



Attendance and Absence Policy

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Statement of intent

Ralph Butterfield Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents/carers.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents/carers.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents/carers and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is Mrs Helen Stephenson, and can be contacted via the school office either by telephoning 01904 768325 (option 3) or by emailing ralphbutterfield.school@york.gov.uk. Staff, parents/carers and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. **[Updated]** Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- **[New]** DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Pupils with Additional Health Needs Attendance Policy
- Children Missing Education Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents/carers are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents/carers with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents/carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed

- Not attending school for any reason
- Leaving school prior to the end of the school day

Authorised absence:

- 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 bereavement for which the school has granted leave

Unauthorised absence:

- Parents/carers 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
- Absence due to family special occasions/events or child care related circumstances
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- Over-sleeping
- Arriving late for school

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents/carers and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school doors open at 8:45 am and the school day starts at 8:55 am. Pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:55 am. Pupils will have a morning break at 10:30 am, which will last until 10:45 am, and a lunch break at 12:00 pm (EYFS/KS1) / 12:20 pm (KS2) which will last until 12:50 pm and 1:00 pm respectively. Pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:05am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:15 am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 12:55 pm (EYFS/KS1) / 1:15 pm (KS2). Pupils will receive a late mark if they are not in their classroom by this time

- The afternoon register will close at 1:00 pm (EYFS/KS1) / 1:20 pm (KS2). Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Daily Absence procedures

Parents/carers will be required to contact the school office via telephone or completion of online reporting form, before 8:55am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent/carers has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school office will prioritise phone calls to the parents/carers of pupils in Year 6 classes when checking daily registers as the Year 6 pupils may have travelled to school on their own. Permission will need to have been given in order for a Year 6 pupil to travel unaccompanied to/from school. From the summer term of the academic year, Year 5 pupils will then be contacted as they may have walked to school, if permission has been given.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents/carers to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **85 percent**, the attendance officer may request a formal meeting with the pupil's parent/carers.

6. **[Updated]** Attendance register

The school uses Integris (management information system) to keep attendance registers, ensuring they are as accurate as possible; attendance can then be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.

- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '# ' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

[New] Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

7. Authorising parental absence requests

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to contact the Headteacher in writing, by completing the school's 'Leave of Absence request form', at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave **will not** be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Approval is to be requested via completion of school's 'Leave of Absence request form', including provision of evidence of the pre-arranged appointment.

Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. Where this is not possible, information is to be shared with the school office at the earliest opportunity.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

Pupils will attend school before and after the appointment wherever possible

Performances, including paid work

The school will ensure that all pupils engaging in performances, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s). If the performance requires the child to be absent from school the applicant will need to provide written consent from the school in their application

Before a licence can be issued, the local authority must be satisfied that the performance(s) will not be detrimental to the child's education or wellbeing. Parents/carers should consider the impact any absence has on their child's education. Dependant on the length of absence,

the applicant may need to ensure they make arrangements for the child to be tutored whilst absent from school.

If a parent/carer submits a leave of absence request for a performance or paid work, they will be asked, by the school, to contact the LA to confirm whether or not they also require a licence. Details can be found here: <https://www.york.gov.uk/ChildPerformance>

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below **96 percent**. Where a licence has not been obtained, the Headteacher may not authorise any absence for a performance.

Religious observance

Parents/carers will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent/carer will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with

their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Leave during lunch times

Parents/carers may be permitted to take their child away from the school premises during lunch times with verbal permission from the Headteacher – it is at the Headteacher's discretion as to whether a pupil will be allowed to leave the premises. If a parent wishes to take their child away from the school premises during lunch times as a regular occurrence, they will be asked to complete a form for the headteacher to give written authorisation.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents/carers will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.

A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents/carers will not be entitled to appeal the decision.

The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents/carers will not be entitled to appeal the decision. Parents/carers will be able to withdraw their request at any time – the request will be submitted in writing to the Headteacher.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8:55am, where the teacher will record the attendance electronically.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents/carers of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - Sensory room
 - Resources room
 - Rainbow room
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone or walkie talkie with them so they can be contacted.
- If the pupil has not been found after a full sweep of the school or 10 minutes, whichever happens sooner, then the parents/carers of the pupil will be notified.
- The school will attempt to contact parents/carers using the emergency contact numbers provided. • If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents/carers and any other agencies will be informed immediately when the pupil has been located.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Meeting with parents/carers
 - Sending letters to parents/carers.
 - Having a weekly review either by phone or in person.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

13. Working with parents/carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents/carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents/carers will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents/carers about their child's levels of attendance, absence and punctuality, and will ensure that parents/carers are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. friendships, the attendance officer will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents/carers to access support that they may need.

14. Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents/carers and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 98 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the Headteacher, SLT and governing board.

Any changes made to this policy will be communicated to all relevant stakeholders.

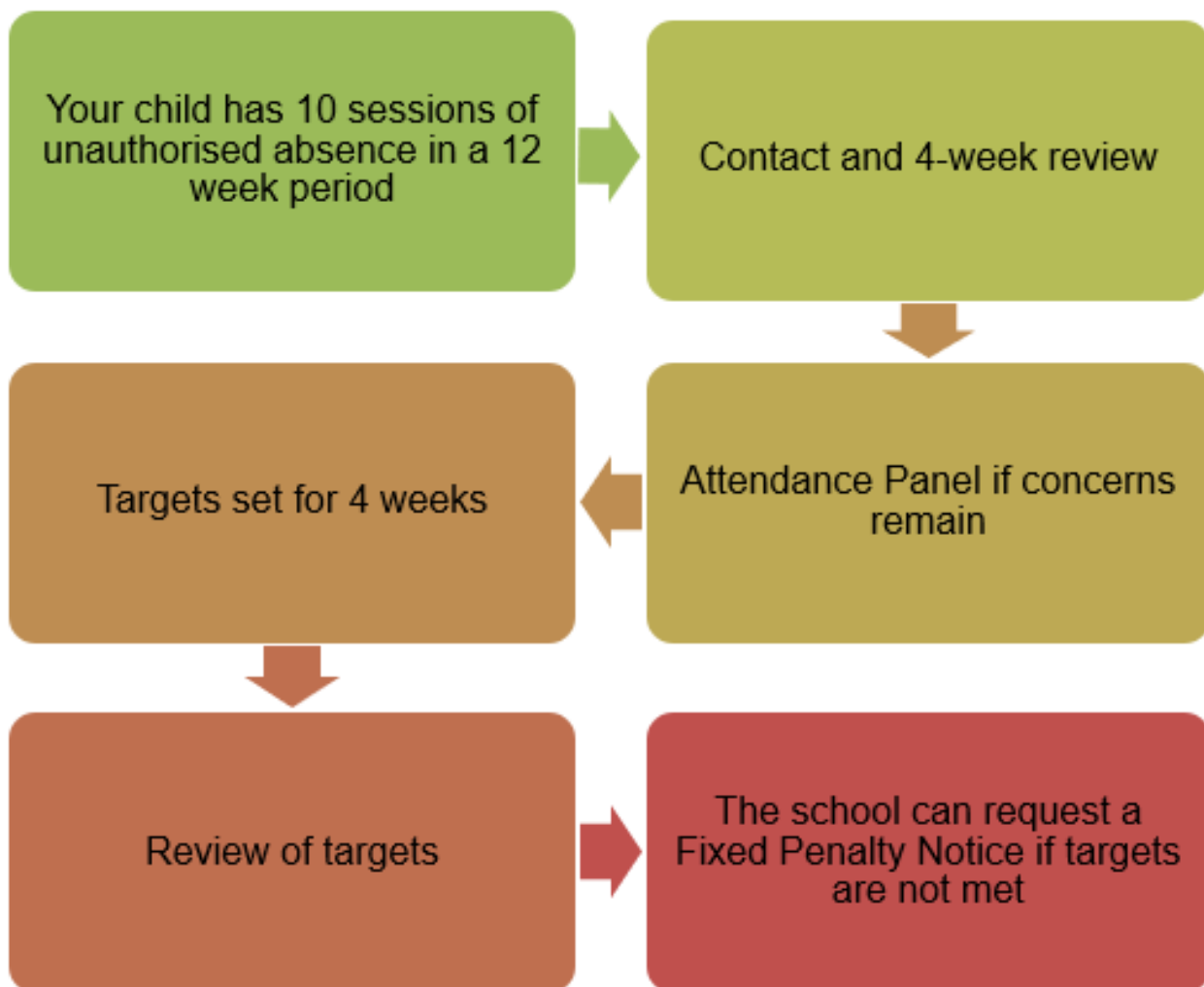
APPENDIX A

Attendance Monitoring Procedures Ralph Butterfield Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Attendance data is monitored at least half-termly, termly and after the full year by the attendance officer (who is also a SLT member), detailing attendance to date and discussing with the headteacher.
2. Attendance concerns are discussed at the weekly SLT meeting where applicable.
3. Contact is made with parents/carers on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents/carers of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls to 96 percent, the attendance officer reviews the absences, speaks to the class teacher and, if applicable, the class teacher speaks to the parent/carer to discuss any issues or problems to ascertain how the school can help to improve their attendance.
6. If a pupil's attendance falls below 96 percent, and the attendance lead and headteacher deem it necessary on discussion of the circumstances relating to the absence/s, a letter is sent home raising concerns that their attendance has fallen below the expected standard.
7. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents/carers to discuss this.
8. The pupil's attendance is monitored for at least two weeks and, if attendance does not improve after this time, parents/carers are required to attend a meeting in school with the Attendance Officer and set targets for their child. If parents/carers are unwilling to cooperate, the school will follow the Local Authority's graduated response for Persistent Absence in CYC schools.
9. If targets are not met, the Attendance Officer will follow the Local Authority's graduated response for Persistent Absence in CYC schools.
10. Where a family take holiday in term time, or if a second period of holiday is taken within a calendar year in term time, and together or singularly they meet the threshold of 10 sessions of absence in 12 weeks, the school will follow the Local Authority Fast Track Process 'Leave of Absence Requests' below; the Local Authority will consider issuing a FPN following a case review by the School Attendance Advisor.

APPENDIX B

The Fast Track Process



The school will have a strong universal offer for Attendance.

Where issues arise, schools will use the CYC Graduated Response to engage with early help strategies and multiagency partners, as well as offering enhanced support in school.

APPENDIX C

Leave of absence requests

Contact the school in good time requesting a leave of absence.



School will reply to say if the absence has been authorised or not



You may receive a warning letter or the school can request a Fixed Penalty Notice if you take absence despite it not being authorised



The Local Authority may issue a Fixed Penalty Notice following a request by the school.

APPENDIX D

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

All absences known about in advance, must be requested using this form (one per child)

Applications can only be made by parents/carers.

Requests for leave of absences should be submitted to the school no less than 2 weeks prior to the start date.

Please read the following information prior to completing the form:

Please be aware that leave of absence requests for the circumstances below, will not be authorised:

- Absences which have been requested without supporting information
- Absence due to family special occasions/events or child care related circumstances
- Absence due to day trips and holidays in term-time

Circumstances eligible for consideration by the Headteacher:

- Medical or dental appointments which unavoidably fall during school time; evidence is required
- Religious or cultural observances
- Family emergencies
- Other personal exceptional circumstances

Full name of child		Year group		Class	
Home Address					
First date of absence		Last date of absence		Total number of school days impacted	
Exceptional reasons for application					
Has leave of absence been taken during term time before? <i>(Please provide dates if applicable)</i>					

Continued

Will you also be requesting leave of absence from another City of York school for a sibling? If so, please provide sibling(s) name and school details:

Print name of parent/carer:

Signature of name of parent/carer:

Date form submitted:

Headteacher Response

FOR OFFICE USE ONLY

Date Form Received by School Office			
Attendance YTD	Attendance during previous years		
	<i>Reception</i>		
	<i>Year 1</i>		
	<i>Year 2</i>		
	<i>Year 3</i>		
	<i>Year 4</i>		
Number of unauthorised sessions within the last 12 school weeks			
In line with the school's attendance policy and local and national attendance expectations:			
<input type="checkbox"/>	The absence is authorised.		
<input type="checkbox"/>	The absence is marked as unauthorised with no further action taken.		
<input type="checkbox"/>	The absence is marked as unauthorised and further action will be taken.		
Reason for decision			
Headteacher signature		Date	

Please note that all parents/carers, of the child named above, should be made aware of any absence request prior to its submission to school. Thank you.

APPENDIX E

Fixed Penalty Notice (FPN) information given to Parent/Carers following an unauthorised holiday request.



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark

We politely ask that parents/carers choosing to take their children out of school for term time holidays understand that a fixed penalty notice (fine) is likely to be issued. There are very clear timescales around unauthorised absence and the issuing of fixed penalty notices, to which the school is held to account. We therefore need to be consistent; if the unauthorised absence limit is met, be that through the taking of term time holiday or as a result of other unauthorised circumstances, please understand that the school has a duty to alert the Local Authority and request that a fixed penalty notice is issued.

You would receive this fixed penalty notice from the Local Authority: £60 per parent/carer per child (if paid within 21 days) or £120 (if paid after the 21st day but within 28 days). Each parent/carer can be issued with a notice for each child so two parents/carers with two children can potentially be issued with four notices.

Where a fixed penalty notice is issued, we would also politely ask that parents/carers remain respectful with school that this is in line with policy and DfE national guidance. Thank you.

APPENDIX F

Helpful contacts

CAMHS Single Point of Access
tewv.camhsspayselby@nhs.net
01904 615345

CAMHS Crisis Line
0800 0516171

Family Information Service
yor-ok.org.uk

Multi Agency Safeguarding Hub (MASH)
mash@york.gov.uk
01904 551900

Special Educational Needs Independent Advice Service (SENDIAS)
www.yorksendiass.org.uk
01904 554319

York Mind
www.yorkmind.org.uk
01904 643363

The Island
www.theislandyork.org
01904 628449

York Travellers Trust
www.ytt.org.uk
01904 630526