

KERESLEY NEWLAND

PRIMARY ACADEMY

School Attendance Policy

Named Persons Responsible for Attendance in School		
Position	Name	Signature
Attendance Governor	TBC	
Head Teacher	Nicola Penlington	
Attendance Lead	Laura Cantwell	
Attendance Officer	Lucie Fardon	

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Introduction

To ensure that children receive their full entitlement to teaching and learning opportunities at Keresley Newland Primary Academy all children should be at school, on time, every day that the school is open, unless the reason for absence is unavoidable.

This policy sets out how we look to work with families to achieve this goal.

It is expected that parents actively value the importance of education provided by Keresley Newland Primary Academy for their children. The importance placed on regular attendance and punctuality is explained to parents when they first enrol their child in the school. Good attendance is essential for pupils to get the most out of their time at school including their academic attainment, social and wellbeing experiences and wider life choices and opportunities. For the most vulnerable children regular attendance is also a protective factor and allows schools the best opportunity to identify and support any needs.

Aims/Objectives:

We will always encourage pupils to strive for 100% attendance, however, we will work with families on an individual basis to support their best attendance possible. We will do this by:

- Keep improving the overall percentage of pupils at school.
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- Provide understanding, support, advice and guidance to parents and pupils.
- Further develop positive and consistent communication between home and school.
- Implement a system of rewards and interventions, that compliment the Tiered Approach.
- Promote effective partnerships with the Warwickshire Attendance Service (WAS) and with other services and agencies.
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
- Develop a systematic approach to gathering and analysing attendance related data.

Statutory Duty of Schools:

Under The Education (Pupil Registration) (England) Regulations 2006, our governing body is responsible for making sure that the school keeps an attendance register that records which pupils are present or absent at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll. We follow Department for Education (DfE) guidance when coding attendance for Nursery children. In line with the Charlie Taylor report on Improving Attendance (2012), we monitor the attendance of our children and aim to support parents in improving attendance where there is a concern. The register must record whether the child was:

- present;
- absent;
- attending an approved educational activity; or
- attendance not possible

Parents/carers have a legal responsibility to ensure their children receive efficient, full-time education by regular attendance at school or otherwise under section 7 of the Education Act 1996.

The legal status of school registers is regularly stressed to all school staff and meticulous effort is made to ensure they are accurately kept. **A register is taken for each morning and afternoon school session.** New staff are provided with training in both the detail of accurate register marking, and methods and strategies for encouraging pupils to be punctual and regular in their attendance.

Parental Responsibility And / Or Day-To-Day Carer:

Parents/guardians have a legal responsibility to ensure that their children receive efficient, full-time education by regular attendance at school or otherwise under section 7 of the Education Act 1996: -

'Duty of parents to secure education of children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs, he may have, either by regular attendance at school or otherwise.'

Estranged Parents with whom the child has had regular contact may be prosecuted for non-attendance at school as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

Legal Framework:

The Education Act 1996 requires parents or guardians to ensure their children 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.

Prosecution:

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.

If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996.

Penalty Notice:

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Head teachers and the police to issue penalty notices for unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004. Penalty notices must be issued in a manner which conforms to all requirements of the Human Rights Act and all relevant Equal Opportunities Legislation. To this aim the Local Authority has a Code of Conduct in relation to issuing Penalty Notices.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

How to Report an Absence:

All absence should be reported to the School Office not the class teacher. Absences should be reported by the child's parent/carer (not family friends or siblings) on the morning that a child is not in school. Parents/carers are asked to contact the school by 9.30am.

Absences should be reported via Studybugs or by telephone call in all circumstances. If no reason is provided, a text message or phone call will be sent home asking for the reason for absence. Failure to contact the school is likely to result in a home visit.

Parents/carers who are in school on the day their child is absent due to illness (i.e. they are dropping off a sibling), need to inform the School Office of the absence, rather than by verbal message in the playground to class teachers. This ensures that the absence is properly recorded.

Parents/carers are asked to call on each day of absence. A message can be left via Studybugs or on the school telephone/answer service, providing the child's name, class, reason for absence and an expected date of return. If the absence is likely to be prolonged, the school needs to be informed as early as possible so that, if necessary, the school can offer appropriate support.

Any absences for which the school have received no explanation or when the school has reason to doubt the offered explanation will be recorded as an unauthorised absence.

When notifying the school of planned absence (e.g. medical appointments, visits to secondary schools, etc.), a written note needs to be sent into school via Studybugs or email which can be kept in the register to inform both teachers and office staff.

A member of the school Senior Leadership Team (SLT) will phone families where a child is absent from school and overall attendance is not satisfactory. This is to support families in removing barriers preventing attendance wherever we can do. Children with Persistent Absence may receive a home visit on Day 1, and will be likely to receive a visit by Day 3. Children with Severe Absence from school will be likely to receive a home visit on Day 1 of their absence, and will be visited regularly by familiar school staff to support positive and continued relationships with school and to support families with returning children to school as soon as is possible. The purpose of all home visits is to support children with maintaining positive relationships with familiar school staff and support families in removing barriers preventing attendance wherever we can do. Home visits are stated as an expectations for schools in *Working Together To Improve School Attendance*. (p.14 DFE, August 2024)

Categories of Absence:

There are two categories of absence:

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Absences can only be authorised by the Head Teacher (or designated member of staff).

Authorised Absence:

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if the child has been unwell and the parents notifies the school to explain the absence.

Only the school can authorise an absence, parents **do not** have this authority. Consequently, not all absences supported by parents will be classified as authorised e.g. shopping trips & birthdays.

Unauthorised Absence:

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, an absence can be unauthorised even if the child is absent with the support of a parent i.e. Leave of Absence for the purpose of a family holiday.

Additionally, any child with overall attendance below 90% will be required to provide medical proof if they are absent for more than 2 consecutive days. This can be proof of a doctors/dentist appointment or prescribed medication. Failure to provide this will result in the absence being recorded as unauthorised.

Punctuality:

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson and also key morning activities. This can contribute to significantly reducing achievement, regardless of academic ability. It is also disruptive to the classroom and your child may feel awkward arriving when the classroom is quiet and everyone else is settled.

The school day officially starts at 8.55am, when the register is taken. If a child arrives after 9:00am and before 9:30am they will be marked as late and receive an 'L' code. **If a child arrives in school after 9.30am, registration will have closed and the child will receive a 'U' code, which is an unauthorised absence mark.**

All pupils arriving late to school must sign in at the school office and reasons for lateness are required for the school records.

Morning session

Registration	8.55am
Close of Register (unauthorised late)	9.30am

Afternoon Session

Registers in the afternoon are staggered reflecting lunchtimes:

EYFS – 1pm

Years 1-6 – 1.15pm

Punctuality is vitally important and is a life skill that reaches into employment in later life. Pupils who are persistently late are disrupting not only their own education but also that of others. 10 minutes of lateness a day is equal to 31 hours of education being lost per academic year.

Where persistent lateness gives cause for concern, a Punctuality Letter will be sent to notify a child's parents / carers of the lateness also offering them the opportunity to discuss this. If punctuality remains of concern, the child / parents may be invited to a meeting to discuss this, to enable the reasons for lateness to be understood. If appropriate, a Punctuality Action Plan will be put in place.

Where the total attendance of a child whose punctuality is of concern falls below the whole school attendance target, the Tiered Approach of this policy will have precedence.

The Multi-Tiered System of Support:

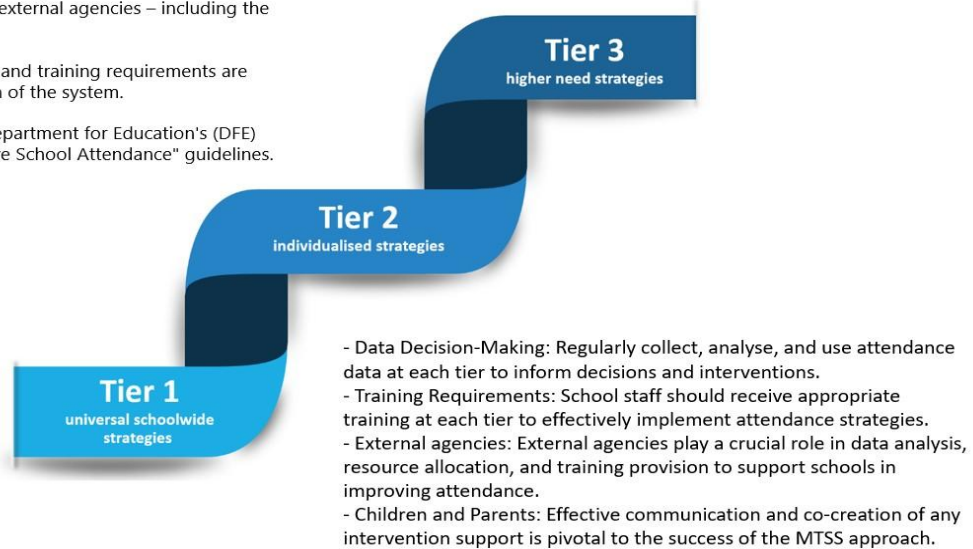
The principle of this approach is that we are all responsible for good attendance, and this includes all members of the school team, families, children as they mature and also carers.

The Tiered Approach:

A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents and external agencies – including the Local Authority.

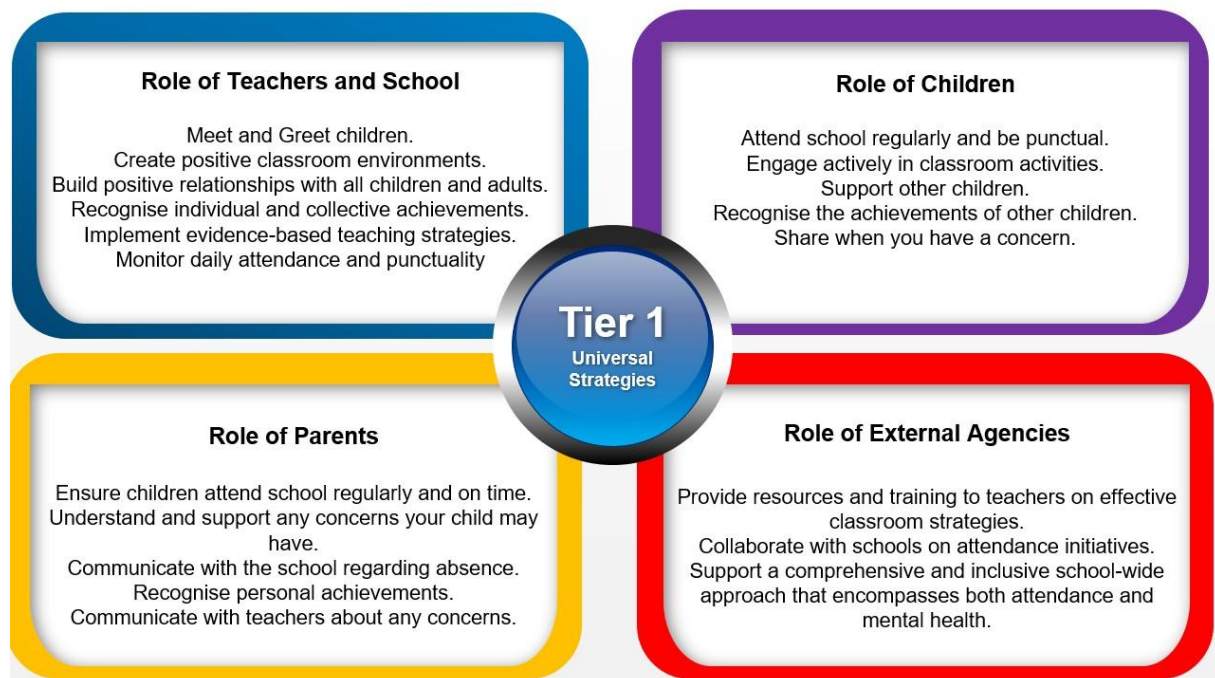
Data-driven decision-making and training requirements are pivotal to the implementation of the system.

The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" guidelines.



The tiered approach is linked to absence and attendance data for each child and the aim is for all children to be in school for the most possible days.

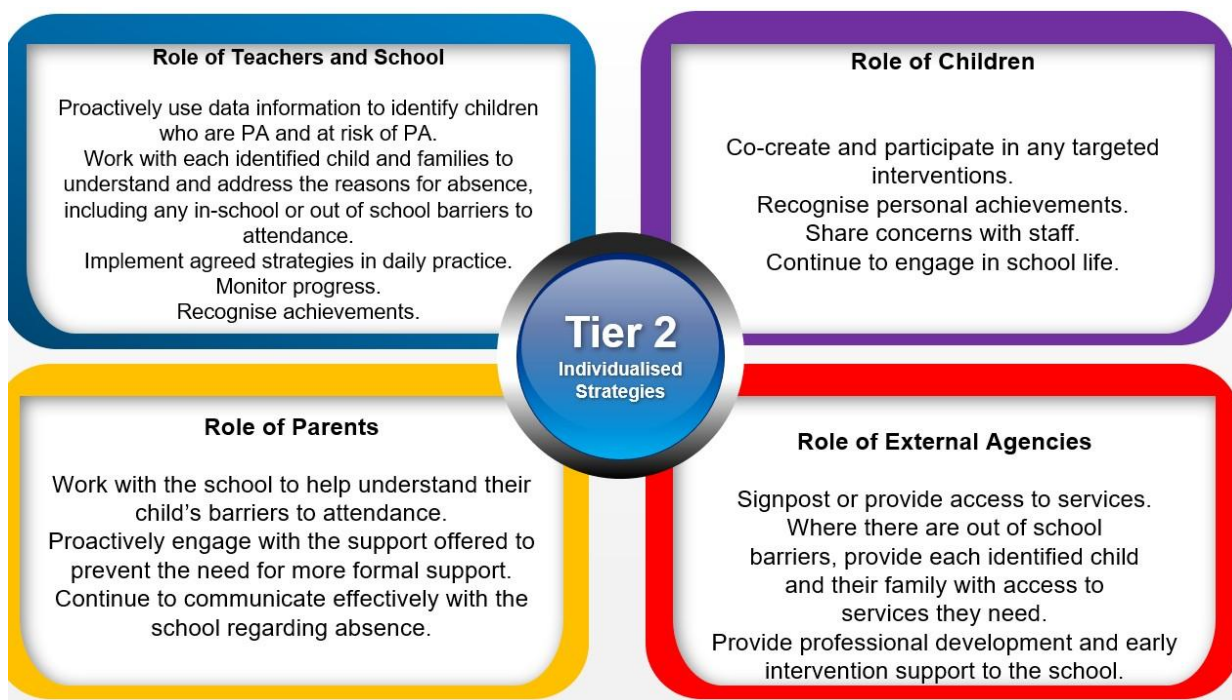
Tier 1 – this is for all children and promotes good attendance for all.



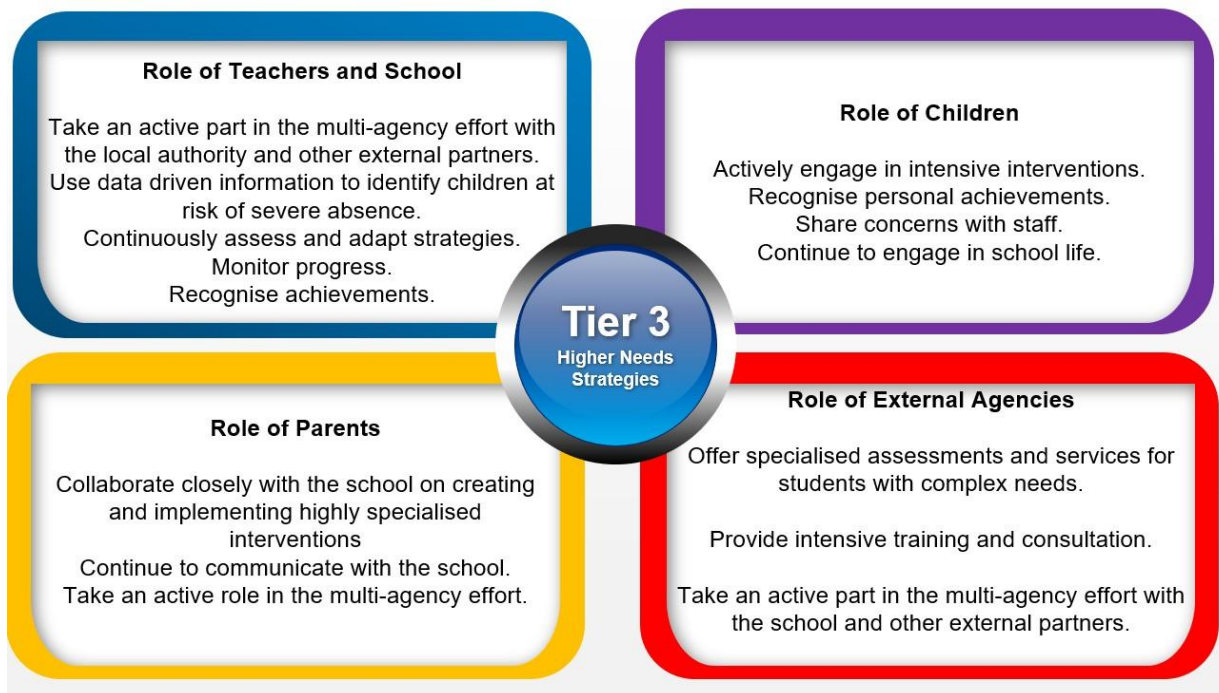
Tier 2 – children who are in the category of Persistent Absence (10-18 days). At 14 days of absence children and families are still able to turn this around to return to Tier 1 during the academic year.

The government uses the term Persistent Absence to refer to absence of 10% or more, whether authorised or unauthorised. There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless, lessons missed cannot be repeated and ‘catching up’ on work is never as good as the original learning experience. Pupils with persistent absence are often unlikely to attain their full potential at school, are at risk of failing to stay in education and are more at risk of other negative outcomes. It follows that if schools and local authorities focus on this high-risk group, they will be in a strong position to make progress in the range of outcomes for children and young people for which they are accountable.

This category triggers daily phone calls from the school leadership team and a home visit will be considered on Day 1 of absence. Keresley Newland staff will aim to visit children with Persistent Absence by Day 3.



Tier 3 – children in the category of Severe Absence which is absence of over 19 during an academic year. Children in this section will have missed at least one month of their school year and this will have a negative impact on their education and future life chances. Children with Severe Absence from school will be likely to receive a home visit on Day 1 of their absence, and will be visited regularly by familiar school staff to support positive and continued relationships with school and to support families with returning children to school as soon as is possible. The purpose of all home visits is to support children with maintaining positive relationships with familiar school staff and support families in removing barriers preventing attendance wherever we can do. Home visits are stated as an expectations for schools in *Working Together To Improve School Attendance*. (p.14 DFE, August 2024)



Roles and Responsibilities:

Improving attendance is EVERYONE's responsibility. Improved school attendance can only be achieved if viewed as a whole school approach working in conjunction with families and the wider community. The school will endeavour to promote good attendance and punctuality through personal example. The school will use a range of strategies and procedures to address any attendance or punctuality issues and will promptly investigate any absenteeism, liaising closely with parents.

We will:

- Provide a warm and welcoming atmosphere
- Provide a safe learning environment
- Provide an empathetic response to any child's or parent's concerns
- Make sure that learning in school is purposeful and meaningful for children

Governors

We expect that Governors will:

- Ensure that the importance and value of good attendance is promoted within school, including pupils, parents and staff
- Annually review the school's Attendance and Punctuality Policy • Identify a Governor with responsibility for monitoring attendance.
- Require the Head teacher/Attendance Lead to report on attendance and punctuality at termly Governing body meetings
- Ensure that the school comply with The Education (Pupil Registration) (England) Regulations 2006 and appropriate amendments, DfE coding guidance and other related legislation
- Attend and assist staff in meetings with parents where appropriate
- Consider, on an annual basis, if the school would benefit from a subscription to the Warwickshire Attendance Service

The Leadership Team

January 2025

The Leadership team will nominate appropriate members of the school staff with individual responsibilities:

1. SLT & Attendance Lead

Promote a culture of positive school attendance, early intervention and targeted support by ensuring that:

- All staff monitor school attendance and encourage children to be in school.
- The Education (Pupil Registration) (England) Regulations 2006 (including amendments), DfE coding guidance and other related legislation is complied with.
- School's attendance data is reported to the Governing body for each Governors' meeting (termly).
- Attendance data is collated, analysed frequently to identify causes and patterns of absence
- Data is interpreted to devise solutions to attendance concerns, meet and work with families to improve attendance.
- Accurate records are maintained in relation to attendance including minutes to meetings
- The effectiveness of interventions is evaluated.
- We engage in a multi-agency response to support families and pupils to improve attendance including liaising with schools where siblings attend other settings.
- Systems are implemented to report and monitor attendance of pupils of at alternative education provision.
- Where appropriate an Early Help process is instigated
- Work with Warwickshire Attendance Service issuing Parenting Contracts and Attendance Plans where applicable.
- Individual attendance and punctuality data are recorded on Annual Reports and Termly Report Cards.
- Daily phone call from SLT for absent children with attendance who are in the Persistent or Severe Absence category.
- Children with Persistent Absence may receive a home visit on Day 1, and will be likely to receive a visit by Day 3.
- Children with Severe Absence from school will be likely to receive a home visit on Day 1 of their absence, and will be visited regularly by familiar school staff to support positive and continued relationships with school and to support families in removing barriers preventing attendance wherever we can do.

2. Class Teachers

- Form positive relationships with pupils and parents and actively promote the importance and value of good attendance
- Ensure that as a whole school approach to reinforce good attendance; good teaching and learning experiences
- Keep daily and accurate records of AM and PM attendance and punctuality
- Recognise good attendance and punctuality
- Use staged interventions to establish guidelines and boundaries to sustain excellent attendance and punctuality concerns
- Ensure accurate records are kept in relation to attendance including minutes to meetings.
- Learning Sticker in books with a note of absence and phonics sounds missed for all children.
- PPG children – identified child within each class to provide 'catch-up' learning as far as practicably possible.
- SEND – be vigilant where learning and interventions are missed to check any impact on catch-up where necessary

3. Administration Staff

- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents
- Complete SLT Daily Diary where pupils fall into Persistent or Severe absence
- Escalate to Attendance Lead absences of pupils of concern and if contact has not been established with home
- Regularly analyse attendance data
- Utilise the SIMS system to ensure that accurate records are kept in relation to reasons for absences
- Support Attendance Lead with Staged Letters

4. Parents/Carers

To support their child in attending school we ask that all parents/carers:

- Ensure their child's regular school attendance and be aware of their legal responsibilities
- **Talk to their child about school and take a positive interest in their child's work and educational progress, instilling the value of education and regular school attendance.**
- Ensure that their child arrives at school punctually and fully prepared for the school day
- Contact school by **9.30am** each day their child is absent from school. **Failure to advise school of a reason for absence could result in a home visit where appropriate.**
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Attend meetings as requested to discuss attainment and attendance where appropriate
- Contact the school to discuss any planned absences (i.e. funerals) prior to the absence
- Try to avoid unnecessary absences, where possible make appointments for doctors, dentists etc. outside of school hours and ensure that children are in school before and/or after any appointments that are scheduled during the school day
- Notify the school immediately of any changes to contact details
- Ensure that their child is collected promptly at the end of the day
- Avoid arranging family holidays during term time
- Ensure children are in school leading up to and during national testing windows – Phonics Screening Check Y1, Multiplication Check Y4 and SATs Y6.

Pupils

We expect that a pupil will:

- Attend school regularly and arrive punctually
- Arrive well prepared for the day ahead
- Speak to an adult if they are experiencing difficulties
- Take increasing responsibility for their own attendance and punctuality as they move up through Key Stage 2 (older year groups) in preparation for secondary school.

Monitoring Procedures

Pupils who are in school every day find learning more satisfying and manage the demands of the school day in a more positive way. The school monitors the attendance of all pupils and uses a staged approach to address any issues. (Copies of the Tiered Approach Letters can be found on our school website).

Staged Approach to the Management of Attendance		
<p>Whole school attendance is monitored at a minimum of every half term but more frequently as appropriate to the needs of the school.</p> <p>The whole school attendance target is based on an evaluation of the last 3-5 years previous attendance.</p> <p>Attendance is more closely evaluated of pupils whose attendance is below the whole school target.</p>		
Tier	Trigger	Outcome
2a	Attendance is moving to 10 days of absence and the child's attendance is of concern.	<p>Letter 1a will be sent to parents:</p> <ul style="list-style-type: none"> Expressing concern about attendance Informing the parents of current attendance Enclosing a registration certificate Reminding parents of their legal responsibilities and the nature of 'persistent absence' Welcoming the parents to arrange contact the school if they wish to discuss attendance further. Attendance is monitored for a fixed period. <p>Letter 1b will be sent to parents of children in KS1 highlighting phonics gaps and lessons missed for their child</p>
2b	Parents have received a Letter 1 and attendance remains of concern. Attendance sits with Persistent Absence 10-19 days missed.	<p>Letter 2 will be sent to parents:</p> <ul style="list-style-type: none"> Informing parents of ongoing concern about attendance Informing the parents of current attendance Enclosing a registration certificate Reminding parents of their legal responsibilities and the nature of 'persistent absence' Notifying parents that the child's attendance is being monitored and of the duration of the monitoring period. Welcoming the parents to arrange contact the school if they wish to discuss attendance further. Attendance is monitored for a fixed period.
2c	Parents have received a Letter 2 and attendance remains of concern.	<p>Letter 3 will be sent to parents:</p> <ul style="list-style-type: none"> Informing parents of ongoing concern about attendance Informing the parents of current attendance Enclosing a registration certificate Reminding parents of their legal responsibilities and the definition of 'persistent absence' Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. Inviting parents to an appointment with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. Notifying parents that should they chose not to attend; the meeting may take place without them and a target set.
3	Parents have failed an internal school attendance target and attendance meets Severe Attendance category.	<p>Letter 4 will be sent to parents:</p> <ul style="list-style-type: none"> Informing parents of ongoing concern about attendance Informing the parents of attendance during the target period. Enclosing a registration certificate Notifying parents that the school intends to discuss their child's attendance with its Education Casework Officer, of the Attendance Compliance and Enforcement Service's Traded Service, and may make a formal referral.

Rewards and Strategies:

The achievement of pupils with an attendance of 98%+ will be recognised termly also with pupils that have achieved significant improvement in attendance. Keresley Newland will look for every opportunity to raise

the profile of the importance of good attendance with pupils and families. The school also aims to help pupils develop their own motivation for daily punctual attendance.

The following rewards and strategies are currently in place:

- Prize Dipping Box for children identified as 'Attendance Heroes' for Y5/6, who are responsible for improving their own attendance.
 - Key children identified to improve their own attendance.
 - Class teacher encourages and supports.
 - Weekly reward for good attendance.
- Annual recognition for all children with 98% attendance.
- Family fun activities to encourage commitment to school.
- Curriculum activities – Y5/6 review of real-life attendance policies from key employers.
- **Family Improver Prize – for making sustained improvement in attendance.**

Children Missing Education (CME)

Warwickshire County Council has a legal duty to identify children missing education and to make sure that they return to education wherever possible. Schools are required to take appropriate action for children missing education. A referral to CME would be made when absent for 10 or more days, whereabouts unknown. The school takes all reasonable steps to locate in line with the guidance provided on the Warwickshire referral form.

Keresley Newland Primary Academy, as a Warwickshire school must:

1. Follow CME Guidance and Protocol. <https://www.warwickshire.gov.uk/childrenmissingeducation>
2. Report as CME at the point of 10 days absent, whereabouts unknown.
3. Work jointly with the local authority to establish the whereabouts of a child before deleting them from the school admissions register.
4. Notify the local authority within 5 days of adding a child's name to the admissions register at a nonstandard transition point.

If the school has a concern that a child is missing education, the Head Teacher will make a referral to the CME Officer.

Religious Observance

Keresley Newland Primary Academy acknowledge the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. Parents/carers are requested to give advance notice if they intend for their child to be absent for Religious Observations.

Leave of Absence:

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).

- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an “unauthorised” absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Nursery, Early Years Provision & Reception

Whilst Nursery and Pre School children are not of statutory age the school's high expectations of attendance and punctuality still do apply. Legal sanctions cannot be applied to children not of statutory age; however, all other practices and procedures will be applied in order to ensure an early commitment from parents/carers towards their child's education and attainment.

The Improving Attendance at School – Charlie Taylor Report 2012 supports the importance of early years attendance monitoring. Therefore, the school will record the attendance of nursery age pupils in line with the DfE Attendance coding guidance.

Deletions from the Register:

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- ✦ The school is replaced by another school on a School Attendance Order
- ✦ The School Attendance Order is revoked by the local authority
- ✦ The pupil has ceased to be of compulsory school age
- ✦ Permanent exclusion has occurred and procedures have been completed ✦ Death of a pupil
- ✦ Transfer between schools
- ✦ Pupil withdrawn to be educated outside the school system
- ✦ Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- ✦ A medical condition prevents their attendance and return to the school before ending compulsory school-age
- ✦ In custody for more than four months (in discussion with The Youth Offending Team)
- ✦ 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- ✦ Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil. Keresley Newland Primary Academy will follow Warwickshire County Councils Children Missing Education Protocol when a pupil's whereabouts is unknown.

Intervention Procedures:

<p>Daily Routine – Tier One</p> <ul style="list-style-type: none"> ○ Morning registers completed. ○ Attendance Heroes Cards Stamped/Sticker by the class teacher. ○ Daily monitoring. ○ Office to follow up any missing N code students. ○ First day absence text messages or calls completed by Attendance Lead ○ First day home visits for children with Severe Absence or there is a safeguarding concern. ○ Review of further home visits for Persistent Absence. ○ Lateness recorded. ○ SLT Phone calls. 	
<p>Routine Summary - Tier Two</p> <ul style="list-style-type: none"> ○ 3 days absence and no notification – safeguarding issue and home visit will be completed if unsuccessful contact with parent/carer/or is a child with PA or SA/or is a safeguarding concern. ○ Persistent lateness (2 or more times per week or [e.g.] every Monday) ○ Attendance falls within Persistent Absence with no valid reason. ○ Parent Meeting with Attendance Lead to offer support Consultation with Warwickshire Attendance Service, if necessary, to aid resolution. ○ PA letters with 6-week review time between each one. 	
<p>Tier 2a Triggers:</p> <ul style="list-style-type: none"> ○ Attendance is moving to 10 days of absence and the child’s attendance is of concern ○ Child is developing a lateness problem ○ Erratic attendance. Genuine illness is usually continuous blocks, whereas unacceptable absence (spurious illness, truancy, colluded absences) is usually more erratic in the early stages, breaking into a much higher proportion of school weeks ○ No Studybugs / telephone call explaining the reason for absence. ○ Family trauma <p>Actions</p> <ul style="list-style-type: none"> ○ Information gathering - previous school, SEN register, reports from staff ○ Conversation with Parents/Carers on views on their child’s health, progress, behaviour at home and school ○ Speak to child, possible difficulties with the curriculum, emotional needs ○ Consider curriculum differentiation, special provision for a limited time, attendance targets ○ Set date for review 	<p>Tier 2b</p> <p>Triggers: Attendance sits with Persistent Absence 10-19 days missed.</p> <ul style="list-style-type: none"> ○ Parents have received a Letter 1 and attendance remains of concern. ○ Trigger Actions at stage 2a are not resolving the problem or the pupils’ attendance pattern suddenly causes significant concern. ○ Parents have received Letter 2 and attendance remains of concern. <p>Actions</p> <ul style="list-style-type: none"> ○ Review all available information ○ Invite Parents/Carers in to discuss the difficulties ○ Discuss with the pupil any concerns they may have ○ Alert WAS and seek their advice and help ○ close monitoring of attendance, more specific targets, review within 6 weeks.

Tier 3 Summary - Referral to Warwickshire Attendance Service (WAS) Tier

3 Triggers:

- Trigger Actions at Tier 2 are not resolving the problem or the pupils' attendance pattern suddenly causes significant concern.
- Parents have failed an internal school attendance target and attendance meets Severe Attendance category.

Actions

- Review all available information

- Invite Parents/Carers in to discuss the difficulties
- Discuss with the pupil any concerns they may have
- Alert WAS and seek their advice and help
- Close monitoring of attendance, more specific targets, review within 4 weeks.
- Continued phone calls and home visits Warwickshire Attendance Service will:
- Assess the situation, arrange a home visit, if necessary, plan and undertake a programme of intervention targets and set timescales.
- Review cases regularly and if appropriate Legal sanctions will be considered

Stage 4/5 Summary

Legal proceedings

The Pre-Legal Meeting will be convened by Warwickshire Attendance Service. Legal sanctions will be considered. Formal Attendance Target - WAS will work with parent(s) prior to setting a formal attendance target for a child to be in school. Where there is not improvement in attendance, WAS will set a formal target. WAS will continue to work with the parent over the 50-school day formal target. The parent(s) is required to ensure their child is in school. During this 50-day period parents will be required to provide the school with medical proof for any absences. ** AM to confirm wording

The Warwickshire Attendance Service:

The school is responsible for liaising closely with the Local Authority's Warwickshire Attendance Service (WAS) and follow their standard approaches in managing attendance issues. When appropriate the Warwickshire Attendance Service will escalate the situation and instigate legal procedures.

Prosecutions for non - school attendance must be conducted in line with the Warwickshire Non School Attendance and Fixed Penalty Code of Conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

Ratification and Review:

Policy ratified by the Governing Body	February 2025
Policy review date	January 2026 (or before if required)