




Framingham Earl High School Attendance Policy	
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medical conditions guidance.

1. Introduction/Aim

1.1 This policy supports the attendance of students at Framingham Earl High School (The School). Regular School attendance is essential if children are to achieve their full potential. Research (<https://www.gov.uk/government/publications/absence-and-attainment-at-key-stages-2-and-4-2013-to-2014>) commissioned by the Department for Education shows missing School for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. This Policy supports the exams management and administration process for

1.2 At School we believe that regular School attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all students. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole School community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of School improvement, supported by our policies on safeguarding, anti bullying, behaviour and reward. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

2. Legal Framework

2.1 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.

2.2 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.

2.3 The Education (Student Registration) (England) Regulations 2006, as amended by 2016 regulations, require 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 student was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

3. Definitions

3.1 For the purpose of this policy, the School defines:

“Absence” as:

- Arrival at School after the register has closed
- Not attending School for any reason

“Regular attendance” as:

- Attendance at every session the School is open to students unless their absence has been authorised

An “**authorised absence**” as:

- An absence for sickness for which the School has granted leave
- Medical or dental appointments which unavoidably fall during School time, for which the School has granted leave
- Religious or cultural observances for which the School has granted leave
- An absence due to a family emergency or unavoidable cause

An “**unauthorised absence**” as:

- Parents keeping children off School unnecessarily or without reason
- Truancy before or during the School day
- Absences which have never been properly explained
- Arrival at School after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving School for no reason during the day

“**Persistent absenteeism**” (PA) as:

- Missing 10% or more of Schooling across the year for any reason

“**Parent**” as

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

4. Categorising Absence and Attendance

4.1 The table below shows the national codes which enable all Schools to record and monitor attendance and absence in a consistent way and comply with the regulations.

Absence and Attendance Codes	
Present at School	
/\	Registration code /\ : present in School / = am \ =pm
L	Late arrival before the register has closed. Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session (see 4.7). A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
Attendance codes for when students are present at approved off-site educational activity	
B	Off-site educational activity. This code should be used when students are present at an off-site educational activity that has been approved by the School. Ultimately Schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, Schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing School work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the School of any absences by individual students. The School should record the student's absence using the relevant absence code.
D	Dual Registered – at another educational establishment. This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one School. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other School at which they are registered. The main examples of dual registration are students who are attending a student referral unit, a hospital School or a special School on a temporary basis. It can also be used when the student is known to be registered at another School during the session in question. Each School should only record the student's attendance and absence for those sessions that the student is scheduled to attend their School. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in a supervised sporting activity. This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the School and supervised by someone authorised by the School.

V	Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the School, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the School.
W	Work experience. Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the School of any absences by individual students. Any absence should be recorded using the relevant code.
Absence codes when students are not present in School	
C	Leave of absence authorised by the School. Only exceptional circumstances warrant an authorised leave of absence. The School considers each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made. If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the School. Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from School. A leave of absence is granted entirely at the Headteacher's discretion.
I	Illness (not medical or dental appointments). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, Schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of School hours. Where this is not possible, the student should only be out of School for the minimum amount of time necessary for the appointment.
R	Religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, Schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

S	Study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into School to revise.
T	<p>Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.</p> <p>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the School but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.</p> <p>To help ensure continuity of education for Traveller children it is expected that the child should attend School elsewhere when their family is travelling and be dual registered at that School and the main School. Children from these groups whose families do not travel are expected to register at a School and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend School regularly once registered at a School.</p>
Unauthorised Absence from School	
G	Holiday not authorised by the School or in excess of the period determined by the Headteacher. If a School does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of School, 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 leave of absence in advance, the absence must be recorded as unauthorised.
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 student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from School without authorisation).
O	Absent from School without authorisation. If the School is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in School after registration closed. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.
Administrative Codes	
X	Not required to be in School. This code is used to record sessions that non-compulsory School age children are not expected to attend.
Y	<p>Unable to attend due to exceptional circumstances. This code can be used where a student is unable to attend because:</p> <ul style="list-style-type: none"> • The School site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the School or a local authority is not available and where the student's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending School.

	<p>This code can also be used where a student is unable to attend because:</p> <ul style="list-style-type: none"> • The student is in custody; detained for a period of less than four months. If the School has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity). <p>This code is collected in the School Census for statistical purposes.</p>
Z	<p>Student not on admission register. This code is available to enable Schools to set up registers in advance of students joining the School to ease administration burdens. Schools must put students on the admission register from the first day that the School has agreed, or been notified, that the student will attend the School.</p>
#	<p>Planned whole or partial School closure. This code should be used for whole or partial School closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days</p>

4.2 Leave of Absence

4.2.1 Since September 2013, changes to Government regulations and guidance means that Headteachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from School for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

4.2.2 We believe that children need to be in School for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At School, leave of absence shall not be granted unless there are 'exceptional circumstances'. This may only be granted at the discretion of the Headteacher. School will respond to all applications for leave of absence in writing.

4.2.3 Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher before the planned leave (appendix 2). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher and it will be marked as unauthorised. School will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests may result in the absence being categorised as **unauthorised**. In such cases the School may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

(please see Appendix 1)

4.2.4 A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-

- The parent fail to submit a leave of absence request in advance of taking the leave.

- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

4.2.5 When absence is granted by the Headteacher, the parents will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, School will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

4.3 Student Absence for the purposes of Religious Observance

School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside School holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the School will consider either authorising the student absence or making special leave for religious observance. Parents are requested to give advance notice to the School.

4.4 Traveller Absence

1. The aim for the attendance of Traveller children, in common with all other children, is to attend School as regularly and as frequently as possible.

2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.

3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending School as regularly as that trade permits. It does not mean that part-time education for Traveller children is sanctioned by law, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at School.

4. When trading or otherwise conducting their business in or around Norfolk and Suffolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

5. School will be regarded as the base School if it is the School where the child normally attends when he or she is not travelling. However, the student must have attended School in the last 18 months. Traveller children can register at other Schools temporarily while away from their base School; in such cases, the student's School place at School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their School of usual attendance.

6. School can only effectively operate as the child's base School if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- Advise the School of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the School regarding proposed return dates.

7. Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited School.
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.

8. Where Traveller children are registered students at a School and are known to be present either at a site (official or otherwise) or in a house and are not attending School, the absence will be investigated in the same way as that for any student.

4.5 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the School. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A student's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the student's hair
- Closure of a sibling's School for INSET (or other) purposes
- An unwillingness to attend School, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend School on health grounds and there is no supporting information from medical professionals.
- Holidays taken without the authorisation of the School.

The School will not provide work for students who have an unauthorised absence.

4.6 Persistent Absence

A student becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is likely to cause considerable damage to a child's educational prospects.

The attendance of all students at our School are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may be made to external agencies for targeted support. Families will be invited into School to discuss attendance barriers and targets will be set to supporting these.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at School under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

4.7 Late Arrival at School

At School all students are expected to arrive on time for every day of the School year.

The School day begins at 8:10am. We advise all parents to ensure their child is on site prior to this. The School register will be taken at 8:15am. All students arriving after this time are required to report to the main office, who will be expected to sign in and provide a reason for absence. If arrival is before 8:40am it will be recorded as late - L code (Late before the close of register) and it is likely a 15 minute lunch detention will be issued.

The School register will officially close at 8:40am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may result in a penalty notice being issued or prosecution.

If lateness is caused by School Bus or Public Transport (that was due to arrive prior to the start of the School day) the School will not mark as U code or issue a Late sanction.

Please note: L or U codes will be used if a student arrives after the close of the afternoon register for the PM session.

5. Deletions from the Register

5.1 In accordance with the Regulations, students will only be deleted from the register when one of the following circumstances applies:

A	Where the student is registered at the School in accordance with the requirements of a School attendance order, that another School is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at School.
B	Change of School

	Except where it has been agreed by the proprietor that the student should be registered at more than one School, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a student at another School.
C	Where a student is registered at more than one School, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he/she has ceased to attend the School and the proprietor of any other School at which he/she is registered has given consent to the deletion.
D	Home education In a case not falling within sub-paragraph (a) of this paragraph, that he/she has ceased to attend the School and the proprietor has received written notification from the parent that the student is receiving education otherwise than at School.
E	Moved away Except in the case of a boarder that he/she has ceased to attend the School and no longer ordinarily resides at a place which is a reasonable distance from the School at which he/she is registered.
F	In the case of a student granted leave of absence in accordance with regulation 7(1A), that — (i) the student has failed to attend the School within the ten School days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the School by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is
G	That he/she is certified as unlikely to be in a fit state of health to attend School before ceasing to be of compulsory School age, and neither he/she nor his/her parent has indicated to the School the intention to continue to attend the School after ceasing to be of compulsory School age.
H	That he/she has been continuously absent from the School for a period of not less than twenty School days and (i) at no time was his/her absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the School by reason of sickness or any unavoidable cause; and (iii) The proprietor of the School and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
I	That he/she is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the School at the end of that period.
J	That the student has died.
K	That the student will cease to be of compulsory School age before the School next meets and— (i) the relevant person has indicated that the student will cease to attend the School

L	In the case of a student at a School other than a maintained School, an Academy, a city technology college or a city college for the technology of the arts, that he/she has ceased to be a student of the School.
M	Permanent exclusion. That he/she has been permanently excluded from the School.

School will follow Norfolk County Council's Children Missing Education procedures when a student's whereabouts is unknown and the School will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the student.

6. Roles and Responsibilities

At School, we believe that improved School attendance is a responsibility shared by The Sapientia Education Trust, Governors, School staff, parents, students and the wider School community.

The Trust and governors of School will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Annually review the School's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the Trust Central Team and governing body to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Agree School attendance targets and submit these to the Trust and Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the School
- Monitor the School's attendance and related issues through termly reporting at Governors' meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior leader for attendance
- Ensure that the School has clear systems to report, record and monitor the attendance of all students, 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

The Senior Leadership Team at School will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Ensure that there is a whole School approach which reinforces good School attendance, with good teaching and learning experiences that encourage all students to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that there is a named senior leader for attendance and allocate sufficient time and resource
- Return School attendance data to the Trust and Local Authority and the Department for Education as required and on time
- Report the School's attendance and related issues through termly reporting.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium funding can be used to support students with irregular attendance

All staff at School will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Contribute to a whole School approach which reinforces good School attendance; with good teaching and learning experiences that encourage all students to attend and to achieve

- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of School strategies and interventions
- Work with other agencies to improve attendance and support students and their families

Students will:

- Be aware of the School's attendance policy and when and what activity they are required to attend. This will be communicated to them through the School staff, parents, and the School timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at School or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Communicate with parents to encourage record of explanation to be shared with School to explain an absence that has happened or is foreseen
- Follow the School procedure if they arrive late. This will help the School to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a School evacuation

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing student attendance data
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members
- Implementing the identified strategies for promoting good whole School attendance
- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual student casework files
- Coordinating Individual Action Plans for students causing concern including the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract
- Ensuring first day calling procedures are adhered to, if a child is absent from School without contact from parents

- Taking an active lead in delivering whole School initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies

School requests that parents will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at School
- Instil the value of education and regular School attendance within the home environment
- Contact the School if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of School hours
- Ask the School for help if their child is experiencing difficulties with any aspect of their School work or home and family life
- Inform the School of any change in circumstances that may impact on their child's attendance
- Support the School by becoming involved in their child's education, forming a positive relationship with School and acknowledging the importance of children receiving the same messages from both School and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

7. Attendance Protocols

If a child is absent, the following will be initiated by the School:

- The first day calling procedures will be activated for all students who are not in School after close of register at 8:40am and where no reason for absence is known
- If there is still no contact made from the student's parents, a further telephone call home will be made again that morning and to the students' other emergency contacts.
- If School cannot make contact with a parent and are concerned about a student, a home visit may be carried out
- School will telephone home if a student leaves the School without permission

In certain circumstances the School may also:

- Visit the home of the student or request a welfare check to be made by the police
- Write to the parents of a student to highlight attendance or punctuality issues

- Invite parents to discuss how School can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns.

7.1 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends School regularly.

If a child is unavoidably absent from School parents are expected to:

- Contact School by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols will be instigated

7.2 Support Systems

School recognises that poor attendance can be an indication of change in circumstances and difficulties in a family's life. This may be related to problems at home and or in School. Parents are encouraged to inform School 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 students are more likely to require additional support to attain good attendance.

The School will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and students
- Changes to groupings, inc tutor groups.
- Wellbeing support eg Listening Service
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Home/School contracts
- Engaging the support of other agencies
- School Nursing Service.

- Pastoral Support Worker

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Headteacher will consider the use of legal sanctions following consultation with the Sapientia Education Trust and the Local Authority.

The School has set 'stages' that are followed and are prompts for accessing additional support, please see below:

- Stage 1: Students welcomed back by Tutor after absence.
- Stage 2: Below 96% - Letter generated which is sent to parents (appendix 3)
- Stage 3: Below 94% - Letter generated which is sent to parents, all further absences will not be authorised without medical evidence. Meetings with Director of Learning/Deputy Director of Learning or key staff.
- Stage 4: Below 92% - Meeting held with a member of Leadership Team.
- Stage 5: Below 90% - Fast Track meeting

7.3 Attendance Procedure

The Deputy Headteacher (DHT) has oversight of all matters regarding the recording of attendance and steps to be taken when attendance is unsatisfactory.

'Trigger Points' for action over non-attendance

Responsibility for action at various stages is as follows:-

Unexplained, or unsatisfactorily explained absences.

- Parent/carers are asked to notify the School by telephone before 8.40am on the first day of their child's absence from School. In the event that no such notification has been received by 8.40am, our first day calling procedures will be instigated.
- Form Tutors (FT) record absences, using the procedures laid down in the Staff Handbook ('Registers') using Bromcom.

The above is not intended to exclude routine communication/intervention carried out by FT or Pastoral team informally, according to individual need.

Missing student, emergency procedure.

All registers are completed by teachers for each lesson and Business Support will flag up any missing student. Business Support will contact Response who will complete a sweep of the site. If after 15 minutes that student cannot be found, then parents/emergency contacts are called and the member of staff on response may speak to the student's friends to try and get information. If all these avenues have been exhausted, then a decision will be made to ring the Police by The Deputy Headteacher/Headteacher or a Designated Safeguarding Lead.

The Tracing of medium and long-term patterns of non-attendance.

- **The DH and Business Support Officer (attendance)** will examine all summary sheets weekly. In cases where patterns of non-attendance are detectable, the DHT will discuss with the Pastoral team which action may be appropriate.

Persistent absence on medical grounds.

Every effort is made to respond sympathetically and appropriately in cases of clinical School Refusal and in those of recurrent debilitating illness [e.g., 'post-viral syndrome' or myalgic encephalopathy (ME)]. Support is given initially as for “students who are unavoidably absent,” but absence must continue to be recorded as **unauthorised** until medical or other evidence is provided that the child's condition is being treated as clinical. This could then trigger medical needs support, please see appendix 4 for more details and School specific guidance.

8. Related Policies

To underpin the values and ethos of our School and our intent to ensure that students at our School attend School regularly and reach their full potential the following policies are integral to this approach:

- [Safeguarding and child protection](#)
- [Admissions](#)
- [Anti-bullying](#)
- [Equalities](#)
- [Special Educational Needs](#)
- [Behaviour and Rewards](#)
- [Behaviour and Reward addendum](#)
- [Managing Medicines in School](#)
- [Supporting students with medical conditions](#)

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- School attendance, DfE (2016)
- School attendance parental responsibility measures: statutory guidance, DfE (revised March 2017)
- Norfolk County Council Children Missing Education Practice & Procedures
- ‘Keeping Children Safe in Education’, DfE (2016)

10. Appendices

10.1 The following pages contain appendices relevant to this policy.

Appendix 1: FPN Notice – *This letter is sent at the start of every academic year and is in new student packs when joining midyear.*

Dear Parent/Carer,

Attendance at School and legal intervention

This letter is to remind parents/carers regarding the law that requires them to ensure that their child attends School regularly. The Government remains very clear that no child should miss School apart from in exceptional circumstances and Schools must continue to take steps to reduce absence to support children's attainment.

Research commissioned by the Department for Education shows missing School for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At [INSERT NAME OF SCHOOL] our aim is to work with parents to ensure that all our students receive the most from their education and reach their full potential.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained Schools, academies, independent Schools and local authorities' it states, 'Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from School. A leave of absence is granted entirely at the Headteacher's discretion'.

If the School does not receive a request for leave, the Headteacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the Headteacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any student will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 School weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any student at Framingham Earl who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely Headteacher

Appendix 2: Student leave of absence.

Name of School:

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME

Please note: taking your child out of School during term time could be detrimental to your child's educational progress

Full name of child(ren)

Address

Leave requested from _____ to _____

Total number of School days _____

Reason for application:

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s)

Date: _____

The Headteacher will consider your request for leave of absence following government guidelines and the following points

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).
4. Whether the parents are restricted in terms of leave from their employer.

Your request for leave of absence from School during term time has been considered and has been agreed/not agreed.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in School records and ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends School regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the Schools Headteacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during School exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some Schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the School on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the School any request for leave of absence prior to making a booking. Your child's School may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the School before the leave is taken. Do not assume permission is granted if you have not received written confirmation.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular School attendance and unauthorised absences. An unauthorised absence is any absence that the School has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the School.

The School will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends School regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year = School year from September to July)

Appendix 3 96% / 94% half termly letters.

Dear Parent/Carer,

The Government remains very clear that no child should miss School, apart from in exceptional circumstances, and Schools must continue to take steps to reduce absence to support children's attainment. It is widely acknowledged that good attendance supports children's emotional and social health and development, as well as helping to achieve good grades.

At School our aim is to work with Parents/Carers to ensure that all our students receive the most from their education and fulfil our aim of 'Anything's Possible'.

During our recent attendance check it has been brought to my attention that your child's attendance is below 96% / 94% which equals at least (7 days 35 hours / 10 day 50 hours) of learning missed.

The Local Authority operates a system where any student will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 School weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice (£60 per parent per child). If a School student meets either of the criteria they , will be referred to the Local Authority for action to be considered.

We appreciate that there are many circumstances that can affect a child's attendance at School. Although you may have already had contact with the School about these absences, we would like to remind you that as a School we are able to offer many areas of support. Please contact the School to set up a meeting to discuss how we can work together to remove barriers to support strong attendance and avoid legal interventions.

Yours sincerely

Deputy Headteacher

Appendix 4 Supporting children at School with medical conditions guidance.

Definition of Medical Needs

A pupil's medical needs may be summarised as being of two types:

- Short-term affecting their participation in School activities because they are on a course of medication, or are suffering a temporary injury requiring temporary additional support in School.
- Long-term potentially limiting their access to education and requiring extra care and support, requiring an individual health care plan (IHP) In the case of a long term medical condition the child will be placed on the SEND register under the broad area of need of "Sensory/ Physical" or "Social/Emotional/ Mental Health" as appropriate. They will either be placed at SEN Support- if additional requirements need to be in place, or "Awareness" if the child's condition is well managed and they do not need additional support.

Roles and responsibilities

The School

Staff are responsible for:

- Familiarising themselves with any medical information made available to them
- Taking appropriate steps to support pupils with medical conditions
- Taking account of the needs of pupils with medical conditions in lessons

The Pupil and Parents/Carers

Parents and carers are responsible for:

- Keeping the School informed of their child's new medical conditions and changes to existing medical conditions.
- Participating in the development, implementation and regular reviews of their child's IHP
- Providing the School with the medication their child requires and keeping it up to date

Pupils are responsible for:

- Providing information on how their medical condition affects them, identifying triggers
- Contributing to, and complying with, their IHP

Individual Healthcare Plans (IHPs)

- Where possible, an IHP will be developed in collaboration with the pupil, parents/carers, senior member of staff for medical needs coordination and medical professionals
- IHPs will be easily accessible to all relevant staff as outlined above
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner, shared with all staff and made available in paper form in the School office and on Provision Map.
- Where a pupil has a SEN Support review meetings or an Education, Health and Care plan, the IHP will be linked to it or become part of it

Medication

- Where possible, unless advised it would be detrimental to health, medication should be prescribed in frequencies that allow the child to take them outside of School hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must give parental consent by completing Medication in School Agreement, Available from the School office. Medication will be administered in line with guidance provided by parents on the Medicines in School form.

The role of the pupil

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures, eg use of Asthma inhaler.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the School library
- If a pupil refuses to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff

Educational visits and sporting activities

- Reasonable adjustments will be made to ensure that arrangements are flexible enough to facilitate pupils with medical conditions and allow them to participate in educational visits and sports activities (unless a clinician states it is not possible)
- Risk assessments will be undertaken, where relevant, in order to plan for the inclusion of children with medical conditions.

Residential visits

- Every effort will be made to ensure pupils that require administration of medicines can go on School trips or residential visits
- If a pupil requires medicines on a School trip and cannot be accompanied by a trained member of staff their needs will be discussed with the family to see if their needs can be met
- If the pupil is able to self-medicate, consideration will be given to transport and storage of the medication
- If the medicine policy is not adhered to then the pupil may be refused attendance on the trip/visit

Guidance for trip organisers.

School trips are an integral part of a young person's development and we should begin the process of organising any trip in such a way that any student at the School may attend.

Under the Equalities Act 2010 Schools have a duty to make reasonable adjustments;

4.26 Schools generally will try to ensure that disabled pupils can play as full a part as possible in School life and the reasonable adjustments duty will help support that. However, there will be times when adjustments cannot be made because to do so would have a detrimental effect on other pupils and would therefore not be reasonable – for example, if a School put on a geology field trip which necessarily involved climbing and walking over rough ground and after fully considering alternatives to accommodate a disabled pupil in a wheelchair who could not take part it determined that there was no viable alternative or way of enabling the disabled pupil to participate or be involved, it would not have to cancel the trip as originally planned. This is unlikely to constitute direct discrimination or failure to make a reasonable adjustment. (Department for Education, 2014)

This however should be taken in balance with Health and Safety Executive Legal requirements

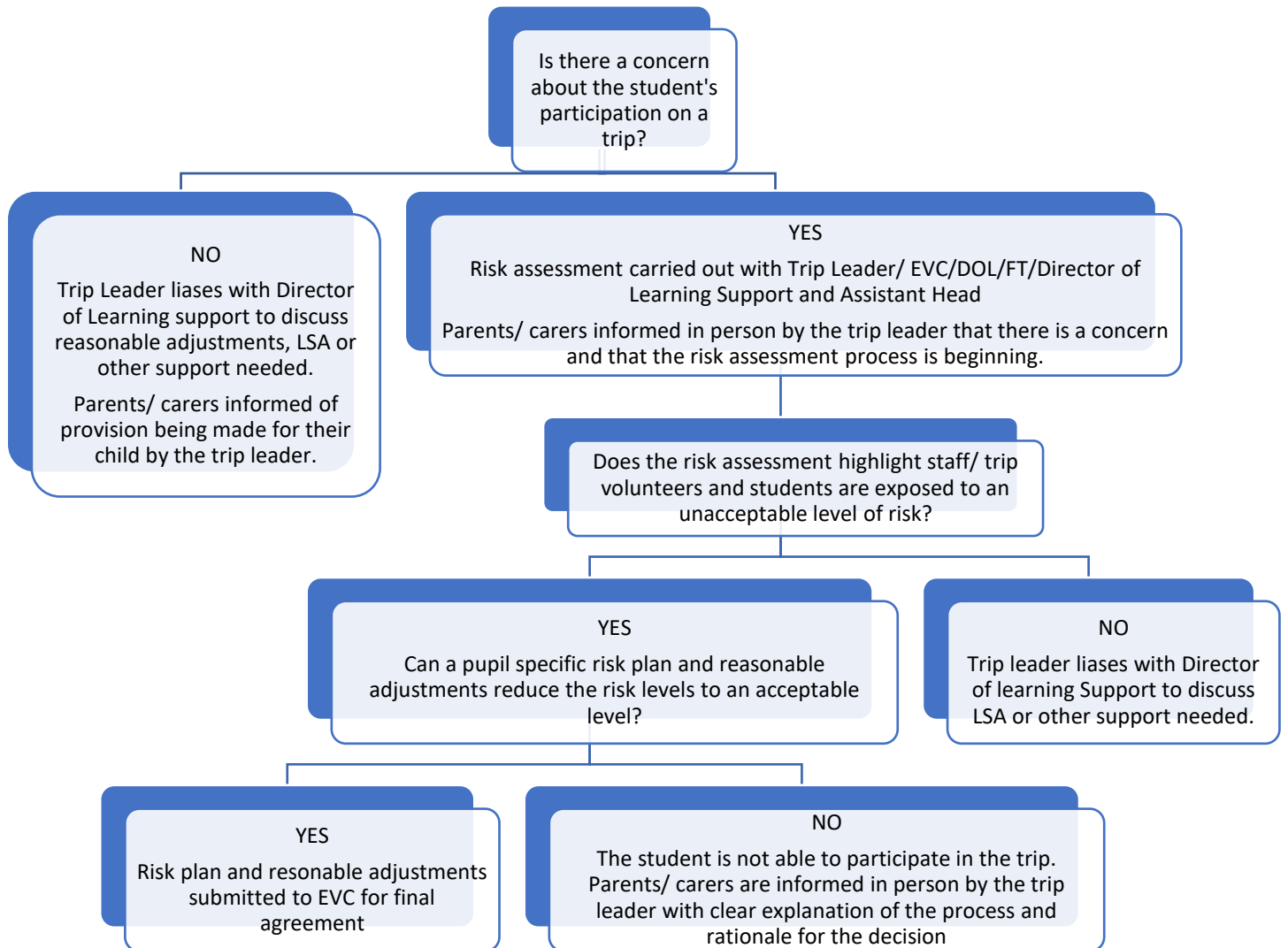
The **Health and Safety at Work etc Act 1974 (HSW Act)** requires education employers to ensure the health and safety of their employees and non-employees - including any students with disabilities and/or students with SEN/ASN. This has to be balanced with the **Equality Act** in a way that ensures the rights of each group are maintained. Getting this balance right means employees and students are not exposed to an unacceptable level of risk, in a way that is consistent with employers' duties concerning students under the Equality Act; and all without placing any unreasonable restrictions on students' rights.

A sensible, proportionate **risk management** approach should help enable all students in mainstream education to have the same opportunities. Working together with all concerned – workers, students and carers, it may involve making **reasonable adjustments**. The risks to health and safety to workers and students

need to be reduced so far as is reasonably practicable. This does not mean removing all risk: It means following the guidance, good communication between all parties involved and providing sensible pragmatic precautions. (Health and Safety Executive, n.d.)

Below is a process to follow should you have any concerns about a student's suitability to attend a School trip on the grounds of their SEND or Medical Needs.

Process for trip organisers to manage concerns about the suitability of a trip based on a student's SEND/ Medical Needs.



Emergencies

- Medical emergencies will be dealt with under School's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.
- If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parent/carer arrives
- Pupils will be informed in general terms of what to do in an emergency, such as telling staff member/adult
- Where an Individual Healthcare Plan is in place, it should detail:
 - a. What constitutes an emergency
 - b. What to do in an emergency
 - c. If a student needs to be taken to hospital and a parent/carer is not immediately available, a member of staff will remain with the child until their parent/carer arrives

Children who cannot attend School due to a medical condition

If a child cannot attend School for a short period of time, or a number of short periods of time, due to their medical condition the School will support their learning through the child's Director of Learning and subject teachers and such arrangements will be indicated in the IHP.

If a pupil's medical needs mean that they require longer periods of time away from School, or that their period of absence totals greater than fifteen days, a review of the IHP will be held to review support required and Norfolk County Councils Medical Needs Team may be asked to provide additional learning support.

At this time the School, in agreement with medical professionals, the parents and the child, will implement the Norfolk County Council's Medical Needs Service Policy.

1. Pre-referral checklist should be completed by the member of staff leading the support (appendix A) and uploaded to Provision Map- the Medical needs box should be ticked as well as important documents box.
2. Where a reintegration is being trialled a "Pupil reintegration Plan" should be completed Appendix B) and uploaded to Provision Map- the Medical needs box should be ticked as well as important documents box
3. Access to the Norfolk Medical needs team referral can be found at <https://www.Schools.norfolk.gov.uk/download/NCC187704>

The staff at School understand that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents
- Ignoring medical evidence or opinion
- Assuming that pupils with medical needs cannot take part in School activities

- Sending the pupil to the School office alone if they become ill
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition
- Making parents feel obliged to attend School to administer medication or provide medical support
- Creating barriers to pupils participating in School life, including educational visits

Name of student	
Form	
Date of first absence	
Key member of staff for the student	

Please add details below of strategies tried to support student's attendance at School.

Checklist: the following <i>must</i> have been considered/attempted prior to making a referral to NCC Medical Needs Team		
Action (can be in any order)	Date(s)	Outcome
The School's own Medical Needs policy ¹ checked and all procedures followed.		
Weekly wellbeing phone call home by Key Person and recorded on Brom Com		
Meeting with parent/carer		
Attendance action plan		
Discussion <u>with SENDCo for support with</u> potential strategies		
Contact the Virtual School SEND for advice or Norfolk Inclusion line cs.sendadviceandsupportrequests@norfolk.gov.uk		
Contact <u>Just One</u> for advice 0300 300 0123 (NHS)		
Use of SEN notional budget- Discussion with SENDCo as to what support can be commissioned for the student.		
Provision of key-worker/access to a preferred staff member in School who can support this child.		
Individual healthcare plan if appropriate. See SENDCo to complete.		
Safe space/break-out room		
Time-out card issued.		
Temporary reduced timetable (give details); Please complete the "Reintegration Plan Template" for student and add to Provision Map.		
Reduced exam entries offer (KS4 only)		

Outreach support/use of Alternative Provision (give details)		
Provision of e-learning (give details)		
SENDCO assessment		
Strengths and Difficulties questionnaire completed (please attach)		
Mental Health and Behaviour in Schools guidance checked (if appropriate)		
<i>Other – please describe</i>		

Following 10 days of absence please pass this form on the SENDCo to support with application to Medical Needs team at Norfolk County Council for Medical Needs Suppo



SCHOOL Whole School Policy for Attendance

Pupil Reintegration Plan

Staff should complete this plan in the exceptional circumstances that a temporary reduced timetable is introduced to meet a pupil's individual needs. Please ensure you have read Norfolk County Council's guidance on the use of reduced timetables before starting this process.

The LA should be notified of the reduced timetable as soon as a plan has been agreed. Please scan a signed copy of the signed plan and send to the Attendance Team via secure email to csattendance@norfolk.gov.uk or securely via [Any Comms Plus](#) with 'name of School and part time timetable' in the subject line. Please do not send originals. It is important you retain the original signed copy for your records.

Date of Meeting:		Location:	
Name of pupil(s):		Name of School:	
Year Group:		Ethnicity:	
SEND status:			
Looked After Child	Yes/No	Child Protection	Yes/No
Child in Need	Yes/No	Early Help/FSP	Yes/No
Parents & Professionals involved with the child:			
Name:	Role & Organisation:	Attended? (Y/N)	Have they been informed of the reduced timetable? If not, please state why.
Start date of timetable:		End date of timetable: Pupil should return full-time provision within 6 weeks of start	
REASONS FOR THE PLAN: (please tick all that apply)			
Physical Health (supported by a medical professional)		Reintegration	
Mental Health (supported by a medical professional)		Behaviour	



SCHOOL Whole School Policy for Attendance

Other (please describe below):	
Objectives (what change do we want to see?)	Success Criteria (what will the change look like?)
Parent(s): Child: School: Other (professional or family member):	Parent(s): Child: School: Other (professional or family member):

WHAT NEEDS TO HAPPEN?			
Actions to be taken:	By When:	Person responsible:	How will we know it is working?
1.			
2.			
3.			
4.			
5.			
6.			



SCHOOL Whole School Policy for Attendance

Reintegration Timetable															
Week beginning:	Monday		Tuesday		Wednesday		Thursday		Friday		Time in Education				
	am	pm	am	pm	am	pm	am	pm	am	pm					
Other key issues discussed: (Please ensure you record any other issues/key points not captured above)															
Review Meeting Date: (within 2 weeks of the start date)															
Time:															
Venue:															
<p>The undersigned confirm that this is an accurate record of the discussions and outcomes agreed within the meeting. By signing this form, the School is confirming that the use of a part-time timetable for a limited period has been judged appropriate, review arrangements have been agreed and any safeguarding issues have been fully taken into consideration.</p> <p>During the period of the part-time timetable the School will:</p> <ul style="list-style-type: none"> • Monitor the effectiveness of the part-time timetable • Hold a review on the agreed date • Provide work the child to do whilst at home and mark all work complete 															
School Representative:								Date:				Signature:			



SCHOOL
Whole School Policy for Attendance

[INSERT NAMES OF OTHER PROFESSIONALS]:		Date:		Signature:	
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SCHOOL Whole School Policy for Attendance

Parents					
A reduced timetable can only proceed with parents' signed consent to the plan and cannot be enforced by a School or insisted upon.					
Please delete as applicable:					
1. I agree with the content of these minutes and the reintegration plan.					
2. I do not agree with the reintegration for the following reasons:					
Name of parent:		Date:		Signature:	
Parents					
A reduced timetable can only proceed with parents' signed consent to the plan and cannot be enforced by a School or insisted upon.					
Please delete as applicable:					
1. I agree with the content of these minutes and the reintegration plan.					
2. I do not agree with the reintegration for the following reasons:					
Name of parent:		Date:		Signature:	
Child – this section is voluntary for the child to complete. Please delete as applicable:					
1. I am happy with this plan.					
2. I am not happy with this plan because:					
Name of child		Date:		Signature:	