



Westfield Arts College

Attendance Policy

Reviewed by committee	Quality of Education	Policy type: Statutory
Adopted by Governing Body	06/02/2023	Review cycle: Yearly
Date for next review	Spring 2024	Signed by Chair: 

Attendance Policy

Rationale

Working together to improve school attendance' DfE Guidance for Schools September 2022 recognises that 'maintaining good attendance is everyone's business' and 'The barriers to accessing education are wide and complex, both within and beyond the school gates'.

At Westfield we know it is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. It is a legal requirement that all children should attend their educational provision and it is the parent/carers responsibility to ensure that their children attend school.

Educational research shows that there is a clear link between poor attendance at school and lower academic achievement. Children only get one chance at school. Learning missed is often never caught up; absence in the primary phase is just as serious as absence in the secondary phase. If a child has an attendance percentage of 80% then this is equivalent to missing a whole day every single week. If a child has an attendance percentage of 80% from Year 7 to Year 11 then this is equivalent to missing an entire year of school.

Westfield supports all pupils to achieve the highest attendance at school they possibly can.

We recognise that some of our pupils will find it harder than others to attend school and it is important that all members of school community work closely together to remove barriers and build strong, trusting relationships which can secure good attendance for all our pupils.

Our curriculum and therapeutic approaches to behaviour, pastoral support, mental health and wellbeing will all contribute to a safe, welcoming environment which promotes good attendance.

At Westfield we define attendance levels as:

Attendance %	Description
100%	Exceptional
95-100%	Good
90-95%	Satisfactory
Below 90%	Considered Persistent Absence and a concern without good cause
Below 80%	Severe Absence

Rights/Roles/ Responsibilities

At Westfield we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, pupils and the wider school community.

Designated Senior Leader Responsible for Attendance	Karen Bidwell (Deputy Head Teacher)
The Governor Responsible for Attendance	Evelyn Donnelly

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers.
- Have a named member of the school leadership team to lead on attendance matters and ensure they have allocated sufficient time and resources to carry out the role.
- Identify a member of the governing body to lead on attendance matters.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Monitor the school's attendance and related issues through reporting at Governing Body Autumn Term Meeting.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure the school has clear systems to report, record, monitor and analyse the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that attendance data is reported to the Local Authority and Department of Education as required.

The Designated Leader for attendance and School Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure staff are aware of the Attendance Policy and adequately informed to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Report the school's attendance and related issues to the Governing Body and to the lead governor for attendance.
- Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site.

- Collate and analyse attendance data frequently to identify causes and patterns of absence.
- Interpret the data to develop solutions and to evaluate the effectiveness of interventions.
- Initiate a multi-agency response to improve attendance as necessary and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Return school attendance data to the Local Authority and Department of Education as required.

Class Teachers and Tutors will:

- Contribute to a whole school approach, which reinforces good school attendance with good teaching and learning experiences in a positive environment that encourage all pupils to attend and to achieve.
- Actively promote the importance and value of good attendance to pupils and their parents/carers. What good attendance looks like will be discussed in class and assemblies.
- Maintain ongoing discussion with school leaders regarding pupil attendance and alert them to any concerns.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Analyse attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Document interventions used to a standard required should the local authority instigate legal proceedings.

Pupil and Parent Support Workers (PAPs) will:

- Work closely with pupils and their families to promote good attendance and help them overcome any barriers.
- Personalise the approach to supporting good attendance as appropriate for the pupil/family concerned.
- Signpost families to other sources of support as required.
- Work with other agencies to improve attendance and support pupils and their families.

School office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents and carers to the class teacher/tutor/senior leader/PAPs Team in order to provide them with more detailed support on attendance.
- Follow the school First Day Absence Procedure.
- Support data collection and analysis of attendance.

Parents/Carers should:

- Instil the value of education and regular school attendance within the home.
- Take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Encourage routine at home to help with maintaining punctuality, for example, bed times, homework, preparing school bag and uniform the evening before.
- Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours. Avoid keeping their child off school to go shopping.
- Avoid taking their child on family holidays during term-time.
- Ask the school for help if their child is experiencing difficulties.
- Engage with help offered by the school e.g. Pupil and Parent Support Worker.
- Inform the school of any change in circumstances that may affect their child's attendance.

Pupils are expected to:

- Attend school every day, on time.
- Attend their school sessions, on time.

Legal Framework

This policy meets the requirements of the *Working together to improve school attendance* from the Department for Education (DfE), and refers to the DfE's statutory guidance on *School attendance parental responsibility measures*.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. Education Welfare undertakes this responsibility.

The Education (Pupil Registration) (England) Regulations 2006 (as amended by the Education Regulations 2016) expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was;

- present
- absent
- present at approved educational activity or
- unable to attend due to exceptional circumstances

Recording Attendance

The school day

Our school day starts at 8.45am. Registers are marked from 9 a.m. and close at 9.30am. If a child arrives between 9.05am-9.15am they will be marked as late. If a child arrives after 9.15am they will be marked as absent for that session.

Registers are marked again at the beginning of the afternoon -1pm Primary classes, 1.45pm Secondary and Sixth Form. School ends at 3.15pm.

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session.

The register will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
- See appendix 1 for the DfE attendance codes.

We will also record (for pupils of compulsory school age) whether the absence is:

- Authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

What parents/carers should do if their child is absent:

Parents/carers should advise the school by telephone or email on the first day of any unplanned absence before 8.45am and provide the school with an expected date of return.

The telephone number of the school is 01305 833518. Parents and carers can leave a message if they ring out of office hours (8.30am-4.30pm)

The school email address is office@westfield.dorset.sch.uk

Illness

- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- In most cases, a telephone call or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, doctor's note, prescription, etc. We will not ask for medical evidence unnecessarily.
- Whilst we understand that many of our children do have medical conditions and become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning.
- Schools have the right to request evidence of illness and will do so if a child builds up considerable absence through illness over a period of time. If a child's health continues to affect their education schools are obliged to involve external agencies as appropriate.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents and carers will be notified of this in advance.

Planned Absence

Medical/Dental Appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent or carer notifies the school in advance of the appointment.

Parents /carers are advised where possible to make medical and dental appointments outside of the school day. **Where this is not possible, pupils should attend school for part of the day.** Parents/carers should show the appointment card/email to school in advance of the appointment.

Approval for term-time absence

Amendments to the 2006 pupil regulations remove references to family holiday, extended leave and the statutory threshold of ten school days (Authorised at the discretion of the Head Teacher).

The amendments make clear that:

'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted'

Any applications for term time absence must be made in advance and are at the discretion of the Head Teacher and are not a parental right. In making a decision, the Head Teacher will consider the exceptional circumstances of each application individually, including any previous pattern of leave or absence in term time.

All decisions in relation to whether term time absence is granted (authorised) or not (unauthorised) will be applied consistently and equitably.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Valid reasons for **authorised absence** include:

- Illness and medical or dental appointments (see sections 4.2 and 4.3 for more detail)
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other possible 'exceptional circumstances' where the Head Teacher may grant term-time holiday visiting relatives include to support bereavement, visits overseas to support cultural family needs, or specialist holiday and respite provisions

Requesting Term Time Absence

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance using the form on our school website (See Appendix 2)

- School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications. All replies will be signed and dated by the Head Teacher
- If leave is not granted, the reason for not authorising a request will be clearly stated, explaining why exceptional circumstances have not been met, in addition to the possible consequences of disregarding the refusal to grant absence. ie. a request to the Local Authority to issue a Penalty notice. All replies should be signed and dated by the Head Teacher
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date. All replies will be signed and dated by the Head Teacher.
- If a parent /carer removes their child from school without requesting leave of absence or without authorisation from the Head Teacher and the Head Teacher wishes the Local Authority to issue a Penalty Notice; the parent will be informed in writing that a request to the Local authority to issue a Penalty Notice is being made.

Late Arrival

If a child misses the start of the day they can miss work and time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, it can be embarrassing or difficult for the child and it can also encourage absence.

At Westfield we know that some pupils may find the start of the day overwhelming and it may be appropriate to discuss a slightly later start to the day. Any such arrangements would be fully discussed with the Deputy Head Teacher, Class Teacher/Tutor and Parent/Carers before commencement and would be reviewed at regular intervals.

Our school day starts at 8.45am. Registers are marked from 9 a.m. and close at 9.15am. If a child arrives between 9.05am-9.15am they will be marked as late unless a valid reason is given or it is an agreed arrival time for other reasons. If a child arrives after 9.15am they will be marked as absent for that session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

If a child has a persistent late record without good reason, parents/carers will receive a letter and may be asked to meet with staff in school to resolve the problem, but parents/carers are encouraged to approach staff at any time if they are having problems getting their child to school on time

Unauthorised absence

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after registration has closed.
- shopping, looking after other children or birthdays

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- Taking the whole day off for an appointment which is in the local area e.g. doctor/dentist
- A pupil or family member's birthday
- Shopping for uniforms/shoes
- Having a hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school
- Day trips or holidays in term time that have not been agreed

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If the child is reluctant to attend, it is not acceptable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. If the child's attendance at school is affected by persistent illness, the school may not authorise the absence until they are satisfied the absence is valid.

Following up unexplained absence

When any pupil we expect to attend school does not attend, or stops attending without reason, the school will:

- Call the pupil's parent or carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts and there is cause for concern, the school may contact Dorset Social Care, named support workers, police or other appropriate supports.
- Identify whether the absence is approved or not. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carers on each day that the absence continues, to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Inclusion officer (Dorset Council).

Reducing persistent and severe absence

Persistent absence is where a pupil's attendance drops to 90% or below, and severe absence is where attendance drops to 80% or below.

At Westfield we will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Discuss pupil absence at our fortnightly Vulnerable Pupil/Sixth Form meetings to determine how to address absence concerns and support families
- Hold regular meetings with the parents/carers of pupils who the school (or Dorset Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. These will usually take the format of a Team Around the Family Meeting and will involve one of our Pupil and Parent Support Workers and Dorset Council Early Help Team.
- Provide access to wider support services to remove the barriers to attendance

Reporting to parent and carers

The School will regularly inform parents/carers about their child's attendance and absence levels via written reports. Where we have concerns, we will contact parents and carers directly.

Attendance monitoring

Westfield monitors and analyses attendance and absence data to identify pupils or cohorts that require support with their attendance. We recognise that some pupils have additional needs including medical conditions that impact on attendance, we review each individual pupil's attendance in this context.

The school will:

- Monitor attendance and absence data fortnightly and discuss concerns at the Vulnerable Pupil Group/Sixth Form Group to agree any necessary action.
- Monitor attendance termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data is collated each term and published at national and Dorset local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Support Systems to maintain good attendance

Help is available for families struggling to maintain good attendance for whatever reason. Our Class Teams and Pupil and Parent Support Team work can be contacted via the school office and are very willing to work with families to overcome any issues.

School recognise that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and/or in school. Parents/carers are encouraged to make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those with physical or mental health needs, migrant and refugee pupils and looked after children.

At Westfield all pupils have a class tutor who is the main lead for their pastoral needs. All pupils are also allocated one of our Pupil and Parent Support Workers (PAPS) who remain as a key worker throughout their time in school.

The school will implement strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Referrals to support agencies e.g SWIFTs , Early Help
- Additional learning and therapeutic interventions e.g. Talk and Draw, Rebound Therapy
- Time limited part-time timetables
- Induction/transition support packages
- Pupil voice activities

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils. See Appendix 3- Escalation of Intervention

Legal Sanctions

Prosecution

Where intervention by school and the Local Authority fails to bring about an improvement in attendance and parents and carers are unwilling to work together with professionals, legal action in the Magistrates' Court may be taken as a last resort. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent or carer fails to ensure the regular school attendance of their child if s/he is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are; Penalty Notices or an Education Supervision Order.

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered in accordance with Dorset Council Protocols.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days, or £120 if paid within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 19

Parenting Contracts (Anti Social Behaviour Act 2003);

A Parenting Contract is a voluntary agreement between school, the parent/ carer and the Local Authority It can also be extended to include the child depending on age and level of understanding. If appropriate a contract will outline attendance targets and will detail agreed actions that will help to achieve the target.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Children Missing Education (CME)

Children are identified as missing from education when they are of compulsory school age and are:

- Not on a school roll

- Not being educated other than at school
- Identified as having been out of any educational provision for a substantial period of time

Children go missing from education for a number of reasons including:

- They do not start school at the appropriate time and so they do not enter the education system
- They are removed from school by their parents
- They fail to find a suitable school place after moving to a new area
- The family move home regularly
- Family breakdown
- Children who do not make the transition between key stages, e.g. Nursery to Primary, Primary to Secondary

Children and young people in the following groups are more likely to be missing from education

- Young people who have previously committed offences
- Children living in women's refuges
- Children of homeless families perhaps in temporary accommodation or housing
- Young people who run away from home
- Children with long-term medical and emotional needs
- Unaccompanied asylum seekers and refugees and child who are from asylum seekers/refugees families
- Children of immigrant families not yet established in the UK
- Looked after children
- Children with Gypsy/Traveller background
- Young carers
- Children from transient families
- Teenage mothers
- Excluded pupils

Children missing from education are at a much greater risk of

- Physical harm
- Becoming involved in crime
- Demonstrating anti-social behaviour
- Abusing drugs and alcohol
- Sexual exploitation
- Being illegally employed
- Forced marriages
- Being forced into travelling to conflict zones

Local Authority guidelines are followed in relation to 'children missing education'. If we feel that one of our pupils is missing from education the school will make every effort to ascertain the whereabouts of the pupil, this might include telephoning home, contacting the GP, friends, other relatives that are known. If we have reason to believe that a child has transferred to another school we will make every effort to contact that school to ascertain whether or not our information is true or false. If any members of the school staff have any reason to believe that there may be any child protection issues involved then we will contact our local office straight away and if necessary notify the police.

All schools must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more. We will contact Dorset Council and the Children's Advice and Duty Service as appropriate.

After 4 weeks, should the school and the LA be unable to locate where the child has moved to, the school may be advised by the LA to remove the child's name from its roll. No children are removed from the school roll unless authorised to do so by the LA.

Other documentation:

- Working Together to Improve School Attendance – DfE September 2022
- Dorset Council Attendance and Strategy Plan 2022
- Dorset School Attendance Good Practice and Procedures
- Keeping Children Safe in Education- DfE September 2022
- Westfield Arts College Safeguarding and Child Protection Policy and Procedures
- Westfield Behaviour Policy
- Westfield Arts College Single Equality Policy
- Westfield Arts College Rights Respecting Schools Policy

Appendix 1:

**ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

Policy No 93: Attendance Policy Spring 2023 to be reviewed by Spring 2024

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

Appendix 2



PUPIL LEAVE OF ABSENCE REQUEST

I request leave of absence for the child(ren) named below:

Name of Pupil/s	
Class/es	
The dates of the absence	From: To
Reason for absence <i>(Please note the school does not authorise holidays during term time)</i>	
Signed	Parent/Carer
Date	

School response to PUPIL LEAVE OF ABSENCE REQUEST

Pupil's name: Class:

Your request for leave of absence during term time

has been approved and will be recorded as an authorised absence ☐

has not been approved and will be recorded as an unauthorised absence ☐

Signed:

Date:

(Head Teacher)

If you would like to discuss this decision, please contact the school office.

.....
.....

School Response to Holiday Absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I regret I cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance can't be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

I'm sorry to have to disappoint you on this occasion.

Yours sincerely,

[Name] Head teacher

Appendix 3: Escalation of Intervention

% Attendance at Termly check point	Key Person Involvement	Action(s)	Support Entitlement
95-100%	Class teacher School Office	Encourage attendance Accurate and consistent marking of registers Ensure all absence is followed up First Day Call if no information on absence- See First Day Absence Procedure Flowchart	Praise and encouragement as appropriate
90-95%	Class teacher Class Teacher /School Office	Encourage positive attendance Remind pupils of attendance targets Inform Deputy Head Teacher of any deteriorating attendance patterns and follow up Contact parent/carers See Westfield Attendance Staged Intervention Flowchart	Continued school support for child and parents. Phone calls and meetings offered before letters sent.
Below 90%	Class teacher Pupil & Parent Support Worker(PAPs) Deputy Head Teacher School Office	Class Teacher discusses with parent/carers & pupil to explore issues Agree attendance improvements Attendance monitored for improvement Data support	Continued school support PAPs involvement interventions with pupil and/or family Home visit if appropriate
Below 80%	Class teacher Pupil & Parent Support Worker Deputy Head Teacher DHT) School Office	PAPS/DHT Meet with parent/carers & pupil Discussion at Vulnerable Pupils Meeting , Actions agreed Possible TAF meeting External agencies involvement: Early Help, SWIFTS LA Action possible including: Warning Notice Penalty Notice Education Supervision Order Prosecution Data support	Allocated PAPs worker , possible interventions with pupil and/or family Home visit if appropriate Additional Interventions/ External agency support where appropriate- Dorset Council Locality Team Involvement.

Westfield School Attendance



Staged Intervention

A Pupil's Attendance falls below School Attendance Target (below 95%) over a 12 week period

Are there unresolved 'N' Codes due to absence?

YES

School Letter 'N' sent to parent/carers.
'N' codes changed to 'O' if no explanation given 2 weeks after the absence occurred.

Reason given and improved attendance

No further action-monitor.
Improvement letter sent

Improved attendance

No further action-monitor
Improvement letter

NO engagement or improvement-TAF meeting/ external agency involvement progressed

NO reason given OR reason is unsatisfactory OR attendance fails to improve

Phone call and/or Absence Letter 1 sent from school office

Absence Letter 2 sent home and phone call if no improvement after 2 weeks . Meeting with Dep Head and relevant staff arranged

NO

Is the Absence due to illness /medical or specific needs of pupils?

NO

No improvement , concerns still exist and no medical evidence

YES

Phone Call/Meeting with parent/carers if patterns of absence exist and no explanation why.

Improved attendance

No further action- monitor
Improvement letter sent

First Day Absence Procedure (Appendix 4)

Child absent-no message to class lead from home by 9.15am

Class Lead communicates with school office to check neither has received message

N recorded on register

School office call home.

**Contact made with
parents/carers?**

YES

School office

- uses Guidance Sheet when making call
- records reason for absence on register
- establishes when child likely to return
- emails class lead
- reminds parent/carers they should notify school of any absences by 8.45am where possible

NO

School office

- Code N remains on register
- Checks if child is on list of pupils where immediate action must be taken if absent without reason and notifies PAPs or DSL of absence.

PAPs/DSL

- Make attempts contact via other means e.g. text.
- Contacts external agencies e.g. social worker if appropriate

**Above process repeated daily. DSL will contact
Dorset Council 01305 225728 and
Children's Advice and Duty Service 01305 228558
if a Child is missing from school for 10 days and reason
/whereabouts are unknown.**

Policy No 93: Attendance Policy Spring 2023 to be reviewed by Spring 2024