



Attendance Policy

Date of last review:	2017	Review period:	3 Years
Date of next review:	2020	Written by:	Brian Thomas
Type of policy:	Non-statutory	Committee:	Curriculum & Standards
Signature:			

1. Statement of Intent

The school aims to work together with parents/carers to ensure that all children and young people registered at the school attend both regularly and punctually in order that their development and achievement are maximised. It is our aim that every pupil at Wyre Forest School understands the importance of attending regularly and is working towards achieving a 100% attendance rate.

2. Parents'/carers' Responsibilities

- (i) Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- (ii) Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by telephone, by letter or in person.
- (iii) Parents/carers may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents/carers. (Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised until a reason is provided).
- (v) Parents/carers should ensure that their child arrives at school in time for the start of registration (8.45am). If a pupil arrives after 8.45am his/her parent/carer should report directly to the school office. Morning register closes at 9.15, any child arriving after the closing of the register will be recorded as a code of U which is 'late after registration is closed' for that session which will impact on the pupil's attendance rate. This applies primarily to pupils who are transported by parents/carers or who walk/cycle to school.

3. School Responsibilities

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- (ii) Registers will be called twice daily (at 8.45am and at 1.05pm). Registers will close at 9.15am and at 1.15pm. For morning registration, any child arriving after 8.55am but before 9.15am will be recorded as a code of L which is 'late before registration is closed' and any child arriving after 9.15am (the closing of the morning register) will be recorded as a code of U which is 'late after registration is closed' for that session which will impact on the pupil's attendance rate.

- (iii) Teachers will complete registers in accordance with the guidance contained in the staff handbook. The attendance administration support person will highlight any errors and/or inconsistencies on a daily basis.
- (iv) Where a student is attending offsite provision the provider will maintain a register in accordance with policy and notify the school directly of all incidences of non-attendance.
- (v) Should a class teacher have particular concerns about an individual child's attendance or punctuality, these should be recorded in a note to the Deputy Headteacher. As part of staff Pastoral duties and duty of care, all members of staff are encouraged to contact parents/carers when they are concerned about a pupil's attendance. Staff should inform the office when they take such action so it can be recorded.
- (vi) Should a child/young person be absent the class teacher will enter the appropriate code in the register. Should no explanation be received from parents/carers, staff will endeavour to make contact with the parent. Should this prove impossible the class teacher will refer the matter to the Phase Leader.
- (vii) All absence notes from parents/carers should be dated and initialed by the form tutor/class teacher or staff receiving the note. This member of staff will add a note in the ScholarPack register. Only notes concerning absences about pupils' where there are concerns/queries should be brought to the attention of the Phase Leader and then the Deputy Headteacher (who may then choose to speak to the parents/carers concerned).
- (viii) The Deputy Headteacher and attendance administration support will regularly collect attendance data and will use this data during meetings with the school's Headteacher, Pupil and Family Support Manager and governing body.
- (ix) The school will employ a number of strategies to promote regular, punctual attendance:
 - regular class teacher input about the importance of attending to be shared in tutor time and daily lessons;
 - unexplained absence will be followed up on the first day with a text message home;
 - pupils who are on the Persistent Absence list and under Child in Need or Child Protection proceedings will have daily telephone calls;
 - attendance data will be monitored each week by the Deputy Headteacher and attendance administration support person. Where attendance falls below 95% this will trigger intervention strategies which will ultimately, if not remedied, result in a referral to EIS (Education Investigation Service) and possible legal intervention.
 - Where attendance falls below 90% and all appropriate interventions have taken place, the case will be discussed with EIS.

4. Rewarding Attendance

At Wyre Forest School we believe that it is important to use positive and proactive strategies to promote good attendance in addition to the rigorous monitoring and interventions for poor attenders.

- SLT and class teachers will communicate regularly with parents/carers regarding attendance including praising and encouraging good attendance.
- Appropriate personal encouragement or congratulation will be offered to learners.
- Rewards will be offered to those pupils whose attendance is 100% each week including the opportunity to win a significant prize at the end of the academic year; for example in 2015-2016, 8 pupils received scooters in Lower and EYFS Phases and in Middle and Upper Phases, a pupil received £50 worth of Doctor Who DVD's and gifts.
- Parents/carers will be sent a text message weekly to congratulate pupils on 100% attendance. The school FSW (Family Support Worker) will be responsible for this task. In addition pupils in Middle and Upper school will receive 10 bonus points in the reward scheme for 100% attendance each week.
- Staff will provide a good example by always being punctual to all sessions and actively promoting good attendance and punctuality.

5. Attendance Targets and Data

Wyre Forest School's attendance target for the academic year 2016-2017 is 95%. This target takes into consideration the medical needs of some of our pupils.

The governing body will set annual targets for reducing absence by 31 December each year for the succeeding year; e.g. by 31 December 2014 for the 2015-2016 school year. The annual target will be:

- The total number of absences, which the governing body intends that pupils at the school will not exceed in the school year, expressed as a percentage of the total possible attendances by pupils at the school.
- The school will make reference to National Data and expectations for attendance when setting its targets.
- A range of attendance data will be collected each half term in order to identify individuals and particular cohorts whose attendance causes concern.

As part of this process a PA (Persistent Absentee) Register will be maintained where necessary and regularly reviewed.

Where a pupils attendance falls below 95%, we will identify these pupils "at risk" of persistent absenteeism and will implement strategies to address this.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will be doing considerable damage to any child's educational prospects and we need parents/carers fullest support and cooperation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

6. Holidays in Term Time (Leave of Absence)

Taking holidays in term time will affect pupils' schooling as much as any other absence and will bring the children/s' attendance percentage down. We expect parents/carers not to take children away in the academic year and remind them that there is no automatic entitlement to take leave of absence during school time.

When a leave of absence is absolutely unavoidable and only in extenuating circumstances, parents/carers will be asked to complete a "Request for leave during term time form" (appendix 2).

Any applications for leave of absence must be made on the "Request for leave during term time form" at least 1 month in advance and a decision will be made at the discretion of the Headteacher who will discuss this with the parents/carers. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

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

7. Attendance Procedures

First day of absence:

- When a pupil is absent from school and no contact has been made by parents/carers, administration staff will send a text message home to determine the reason for absence. They will then log the appropriate absence code. This will be classed as a FIRST INTERVENTION and will be recorded as such.
- If parents/carers do not respond and no reason for absence is provided, a code of N ("No reason yet provided for absence") will be recorded. This code will affect the overall rate of the pupil's attendance until a reason is provided.
- If by the end of the week in which the pupil has been off no reason has been provided by parents/carers, a letter will be sent home with a return slip for parents/carers to be able to provide the reason for the absence (appendix 3). Parents/carers will also be given a number of alternative ways of contacting school to provide a reason for absence.

- If after 1 week, parents have still not provided a reason for absence, a permanent code of unauthorised absence will be recorded which will permanently affect the pupil's overall rate of attendance.

Attendance falling below 95%:

- If a pupil's absence falls below 95%, administration staff will inform the class teacher/form tutor who will then consider the need to contact parents/carers to share the school's concern regarding their child's attendance. Staff should inform parents that a letter of information is being sent. This FIRST LETTER – Attendance Below 95% (1.1) (appendix 4) will be classed as a SECOND INTERVENTION.
- In this letter parents need to be informed that should attendance fall below 90%, this will be classed as Persistent Absenteeism and the school will commence formal proceedings to investigate levels of attendance and a formal letter will be sent out inviting them to a meeting.
- After 3 weeks, if attendance has not improved, a SECOND LETTER – Meeting Invite (1.2) (appendix 5) will be hand delivered to the home of the pupil and a conversation will be had with the parents/carers inviting them in for a meeting to discuss attendance. This letter will be classed as a THIRD INTERVENTION. In this letter parents/carers will be asked to contact school if they cannot attend this initial meeting so the meeting can be re-scheduled to a more convenient time. This letter will also inform parents that failure to attend or contact school may result in a referral to the Education Investigation Service.
 - During the meeting, attendance and the implications of persistent absenteeism will be discussed. Parents/carers will be informed that attendance will be closely monitored for 3 weeks to ensure attendance percentage improves. Failure of this happening after 3 weeks will mean a SCHOOL ATTENDANCE – FIRST NOTICE (1.3) (appendix 6) will be sent to parents/carers. This letter will be classed as a FOURTH INTERVENTION.
 - Failure to make contact with school or attend the meeting will always result in a SCHOOL ATTENDANCE – FIRST NOTICE (1.4) (appendix 7) being sent home. This letter will be classed as a FOURTH INTERVENTION.
- After 3 weeks, if attendance has not improved, an IRREGULAR SCHOOL ATTENDANCE – FINAL NOTICE (1.5) (appendix 8) will be sent to parents/carers. This letter will be classed as a FIFTH INTERVENTION.
- After 6 weeks, if attendance has not improved, an IRREGULAR SCHOOL ATTENDANCE – PENALTY NOTICE MONITORING (1.6) (appendix 9) will be sent to parents/carers. This letter will be classed as the SIXTH INTERVENTION.

- Attendance will be monitored for 15 school days from the issue date of the IRREGULAR SCHOOL ATTENDANCE – PENALTY NOTICE MONITORING (1.6). During this period, the child must have **No Unauthorised Absence**.
- If unauthorised absence is accrued during the 15 school day period of the Penalty Notice, a referral will be made to the Local Authority Prosecution Officer for consideration of legal enforcement action and a Penalty Notice may be issued.
- Any pupil whose attendance is below 95% and is open to attendance procedures is requested to provide medical evidence for all absences.

8. The role of the Education Investigation Service (EIS)

The Education Investigation Service works as a last resort strategy in school to reduce levels of unauthorised absence and promote whole school attendance.

When there is a serious concern about a pupil's attendance and after several steps for support no improvement is recorded (without acceptable reason for this), the school has a duty to consider a referral to the EIS.

The EIS acts on behalf of the Local Authority in enforcing a parent/carer's duty to ensure their child receives an appropriate education.

In enforcing attendance the EIS has a variety of powers to help them ensure that children are properly educated:

- School Attendance Orders
- Penalty Notices
- Education Supervision Orders
- Prosecution
- Parenting Orders

The Education Act 1996 section 444 states that *"if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence"*.

9. Summary:

This policy highlights the importance of attendance in the education of our children. Wyre Forest School is committed to working towards our attendance targets as a milestone in striving towards the goal of 100% attendance for all. We are committed to our whole school approach in supporting and encouraging parents and pupils to attend. We operate an open door policy and will always address individual needs to the best of our ability. In return we expect the support of both parents and children in achieving the best possible levels of attendance that we can.

The school has a legal duty to publish its absence figures to parents and governors to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

APPENDIX 1 – Attendance Leaflet

Hannah's attendance is always around 90%
She thinks this is ok.
However, this actually means . . .

Mon	Tue	Wed	Thu	Fri

Absent half a day every week

90% attendance means that Hannah is absent from school for the equivalent of 1 half day every week.

If Hannah continues to attend for only 90% of the time, then over 5 years she will miss the equivalent of 1 half year.

September → July					
Y7					
Y8					
Y9		Half a year absent from school			
Y10					
Y11					

Mark's attendance is always around 80%
He thinks this is ok.
However, this actually means . . .

Mon	Tue	Wed	Thu	Fri

Absent 1 day every week

80% attendance means that Mark is absent from school for the equivalent of 1 day every week.

If Mark continues to attend for only 80% of the time, then over 5 years he will miss the equivalent of 1 whole year.

September → July					
Y7					
Y8					
Y9	1 year absent from school				
Y10					
Y11					



Wyre Forest School

**Better attendance
Better futures**

Haberley Road
Kidderminster
Worcestershire
DY11 6FA

Headteacher: Mrs R Garratt

Tel: 01562 827785

Email: office@wfs.worcs.sch.uk

Web: www.wfs.worcs.sch.uk

Twitter: [@SchoolWyre](https://twitter.com/SchoolWyre)

Good attendance is linked to achievement

Children learn and develop:

- Good social skills
- Safe lifestyles
- A good work ethic

This leads to becoming better prepared for a successful future.



What can you and your child expect from WFS?

- 100% attendance will always be recognised.
- Improving attendees will be encouraged.
- Poor attendees will be supported by our school and will be referred to the Education Welfare Service.

What does WFS expect from you and your child?

- Punctual, regular attendance – vital for learning and promoting essential life skills.
- That you notify the school by 8.45am if your child is absent for any reason.
- Term time holidays are avoided – children have 14 weeks of school holidays, therefore we do not support the taking of holidays in term time.
- Medical and dental appointments should be taken out of school hours – however, WFS has a very broad range of pupils including those with significant health difficulties. Some of these pupils have outstanding attendance records. The school understands and will support families whose children are genuinely ill.



Where attendance is poor

- Parents/carers will be invited to attend a meeting to look at the reasons for absence and for school to offer support on how to improve attendance.
- Where attendance falls below 90% a referral to Education Welfare Service will be made.
- Poor attendance can lead to prosecution.

Attendance Policy

Our Attendance Policy is available to all parents/carers who request it. It can also be found on our website.

APPENDIX 2 – Request for Leave During Term Time Form

Request for Leave During Term Time

To: The Headteacher of WYRE FOREST SCHOOL Date:.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name):

for the period from (date): to (date):.....

The exceptional circumstances and reason for this request are:

.....
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Child(ren) (full name(s)):

School(s) attended:

Signature of 1st Parent/Carer(s):..... Print Name:.....

Signature of 2nd Parent/Carer(s):..... Print Name:.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance: %	Last Year's Attendance: %
Number of school sessions taken as leave during term time (this Academic Year):		

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed:..... Date:.....

Notification of decision: Date letter sent to parent:.....

APPENDIX 3 – Reason for Absence Letter

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

FORENAME SURNAME REG

Dear PARENTAL SALUTATION

I am writing to ask if you could provide a reason for FORENAME’S absence on the dates listed below as a reason has not yet been provided. Please note that registers are taken in the morning and after lunch, therefore if your child was off for the whole day, both AM and PM sessions will appear on the list below.

DATES

I would be very grateful if you could complete the attached slip at the bottom and return it to the school office as soon as possible. Alternatively, you can telephone Wyre Forest School on 01562 823156 or email the office at office@wfs.worcs.sch.uk. If no reason is provided for absence **by DATE – 1 WEEK FROM THIS DATE**, unfortunately a permanent mark of unauthorised absence must be recorded and this will affect FORENAME’S percentage attendance for the school year.

Yours sincerely

Mr Brian Thomas
Deputy Head

FORENAME AND SURNAME
REG GROUP

Absence
DATEs

FORENAME was absent on the dates above for the following reason:

.....
.....

Signed: (Parent/Guardian) Date:

APPENDIX 4 – 2nd INTERVENTION: First Letter – Attendance Below 95% (1.1)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:

Date of Birth:

Registered pupil at:

SCHOOL ATTENDANCE BELOW 95%

We monitor attendance very closely and expect at least 95% attendance from all students at Wyre Forest School. FORENAME's attendance has fallen substantially below this figure to % and this gives me cause for some concern.

I appreciate that illness can cause a student to miss time from school but without regular high attendance, progress at school is likely to be jeopardised. It is also a statutory duty for parents/carers to ensure that their children attend school regularly. Government guidelines state that pupils whose attendance falls below 90% are classed as persistent absentees. As FORENAME's attendance is already % we would like to support you to avoid this figure getting any lower and therefore formal procedures needing to take place by Education Welfare Services.

FORENAME's attendance will be monitored over the next few weeks during which I hope to see an improvement. Unfortunately, any future absences FORENAME has will not be authorised unless medical evidence is provided.

If there are particular problems that you feel need to be brought to the school's attention, please contact me as soon as possible as we are keen to do what we can to support you to improve FORENAME's attendance.

Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX 5 – 3rd INTERVENTION: Second Letter – Meeting Invite (1.2)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:

Date of Birth:

Registered pupil at:

SCHOOL ATTENDANCE – MEETING INVITE

We monitor attendance very closely and expect at least 95% attendance from all students at Wyre Forest School. FORENAME's attendance has fallen substantially below this figure to % and any future absences due to sickness must be supported by medical evidence.

Following government guidelines, Wyre Forest School's Attendance Policy outlines that any pupil whose attendance is below 90% will be discussed with the Education Welfare Service. As FORENAME's attendance is already at %, we would like to address this issue before it is brought to the attention of the Education Welfare Service.

I would like to invite you into school for a meeting on **DATE** at **TIME**. The intention of the meeting is to discuss the ways in which we, as a school, can support FORENAME and yourself in improving FORENAME's attendance.

We appreciate that this appointment may not be convenient. If this is the case, please contact the school to rearrange on 01562 827785. Failure to contact us or attend the meeting may result in a referral being made directly to the Education Welfare Service.

Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX 6 – 4th INTERVENTION: School Attendance – First Notice (1.3)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:
Date of Birth:
Registered pupil at:

SCHOOL ATTENDANCE – FIRST NOTICE

This letter is further to my previous correspondence, home visits and conversations with you.

As explained to you **Section 444 of the Education Act, 1996** states:

“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence.”

To confirm our discussion, you are now on notice that if your child continues to accrue unauthorised absences, we will consider referring the matter for consideration of legal enforcement action.

You are reminded that school requires medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional’s note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child’s name on it and a date relevant to the absence. If medical evidence is not provided an absence will remain unauthorised.

If you wish to further discuss this letter or any matters affecting your child’s ability to attend school please contact me.

Your child’s attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX 7 – 4th INTERVENTION: School Attendance – First Notice (1.4)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:
Date of Birth:
Registered pupil at:

SCHOOL ATTENDANCE – FIRST NOTICE

This letter is further to previous correspondence, visits to your home address when visiting slips were left requesting that you contact me and an invitation to meet with me to discuss your child's attendance. Unfortunately to date I have not heard from you.

Section 444 of the Education Act 1996 states:

"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence."

You are therefore now put on notice that if your child continues to accrue unauthorised absences we will consider referring the matter for consideration of legal enforcement action.

I remind you that school requires medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional's note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child's name on it and a date relevant to the absence. If medical evidence is not provided an absence will remain unauthorised.

If you wish to discuss to discuss this letter or any matters affecting your child's ability to attend school please contact me.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX 8 – 5th INTERVENTION: Irregular School Attendance – Final Notice (1.5)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:
Date of Birth:
Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE - FINAL NOTICE

S444 of the Education Act 1996 states that if a child of compulsory school age, who is registered at a school fails to attend regularly, the parent of the child shall be guilty of an offence.

School records show that your child now has an attendance rate below *(enter text here)* % which includes *(enter text here)* sessions of unauthorised absence and their attendance is deemed as irregular.

TAKE NOTICE that it is considered that you may be guilty of an offence under the above Act, in that you have failed to ensure that your child attends school regularly. Attending regularly also includes a requirement to attend punctually.

Unless resolved immediately we will therefore be presenting this matter to the Local Authority for consideration of legal enforcement action.

The Local Authority may commence legal proceedings against you under the provisions of the Education Act 1996, in respect of this matter and/or any further complaint received from the school, or other places of learning. In the event of your conviction by a Magistrates' Court, you may be liable to a fine of up to £2,500.00 and/or the possibility of imprisonment for up to three months per offence.

Additionally, the Local Authority has a statutory duty to consider applying for an Education Supervision Order in respect of your child, together with a duty to consult with the Social Services Department.

Dated this xxxxxx day of xxxxxx.

Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX 9 – 6th INTERVENTION: Irregular School Attendance – Penalty Notice Monitoring (1.6)

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

Re:
Date of Birth:
Registered pupil at:

IRREGULAR SCHOOL ATTENDANCE - PENALTY NOTICE MONITORING

Re: Penalty Notice S.444(a) Education Act 1996 – School Non-Attendance

It has come to my attention that your child, **Child Name and DOB**, has been marked as having unauthorised absence from **School**.

Section 444(1) of the Education Act, 1996 states:

“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent is guilty of an offence”.

If the reasons given for your child’s irregular school attendance are not satisfactory, then the Local Authority may issue you with a Penalty Notice for failure to comply with the law.

On receipt of this letter you are being given the opportunity to take such steps as to ensure your child’s attendance at school. The Worcestershire County Council Code of Conduct allows 15 school days from **(Enter date for the 1st day of the notice)** to **(Enter the date for the last day of notice)** inclusive, in which time **child’s first name** must have no unauthorised absence.

Failure will result in us presenting this matter to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you.

In pointing out the law to you in this way, I am simply making clear your obligations to your child and I hope most sincerely that you will take such steps as would render such a course of action unnecessary.

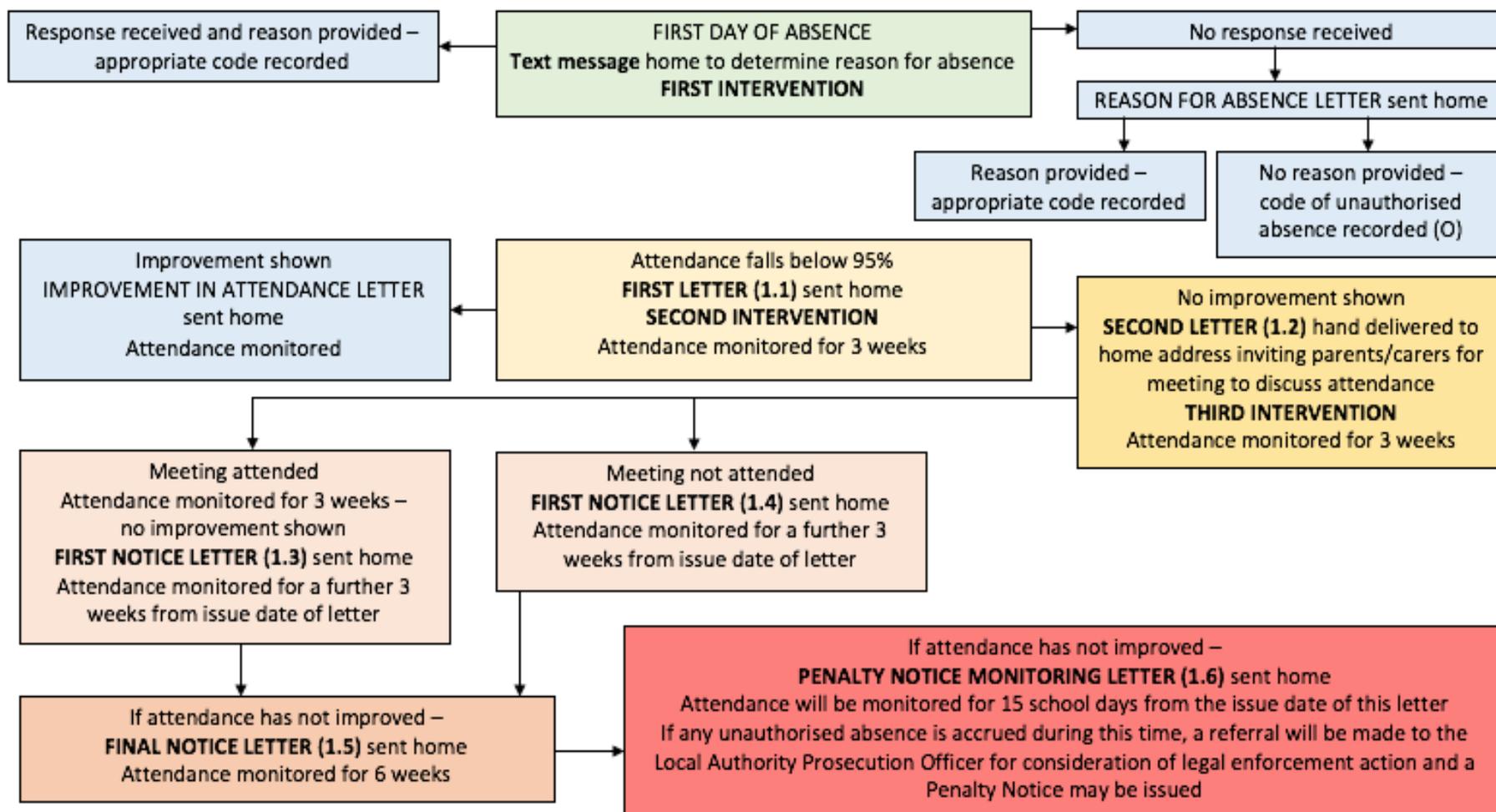
Yours sincerely



Mr Brian Thomas
Deputy Head

APPENDIX A – Pupil absence escalation towards intervention

Pupil absence escalation towards intervention



APPENDIX B – DfE Absence Codes

The following codes are the codes used by school to analyse attendance data

Code	Description	Statistical meaning	Legal meaning	Affects attendance negatively
/ or \	Present	Present	Present	NO
B	Educated off site	Approved educational activity	Attending approved educational activity	NO
C	Other authorised circumstances	Authorised absence	Absent	YES
D	Dual registration	Approved educational activity	Attending approved educational activity	NO
E	Exclusion	Authorised absence	Absent	YES
G	Family holiday (not agreed)	Unauthorised absence	Absent	YES
H	Family holiday (agreed)	Authorised absence	Absent	YES
I	Illness	Authorised absence	Absent	YES
J	Interview	Approved educational activity	Attending approved educational activity	NO
L	Late (before register closed)	Present	Present	NO
M	Medical/dental appointment	Authorised absence	Absent	YES
N	Reason not yet provided for absence	Unauthorised absence	Absent	YES
O	Unauthorised absence	Unauthorised absence	Absent	YES
P	Approved sporting activity	Approved educational activity	Attending approved educational activity	NO
R	Religious observance	Authorised absence	Absent	YES
S	Study leave	Authorised absence	Absent	YES
T	Gypsy, Roma and Traveller absence	Authorised absence	Absent	YES
U	Late (after registration closed)	Unauthorised absence	Absent	YES
V	Educational visit or trip	Approved educational activity	Attending approved educational activity	NO

W	Work experience	Approved educational activity	Attending approved educational activity	NO
X	Non-compulsory school age absence	Not counted in possible attendances	Absent	NO
Y	Enforced closure	Not counted in possible attendances	Unable to attend due to exceptional circumstances	NO
Z	Pupil not on roll	Not counted in possible attendances	Pupil not registered at the school	NO

APPENDIX C – Staff Overview of Attendance Procedures

Class staff have a very important role to play in ensuring pupils attend regularly. You act in the first instance as a role model and 'expectation setter', i.e. 'in this class good attendance is the norm and is important to your progress', and then, as a key person in highlighting poor or repetitive patterns of absence or lateness.

It is the class teachers' responsibility to complete the register using ScholarPack and to ensure the correct absence code has been entered where this is known. If you have any questions about this then please contact the attendance administration support person (Gemma Shaw).

For any known absence, then please inform the office. Where possible, we need to encourage parents to attend medical appointments, etc. outside of school time. In saying this, we do understand that within a special school environment our pupils may have an above average amount of medical appointments to attend.

INTERVENTION STRUCTURE

1. The teacher records a pupil as being 'absent' and if there is no reason for this then a call home or text message will be made enquiring about the absence and ensuring that our pupils are safe. If these calls/text messages are not responded to then a letter will be sent out.
2. If an absence continues or the class team identifies a pattern to the absences then this should be referred to the Phase Leader and attendance administration support person. This should then be escalated to the B, WB and PD Deputy Headteacher.
3. If absence continues and a pupils overall absence continues to fall (particularly significant if it is at 95% or lower) then the class teacher should ring to discuss this with parents and warn them that a letter highlighting this and the process that follows will be arriving home soon. The office will then send out a letter.
4. If absence continues then the attendance administration support person will liaise with the class teacher about further discussions with parents and further action may be authorised by the B, PD and WB Deputy Headteacher. This could ultimately lead to legal action against the parent/carer. Please refer to the "Attendance Policy" and Appendix A specifically.

Rewarding and celebrating good attendance

Each class should be aware of pupil attendance and should constantly promote the positive impact of good attendance, including continuing with classroom behaviour strategies to reward good behaviour. In addition, the school FSW will identify the pupils who have attained 100% and a text message will go home to acknowledge this with parents/carers.