

The Ellesmere Port C of E College



Attendance and Punctuality Policy

Policy Information:

Date prepared	September 2023
Adopted by Governors	September 2023
Implementation Date	Immediate
Frequency of Review	Annually
Review Date	September 2024

Approved by Principal:

Cath Green

Approved by Chair of Governors:

Gordon McGuinness



Frank Field
Education Trust

Our Vision

To act justly, to love with mercy and to walk humbly with our God - Micah 6:8

At Ellesmere Port Church of England College we seek to build a community of faith where our students have the cultural capital to follow unlimited ideas and dreams. Above all else, we want our students to experience the fullness of life, where the sort of person they become is of paramount importance.

To **BE MORE** is to be a community which aspires to act justly in all situations; to be kind towards those inside and outside the College; and to be open to God's guidance in all areas of our lives.

This is a statement of policy for The Ellesmere Port Church of England College. It provides guidelines for the standards of behaviour and moral virtues expected in The College and for the procedures adopted by The College and its governors when pupils behave in a manner which makes us proud, and for the times when they may fall short of our standards.

Introduction

This is a statement of policy for The Ellesmere Port Church of England College. It provides guidelines for the standards of attendance, punctuality and display of the moral virtues expected in the College and for the procedures adopted by the College and its governors when pupils fall short of these expected standards. This policy attempts to ensure that all behaviour is consistent with the College's Mission Statement "To act justly, to love with mercy and to walk humbly with our God" Micah 6:8 and our Trust motto "Aspire not to have more but to be more".

We are dedicated to ensuring that our College environment supports learning and the wellbeing of pupils and staff through a strong sense of Christian community cohesion. Courage, justice, honesty, compassion, gratitude, humility, integrity and respect are the moral virtues within our Christian community and we work hard to provide a safe College where pupils feel included in every aspect of College life and comfortable to voice their opinions.

Links with other policies

This Policy has obvious links with the wider safeguarding agenda and specifically all policies that make up the safeguarding suite of documents. It should be read in conjunction with the Safeguarding Policy. When ratifying or reviewing the policy, links should be made with the other relevant policies.

This policy outlines what we expect from all our pupils in terms of their attendance and punctuality, and the sanctions that will be enforced if this policy is not adhered to. Good attendance and self-discipline are vital for pupils to carry with them both during and after their College years.

Principles

We believe our Attendance and punctuality policy is underpinned by our Moral Virtues within our Christian context:

Justice - "Grant justice and do what is fair" Colossians 4:1

Definition: *Our College rules are fair and reasonable.*

Example: *Showing that you know when you need to stand up for what is correct and appropriate with the context of our moral virtues and Consistency Across the College.*

Humility - "Humble yourselves in the sight of the Lord" James 4:10

Definition: we aim to ensure that everyone in our community has a place and a voice that will be heard.

Example: To celebrate all our achievements in a respectful manner.

Respect - “Do to others as you would have them do to you” Luke 6:31

Definition: treat others how you would wish to be treated yourself.

Example: Holding the door open for any member of our community.

Courage - “Be strong and courageous. Do not be afraid” Joshua 1:9

Definition: the quality of having strength in the face of difficulty.

Example: Being confident to express opinions and ideas within the College.

Integrity - “The godly walk with integrity” Proverbs 20:7

Definition: the quality of having strong moral virtues.

Example: Knowing that we should all try and do the right thing when faced with adversity.

Compassion - “Clothe yourselves with compassion” Colossians 3:12

Definition: the quality of having concern for others.

Example: Showing kindness and care for others within the College and our community.

Honesty - “He delights in those that tell the truth” Proverbs 12:22

Definition: the quality of being truthful.

Example: Telling the truth in all situations even when it is hard to do so.

Gratitude - “Give thanks to the Lord, for he is good: his love endures forever” Psalm 107:2

Definition: the quality of being thankful and showing appreciation.

Example: Saying please and thank you wherever possible.

Attendance and Punctuality Policy Contents

Introduction.....	5
Legislation and Guidance.....	5
Principles of the Attendance and Punctuality Policy.....	7
Daily Registers.....	8
Clubs at lunchtime.....	9
Trips.....	9
Rehearsals/Music lessons.....	9
Absence / Lateness.....	9
Absence from College.....	10
Early Identification and Intervention: assess, plan, do and review.....	11
Absence Codes.....	11
School attendance, safeguarding and children missing education.....	12
Notifying the Local Authority.....	13
Reluctance to attend school.....	13
Leave of absence in term time.....	13
Persistent Absence.....	14
What happens next?.....	14
Unauthorised Absence and Fixed Penalty Notice.....	15
Application for Exceptional Circumstances.....	15
Punctuality.....	17
Late Procedures.....	17
ROLES AND RESPONSIBILITIES.....	17
Communication with parents.....	18
Rewards and incentives.....	18
Attendance Additional Intervention Meeting (AIM).....	18
Appendix 1 – SIMS Lesson Monitor – User Guide.....	19
Appendix 2 – Sample stage 1 letter.....	21
Appendix 3 – Sample stage 2 letter.....	22
Appendix 4 – Sample Attendance Action Plan letter.....	23
Appendix 5 – Sample Medical Evidence letter.....	24
Appendix 6 – Sample stage 3 letter.....	25
Appendix 7 – Sample Final Warning letter.....	26
Appendix 8 – Sample flyer to parents.....	27
Appendix 9 – Sample Stage Action Plan.....	28
Appendix 10 – Staged Approach.....	29
Appendix 11 – Absence Codes.....	30
Appendix 12 – Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance).....	31
Appendix 13 – Local Authority Guidance for schools – Attendance case working. (School only).....	32
Links to other school policies.....	34

Introduction

This is a statement of policy for The Ellesmere Port Church of England College. It provides guidelines for the standards of attendance, punctuality and display of the moral virtues expected in the College and for the procedures adopted by the College and its governors when pupils fall short of these expected standards. This policy attempts to ensure that all behaviour is consistent with the College's Mission Statement "To act justly, to love with mercy and to walk humbly with our God" Micah 6:8 and our Trust motto "Aspire not to have more but to be more".

We are dedicated to ensuring that our College environment supports learning and the wellbeing of pupils and staff through a strong sense of Christian community cohesion. Courage, justice, honesty, compassion, gratitude, humility, integrity and respect are the moral virtues within our Christian community and we work hard to provide a safe College where pupils feel included in every aspect of College life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their attendance and punctuality, and the sanctions that will be enforced if this policy is not adhered to. Good attendance and self-discipline are vital for pupils to carry with them both during and after their College years in line with the 'Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law.

The Ellesmere Port Church of England College fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our Policy applies to all children registered at this school and this Policy is made available on our school website to all parents/carers of pupils who are registered at our school.

This Policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from Cheshire West and Chester.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Principal and Governors at our school are committed to working closely with parents, other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

Legislation and Guidance

The 1996 Education Act (section 444) states that parents (including non-related adult carers in the child's household) have a legal responsibility to ensure that those of compulsory school age are educated, either by 'regular' attendance at school or 'otherwise'. The 2008 Education and Skills Act (section 155) specifies the same requirement regarding regular attendance at alternative provision.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Regular attendance has been defined by the Supreme Court (6th April 2017) to mean "in accordance with the rules prescribed by the school".

- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence".
- Section 576 Education Act 1996 - Meaning of "parent"

***Definition of parent: Section 576 of the Education Act 1996** - A parent in relation to any child or young person, includes any person:

- All natural parents, whether they are married or not;
- who is not a parent but who has parental responsibility for him/her; or
- who has care of him/her;
- This also includes all parents who are absent. Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider.
- It is also important to note that even though a parent may not live in the same home as the pupil, that parent is still responsible for ensuring the child attends school every day.

Cheshire West Code of Conduct for Fixed Penalty Notices set out the procedures for the issuing an FPN. Full information can be found at: <https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/early-years-and-childcare/education-welfare-service/education-welfare-service/code-of-conduct-education/education/education-fixed-penalty-notice-unauthorised-leave-of-absence.pdf>

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

For most pupils the expected first day of attendance is the first day of the school year. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

For further information on 'School attendance; Guidance for maintained schools, academies, independent schools and local authorities' visit:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Principles of the Attendance and Punctuality Policy

The Governing Board of EPC places a high priority on achieving standards and believe strongly that excellent pupil attendance and punctuality are essential. They undertake this role by:

- Monitoring whole school attendance termly and take appropriate action should it affect standards.
- Nominate a named Governor for Attendance.

The government expects:

- Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence;
 - Ensure every pupil has access to full-time education to which they are entitled; and,
 - act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

Regular attendance and good punctuality at school is expected. The reasons for this are obvious: pupils learn best and receive most from College when they are actually there. This issue is highlighted in the Home/School Agreement which all parents are asked to sign at the beginning of each year and also within other regular communications between home and school.

The school has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the **first day of absence** and each following day of absence, stating the reason. The senior leader responsible for the strategic approach to attendance in school is Mr S Murphy.

The school will contact home when a child is absent, and the parent/carer has not notified the school of the absence. If no contact can be achieved or the reason for absence is not accepted the absence will be unauthorised. The school Attendance and Welfare team may also support with home visits.

Any pupil whose absence falls below 97% should be noted by their Head of Learning and the pupil will be placed on the 'Attendance Strategy' which is a graduated intervention system.

This is to encourage improved attendance and put support systems in place with Education Welfare Service, Attendance Officer, Children's Services and School Nurse, to address persistent absence issues. Other outside agencies may also be involved in cases which show persistently poor attendance.

Having poor attendance can have an impact on pupil progress and result in underachievement.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Amendments to the 2006 regulations from the Department for Education (which came into effect from September 2013) remove references to family holidays and extended leave. "Principals may not grant any leave of absence during term time unless there are exceptional circumstances".

Please note 'exceptional circumstances' do NOT include a situation where parents choose to take pupils out of school to fit in with their work-related holiday dates. Please refer to the DfE "Amendments to school

attendance regulations” for further details. If parents believe that their circumstances meet the ‘exceptional’ criteria, they must put their request in writing to the Principal at least one month in advance of the date. Parents who take pupils on an unauthorised holiday in term time will result in a Fixed Penalty Notice.

Daily Registers

Under the 2006 Education Regulations the school is legally required to register pupils twice daily. Registers are marked in the morning between 08:30 and 09:00 and in the afternoon at Academic Review. It is essential that all pupils are registered on both occasions. On each occasion they must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

Pupils should be on the school premises no later than 08:30 ready to go to their first lesson. The school gate will close at this time. Pupils who attend after this time will be expected to enter school through the main school entrance at reception. **It is a legal requirement that a register is taken at the start of the day.** Not only does the process allow us to monitor attendance but also to act as a pupil checklist in respect of health and safety issues – e.g. Fire Drill.

Each year a school calendar is sent out and is also on the website which clearly indicates the days when your child is expected to be in school.

Pupils who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register/or sign a late register at the reception desk. Pupils who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes.

Parents will be alerted to this through the school text system. Under rules set out by the Government ‘Schools don’t have to give parents notice of after-school detentions or tell them why a detention has been given’ available at: <https://www.gov.uk/school-discipline-exclusions>

Staff should take a register every lesson and only use the /, \, L or N code when taking class registers. Only key pastoral staff and the attendance officer should enter any other codes on registers.

Clubs at lunchtime

It is the responsibility of the leader of club during AR Time to ensure they mark the pupils with them as present. The form tutor should **NOT** mark the pupil in AR Time unless they are in front of them for the entire period of AR Time.

Registers must be taken every lesson and staff should inform SLT through Class Charts if a pupil who had been marked in previously that day has not shown up to their lesson.

Trips

Pupils going on trips should have their register taken by the trip leader. They should NOT be sent to get their mark from the classroom teacher. Trip leaders must also ensure that all pupils' names are given to the attendance officer on standard form lists before they leave.

Rehearsals/Music lessons

Rehearsals should always be marked in the rehearsal space/Theatre/drama studio – pupils should not be sent to class teachers to get their mark. The reason for this is simple – the pupil may get their mark and then truant. Safeguarding should always be our priority.

If a pupil is timetabled for a music lesson part way through your lesson, you should mark them in your lesson and allow them to go to it. It is the responsibility of the music department to check with HOL/Classroom teachers if the pupil does not attend at the allocated time and yet appears to be in school. Pupils should always have a pass or something similar in their planners.

Absence / Lateness

Regular attendance at school is the responsibility of parents and carers. Under the 1996 Education Act parents commit an **offence** if the child does not attend school regularly. ***If your child cannot come to school because of illness you should advise the school on the first day of absence by telephone and every subsequent day they are absent.***

If no message is received we will assume that your child is absent without your permission. We will then make every effort to contact you. The school requires where possible **two** emergency contact numbers. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. Please inform us of any changes in writing through the pupil planner or letter to your child's Head of Learning. This information can also be updated using the data checking sheet on parents' evenings and review days. Parents are encouraged to ensure that their child brings in a note confirming the reasons for the absence when the child returns to school. Once contact (verbal and/or written) has been made with the parent the school will determine if the absence is to be authorised or unauthorised.

The school will only authorise a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the pupil is unwell. This may include: a medical appointment card with one appointment entered, slip with date, pupils name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Principal may not authorise medical absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not. If an appointment is authorised the pupil should be in school before the appointment and return following the appointment.

The College has invested in the 'School Comms' system. Each morning parents/carers of any pupils absent

from College will receive an automated phone call/text message requesting them to provide a reason for the absence. There is a 'staged approach' with regards to phone calls; attendance officer and the Pastoral team also have an identified cohort – identified through Attendance AIM.

If parents are unable to return a call for whatever reason, a written explanation for the absence is necessary upon a pupil's return to College. There is a facility for parents to be able to leave a message stating their son/daughter's reason for absence. Parents are informed of this information through reminders on the College website.

If any absence, whether covered by a note or not, is considered as an unauthorised absence by the College, it can result in a Fixed Penalty Notice. Parents will also be informed by a HOL or the Attendance Officer of our concern.

If a pupil is absent for more than two days and there has been no communication from the family regarding the child's absence after a Attendance Officer home visit then we may consider reporting our concerns for the safety of the child to Social Care. This should be managed by going through the appropriate safeguarding channels.

Where a pupil has truanted school or a lesson then a sanction will be issued to ensure the time missed is caught up. For persistent truancy a pupil may be placed in our Emmaus centre as a sanction or even excluded from the College.

Pupils arriving after 8.30am receive a late mark from their Learning Coach. A note should be brought in to explain the circumstances for arrival after these times. Persistent lateness to College can result in an FPN for lateness.

Failure to complete a register will result in an SLT callout and possible further disciplinary action.

Fire registers will be completed by the office staff when registers close.

Absence from College

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. This is an offence by the parent. Where pupils' attendance drops below 97% a staged approach to attendance will be implemented in an attempt to improve the pupil's attendance and avoid a parent facing an FPN or prosecution.

The Ellesmere Port Church of England College will robustly monitor and analyse attendance data to promptly identify and address possible concerns and allow for early interventions to support the child/family's underlying needs. This will include;

- Daily and Weekly attendance code analysis
- Specific cohort and group monitoring
- Monitoring of lesson attendance across all subjects
- 'Welcome back' meeting for all pupils that have been absent– to check wellbeing and ensure there are no ongoing needs that will impact on attendance
- Attendance AIM meetings every Learning Programme

When a pupil's attendance falls below 97% and depending on the number of absences a parent will be sent a stage one letter. If there is no improvement in the pupil's attendance, parents are invited in for a stage two meeting with a member of the Pastoral team or Attendance Officer. Where parents fail to attend or there is still no improvement in the pupil's attendance the College will apply for an Fixed Penalty Notice (FPN).

The College will request penalty notices to address unauthorised absence. A minimum evidential requirement of ten (10) school sessions, lost to unauthorised absence by any pupil in the current term will be required to trigger the process.

The Local Authority may:

- Issue a formal written warning to the parent/carer of the possibility of a penalty notice being issued.
- In the same letter, set a period of 15 school days within which the pupil must have no unauthorised absence.
- Issue a penalty notice through the post at the end of the 15-day period if the required level of improvement has not been achieved.

Further information on the Cheshire West protocol for FPN can be found at:

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/early-years-and-childcare/education-welfare-service/education-welfare-service/code-of-conduct-education/fixed-penalty-notice-unauthorised-leave-of-absence.pdf>

Early Identification and Intervention: assess, plan, do and review

Every pupil has a right to a full-time education and The Ellesmere Port Church of England College sets high attendance expectations for all pupils. The Ellesmere Port Church of England College will consider the individual needs of pupils and their families who have specific barriers to attendance and will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

For any child / child person who is absent from school it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including Form Tutors, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed. These strategies are discussed in Guidance And Support meetings.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs such as an SDQ, SEND assessments and wellbeing assessments or may include the holistic needs of the family, such as a TAF assessment. Assessments will include the views of the child/young person as well as parents/carers, and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. Cheshire West and Chester Council has developed guidance for schools - Emotionally Based School Non-attendance: Good practice guidance for schools (revised November 2021). This is a whole school framework with a graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Early Help and Prevention and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

Absence Codes

According to the DfE guidance the following codes are used for authorised absence on the register.

Code I: ILLNESS

Schools can request medical evidence from parents / carers if they feel the authenticity of an illness is in doubt.

Code M: Medical or dental appointments

Parents / Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided.

Code C: Other circumstances

This code will be used for any authorised non-medical reasons for a child's absence from school, ie – family funeral.

Code D: Dual Registered

This code will be used if a pupil is registered at two schools.

Code J: Interview

This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam.

Code P: Approved sporting activity

This code will be used in times of approved sporting activities in school times, ie – training sessions, trials and sporting events.

Code R: Religious Observation

This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.

Code V: Educational visits and trips**Code W: Work Experience**

According to the DFE guidance the following codes are to be used for unauthorised absences on the register:

Code G: Family holiday not authorised by the school or in excess of agreed period

If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence.

Code O: Absent from school without authorisation

If the school is **not satisfied** with the reason given for absence they should record it as unauthorised.

Code U: Arrived late to school after registration closes

If a pupil arrives after registers close without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the pupil with the U code. This means that, although the pupil is in school, she is marked absent for the entire morning.

This will be marked as an authorised absence and could result in prosecution for parents/carers if the pupil is persistently late. This could lead to an FPN being applied for.

School attendance, safeguarding and children missing education

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, serious crime and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2022) and Children Missing in Education Nov 2013, updated Sept 2016). concerns of this nature should also be passed to the College DSL.

Notifying the Local Authority

The College notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries, or has been absent without the school's permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The College must also notify the Local Authority of any pupil who is to be deleted from the admission register.

Our College will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination or another school is not identified we will follow Cheshire West Children Missing Education Procedures.

Reluctance to attend school

Sometimes a pupil may seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have no friends or are being bullied. If this is the case please contact the school as soon as possible to speak to your child's Head of Learning.

Leave of absence in term time

The Principal may not grant leave of absence during term time unless there are '**exceptional circumstances**'.

The Principal will also determine the number of school days a child can be away from school if the leave is granted. **From this perspective leave of absence in term time is no longer a parental right and will only be authorised at the Principal's discretion.** Under DFE guidelines the school will notify the Local Authority if a parent/s takes leave of absence **without** the Principal's permission. In these cases, the **G code** will be used on the register to show this absence is **unauthorised**.

Under these circumstances, the school will apply to the **Local Authority** for an **Fixed Penalty Notice (FPN) Fine (£60-£120)** to be issued by the Local Authority. The £60 Penalty Charge Notice will need to be paid in full separately by both parents within 21 days and will rise to £120 if paid between 22 and 28 days. If the Penalty Charge Notice is not paid within 28 days, parents can be prosecuted under section 444, the Education Act 1996.

Pupils attending EPC will not be allowed absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised, (G) – Family holiday not agreed or (O) Unauthorised absence.

Parents may choose to complete an 'Application for Leave of Absence of Child from School in Exceptional Circumstances' stating why they are removing their child during term time.

This is passed to the Principal for approval. Only exceptional circumstances will be authorised.

If an 'Application for Leave of Absence of Child from School in Exceptional Circumstances' is rejected, then the absence; should the parent still proceed with the removal of their child during term time; they will be dealt with under the '**Code of Conduct Fixed Penalty Notices for**

Unauthorised Absence and Exclusions’.

It is important for parents / carers to note that the school will not authorise ANY leave of absence unless the school feels the circumstances are unavoidable.

The College reserves the right to either contact the parents / carers directly or make an immediate referral to Social Care or the police if the school feels a pupil is potentially at-risk while being taken out of school during term time.

Persistent Absence

The school has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. **Pupils with attendance below 90% fall into the ‘Persistent Absentee’ category.**

According to the DFE guidance ‘If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the Local Authority’. In addition, ‘Local Authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child’s regular attendance at a school (section 444 of the Education Act 1996).

In order to avoid a pupil falling into this category a staged approach will be used where possible to ensure that attendance below 97% improves. This includes letters to parents, staged meetings and action plans to ensure that attendance improves. These meetings will also help to identify any concerns which may be causing the pupils absence and allow staff and parents to identify strategies to improve this.

When a pupil’s attendance falls below 90% at any stage of the year a staged meeting will be held with College pastoral / Attendance staff. In addition, pupils will be monitored by the Form Tutor, Head of Learning, Learning Coach and SLT who will track their attendance on a weekly basis. Staff will contact parents to discuss the attendance concerns and formalise an **Action Plan** to secure an improvement in attendance.

This will contain improvement targets with set timescales and an overview of the support provided by the school to support the child and their family. Parental failure to comply with the contract may be used as evidence if the Local Authority decides to issue an FPN or prosecute parents.

Where an attendance meeting is called, the reasons for absence will be identified and different strategies to improve attendance will be considered

- A supportive action plan will be agreed.
- An attendance target date for improvement will be set.
- The pupil’s attendance will then be closely monitored for a period of no more than 4 school weeks.

If the parent fails to attend this meeting without reasonable justification this could result in an FPN being issued to parents/carers or court proceedings under the ‘Single Justice’ process. Under section 444, an FPN will be **issued for £60 to both parents**. Each parent will have 21 days to make payment. This will rise to £120 if the initial fine is paid between 22 and 28 days. The payment must be made directly to the Local Authority. Failure to pay the Penalty Charge Notice Fine will result in further legal action being taken by the courts, with the maximum fine currently £2,500 or three months in prison.

What happens next?

Whilst the intention of the School Attendance meeting is that attendance will improve, if the

attendance deteriorates by the target review date the Local Authority may recommend legal action is taken. This could include prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Unauthorised Absence and Fixed Penalty Notice

An absence may be coded as 'unauthorised' if:

no reason for absence has been given medical evidence is not received when requested a request for a leave of absence has been unauthorised a pupil arrives at school after registration has closed.

Parents/carers should be aware that The Ellesmere Port Church of England College may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice or other legal action. The Fixed Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court.

Application for Exceptional Circumstances

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006, make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are '**exceptional circumstances**'

The Principal and the Governing Board will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

The Governing Board is responsible for ensuring any attendance issues are dealt with in line with school policy.

Religious Observance

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance falls during school time and has been exclusively set apart for religious observance by the religious body to which the pupil belongs, we ask that parents/carers notify The Ellesmere Port Church of England College in writing in advance where absence is required due to a religious observance.

Enforced School Closure

If the Ellesmere Port Church of England College was forced to close for a period of time, we have the facility to operate an online virtual school. The expectation is children will still engage with ALL activities when work is set on Microsoft Teams. Procedures for online learning will be sent to parents as and when required.

Impact

All pupils will achieve well by developing knowledge and skills on their journey through school. Due to robust monitoring of attendance, all pupils, including vulnerable children and children with special educational needs and disabilities (SEND), will have fair and equitable access to school in order to achieve the best possible outcomes. Pupils will leave The Ellesmere Port Church of England College ready for a successful transition to their next steps in education or employment.

Issuing Penalty Charge Notices: Each parent receives a penalty charge notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. Failure to pay the penalty notices may result in prosecution.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444 - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Punctuality

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved. Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future.

Minutes late per day during the school day	Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Late Procedures

Pupils who arrive after the school gate closes will have to enter the school through the main entrance where they will be met by their year group Learning Coach to register or sign a late register at the reception desk. Pupils who arrive late to school will receive a late mark which will result in them receiving a same day after school detention for 30 minutes. Parents will be alerted to this through the school text system. Under rules set out by the Government 'Schools don't have to give parents notice of after-school detentions or tell them why the detention has been given' available at: <https://www.gov.uk/school-discipline-exclusions>

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments

Roles and responsibilities

IMPROVING ATTENDANCE – WHAT PARENTS CAN DO:

- Provide where possible two emergency contacts to the school.
- Notify the school on the first day of absence.
- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
- A child should attend school before and after their appointment.
- Encourage your child to take responsibility for being on time for school ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances please contact the Principal and decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- Monitor your child's Internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact school before the concerns escalate.

IMPROVING ATTENDANCE – WHAT SCHOOL DOES:

- Mark the registers twice a day.
- Informs any parents / carers who have not contacted the school of the absence of their child on a particular day.
- Maintains records and monitors attendance of pupils on a regular basis.
- Authorises absences in accordance with the Government guidelines. Please note that only the school can authorise absence.
- Contacts parents / carers when the attendance falls below acceptable levels and / or when particular patterns of absence are causing concerns.
- Undertake an Early Help Assessment where it is deemed appropriate.
- Monitor pupils who are supported by the In Year Fair Access Panel and those who attend alternative provision.
- Works with external agencies to maintain good attendance and to support the pupil / family with any issues that may affect attendance and punctuality to school.
- Provides reintegration support for pupils returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupils' attendance record each term at Parents' Evening.
- Works with relevant external agencies if a pupils' attendance becomes a concern, ie – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- Hold stage meetings to support and improve attendance.

Communication with parents

The college uses a text-based system to inform parents of absence where there has been no reason provided. Parents should contact the school 0151 350 6000 and select option 2. Please ensure you leave the pupils name, year DOB and reason for the absence. Further phone communication through phone calls, text and parental meetings will also be used to address attendance concerns.

Rewards and incentives

Positive attendance will be celebrated at both Form Tutor and Head of Learning on a regular basis. Pupils with good attendance will also be celebrated at weekly achievement assemblies and at the College awards ceremonies.

Attendance Additional Intervention Meeting (AIM)

Attendance AIM meetings take place as scheduled every Learning Programme as per the College calendar. AIM meetings may be called as needed to address concerns identified in particular year groups. These meeting will be chaired by the Assistant Principal and attended by the Head of Learning, Learning Coach and Attendance Officer. In these meetings action plans will be agreed and cohorts and strategies identified to improve pupil attendance.

Appendix 1 – SIMS Lesson Monitor – User Guide

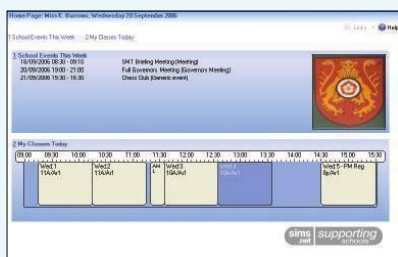
Quick Reference Sheet

Lesson Monitor in SIMS .net

Accessing the Register via the Home Page

Teachers will see their timetable for today displayed in the My Classes Today panel on the Home Page.

1. Double-click the required lesson to display the Take Register page.
2. The Select Class browser, which displays the timeline, is hidden but can be displayed by clicking the



Browse button. If required, the SIMS .net Home Page can be accessed again via Focus | Home Page.

Accessing the Register via the Focus Menu

Select Focus | Lesson Monitor | Take Register to display the Select Class browser. Alternatively, click the Take Register button located on the SIMS .net Focus Bar.



Class Teachers

1. Ensure that the required date is displayed.



2. Double-click the required class on the timeline to display the associated register.

Staff covering lessons

If you are covering for another teacher or you are, for example, an administrator who wishes to view a teacher's classes/lessons:

1. Ensure that the required date is displayed.
2. Click the Search button adjacent to the teacher field to open the Browse for Lessons dialog.
3. Enter all or part of the name and/or select the period you are teaching and then click the Search button.
4. Double-click the required lesson or highlight and click OK to display the register for the selected lesson.

To view the timeline, click the Browse button to return to the Select Class browser.

Adding Additional Identification Columns

Additional identification columns, i.e. Date of Birth, Gender, Year and Admission Number, can be added and removed as required but apply only to the current register.

Right-click the Name or Reg column heading and select one or more additional columns from the pop-up menu.

The register expands to accommodate the additional columns, which can be removed if required by right-clicking the Name, Reg, or any of the additional column headings and deselecting the unwanted column(s) from the pop-up menu.

Taking the Register

The orange highlight indicates the name of the pupil/student and the period for which the mark is about to be entered.

Right-click the Name or Reg column heading to add additional identification columns.

Hovering over a cell displays the teacher's name and class. Comments and minutes late are also displayed if they have been entered.

Extra names will initially be added to the bottom of the list.

Entering a mark using the keyboard

Click in the cell and enter a mark using the keyboard. As each mark is entered the highlight automatically moves down to the next pupil/student.

Select the required code from a list of all available codes

Either right-click in the cell in which you wish to enter a mark and select Display Codes from the pop-up menu or click the Codes button to open the Codes dialog.

Double-click the required code which is then displayed in the current cell. The highlight moves down to the next pupil/student. The Codes dialog can remain open while the register is marked. Continue entering marks as required. Click the Close button to close the Codes dialog.

TIP: To enter mark(s) using the keyboard while the Codes dialog is open, click in the register where the next mark is to be entered (this returns the focus to the register page) and enter the required mark via the keyboard.

Enter the same code for ALL pupil/students

1. Click the column heading for the current period. The background colour of the selected cells changes to cyan.
2. Enter / or \ as appropriate to flood fill the entire column.
3. Where the present mark is not applicable, individual marks can be edited by clicking in the appropriate cell and entering the correct mark using the keyboard or Codes dialog.

Enter the same code for a block of pupil/students

1. To select pupil/students who are listed sequentially, click in the first cell in which you wish to enter the mark. Hold down the Shift key and click the last cell in which you wish to enter the same mark. The background colour of the selected cells changes to cyan.
2. Enter a mark using the keyboard or Codes dialog.

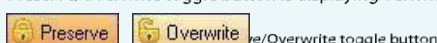
Editing/deleting a mark

If you wish to edit or delete a mark before it is saved, ensure that the highlight is on the cell displaying the required mark. Enter the correct code using the keyboard or Codes dialog, or press the Delete key, as appropriate. A dash (-) is displayed in the cell where a mark has been deleted.

Saving the data

Click the Save button to save the marks. If there are any pupil/students with missing marks, SIMS .net will offer to mark them as absent using the code N (no reason yet provided for absence). If you click the No button you will be returned to the Take Register page without saving. Missing marks can then be entered manually before the register is saved.

NOTE: If you wish to edit marks after saving, ensure that the Preserve/Overwrite toggle button is displaying Overwrite.



Printing the register

Click the Print button to open a standard Windows® Print dialog. Ensure that the printer settings are correct and then click OK.

Lesson Monitor in SIMS .net

Adding Extra Names

1. Click the **Extra Names** button to open the **Add Extra Names** browser.
2. Search for the required pupil/student.
3. Highlight the required name and click the **OK** button. Alternatively, double click the name to return to the **Take Register** page.
4. A message informs you that you are about to add this pupil/student to the class for this lesson only. To confirm the action click the **Yes** button.
The extra names added to the bottom of the list already marked as present. The list will be sorted into alphabetical order when the register is saved.
5. Additional names can be added using the same method.

Viewing the Class Photograph

The **Class Photograph** is a composite display made up of all available individual photographs that are stored in the SIMS database.

1. Click the **Class Photo** button to open the **Class Photo** dialog.



2. If information is required about the SIMS Schools Photography Licensed Partners, click the **Click for Photographers** link at the bottom of the dialog to open a **Capita** web page.

Viewing/Editing Historical Marks

The historical view enables you to view and edit historical marks for up to ten meetings of the selected class. It can be used to view a pupil/student's pattern of attendance and correct any errors with previous marks.

To view previous lessons for the current class, select the **History** radio button. The current lesson is displayed in the right-hand column. You can continue marking the current lesson on this screen.

To return to the **Day View** for the selected date, select the **Today** radio button.

Viewing/Editing Future Marks

The future view option enables you to view, enter and edit future marks for up to ten instances of the selected lesson. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of these codes.

To view the next ten instances of the selected lessons, select the **Future** radio button. The current lesson is displayed in the left-hand column.

To return to the register for the selected date and period, select the **Today** radio button.

Recording Minutes Late and Comments

The **Minutes Late** option allows a teacher to record the length of time that a pupil/student was late arriving at class.

The **Comments** option allows a brief comment to be recorded regarding a pupil/student's behaviour, for example, where a pupil/student consistently forgets their homework or is disruptive during the lesson. An in-depth record of Behaviour can be recorded via the **Links** button.

1. Locate the required pupil/student and click in the associated cell for the current lesson.
2. Click the **Comments** or **Minutes Late** button, as appropriate, to open the associated dialog.
Enter your comments or the number of minutes late and click the **OK** button to return to the **Take Register** page.
Where comments have been added, the top right-hand of the cell is red. Where minutes late have been recorded, the background colour of the cell is cyan. Hovering over a cell displays the teacher's
- 3.

name and class. Minutes late and comments are also displayed, if they have been entered.

4. Click the **Save** button.

Producing a Minutes Late Report

1. Select **Focus | Lesson Monitor | Lesson Report** to display the **Late Minutes Report** browser.
2. Select a date range.
3. Select the required scope, e.g. **Whole School**, **Year 7**, **Year 8**, etc.
4. A default title is shown as **Minutes Late for Lessons** but can be edited if required. Specify the **Subjects** to be included in the report by selecting the appropriate check boxes. One or more subjects can be selected. Alternatively, select the **All** check box to produce a report that includes all the listed subjects.
Click the **Search** button to generate the report, which is displayed in print preview where the usual options apply.
- 5.
- 6.

Displaying Marks

The **Display Marks** routine provides a read-only view of the selected pupil/student's marks. It is particularly useful for looking at pupil/students on-roll this year. However, your school will find it has many other uses including looking back at the previous year's attendance records of current pupil/students, and reviewing previous year's attendance record of pupil/students who left last year.

1. Select **Focus | Attendance/Lesson Monitor | Display Marks** to display the **Find Student** browser.
Select the required pupil/student.
2. Select the **Sessions Week** or **Month View**, or the **Sessions and Lessons Day** or **Week**
3. **View** radio button as required.

For more information please refer to the **Lesson Monitor in SIMS .net** handbook accessed by clicking **Other handbooks** in the **Documentation shortcuts** panel in **SIMS .net**.

This guide is based on the version of the software: (7.86) in use at the time of publication. For details of changes to the software, please refer to the associated handbook and online help file.

For further copies of this, or other Quick Reference Sheets, please email publications@capita.co.uk.

For information on available training courses, please contact **Capita Professional Services** on 01234 838080 or email profserv@capita.co.uk.

© Capita Business Services Ltd 2006. All rights reserved.
No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.

Capita Education Services, Franklin Court,
Priory Business Park, Siannard Way, Bedford, MK44 3JZ
Tel: 01234 838080 <http://sims.capitaes.co.uk>

Appendix 2 – Sample stage 1 letter

[Date]

[Addressee]
[Address]

Dear [Salutation]

[Pupil Name] - [Form]
Re: Attendance

Our records show that [Pupil Forename]'s attendance is [attendance figure]%. This is below the national expected minimum of 97% and is therefore a cause for concern. Good attendance is key to ensuring that pupils progress well at school. In addition, your child's attendance record has to be conveyed in any future reference provided by the school.

We are hopeful that your child's attendance will improve. However, if this is not the case, you will be invited to come into school to discuss the matter.

Please do not hesitate to contact me at any time.

Yours sincerely

Head of Learning Year X

Appendix 3 – Sample stage 2 letter

Date

[Addressee]
[Address]

Dear [Salutation]

[Pupil Name] - [Form]

Re: Invitation to Stage 2 Attendance Action Plan meeting

Records show that [Pupil Forename]'s attendance is [attendance figure]%. This is well below the minimum national expectation of 97%. Good attendance is key to ensuring that pupils progress well at school. In addition, your child's attendance record has to be conveyed in any future reference provided by the school.

As [Pupil Forename]'s attendance is a cause for concern, I would like to invite you to come into school on [Day], [Date] at [Time] when we will discuss the matter and form an Action Plan.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue a Fixed Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

I look forward to seeing you at this meeting. If this is inconvenient, please contact me as soon as possible to rearrange a more suitable time.

Yours sincerely

Head of Learning Year X

Appendix 4 – Sample Attendance Action Plan letter

Date

Addressee

Address

Dear <Salutation>

[Pupil Name] - [Form]

I am writing to you regarding the recent meeting which we had concerning <insert pupil name> attendance at The Ellesmere Port Church of England College.

I have enclosed a copy of the Action Plan for your information and attention.

May I take this opportunity to inform you that: under Section 444 of the Education Act 1996, you have a legal responsibility to ensure that <insert pupil name> attends The Ellesmere Port Church of England College regularly. Failure to do so may lead in legal action being taken against you by the Local Authority resulting in prosecution.

Thank you for attending the recent meeting; it is only by all working together that we can achieve the best possible educational and social outcomes for our pupils.

Yours sincerely,

Head of Learning Year X

Appendix 5 – Sample Medical Evidence letter

Date

[Addressee]

[Address]

Dear [Salutation]

**Re: Medical Evidence
[Pupil Name] - [Form]**

The Ellesmere Port Church of England College places great emphasis upon every student achieving their full potential. It is important therefore that every student attends the school regularly and participates in the schooling that is offered if they are to make good progress and benefit from the opportunities that school offers.

It is expected that parents/carers support their child by complying with the law which imposes a duty on parents/carers to ensure that their son/daughters are properly educated.

I am aware that there have been reasons provided for these absences **however to enable us to authorise any future absences due to illness medical evidence will be required.**

This can be in the form of:

- Copy of prescription relating to the illness
- A dated note from the GP's receptionist confirming your visit to the GP
- A medical appointment card
- Evidence of medical prescribed by the GP

May I remind you that after 10 sessions (5 days) of unauthorised absence you may receive a fixed penalty notice warning.

If there is anything that you feel the school should be aware of, or that I can help you with, I would be grateful if you could telephone me at school to discuss this further.

Yours sincerely,

Head of Learning Year X

Appendix 6 – Sample stage 3 letter

Date

Addressee

Address

Dear [Salutation]

[Pupil Name] - [Form]

FINAL WARNING – STAGE 3

[Forename]'s attendance at The Ellesmere Port Church of England College is currently [percentage]%. This is below the 97% minimum EPC attendance target which we expect every pupil to register within the academic year. Obviously such a record is not acceptable and I now have to warn you that unless there is immediate improvement in «forename»'s attendance, the Local Authority will have no option but to instigate one of the following options:

(a) Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996.

If convicted under this section, you may be fined up to £1000.

(b) Initiating legal proceedings in the Magistrates Court under S444(1A) Education Act 1996.

If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months.

You are therefore invited to attend a meeting to on [Day] [Date] at [Time].

Yours sincerely

Attendance Officer

Appendix 7 – Sample Final Warning letter

Date

Addressee

Address

Dear [Salutation]

[Pupil Name] - [Form]

We have previously wrote to you concerning <insert pupil name> irregular attendance at The Ellesmere Port Church of England College.

Unfortunately, I now have to contact you again as <insert pupil name> has continued to be absent from school.

Obviously, such a record is not acceptable, and I now have to warn you that unless there is an immediate improvement in <insert pupil name> school attendance, the Local Authority will have no option but to instigate one of the following options:

- a) **Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1000.**
- b) **Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.**

Please contact me to discuss.

Yours sincerely,

Mr S Murphy
Assistant Principal

Appendix 8 – Sample flyer to parents

Attendance

Regular attendance is an important part of school life.

Good attendance shows potential employers that you are reliable.

Do we ever really consider the impact of having a day off school? The chart below shows the number of days and lessons 'lost learning' for pupils with different percentage attendances. The chart is based on a school with a 190 day year and shows a five period day.

You can help by:

- making sure that your attendance and punctuality are as good as possible
- not missing school for minor things, think about whether you would expect to miss a day at work for the illness
- Making sure appointments for dentist etc are made outside school hours

Attendance	95%	90%	85%	80%
Number of days lost learning	9.5	19	28.5	38
Number of lessons lost learning (for a five period day)	47.5	95	142.5	190

Is 95% attendance good? This means that you have still missed nearly 10 school days in one year. Over five years that would be nearly 50 days, this is almost a school term.

Appendix 9 – Sample Stage Action Plan



Attendance Stage _ Targets

Student Name Attendance	Tutor Group	Date of birth	Current
----------------------------	-------------	---------------	---------

Date	Discussion between
------	--------------------

Issues discussed/Parents perceived barriers to attendance

For info:

The Government attendance target is 96%. When a student falls below 90%, they fall into the Government's Persistent Absentee (PA) category. Additionally, medical evidence will be requested for future absence.

Aim – To increase school attendance

Action required by Pupil:

- 1.
- 2.
- 3.

Action required by Parents:

- 1.
- 2.
- 3.

Action required by School:

- 1.
- 2.
- 3.

Agreed by:

Pupil:

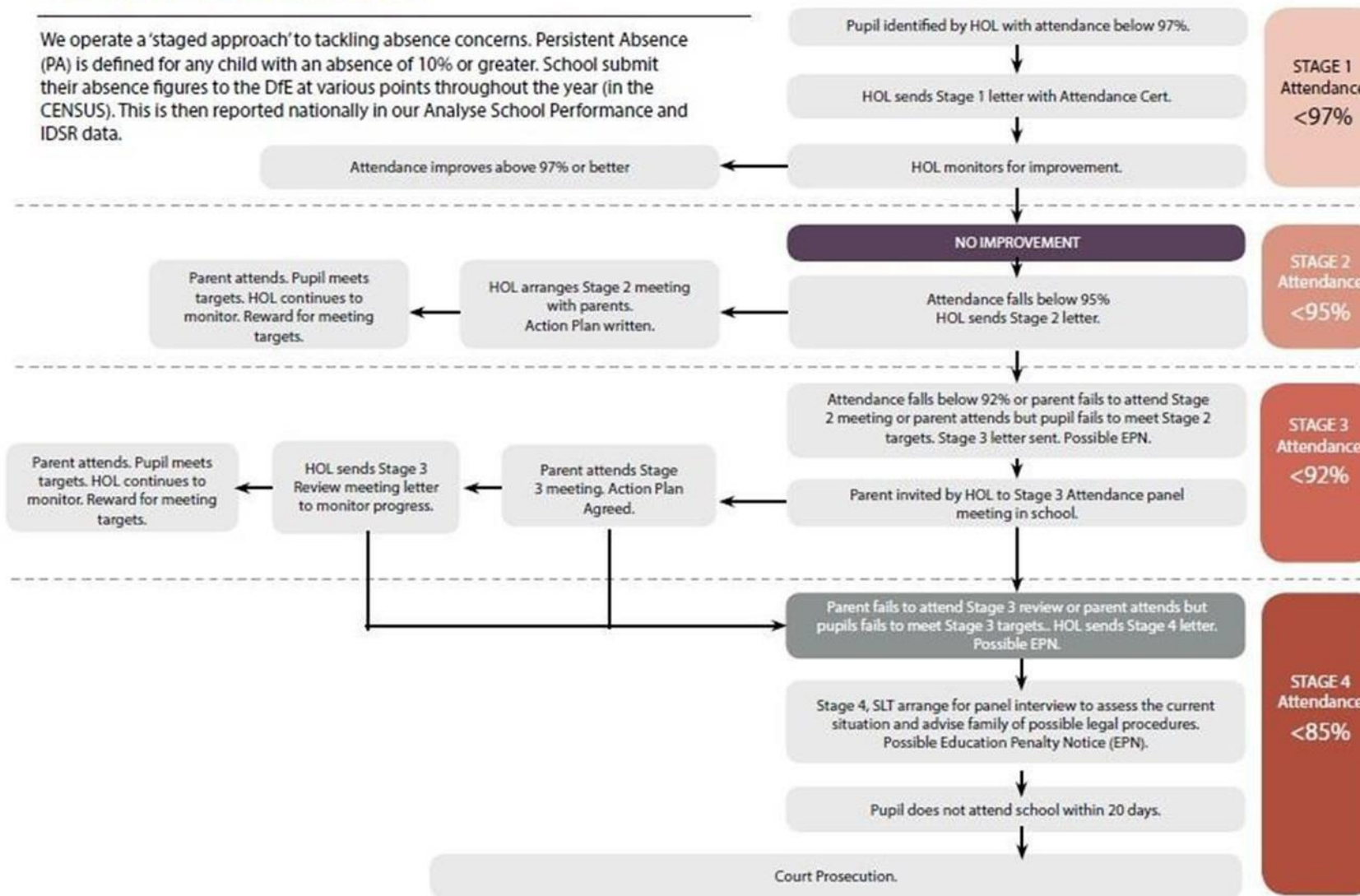
Parent:

College:

Appendix 10 – Staged Approach

Persistent Absence

We operate a 'staged approach' to tackling absence concerns. Persistent Absence (PA) is defined for any child with an absence of 10% or greater. School submit their absence figures to the DfE at various points throughout the year (in the CENSUS). This is then reported nationally in our Analyse School Performance and IDSR data.



Appendix 11 – Absence Codes

Absence Codes:

According to the DfE guidance the following codes are used on the register.

Code I	Illness	Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.
Code M	Medical or dental appointments	Parents/Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided.
Code C	Other circumstances	This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral.
Code D	Dual Registered	This code will be used if a pupil is registered at two schools.
Code J	Interview	This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam
Code P	Approved sporting activity	This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events.
Code R	Religious Observation	This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.
Code V	Educational visits and trips	
Code W	Work Experience	
Code G	Family holiday not authorised by the school or in excess of agreed period	
Code U	Arrived late to school after 9.30am	
Code N	Reason for absence not yet provided	
Code O	Absent from school without authorisation	
Code X	Not required to be in school (not compulsory school age)	

Appendix 12 – Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)

Cheshire West & Chester

Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)

1. A Fixed Penalty Notice (FPN) can only be issued in cases of unauthorised absence.
2. A maximum of two FPNs may be issued in an academic year and these FPNs may be issued against each parent/carer of a child. Once two FPNs have been issued, should there be further unauthorised absences, the Local Authority are able to move to prosecution immediately.
3. A FPN may be issued per parent per child.
4. Penalty Notices may be considered appropriate if:
 - Unauthorised absences of at least 10 consecutive school sessions (five school days).
 - Sessions either side of a weekend or school holiday will be counted as consecutive school days.
 - For poorly attending learners, at least 10 sessions (five school days) lost due to unauthorised absence during a school term. These do not need to be consecutive.
 - For poorly attending learners, persistent late arrive at school in a term. Persistent means at least 10 sessions of late arrival.
 - The presence of an excluded child in a public place in the child's first five days of exclusion.
6. The school must notify parents of the Attendance Policy and clearly state that parents may receive an FPN for an unauthorised leave of absence relating to holiday in term time.
7. Schools and the Education Welfare Services will take into account any exceptional circumstances when determining whether to issue a FPN.

Appendix 13 – Local Authority Guidance for schools – Attendance case working. (School only)

These stages should be followed once a pupil has reached 10 sessions of unauthorised absence and the school is considering the Education Welfare Service's involvement as current strategies are not improving attendance.

Stage 1 (within 30 days)

- Ensure usual attendance policy procedures are being followed
- Continue normal first day contact etc.
- Conduct investigative safeguarding home visits.
- Gather information from teaching and support staff regarding the pupil's strengths and needs – this may include a round robin
- Meet with pupil to elicit their views about school (eg. what is working well / working less well)
- Develop a shared action plan in collaboration with parents / carers, pupils and key staff (informed by assessments and to address specific factors underlying non-attendance)
- Continue to follow assess, plan, do and review cycles focussed on targeted intervention and support – eg. Support and Attendance Plan
- Make an initial single assessment (simplified TAF assessment)
- Refer to other agencies as appropriate (e.g iART)

If parent/carer does not engage with support offered

- Arrange an Attendance Panel Meeting to discuss barriers to attendance, record the voice of the child and complete and ESO checklist
- Consider an irregular attendance FPN (10-26 sessions unauthorised)
- Consider a first warning letter for prosecution for more entrenched cases (26+ sessions)

Stage 2 (within 60 days)

- Continue with usual contact in line with attendance policy
- Conduct further home visits
- Discuss case with attendance lead in school
- Consider Attendance Planning Meeting if there is no improvement following the prosecution first warning letter
- Issue a final warning letter if no improvement following the Attendance Planning Meeting
- Consult with Education Welfare Officer to support in preparing witness statement and exhibits of evidence

Stage 3 (within 90 days)

- EWO will support in setting up Court File as follows:
- Statement of evidence S9
- Exhibits (labelled and numbered)
- Head teacher certificate
- Recent registration certificate

Links to other school policies

This Policy will be read in conjunction with other policies regarding the safety and welfare of children.

These together make up the suite of policies to safeguard and promote the welfare of children in this school.

The policies listed below are all available on the website:

- [Child Protection and Safeguarding Policy](#)
- [Staff Conduct Policy](#)
- [Anti-Bullying policy](#)
- [Behaviour policy](#)
- [Sexual Violence and Sexual Harassment in Schools policy](#)
- [Equality and Diversity Policy](#)
- [ICT Acceptable Use Policy](#)
- [Whistleblowing Policy](#)
- [Managing allegations against staff Policy](#)
- [E-Safety Policy](#)
- [First Aid Policy](#)
- [Attendance and Punctuality Policy](#)
- [Relationships and Sex Education](#)
- [Safer Recruitment](#)