



# Attendance Policy

To be reviewed annually

Chair of Governors, Paul Willetts

Signed

## **East Preston Infant School Attendance Policy**

East Preston Infant School is a Rights Respecting School. All pupils, staff and visitors have the right to be healthy, safe, educated, listened to and treated fairly. These principles are at the heart of our school ethos, and our policies and practices support these rights. We are committed to equal rights, mutual respect and shared responsibility.

In this Policy we specifically recognise the following articles from the UN convention on the Rights of the Child:

Article 2 – The Convention applies to everyone; whatever their race, religion or abilities, whatever they think or say, whatever type of family they come from.

Article 3 – The best interests of the child must be a top priority in all things that affect children.

Article 28 – Every child has the right to an education. Discipline in schools must respect children's dignity.

### **The importance of school attendance**

The law entitles every child of compulsory school age to a full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure that their child receives that education at a school or by education otherwise than at school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

A child who is not at school is missing out on part of his or her education. Likewise, a child who is late for school is missing out on a very important part of the school day including setting out the context for the work for the day. Any absence affects the patterns of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and impacts negatively on the learning of others in the same class.

At East Preston Infant School, we believe in developing good patterns of attendance and punctuality for our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the connections between good attendance, attainment, behaviour, bullying, safeguarding and wellbeing.

### The Government says:

- It is your legal responsibility for you to send your child to school every day.
- School is in session for 190 days a year, leaving parents a further 175 days a year in which to have days out together and take holidays.

### School Attendance and the Law

Parents have a legal duty to ensure that their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child, includes any person who is not a parent (from which can be inferred 'biological parent'), but who has parental responsibility, or who has care of the child.

A person typically has care of a child if they are the person with whom the child lives, either fulltime or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Unauthorised absence may result in a referral to the Local Authority, who may issue sanctions and/or legal proceedings. This may include issuing each parent with a Fixed Penalty Notice (FPN), regardless of whether they live together, or a referral to the Magistrates Court, whereby each parent may receive a fine and/or up to 3 months in prison.

**There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.** The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that the Headteacher may not grant any leave of absence during term-time unless there are 'exceptional circumstances' and they no longer have the discretion to authorise up to ten days of absence in each academic year.

### Key Principles

Good attendance is a learned behaviour. It is vital that parents and schools work together to promote good attendance and punctuality. Our Attendance policy reflects the key principles of the DfE guidance for maintained schools: 'Working together to improve school attendance'.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

In addition, we follow the West Sussex guidance which sets out the following principles:

- All registered pupils should attend school regularly and arrive punctually.
- All children, irrespective of individual circumstances, should have an equal opportunity to attend school regularly.
- The school and the Local Authority, together with any external agencies will work together with the parents or carers for the best interest of pupils.
- The school's expectations of regular attendance will be made clear from the outset.
- Where necessary, intervention and enforcement measures will be taken, especially with regard to unauthorised absences and lateness.

## Aims

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and are on time, every day that the school is open. We aim to provide support and challenge where appropriate, to ensure that attendance remains high for all pupils in our care.

We aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Building strong relationships with our families, listening to them to understand barriers to attendance and work with them to remove those barriers.
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, and challenged where appropriate

## Types of Absence

Every half-day absence from school has to be classified by the school (not the parent), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause for any absence is always required. Each half-day is known as a 'session'.

**Authorised absences** are sessions away from school for a justified reason, such as illness, urgent medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. NB: Only the Headteacher (not the parent) can approve the reason for absence.

If repeated absence occurs for medical or dental reasons you will be asked to provide evidence of this from the GP/Dentist/Specialist before absence is authorised.

No absence requests will be authorised throughout the National Curriculum assessment periods for Year 2 during May and for Year 1 during June.

Examples of authorised absences could include:

- **Genuine illness:** If the school is satisfied that a pupil is absent as a result of illness the absence is treated as authorised. Ordinarily, children should not be absent from school for minor illnesses for more than two days. Children who experience long term absences are supported both during and after their absence through direct contact with the parents/carers. The school reserves the right to ask for medical clarification if a child's absences are above the amount expected for a usually healthy child or if the child is absent for more than two days.
- **Emergency medical or dental appointments:** Pupils' absence for emergency medical or dental appointments may also be authorised. Parents are requested to make routine dental and medical appointments outside of school hours.

- Religious observance: Parents should give advance warning of absence if it is necessary for their child to take part in a day of religious observance.
- Education off-site e.g. an educational visit arranged by the school
- Extreme family emergencies e.g. bereavement

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. Unauthorised absences are coded with an 'O' code. This type of absence can lead to a referral to the Local Authority who may issue a Fixed Penalty Notice (FPN) or issue legal proceedings.

Unauthorised absence includes: (NB this list is not exhaustive)

- Parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been adequately explained to school leaders
- Children who arrive at school too late (after registers close), get a 'U' mark on the register, which is also counted as unauthorised
- Shopping trips
- Family events/day trips out
- Their own or family birthdays/parties
- Holidays taken in term-time without leave being granted by the Headteacher under exceptional circumstances
- Parent being too unwell to bring the child to school (other arrangements must be made)
- Where the school believes that the parent has not been honest with them about the reason for absence

## **In-school Procedures**

### **1. Promoting Good Attendance and Punctuality**

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and school staff.

On admission to East Preston Infant School all parents are given clear guidelines on good attendance, what to do in the case of illness, punctuality and requesting absence in term time for exceptional circumstances.

Additionally, parents are asked to sign a Home-School Agreement and our school's website promotes good attendance.

The school reports attendance to parents three times per year so that action can be taken to improve patterns if necessary.

Attendance is closely monitored and where it falls below 90%, parents are contacted to discuss the reasons for this and support is given to help improve attendance going forward.

### **2. Registration**

- Electronic registers are taken promptly at 9.00am. These are completed in the school's data system Bromcom.

- Registers will officially close at 9.15am. Pupils arriving after the register has been taken, but before 9.15am will be marked as Late ('L'), with the reason and the number of minutes late recorded in the comments section of the register.
- Arrival after 9.15am is recorded as unauthorised ('U') unless the school office has been informed in advance of some other circumstance (such as an emergency medical appointment).
- Afternoon registers are taken again at 1.00pm using Bromcom.

The school is registered with the Data Protection Register as a data user under the 1984 Data Protection Act.

### 3. Reporting Absences

- If a child is going to be absent from school, it is the parents' responsibility to inform the office by 9.15am or as early as possible on the first day of the child's absence. Parents may either **telephone 01903-773177** (leaving a message on the answerphone if the office is closed) or **e-mail secretary@epinf.co.uk**
- Where a child is unaccounted for at 9.15am, a telephone call will be made to the first named contact to ensure the safety of the child, and to ascertain the reason for absence. All reasons given will be recorded in the comments section of the register, along with the appropriate code.
- Parents are asked to be honest with the school about the reason for absence.
- Only the Headteacher, within the context of the law, can approve absence, not parents. The school does not have to accept the parents' offered explanation as a valid reason for absence. If there are doubts about the reason offered, the reason given for an absence is not acceptable, or if no reason is given, then the absence is treated as unauthorised. Disputes with the School or claims of bullying are not a legally permitted reason for absence.
- The school office collates information about absences, taking phone calls and e-mails from parents. These are recorded on the electronic registers, session absence reports are produced and returns are made to the local authority and the DfE.

### 4. Safeguarding children not in attendance

- In the case where it has not been possible to ascertain the whereabouts of a child from the first contact, all other contacts held by the school will be tried. Parents are requested to provide at least two alternative contacts when completing the annual data collection form.
- If it is not possible to ensure that a child's whereabouts and safety is known via the contact numbers given, the school secretary will discuss the child with the Headteacher and/or Designated Safeguarding Lead (DSL).
- Where appropriate, the Headteacher and/or DSL will take further steps to ensure the wellbeing of the child, which may include contacting other schools where there are siblings, home visits, a referral to the Multi-Agency Safeguarding Hub or seeking further advice from the local authority's team for Child Missing Education.

- Repeated absence, particularly where explanation for absence is not given, may be a safeguarding concern in its own right, or indicative of other risks to a child's wellbeing. Such cases will be referred to the safeguarding lead for consideration through the usual procedures.

## 5. Lateness

Lateness is discouraged and persistent lateness is unacceptable and could result in a Fixed Penalty Notice. If a child misses the start of the day, they miss work and do not spend time with their class teacher getting key information about the learning for the day. They may miss the start of a teaching session and may be embarrassed when they arrive, disrupting the learning for the rest of the class. Good timekeeping is a vital life skill which will support children as they progress through their school life and out into the wider world.

Where pupils miss registration and parents fail to provide an adequate explanation they will be marked with an unauthorised absence for that reason. If a pupil arrives late and misses registration they must be signed in at the school office.

Registers are taken at 9am. Children arriving between 9am and 10.30am are recorded as late, 'L' (before registers closed). Arrival after 10.30am is recorded as unauthorised – late, 'U' (after registers closed).

## 6. Requesting Absence from School (see Appendix A)

- Absence for some circumstances may be approved by the Headteacher if requested in advance and each case will be considered on its merit.
- Parents are asked to complete the Locality absence request form well in advance of the requested absence, and evidence must be included to indicate why an absence is exceptional before it will be considered.
- A child's attendance record will be taken into account when considering requests for withdrawal from learning and authorisation will not be given to children with less than 90% attendance.
- Where there are siblings in other locality schools, the Headteachers of both schools will make a joint decision as to whether to authorise the request.
- The request form will be returned to the parent, either agreeing that the absence will be authorised or classifying it as an unauthorised absence.
- **Please note: where parents are separated, it is the duty of the parent making the request to inform the other parent about this.** In the event that the event is unauthorised, an FPN or legal action would be taken jointly against both parents regardless of who made the request.

## Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the year for whatever reason; this can be authorised or unauthorised absences. Absence at this level will cause considerable damage to any child's education and we need the parents fullest support and cooperation to tackle this.

A pupil is defined by the Government as a 'severe absentee' (SA) when they are absent from school more than they are present (those missing 50% or more of school).

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

Where PA is identified, parents will be requested to attend a meeting with the Deputy Headteacher to draw up a plan of additional support for the family. This may include support from the School Nurse, Early Help team or other relevant agencies. An attendance target will be set and this will be closely monitored until attendance improves.

If there is not improvement in attendance then a Fixed Penalty Notice may be issued along with a referral to the Pupil Entitlement Team or Social Care.

Where attendance has fallen to the severe absence (SA) level, more intensive support is needed and a concerted effort is therefore needed across all relevant services to prioritise them. This may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision.

If all avenues of support have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect and attendance legal intervention may be put in place in the form of a Parenting Contract or Education Supervision Order (ESO).

### **Barriers to attendance**

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out quickly between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then they should speak to the class teacher in the first instance in order to help them understand the difficulties. The class teacher will then be able to make adaptations and provide additional support for example, having a 'meet and greet' on the door, talking to other children if there are relationship difficulties, circle time, individual incentives or provide additional support at key times in the school day.

This usually resolves any issues quickly, however if the problem persists then we will work with the family to understand the problem and provide any necessary support such as time with our ELSA (Emotional Literacy Support Assistant), or small group time in one of our group times. We can also use outside agencies to help, such as the School Nurse, Play Therapist, Mental Health services or the Pupil Entitlement Team.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain; however, we will work with families and pupils to support good attendance, being mindful of the

additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time table to meet a child's individual needs. A part-time timetable will be in place for the shortest time necessary and there will be formal arrangements for regularly reviewing it with the parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore this absence will be treated as authorised.

### **Fixed Penalty Notices**

A Fixed Penalty Notice (FPN) may be issued by the local authority if there are 10 or more unauthorised absences within a 10-week period, (1 morning and 1 afternoon count as 2 sessions). The FPN currently stands at £120 per parent, per child, which is reduced to £60 if paid within 14 days.

If an FPN and/or Court Action has been instigated, the Local Authority are satisfied that the evidential requirements have been met.

### **Monitoring Attendance**

The attendance information is entered into the school's database and is used to monitor and track attendance. Patterns of attendance are analysed for individuals and groups, absence codes and high days of absence e.g. Fridays/Mondays, last day of term, in order to focus the school on identifying targeted support and intervention.

If there is a concern about a child's attendance, the Headteacher or Deputy Headteacher will notify parents.

Patterns of absence, or lateness or other concerns are shared with the Pupil Entitlement and Investigation Team (PEI), who check attendance records and discuss any problems. The PEI team is available to support parents who may be having difficulties in ensuring that their children attend school regularly. Where necessary, legal action may be taken by the Local Authority.

The school benchmarks its attendance against other schools Nationally for overall attendance, authorised absence, unauthorised absence and persistent absence. In addition, the school compares the absence of a range of groups against National.

### **Children with a Social Worker**

In addition to the benefits for all pupils, good attendance at school also provides an additional safeguard for vulnerable pupils.

The attendance of this group of pupils is closely monitored and the school works effectively with the local authority to report individual attendance and inform a pupils' social worker if there are unexplained absences from school.

Mrs Lucy Owens is the Designated Teacher for Children Looked After (CLA).

### **Leaving the school**

Except at the end of Year 2, parents wishing to remove their child from the school will be asked to inform the school in writing (this can be through email), providing a forwarding address and details of the school to which the child is expected to transfer.

In the case of families electing the home educate, notice should be given in writing to the school of this decision. The school has a duty to report this change to the local authority.

Pupils leaving the school cannot be removed from the school roll until such time as it is confirmed that they are enrolled in another school, or in accordance with the advice of the Children Missing Education team.

Where a child is thought to have left the school, and no confirmation of a new school placement is provided, the child's absence will be reported to the Children Missing Education Team at West Sussex County Council.

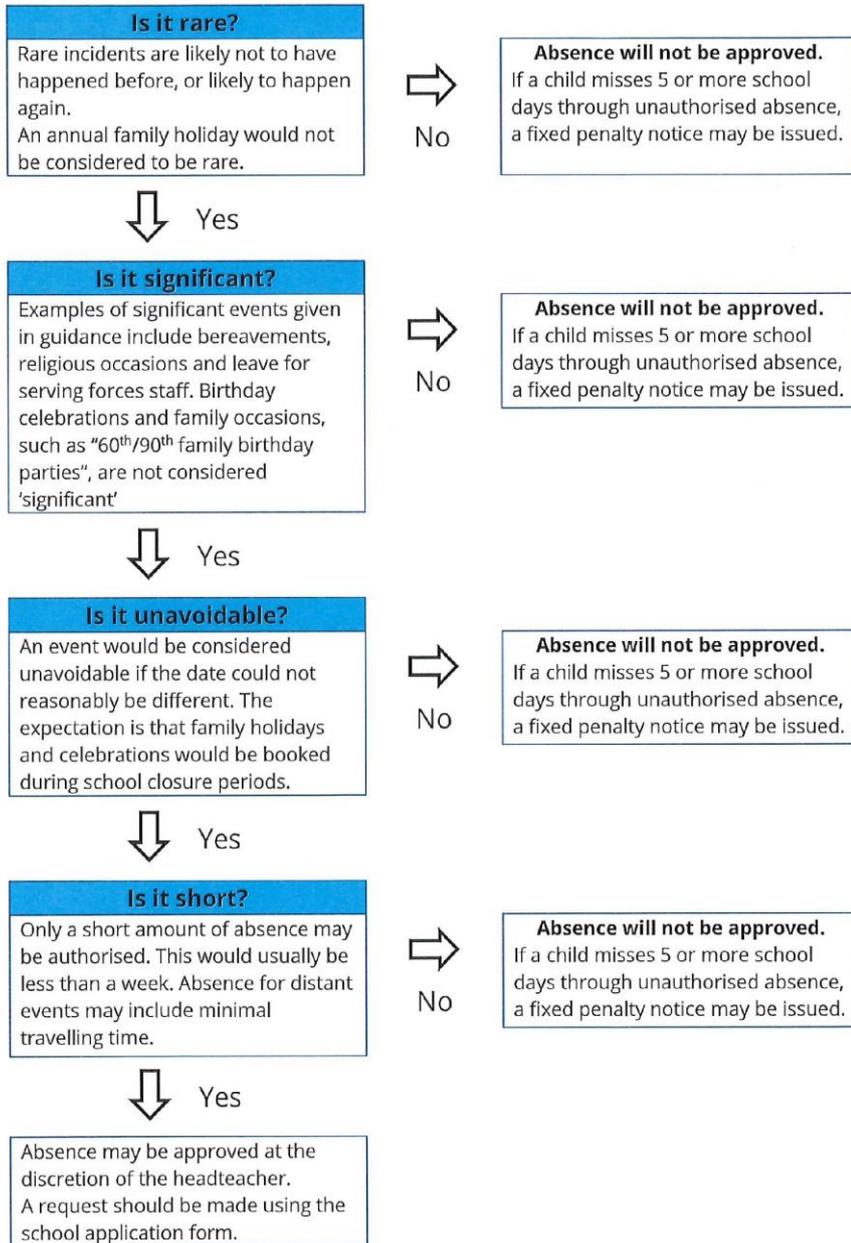
Registers are legal records and all schools must preserve every entry in the attendance register for 3 years from the date of entry.



## Appendix A: Requests for absence in learning time

The Education (Pupil Registration) (England) Regulations 2013 only permit headteachers to authorise absence where exceptional circumstances apply. The guidance for headteachers explains that 'exceptional' is likely to be rare, significant, unavoidable and short.

When considering requests for absence, headteachers will apply these 4 'tests' to determine whether an absence may be authorised.



### Possible scenarios relating to absence

**It is my child's birthday and I want to take them out for a special celebration/to the zoo. Will this be authorised?**

Because a child's birthday would not be considered "rare", this would not be authorised. Children are only in school for 190 days each year. There are 175 other days for holidays and other activities.

**My child's grandparents have booked a surprise holiday for the family without realising the school holidays dates. Will this be authorised?**

Because family holidays are not considered to be rare or unavoidable, this would not be authorised. Children are only in school for 190 days each year. There are 175 other days for holidays and other activities.

**My child has been chosen to be a bridesmaid/page boy for a family wedding which falls in term time. Will this be authorised?**

Headteachers will consider authorising an absence for the day of the wedding, as long as the child's current attendance is above 95%.

**We have been invited to a family party to celebrate a significant birthday of a close relative, which would require us to travel some distance. Will this be authorised?**

Whilst family celebrations are not considered to be unavoidable events, we appreciate that these are sometimes arranged outside of parents' control. In this situation, please speak to the headteacher, who may be able to authorise a limited amount of time for travelling.

**We haven't had a family holiday for some years, and cannot afford to take one in the school holidays. Will this be authorised?**

Although we appreciate the costs of holidays in term time is significantly cheaper, this would not be considered to be rare or unavoidable, and so this would not be authorised.

We appreciate that in some circumstances, despite absence not being authorised, families may still choose to take children out of school. In these cases, it is important that school is notified about the reason for an absence, as we have a statutory duty to follow up and record absence accurately, to ensure that children are safe. We appreciate you being honest with us in such cases.

THE ANGMERING LOCALITY: WORKING TOGETHER ON PUPIL ATTENDANCE



**REQUEST FOR ABSENCE FROM LEARNING IN SCHOOL TIME**

CHILDREN ARE **ONLY** IN SCHOOL FOR 190 DAYS EACH YEAR. THERE ARE 175 **OTHER DAYS** FOR HOLIDAYS AND OTHER ACTIVITIES. 80% ATTENDANCE REPRESENTS 1 **DAY OFF A WEEK**. 90% ATTENDANCE REPRESENTS 1 **DAY OFF PER FORTNIGHT**.

PARENT/GUARDIAN NAME AND ADDRESS		HOW TO USE THIS FORM
		<ul style="list-style-type: none"> <li>Use for all absence other than sickness</li> <li>Return to school <b>well in advance</b> of the date of requested absence</li> <li>Use a separate form for each child and each absence</li> </ul>
<p>The law states that parents must ensure their children regularly attend school to receive their education. The department for education states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short. The current law does not give any entitlement to parents to take their child on holiday during term time. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.</p>		
Name of Child:		Class:
Is this the first request for absence this academic year? YES / NO		
Dates requested (from/to):	Date expected back in school:	Number of school days requested:
Reason for request for absence from learning – If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional (continue overleaf if necessary):-		
I will also be making an Absence Request for children at the following schools (please list the school & names of child/ren)		
Signed:		Date:
SCHOOL OFFICE TO COMPLETE THIS SECTION		

Last Academic Year Attendance:	%	Green Amber Red	<b>Green</b>	<b>More than 95%</b>	<b>Good</b>
Current Attendance:	%	Green Amber Red	<b>Amber</b> <b>Red</b>	<b>92% to 94.99%</b> <b>Less than 92%</b>	<b>Needs improvement</b> <b>Cause for concern</b>
<b>HEADTEACHER TO COMPLETE THIS SECTION</b>					
Your request is <b>approved</b> and the absence as set out above is duly <b>authorised</b> . <input type="checkbox"/>	The <b>code placed</b> in the register will be:				
	Annual Family Holiday	H	Educated Off Site	B	
	Religious Observance	R	Approved Sporting Activity	P	
	Other Authorised	C	Unauthorised holiday absence	G	
	Educational Visit	V	Unauthorised absence	O	
Your request is <b>not approved</b> . <input type="checkbox"/>	If the pupil is absent as proposed above it will be recorded as <b>unauthorised</b> .				
Reason:					
Signed:			Date:		

**Regular attendance at school is important for your child's education and is a legal requirement.**  
**Responsibility of this rests with the parents.**  
**Only the school, not the parents, can authorise absence.**

**Appendix B**  
**DfE guidance Summary table of responsibilities for school attendance. Sept 2022**

**All pupils**

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

**Pupils at risk of becoming persistently absent**

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

### Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

### Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>