95%	10 days missed per year	50 lessons missed
94%	12 days missed per year	60 lessons missed
93%	14 days missed per year	70 lessons missed
92%	16 days missed per year	80 lessons missed
91%	18 days missed per year	90 lessons missed
90%	20 days missed per year	100 lessons missed

Yours sincerely

Mrs H Wallace- Attendance and Family Support Officer

APPENDIX 7 – LETTER 2 EXAMPLE

Address

Date

Name: Year:

Dear.....

... has had further time off school recently, due to illness. This has caused his/her overall attendance rate to fall below 94%, our school target. attendance is currently ... which equates to ... days of school and ... lessons missed. This is a significant cause for concern.

Irregular school attendance may have a serious impact on your child's academic progress, and it also affects emotional and mental health. You, as a parent or carer, are legally responsible to ensure that regular and punctual attendance is maintained. Students whose attendance falls below 90% will be placed on a 10 day monitoring plan.

Like you, we want to reach his full potential and to not fall behind so that he/she can have the future he/she wants and deserves. I would like to discuss this matter further with you, with a view to looking at ways we can work together to improve the current situation and impact positively on ... progress.

Please could you contact school to arrange an informal meeting, by When you attend this meeting, you will be able to talk through any issues with ... and myself. If you are unable to attend the appointment, please contact me on the number below or email me direct at h.wallace@sc.coastandvale.academy

Yours sincerely

Mrs Wallace
Attendance and Family Support Officer

APPENDIX 8 – MEDICAL EVIDENCE REQUEST EXAMPLE

Address

Our Ref: ME/PC/HWA

3 November, 2022

Name..... Year:

Dear

Re: Attendance:%

.....is now a persistent non-attender, as defined by government regulations, and we therefore request that from this date forwardwill receive unauthorised marks on her attendance certificate when she is absent from school.

We can only record an absent as illness if we are provided with evidence from a medical professional. We therefore request that you provide us with updated medical evidence. Too many unauthorised absences can result in Attendance Panel Meetings being held in school and in extreme cases can lead to legal action being taken.

School contact: Hannah Wallace h.wallace@sc.coastandvale.academy

Yours sincerely,

Hannah Wallace

Attendance and Family Support Officer

APPENDIX 9: TERM ONLY HOLIDAY REQUESTS

Term time holidays and other absences.

Who can make the decision not to agree the requested leave of absence?

The decision is entirely at the Head teachers discretion. There is no statutory criteria for exceptional circumstances but some of the following reasons may apply:

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other
- during or after a crisis

This is not an exhaustive list. Head teachers must consider the individual circumstances of each case when making a decision on this matter.

Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school.

Can a leave of absence be agreed retrospectively?

No. If parents/carers have not applied to the school in advance then the request cannot be agreed and should be coded as an unauthorised absence. Leave of absence cannot be applied for retrospectively.

Does the school or the LA make the decision to pursue a Penalty Notice?

Following the parent(s) taking the child/ren out of school on an unauthorised leave of absence, which meets the criteria for the issuing of a Penalty Notice i.e. a minimum of 10 school sessions (5 school days) in a block or accumulatively over a four month period, it is expected that the Head teacher will submit a request to the LA with accompanied relevant documentation as follows:

- A Certificate of Attendance evidencing the unauthorised leave of absence for the period In question signed by the Head teacher
- A Witness Statement written and signed by the Head teacher (or SLT)

- A copy of the leave of absence application form from parent(s) Including the reason for the request and the Head teacher's reply (if possible)

Can I agree a leave of absence in term time for a child to partake in a performance?

Yes. Permission can be granted under the Child Performance Regulations (2014) for any absence from school on days when the child is actually performing

This Policy was reviewed by the Local Governing Committee on a annual cycle and must be signed by the Chair of Local Governing Committee and Headteacher.

Policy Reviewed:	
Next Review:	
Signature of Chair of Governors:	Signature of Head Teacher:

6. Please ensure you complete the Equality Impact Assessment below

Equality Impact Assessment Form

1. Title of policy, project or practice being reviewed or planned

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Attendance and Punctuality Policy

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2. Outline the aims, objective and purpose of the change including any positive impacts on equalities groups.

To update in terms of reference to Coast & Vale Learning Trust and any change in practise.
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3. Which groups of people (if any) are most likely to be affected by the planned changes, positively or negatively?

A new appendix has been added referring to Religious Observance as a possible reason for absence. There is also a reference to the provision we offer students with on-going medical conditions (G21) and the procedures for return from long term absence, which may affect someone from one of the protected groups.
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4. Does, or could these changes have an adverse effect on members of an equalities group?
Identifying a negative impact is not a problem, as it gives you an opportunity to remove the barrier, find a way around it, or offer an alternative.

Protected Group	Characteristics /	Yes (brief explanation)	No
Age (staff only)			X
Disability			X
Gender			X
Gender reassignment			X
Marriage / civil partnership			X
Pregnancy / maternity			X
Race / ethnicity			X

Religion / belief		X
Sexual orientation		X

5 Is there a way to modify the decision to remove or mitigate the negative impact on protected groups while still achieving this aim? How can you maximise positive outcomes and foster good relationships?

Not applicable

6 Outline the decision made and actions planned.

Not applicable