



## **Abbeyfield Primary Academy**

### **Attendance Policy**

#### **Approved by Trustees:**

Reviewed January 2024

Amendments made

- Updating of attendance flow charts on page 2
- Addition of new codes being used on page 3
- Introduction of celebration events for attendance on page 6
- Updating of appendices

Next reviewed in June 2024 as the policy will need to be rewritten to ensure that it is compliant with the new statutory 'Working together to improve school attendance' guidance

## **Rationale**

The school will make every effort to encourage good attendance and punctuality in order to achieve our aims of meeting the needs of all pupils - to help them develop academically, socially, physically and spiritually in a stimulating, supportive environment.

The curriculum is planned to ensure continuity and progression. Absence from school inevitably has an adverse effect on a child's progress.

## **Aims**

- To ensure every child has good attendance, enabling full and equal access to educational opportunities, whilst taking into account medical needs.
- To ensure punctuality, and an uninterrupted start to the school day for all pupils.
- To ensure an accurate record of attendance and punctuality is maintained, and reasons for absence and lack of punctuality are recorded

## **Statutory Duties**

The Education Act 1996 requires parents or guardians to ensure their children receive efficient full-time education, either by regular attendance at a school or otherwise.

Schools are responsible for recording pupils' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

## **Implementation**

### **School will ensure that:**

- Pupils are registered accurately;
- Attendance targets are set for individual pupils and year groups;
- Families/carers are contacted on the first day of absence when reasons for absence are unknown or unauthorised;
- Pupil attendance and lateness are monitored regularly and tackled using appropriate strategies e.g. Attendance Panels, referrals to MAST;
- School attendance statistics are reported.
- The attendance flowchart is used to support families and children with barriers to attendance.

### **Pupils will be encouraged to:**

- Attend school regularly;
- Arrive on time.

### **Families/carers or guardians will:**

- Encourage good attendance;
- Inform the school on the first day of non-attendance;
- Discuss planned absences with the school in advance.

## Roles and Responsibilities

The LEA is responsible for ensuring that families/carers: meet their responsibilities. A MAST worker who provides an important link between schools and families, carries out attendance enforcement locally.

The Principal is responsible for informing the LA if a pupil fails to attend regularly or has been absent for a continuous period of 10 days and the absence is treated as unauthorised. The school will notify the MAST Team earlier if there are areas of concern.

Staff responsibilities:

- Class teachers / Teaching Assistants will mark the register.
- The Attendance Officer will carry out all daily attendance work and referrals to the MAST Team.
- The Deputy Head teacher will work with the Attendance Officer to monitor attendance weekly.

## Pupil Registration

Attendance registers for all pupils on roll will be taken twice a day on SIMs - promptly, at the beginning of each session, using only those codes agreed. These registers will be saved every day by 8.40am and by 12.55pm in KS1 and by 1.30pm in KS2 in order for the Attendance Officer to check who is not in school and chase non-attendance.

For each pupil, the register will be marked as present or absent. If a pupil is marked absent, the register must indicate whether or not the absence has been authorised by the school.

Afternoon absences that may be a cause for concern are passed on to the school office as soon as possible by the class teacher, so that an attempt can be made to resolve the situation as soon as possible.

Codes used by the Attendance Officer once reasons for absence have been established are:

O .....	Unauthorised absence
I .....	Illness
H .....	Holiday agreed (Exceptional)
M .....	Hospital / doctor / dental visits
R .....	Religious observance
B .....	Receiving part-time temporary education at an off-site unit
E .....	Exclusion from school for a fixed term or permanent period
P .....	An approved sporting activity
V .....	An educational visit
C .....	Other authorised reason or on a partial timetable.
G .....	Family holiday (not agreed)
X .....	Child in non-compulsory school age
D.....	Dual registration
L.....	Late before registers close
U.....	Late <b>after</b> registers close
Y.....	Unable to attend due to exceptional circumstances

## Punctuality

The school recognises that no child enjoys or desires the trauma and attention that surrounds regular lateness. Whilst being sympathetic, it is felt that punctuality is a very important habit to develop, and

school will try its best to find ways to foster this and to solve the problems of persistent lateness. Punctuality and attendance often go hand in hand, and they are addressed in school in similar ways.

- Punctuality is monitored regularly by the school's Attendance Officer
- If a child is late repeatedly, a letter is sent home informing his / her families/carers of this.
- Repetition of this results in a home visit or the invitation to discuss the problem in school.
- At this meeting, families/carers are reminded of the school's views on punctuality and of the timings of school sessions. They are encouraged to address the issue with their child and to be involved in monitoring the situation over an agreed period.

### **Authorised or Unauthorised Absence?**

Authorised absence is absence with the permission of the Principal, or their representative. Absence is only authorised when a satisfactory explanation has been provided. e.g. for illness, medical appointments, assessments, days of religious observance that fall on a school day.

Unauthorised absence is absence without the permission of the Principal or their representative. This includes all unexplained or unjustified absences. e.g. to go shopping; to celebrate a birthday; sleeping in; one child is off, so all are kept off; to look after siblings; minor ailments; to visit family etc.

### **Notifying School of Absence**

Families/carers are expected to contact school by 8.30am on the first day of their child's absence to inform us of the reason for absence so that this can be recorded in the register. A record of incoming telephone calls is kept. If a child has been seen by a doctor and is considered to be not fit to attend school, then a signed note by the doctor must be provided. The local doctors' surgeries are working with the school and will happily complete these forms.

If a pupil is absent without explanation, the Attendance Officer will contact the families/carers on the first morning of absence. Records are kept of all calls and home visits are recorded on CPOMS. First day contact makes it clear to pupils and families/carers that absence is a matter of concern and will always be followed up, by home visits and referral to the MAST Team if deemed necessary.

### **Absence passes**

As part of the drive to raise standards, improve attendance, and reduce truancy and unauthorised absence, the LEA and Police organise regular truancy sweeps across the city. Families/carers will be asked to show their absence pass if they are stopped during a truancy sweep.

If a pupil has an appointment during the school day, families/carers must present their appointment card at the school office. They will be issued with a completed, numbered, absence pass, which should be handed back in at the office when the child returns to school.

### **Leave in Term Time**

DfE guidance 2013 removed the rights of Head Teachers to authorise leave in term time unless they deem that the circumstances are exceptional.

In line with DfE guidance and Sheffield City Council's policy, school will not authorise any leave in term time if the circumstance is not deemed exceptional, and may request that the Local Authority issue a Penalty Notice for the period of leave taken.

As stated by the Department for Education:

‘The current law does not give any entitlement to families/carers to take their child on a holiday during term time. Any application for leave must be in **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant the granting of leave.’

The Principal will only consider giving permission for a pupil to be absent from school in term time in ‘**exceptional circumstances**’ and proof will be requested by the Principal. Families/carers must complete an Exceptional Circumstances form and return it to the Attendance Officer.

A meeting will then be held in school with the Attendance Officer and the Deputy Headteacher/Principal; a letter will ONLY be sent home to families/carers if the leave is granted and deemed as exceptional.

If families/carers choose to disregard the decision of the Principal where the request is not considered to be exceptional circumstances, the Local Authority will take legal action under section 444 of the 1996 Education Act. The Act states that families/carers have a legal obligation to ensure that their child attends school regularly.

Taking unauthorised term time holidays may make families/carers liable for a Penalty Notice (fine). The local authority will decide on the evidence provided by the parent. If families/carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the School, they may be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice.

This policy is in line with the Sheffield policy ‘Exceptional Leave During Term Time’ which is contained in Appendix A.

### **Promoting and Celebrating Attendance**

Families/carers are informed about the need for good attendance at the New Starters’ meetings, through DfE and LA leaflets, in the prospectus, on the website, in the home school agreement and in regular newsletters.

### **Rewards and communication with families/carers**

After studying recent research around attendance as well as discussion with the School Council, we no longer give rewards for attendance in KS1 or KS2. Recent research has shown that rewards for attendance do not actually improve attendance rates and may actually increase absence. In addition, attendance rewards are not inclusive, since they discriminate against children with chronic health conditions. School Council also feel strongly that all attendance rewards are unfair, since many children will miss out on the reward because they were unlucky enough to get ill and have to miss a few days of school. As a school, we value the health and wellbeing of all our staff and pupils. We want staff and pupils to safeguard their own health, and the health of the people around them, by taking time off school when necessary. However, we do want to make sure that children and families/carers understand how important it is to have good attendance and arrive at school on time.

We text families/carers regularly about their child’s attendance. Attendance is a key discussion area in every Personal Mentoring meeting. Children with low attendance automatically receive a phone call or home visit on the first day of absence, rather than a text. Families/carers are invited in for meetings to discuss concerning patterns of attendance. Feedback from families/carers, as well as research, revealed that families/carers often found attendance letters difficult to understand. In many situations, getting 85% would be an excellent score, so it was difficult for families/carers to understand that in an attendance context, this is actually an extremely concerning number. Our letters to families/carers always include an example of how many school

days will be lost over the year with a particular attendance score, to illustrate the amount of learning time a child is missing.

We have regular Late Days, where we text all families/carers of children who are late to remind them how important it is to be at school on time. We also send texts to celebrate improved punctuality or attendance. SLT is made aware of all children whose attendance is a concern. Family Engagement Officer may invite families/carers in to a celebration session with their child in recognition of improved attendance.

### **Alternative Provision and Partial timetables**

When children are attending Alternative Provision for one or more sessions per week, we monitor their attendance carefully. The AP contacts us at the beginning of each session to confirm that the child has arrived.

Occasionally, children are temporarily placed on partial timetables when this is deemed by school staff, families/carers and professionals to be in the best interests of the child. Attendance for children on part time timetables is monitored closely and timetables are reviewed every two weeks.

### **Children who are struggling to come to school**

The pastoral team closely monitors all families for whom attendance is a concern, particularly those children who are struggling to come to school or who may have the potential to become school refusers. Members of SLT and the pastoral team are on each gate every morning, to support children who might be finding coming into school or separating from families/carers challenging. Children who struggle to settle into their classroom are offered targeted support from the pastoral team.

### **Penalty Notices**

Provisions were made within the Anti-Social Behaviour Act 2003 to tackle the issue of truancy and irregular school attendance. These include the use of Penalty Notices and Parenting Contracts.

The school will inform all families/carers about the use of Penalty Notices when the child is admitted. Reminders will be issued on a regular basis through the school newsletter.

Families/carers will be kept well informed of their own child's attendance record. Individual pupil attendance is recorded on personal mentoring forms and shared with families/carers termly.

*The Code of Conduct for the Administering of Penalty Notices and guidance for schools, issued by the Attendance and Inclusion Service, are appended to this policy.*

## Appendix A



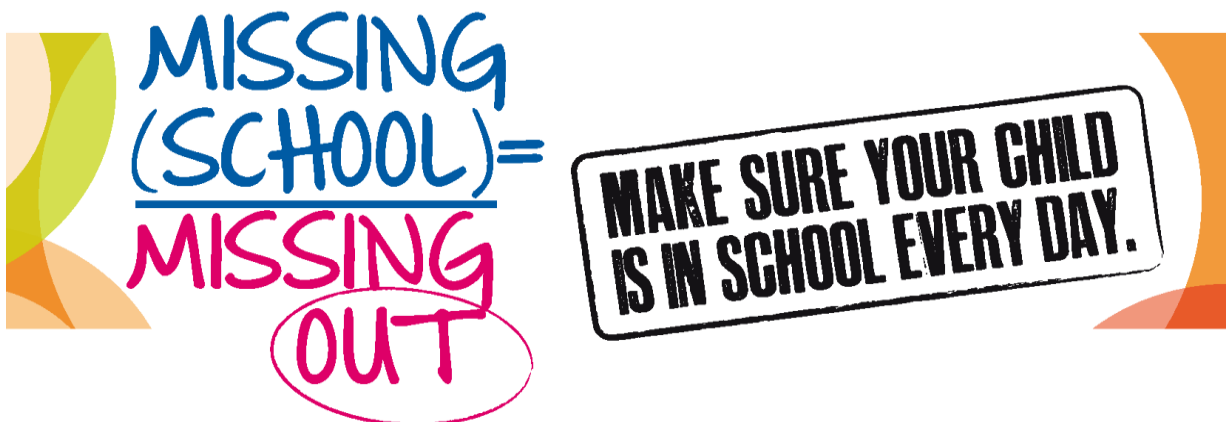
Sheffield City Council  
Children Young People and Families

# EXCEPTIONAL LEAVE DURING TERM TIME

# POLICY FOR SHEFFIELD SCHOOLS

12 September 2013

V2.4



## 1. Introduction

1.1 This policy document has been developed to ensure that Children, Young People and Families (CYPF) provides a clear statement of intent, expectation and consistent guidance in relation to the management of ALL term time leave of pupils who attend a school in Sheffield. It has been produced to ensure all decisions are within the national legislation.

Legally there is no entitlement for families/carers to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.

1.2 Families/carers will be fined for taking their child on holiday during term time without consent from the school.

1.3 This policy also responds to the updated guidance issued from the Department for Education (DfE) which states:

### ***Term-time holiday***

*The [Education \(Pupil Registration\) \(England\) Regulations 2006](#)*

*Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.*

*Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is not, to be granted for the purposes of a family holiday.*

*Families/carers will be fined for taking their child on holiday during term time without consent from the school.*

## 2. Rationale

2.1 This guidance is provided for families/carers, schools, and governing bodies, on the process with regard to requesting, considering and the authorising of exceptional term time leave.

2.2 This guidance is provided for schools to manage and respond to situations where leave is not authorised or agreed and the procedures for the removal from school roll. This would include families/carers who prevent their child from attending school regularly without a valid reason for the absence. Examples include: families/carers who regularly take the extended weekend (Monday or Friday), advantage of last-minute deals, or repeated visits abroad.

2.3 There may be exceptional circumstances where leave in school term time may be granted. This would be decided by the Head teacher on an individual basis for each request. There is strong evidence to indicate that significant absence from school during term time can have a negative impact upon a child's attainment and learning.

2.4 Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays.



### 3. Term time leave

Children, Young People and Families (CYPF) recognise the important link between regular attendance at school and the educational attainment of children. *Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.*

3.1 Families/carers have a legal duty<sup>1</sup> to ensure that all children of statutory school age (5-16 years of age) receive a full-time education. The education provided must be suitable to the age, ability, aptitude, and any special education needs that their child may have. It is the families/carers choice how they decide to provide the education, whether this is at a school or otherwise e.g. home education.

3.2 Action may be taken by CYPF against families/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.

3.3 Families/carers who regularly take their child out of school in term time may be prosecuted under the higher charge of an 'aggravated offence'. Aggravated offences are considered by the courts as being more serious offences and carry higher sentences/fines. Aggravated Offences are also recorded on the Police National Computer against the families/carers and would be disclosed on any Disclosure and Barring Services (DBS) requests.

3.4 Families/carers are legally required to request exceptional term time leave from the Head teacher of the school at which their child is registered.

3.5 Head teachers of schools will consider all term time leave requests. Each request must be considered on its own merit and the impact upon the child's learning and wellbeing must be central to the decision made. However, a Head teacher may take into account previous leave requests and other factors related to the child when making their decision.

3.6 Families/carers who do not request term time leave and take their child on 'unauthorised leave' or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

### 4. Requesting of term time leave in exceptional circumstances

4.1 Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request will be made in writing (letter or email) by the parent/carer using **Appendix 1: Request for Exceptional Leave form**. One form per child per request should be completed.

4.2 Schools should make arrangements to support families/carers who have low literacy skills or for whom English is not their first language.

4.3 Exceptional term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.

4.4 Families/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.

4.5 Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.

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<sup>1</sup> Education Act 1996, Section 7

4.6 The Head teacher's decision is final.

## **5. Family Emergency - where no leave has been requested**

5.1 There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.

Whilst emergency situations are often difficult, families/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.

5.2 Families/carers taking their children out of school due to a family emergency are encouraged to consider:

- That they have considered the impact and appropriateness for their child;
- Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
- That they have looked at limiting the amount of time absent from school.

5.3 Where families/carers have not requested leave from the school which their child attends, the child is at risk of losing their place at the current school in accordance with Section 8(h)<sup>2</sup>.

## **6. Considering the exceptional term time leave request**

6.1 The school should consider the exceptional term time leave request and hold a meeting with families/carers.

6.2 The school will consider all requests for exceptional term time leave in accordance with the current legislation and this guidance. Schools may refer or seek the advice of Children & Families Attendance & Inclusion Officers (AIOs) prior to making a decision.

6.3 It is good practice for schools to meet with families/carers (wherever possible) to discuss the leave request prior to making the decision.

The school will need to consider each request on its own merits and whether there are exceptional circumstances for authorising the absence.

6.4 When schools are considering exceptional term time leave requests, the following factors may help to reach a decision:

- Time of the academic year when the leave has been requested;
- Duration of the absence - number of school days being missed;
- The child's current attendance and punctuality rate;
- Exceptional term time leave requested/taken in previous academic years for a similar purpose;
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday;
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school;
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN;
- The impact that the absence will have on the child.

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<sup>2</sup> The Education (Pupil Registration) (England) Regulations (2006)

## 7. The decision and informing the parent/carer by the School

7.1 The school will reach a decision and only send a written response if the leave is deemed exceptional by the Principal.

7.2 Schools must ensure that appropriate arrangements are made to communicate the decision to families who have low levels of literacy or where English is not the first language.

A decision may result in the term time leave request being (a) Authorised<sup>3</sup>, (b) Unauthorised<sup>4</sup> or (c) part Authorised and Unauthorised. For example, Mr X has requested 3 weeks' term time leave for his child. The school acknowledges that the reason given is important but feels that 3 weeks is excessive and authorises 1 week's leave, with the remaining 2 weeks being unauthorised.

## 8. Penalty Notice Holiday Fine

8.1 If families/carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the School, they **may** be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice.

8.2 The responsibility for requesting Penalty Notice Holiday Fines is with the school and will be issued when requested by the Principal.

The School should provide the paperwork for pupils identified and this should include:

- Completed Request for Support Form – stating a holiday fine
- Families/carers request for holiday absence **and evidence provided**
- Up to date attendance certificate – showing unauthorised absence
- BLUE Head teacher's certificate – covering holiday period

## 9. Recording of Leave by the School

9.1 School attendance registers are legal documents and the information recorded in them can be used as evidence in legal proceedings. It is therefore important that the information contained is accurate and the correct absence code is used. All absences must be coded in accordance with Absence and Attendance Codes: Guidance for Schools and Local Authorities (DCSF, Jan 2009).

CODE	Description	Category
B	Educated off site (NOT Dual registration)	Authorised (Attending approved educational activity)
C	Other Authorised Circumstances (not covered by another code or description)	Authorised
E	Excluded (No alternative provision made)	Authorised
<b>G</b>	<b>Family Holiday (NOT Agreed or days in excess of agreement)</b>	<b>Unauthorised</b>
<b>H</b>	<b>Family Holiday (Agreed) exceptional circumstances only</b>	<b>Authorised</b>
I	Illness (NOT medical or dental etc. appointments)	Authorised
J	Interview	Authorised (Attending approved educational activity)
M	Medical/Dental appointments	Authorised
N	No reason yet provided for absence	Unauthorised

<sup>3</sup> Authorised- where the school has agreed that the leave is granted

<sup>4</sup> Unauthorised- where the school does not agree that the leave request should be granted

O	Unauthorised absence - not covered by any other code/description)	Unauthorised
P	Approved sporting activity	Authorised (Attending approved educational activity)
R	Religious observance	Authorised
S	Study leave - Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations	Authorised
T	Traveller Absence	Authorised
V	Educational visit or trip	Authorised (Attending approved educational activity)
W	Work experience - Work experience under section 560 of the Education Act 1996.	Authorised (Attending approved educational activity)
D	Dual registration i.e. pupil attending another establishment – indicates dual registration not attendance	Attending approved educational activity

9.2 Schools may use the code 'D' (dual registered) where they are able to demonstrate that a child will receive suitable education in another education establishment (in the UK or abroad) for a temporary basis. For example, a parent is required to travel abroad due to the nature of their work and they get their child registered at another school for the duration of their visit. The main school is required to ensure that it accurately monitors and records the attendance of the child at the dual registered base.

## 10. Process for removing a child's details from the school roll

10.1 A child's name can only be removed from school roll if one of the conditions prescribed in the Education (Pupil Registration Regulations) (England) 2006; Section 8(1) is satisfied.

10.1 Section 8(1)(f)<sup>5</sup> would apply if the child has failed to attend school within 10 school days immediately following the expiry of the period for which leave was granted ('authorised absence'). Section 8(1)(h)<sup>6</sup> would apply if the child had been continuously absent from school for a period not less than 20 school days and at no time was that period authorised by the school (unauthorised absence).

10.2 In **addition to the above 8(1) f/h**, the school and CYPF must **also** demonstrate that they have satisfied the following two conditions:

- That the Head teacher does not have reasonable grounds to believe that the child is unable to attend the school by reason of sickness or any unavoidable cause<sup>7</sup>; and
- That both the Head teacher and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is<sup>8</sup>.

10.3 Schools should not wait for the expiry of the periods specified above, prior to making enquiries. Enquiries should start on the first day of absence or first day immediately commencing the period for which the child was expected to return to school.

<sup>5</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(f)

<sup>6</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(h)

<sup>7</sup> Unavoidable is defined as 'something beyond the control of the individual'. Not being able to get return tickets to the UK because of poor planning would not normally be considered unavoidable.

<sup>8</sup> In order to 'ascertain where the pupil is' a school must be able to confirm an exact address (e.g. house number or name, street, area, and country). Simply being told that the child is 'still in America' would not count as ascertaining where the pupil is.

10.4 Schools must forward a completed Children Missing from Education (CME) Checklist (Appendix 5) and Pupil Deregistration Request (Appendix 6) to the CME team for all children, who they feel meet one of the legal requirements for deregistration.

10.5 The CME team will provide written confirmation (within 10 school days) to the school confirming the date the child can be removed. If a child cannot be removed the CME team will provide the school with an explanation.

10.6 The responsibility for the child transfers from the school to the CME Team from the date of the deregistration letter.

10.7 Schools must send an electronic Common Transfer File (CTF) to the School to Schools website for all children who have left their school<sup>9</sup>. The electronic transfer of data is a legal requirement under the Education (Pupil Information) Regulations 2005, as amended.

10.8 Exceptions to the normal rules regarding deregistration include:

- Children at a Special School who cannot be removed without the approval of the Special Educational Needs Department <sup>10</sup>
- Children who are detained as part of a Court Order who cannot be removed if the period of the Order is less than 4 months<sup>11</sup>.

10.9 Legal action can still be pursued against a parent/carer following deregistration from a school. This is because the period of complaint would be taken from the time the child was on roll at the school.

10.10 Families/carers of a child who has legally been removed from the school register will be required to reapply for a school place. There is no guarantee that a child will be able to secure a place at the school from which they have been removed.

## **11. CYPF and Schools process for dealing with unauthorised absence**

11.1 When a Head teacher does not authorise a leave request on legitimate grounds, it sends a clear message to the parent/carer that the school does not agree with the reasons provided by the parent/carer for the request for term time leave. If the parent/carer still takes their child on holiday in school term time the following may apply:

- Issuing a Fixed Penalty Notice
- Prosecution for non-payment of the fixed penalty

11.2 If families/carers are found guilty of an offence, when prosecuted by magistrates Court, they can be sentenced to a fine, or a community penalty.

## **12. Communicating the policy to families/carers**

12.1 The exceptional leave during term time leave policy should be communicated to families/carers regularly. It is considered good practice for schools to:

- refer to the policy in the school's attendance and behaviour policy;
- promote the policy on the attendance board and in the school newsletter;
- provide a leaflet on exceptional leave during term time for families/carers of key points. The leaflet may be translated into community languages where possible;
- promote the policy at families/carers evening and school events for new starters;

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<sup>9</sup> Where a child has left the UK the CTF file destination code will be 'MMMMMMM' (7 M's). Where a child's whereabouts remain unknown/lost the CTF file destination code will be 'XXXXXXXX' (7X's)

<sup>10</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(2)

<sup>11</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(i)

- make reference to the policy in home/school agreements.

### 13. Return to the UK, where a child does not have a school place

13.1 If a child and their family return to the UK the families/carers will need to re-apply for a school place. Families/carers requiring a school place must contact the Children Missing Education (CME) team on 0114 2736462.

13.2 The CME team can provide support to families/carers to secure school places and other forms of education provision.

### School Checklist to Locate Missing/Lost Pupils

Please complete fully and include 'no response' where appropriate, as this form will be required if a Child Protection investigation is undertaken

**Name of Child:**

**DOB:**

**School:**

School Action	Details	Outcome including date completed
Telephone calls made to parent/carers	Mobile: Landline:	
Telephone calls to emergency contact numbers	Name & tel number	
Email to parent	Email address:	
Letters sent to last known address		
Enquiries made with school which siblings attend	Sibling name & School	
Has the child has moved to another part of the UK and address is known, please contact CME team (0114 2736462) and request ' <i>safe and well visit</i> '	Date requested:	Date response received:  Outcome:
Enquiries made with agencies with known involvement		
Home visited completed  (Min of 3 non-contact visits to be made). Schools may request this from their local MAST team		
Enquiry made with neighbours		
Any other enquiries undertaken		

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**All completed checklists need to be accompanied with a 'Request to Remove Child from School Roll' and sent to the CME team to enable deregistration to occur: CME Team, Howden House, Floor 3, Sheffield, S1 2SH**

## Request To Remove Child From School Roll

Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998



### Details of Pupil to be removed?

First name		Surname	
Date of birth		UPN	
Current Address		GP name & address	
Brief description of why you feel this child should be removed?			
Do you have any concerns or worries about this child's safety or believe this child is at risk of significant or immediate harm? Please explain:			
Have you informed anyone about your concerns or worries, If so who?			
Where do you think this child is now living?			
Is a current FCAF Available? YES / NO		Date of last attendance at school?	
Who else is involved with the child or family? Name, Agency, contact details			

### Details of Family members

Name of siblings	DOB	School attending
Parent/carer name & DOB		
Details of Emergency contacts		

I believe that the child is missing and cannot be found after making reasonable enquires. I am therefore requesting that the child name is removed from the school roll.

Signed school:

Date:

**Return the above to: Children Missing from Education Team, Floor 3 Howden House, 1 Union Street, Sheffield S1 2SH Tel: 0114 2736462 Fax: 0114 2735470. You will receive a confirmation letter relating to the request of deregistration within 10 school days**



# Abbeyfield Primary Academy



*The Abbeyfield Way: respectful, ambitious, happy and safe.*

Date:

Name:

Address:

Reference:

To the Parent/Carer of .....

Your child was due to return to school on .....(date). We have made enquiries and have been unable to confirm that your child is absent because of sickness or other another unavoidable circumstances.

As we are unable to confirm where your child is or a return date, I am writing to let you know that I will be requesting that your child is removed from the school roll. I will be informing the Children Missing from Education Team who may make enquiries with the Police, Social Care and Child Benefits.

**It is important that you contact ..... (name) the School (telephone number) as soon as you receive this letter. I will continue to make enquiries to find out where your child is.**

Yours sincerely

Principal

Cc: CME Team, Howden House, Floor 3, Sheffield, S1 2SH

# Abbeyfield Primary Academy



Abbeyfield Primary Academy



The Abbeyfield Way: respectful, ambitious, happy and safe.

## NOTIFICATION OF TERM TIME LEAVE (one form per family)

Please be aware that completion of this form does not entitle you to authorised term time leave

<b>Name of Pupil, Date of Birth, Class :</b>  <b>Siblings in this or other schools (Name, Date of Birth, School Attending)</b>  <b>Current UK Address:</b>		<b>Name of Parent / Carer 1:</b>  Parent / Carer 1 Date of Birth:  <b>Name of Parent / Carer 2:</b>  Parent / Carer 2 Date of Birth:	
<b>Dates of leave</b> From:		Date back in school:	
Notifications for leave during term time should be authorised by the head teacher if the reason is considered an exceptional circumstance.			
<b>Reason for requested leave:</b>			
<b>Do you consider there to be exceptional circumstances (please indicate)?</b>			
No		Yes      (please attach additional information/evidence to support your circumstances)	
<b>Where will you be staying during the leave period?</b> Please provide the full address and Emergency Contact Details (UK and Abroad)			
<b>UK:</b>			
<b>Abroad:</b>			
<ul style="list-style-type: none"> <li>I confirm that the information on this form is true</li> <li>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li> <li>I am aware that without proof of return being copied by the school at the time this form is completed, my child(ren) maybe referred to the Child Missing in Education team and that they may lose their school place(s) and will have to reapply via Sheffield City Council. I understand there is no guarantee a place will be available at Abbeyfield Primary Academy.</li> <li>I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Principal</li> </ul>			
X <hr/> Parent / Carer		<b>Print name / relationship to child</b>	<b>Date</b>
<b>For school use only</b>			

Has the notification been considered by the Head teacher? Y / N Has the notification been discussed with the parent/carer? Y / N      Date if yes:		
No of days Authorised ..... No of days Unauthorised .....		
Date of decision letter sent to parent/carer (only if leave is to be granted) :		
<b>Name of school</b> Abbeyfield Primary Academy	<b>Head teacher's signature</b>	<b>Date</b>





Abbeyfield Primary Academy  
Attendance: Intervention Escalation Plan

Abbeyfield Primary Academy has five stages of escalation concerning the monitoring of attendance and then the support provided to families to help improve continued absence. If persistent absence does not improve by the end of Stage 4, then the Academy will follow the Local Authority Guidelines of issuing attendance penalties. All stages one through to Stage 4 are in place to support families and promote good attendance at school.

**Stage One: Universal Support**

Thresholds/triggers	Thresholds/Strategies to be used (Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan.)	Thresholds Monitoring procedures
<ul style="list-style-type: none"> <li>96% - 100% attendance</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>Regular reminders of the importance of good attendance, through the school newsletter, text messages, website, etc.</li> </ul> <p><b>Direct contact with families/carers:</b></p> <ul style="list-style-type: none"> <li>First day of absence phone calls</li> <li>Termly attendance letters are given out to all families during personal mentoring meetings giving attendance percentages</li> <li>All relevant information will be added to CPOMS to enable the Inclusion Team and Class Teacher to be fully and quickly informed</li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through the school's management information system (MIS)</li> <li>Attendance officer to monitor individual, group and whole-school attendance to identify any concerns</li> </ul> <p>Class teachers to be on alert for any absence patterns</p>

	<ul style="list-style-type: none"> <li>Requests for term-time holidays to be declined, unless there are exceptional circumstances</li> </ul>	
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## Stage Two: Initial Target Support

Thresholds/triggers	Actions to be taken	Thresholds Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>93% - 96% attendance</li> </ul> <p><i>This is discretionary based on the number of days absent due to illness, concerning patterns of attendance and attendance history.</i></p> <ul style="list-style-type: none"> <li>Three or more late arrivals over a half-term period</li> <li>An unexplained or unauthorised absence</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>Pupils will continue to receive the universal support offered to all pupils at Stage One</li> <li>Child</li> </ul> <p><b>Direct contact with families/carers:</b></p> <ul style="list-style-type: none"> <li>An appropriate member of staff will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance</li> <li>Reminder letter sent home and families/carers invited to discuss any concerns if they wish to do so</li> <li>First warning letter issued</li> <li>All information will be added to CPOMS to enable the Inclusion Team and Class Teacher to be fully and quickly informed</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>Consider the external agencies that can address the individual needs of the pupil/family and make referrals as required. Possibilities include: <ul style="list-style-type: none"> <li>Vulnerable learners pathways</li> <li>MAST</li> <li>LA attendance and inclusion team</li> <li>Support from the minibus will be offered if appropriate</li> <li>Breakfast Club will be suggested</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through MIS and FFT</li> <li>Molly Eedle and Samantha Hobson to complete <b>weekly</b> checks on the pupil's data</li> <li>First day phone call for absence</li> <li>Home Visits required.</li> <li>Child added to PA check list and Attendance on a Page</li> </ul> <p>Class teachers to monitor pupil more closely</p>

	<ul style="list-style-type: none"><li>- Check ins from teachers will be used if appropriate</li><li>-</li></ul>	
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## Stage Three: Enhanced Targeted Support

Thresholds/triggers	Actions to be taken	Thresholds/t Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• 90% - 93% attendance</li> </ul> <p><i>This is discretionary based on the number of days absent due to illness, concerning patterns of attendance and attendance history.</i></p> <ul style="list-style-type: none"> <li>• Five or more late arrivals over a half term period</li> <li>• Subsequent unexplained or unauthorised absences</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Direct contact with families/carers:</b></p> <ul style="list-style-type: none"> <li>- Second warning letter issued. If appropriate, families/carers will be informed that no further absences will be authorised without evidence.</li> <li>- Families/carers requested to attend a meeting in school to discuss attendance. At this meeting, targets and a review date will be set. If families/carers fail to attend this meeting and do not rearrange, they will be sent a further letter, which sets targets and a review date. n</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>- Consider whether any additional partners could be engaged - make referrals as needed</li> <li>- Support from the minibus or a Walking Bus will be offered if appropriate</li> <li>- Breakfast Club will be suggested</li> <li>- Check ins from teachers</li> <li>- Individual support, including a Learning Mentor, ELSA support etc will be used if appropriate</li> <li>- Advice sought by the school from the Local Authority Inclusion and Attendance Officer.</li> <li>- All information will be added to CPOMS to enable the Inclusion Team and Class Teacher to be fully and quickly informed</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance tracked through MIS and FFT</li> <li>- Molly Eedle and Samantha Hobson to do <b>weekly</b> checks on the pupil's data</li> <li>- First day phone call for absence</li> <li>- Home Visits required.</li> </ul> <p>Class teachers to monitor pupil more closely</p>



## Stage Four: Intensive Support for Persistent Absentees

Thresholds/triggers	Actions to be taken	Thresholds/t Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Attendance below 90%</li> </ul> <p style="text-align: center;"><i>Discretionary will be used for children with complex cases.</i></p> <ul style="list-style-type: none"> <li>• Continued late arrivals despite support offered at previous tiers</li> <li>• Continued unexplained or unauthorised absences despite support offered at previous tiers</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Direct contact with families/carers:</b></p> <ul style="list-style-type: none"> <li>- Third warning letter issued. If not done at Stage 3, families/carers will now be informed that no further absences will be authorised without evidence.</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>- Identify whether any additional support could be offered by the school or partner agencies. Local Authority would be invited to attend this meeting. If appropriate, a SAP meeting will also be arranged.</li> <li>- Consider asking for a referral to the Inclusion and Attendance Social Work or Legal Team</li> <li>- Consider which other agencies might be able to provide support.</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance tracked through MIS and FFT</li> <li>- Molly Eedle and Samantha Hobson to do <b>weekly</b> checks on the pupil's data</li> <li>- First day phone call for absence</li> <li>- Home Visits required.</li> </ul> <p>Class teachers to monitor pupil more closely</p> <p>School to liaise with the local authority regularly to support any measures that are being taken</p>

## Stage Five: Use of Parental Responsibility Measures

Thresholds/triggers	Actions to be taken	Thresholds/t Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Strategies introduced at stage four have failed to improve attendance</li> <li>• Any of the thresholds for legal action have been met</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>- Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>- Support initiated at previous stages will continue as appropriate</li> </ul> <p><b>Enforcement:</b></p> <ul style="list-style-type: none"> <li>- The local authority will be notified of the school's concerns</li> <li>- A parenting contract will be put into place which includes:                             <ul style="list-style-type: none"> <li>○ a statement by families/carers that they agree to comply for a specified period with whatever requirements are set out in the contract;</li> <li>○ a statement by the school/local authority/academy trust agreeing to provide support to the families/carers for the purpose of complying with the contract.</li> </ul> </li> <li>- Local authority to utilise appropriate legal powers to enforce attendance</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance tracked through MIS</li> <li>- Molly Eedle and Samantha Hobson to do <b>weekly</b> checks on the pupil's data</li> <li>- First day phone call for absence</li> <li>- Home Visits required.</li> <li>- Class teachers to maintain regular individual support as required</li> </ul> <p>School to liaise with the local authority regularly to support any measures that are being taken</p>