

## TRUST ATTENDANCE POLICY AND PROCEDURE

Current Policy	September 2023
Full update to reflect current legislation and Trust Procedure.	October 2023
Date approved and implemented	November 2023
Date of next review	September 2024

### 1. The importance of school attendance

Every child has a right to an education, and for the vast majority this education should take place within our schools. At Northern Ambition Academies Trust, we recognise that improving attendance to school is everyone's business. We must therefore work together to ensure the very best attendance to school for every pupil. School attendance all day, every day, matters for all young people. Regular and consistent attendance forms good habits, promotes better outcomes, and offers protection for potentially vulnerable young people. Although some pupils will find it harder than others to attend school, all pupils should try their very best to aim for 100% attendance and will be supported to do so. As a Trust, it is our aim to create calm, orderly, safe and supportive environments where all pupils want to be and are keen and ready to learn.

Every child, regardless of background or circumstance, has a legal right to an education. It is the legal responsibility of every parent/carer to make sure their child receives that education by attending school. By registering their child at one of our Trust schools, all of our parents/carers have an additional legal duty to ensure their child attends their chosen school regularly.

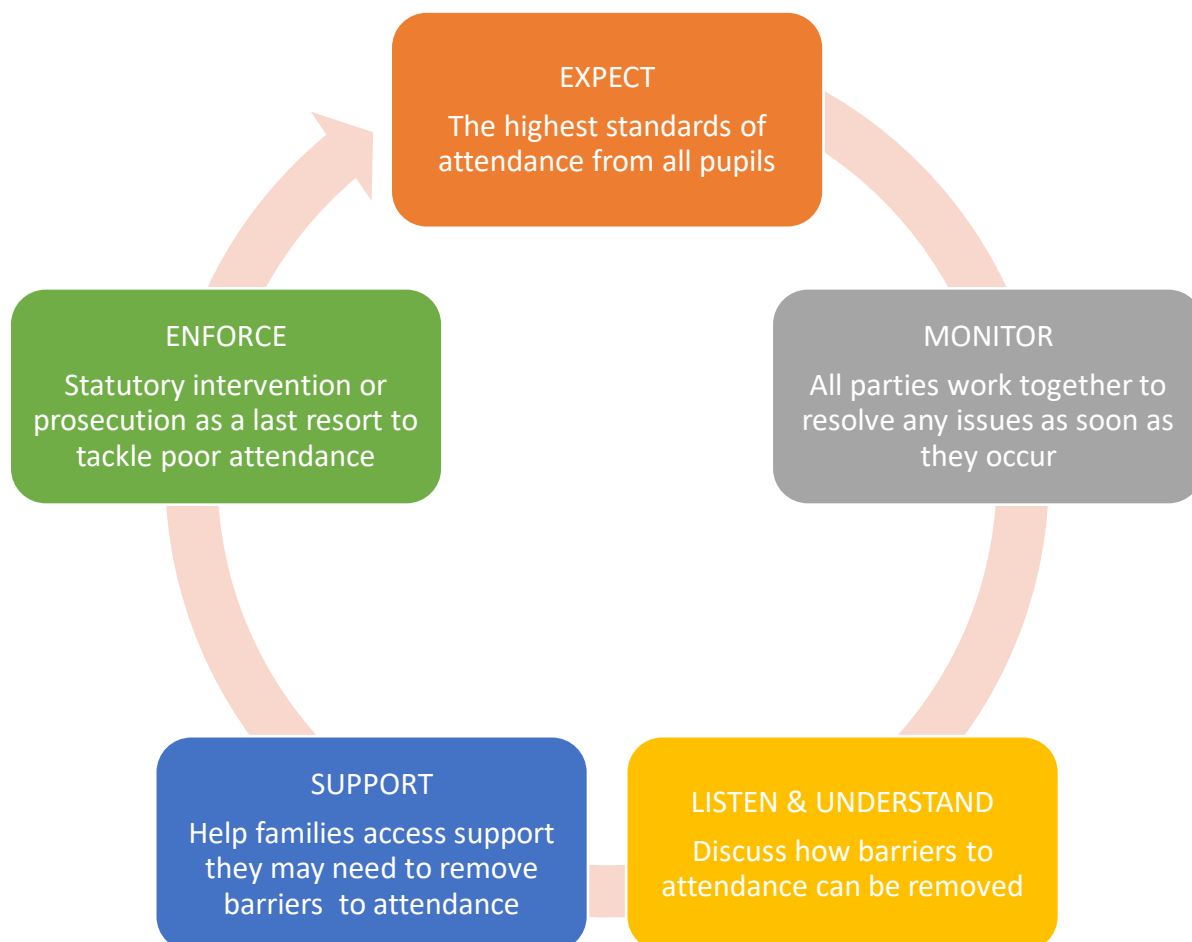
Northern Ambition Academies Trust encourages all of our pupils to live our value of Ambition and have high aspirations. We want pupils to truly believe that anything is possible. This is only achievable if they have regular attendance.

The benefits of good attendance at school are far reaching but essentially, good attendance is the essential foundation to positive outcomes for all pupils and research shows that children and young people are at less risk of harm when attending school regularly. Put simply, attending school all day every day is crucial to a child's development and future life opportunities.

### 2. Working together to improve attendance.

Our aim is to successfully treat the root cause of absence and ensure that we do all we can to remove barriers to attendance. To do this, it is essential that we work together, not against one another. How we will do this is outlined below:

We recognise that school is the best place for the vast majority of children and young people to access an effective education and secure their happiness, safety and wellbeing. By increasing attendance, we will jointly improve life chances, broaden outlooks and ensure better outcomes for children, families and communities. All of our trust schools have learning mentors and attendance officers who work with pupils and their families to improve attendance. Examples of



support could include:

- Buddy system.
- Support plan with class teachers/form tutors/Pastoral Leaders.
- Work with external professionals to identify areas for support.
- Support from the SEND team to identify learning or medical needs which create a barrier to attendance.

### Meet the Team.

Below is information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis, as well as for more detailed support on attendance.



Airedale Academy – 01977 664555

- Mrs. Suzanne Parker (Education Welfare Officer)
- Mrs. Sharon Robinson (Attendance Officer)
- Mr. James Podlewski (SLT Attendance Champion)



Airedale Infant School - 01977 519281

- Mrs. Linda Wells (Attendance Officer)
- Miss. Louise Clarkson (SLT Attendance Champion)



Airedale Junior School - 01977 556946

- Mrs. Linda Wells (Attendance Officer)
- Miss. Louise Clarkson (SLT Attendance Champion)



Oyster Park Primary Academy -

- Mrs. Hilary Bodycombe (SLT Attendance Champion)
- Miss C Pointing – Family Support Worker
- Mrs G Sedgwick – Family Support Worker

### **3. The role of Trust schools**

Within each of our Trust schools, regardless of Key Stage, attendance is the essential foundation to positive outcomes for our pupils. Therefore, all staff, regardless of their role within the school, are expected to take responsibility for securing positive attendance for every pupil. As a parent/carer, you should expect to receive communication from a wide range of staff members if your child is absent from school.

As a Trust, our commitment to our pupils and families is as follows:

- We will embed a whole school culture that promotes the benefits of high attendance. This will be delivered via an extensive programme of rewards alongside examination outcomes.

- We will build strong relationships with our families. All schools aim to listen to and understand barriers to attendance and work with our families to remove them. However, parents and carers should be prepared to be challenged where it is felt that barriers created are not genuine reasons for absence.

Within each school, every child will have the opportunity to develop at least one trusted relationship with an adult such as a teacher or pastoral member of staff. All of our staff care about every individual child and have a desire to make a genuine impact on their engagement with and enjoyment in school.

#### 4. Attendance Rewards

Each school within our Trust will operate their own bespoke attendance rewards policy. Details of these can be found as an appendix to this policy and on the individual school website.

We are very proud of our Trust-wide attendance rewards programme “*The More Than Club*”.



#### 5. Attendance and The Law

##### 5.1 Understanding Types of Absences

###### Authorised Absence

- Authorised absence is absence with permission from the Headteacher or other authorised representative of the school. This includes absences for which a satisfactory explanation has been provided, e.g. physical sickness or gastro-intestinal distress.
- Even when pupils are engaged in Approved Educational Activity off-site (B Code), they must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency
- The school may authorise absence in the following circumstances
  - Physical sickness or gastro-intestinal distress (excessive or extended absences will require medical evidence)
  - Injury or incapacitation
  - Medical Appointment (copy of appointment to be seen and copied)
  - Family bereavement
  - Conditions rendering attendance impossible or hazardous to a child’s health and safety
  - Religious observance (limitations apply)

- A travelling child's absence
- **Northern Ambition Academies Trust** will make reasonable adjustments to accommodate absence requests for treatment and external sources in line with their absence policy. In these instances, sensitive care will be taken when recording the reason for absence.

### Unauthorised Absence

- Unauthorised absence is absence without permission from the authorised representative of **each** School. This includes all unexplained or unjustified absences.
- **Our trust schools** will not authorise absence in the following circumstances
  - No explanation is offered by the parent/carer
  - The explanation offered is unsatisfactory (e.g. headache, common cold or sore throat)
  - Leave of absence which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school.
  - Special occasions, such as birthdays
  - Minding siblings
  - Parent/guardian or sibling illness
  - Family holidays in term time

**Our trust schools are** not obliged to authorise absences for repeated illness without supporting medical documentation.

### 5.2 Safeguarding

- When parents and carers are unaware of absences there may be significant danger to the young person's safety as it likely that their whereabouts are unknown by a responsible adult
- Unfortunately, there may be occasions when truancy is condoned by parents and carers. If this occurs it is the duty of the school to work with the pupil and family to change their attitudes.

### 5.3 Persistent Absenteeism (PA)

- The Government has deemed that any pupil who has less than 90% attendance should be recorded as a Persistently Absent student.
- Pupils' attendance will be monitored by the Education Welfare officer (EWO) and additional, appropriate staff. (E.G Form tutors and Progress Leaders at secondary level).
- Pupils at risk of becoming PA may be invited to attend a Raising Attendance Plan (RAP) meeting to discuss attendance and any issues or concerns.

### 5.4 Extreme Persistent Absenteeism (PAX)

Northern Ambition Academies Trust classes any pupil who has under 50% attendance to have extreme persistent absence. Particular focus will be given by all of our schools to pupils who are absent from school more than they are present (those missing 50% or more of school). Pupils who fall into this category will have their attendance critically analysed every 6 weeks to track changes.

Pupils in this category are also subject to being asked to attend Academy Council Attendance panels where reasons provided for absence will be challenged.

If improvements are not seen, it is likely pupils in this category will be subject to legal action in the form of fixed penalty notices and/or education supervision orders.

#### **5.5 Absence - Truancy (internal)**

- Pupils should not be allowed to leave a lesson unless they have a valid reason and a valid note.
- Teachers should inform a member of the attendance team if they suspect a pupil is truanting. The pupil's attendance will be checked, and a text message will be sent to parents / carers to let them know that their child is absent from school or lesson without permission.
- Truancy will be recorded on the school's internal system and the appropriate staff members will be made aware.

#### **5.6 Absence - Truancy (external)**

- The school will work with the EWS (Educational Welfare Service), other attendance staff and the Neighbourhood Policing Team to ensure that incidences of truancy from school are identified and resolved.
- Parents and carers will be invited into school to discuss truancy issues, this meeting will provide an opportunity to discuss any support required but also the possibility of legal action being taken against the pupil and or family.

#### **5.7 Absence due to Suspensions**

Suspensions do count as an absence from school and as such will have a negative effect on a pupil's attendance. Pupils should be made aware that being suspended will affect their overall attendance percentage.

#### **5.8 Temporary School Closures**

If any of our trust schools have to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

#### **5.9 First Day Response**

A child not arriving at school where the parents and carers have not informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required. In case of absence:

- On the first day and every day of absence, parents and carers are expected to contact the school, preferably by telephone before 9:00 am
- The parent reporting the absence should give the reason for the absence and the expected date of return
- If the date of the return is unknown, regular contact on a daily basis should be kept with the school; if the school receives no contact a member of the inclusion team will follow the procedure detailed in the Attendance and Registration Procedures (Appendix 1) which includes conducting home visits to check on the welfare of a child/ren.

If a child is absent, we will:

- Telephone parent / carer on the first day of absence when the absence has not been reported or is un-explained.
- An automated absence text may also be sent by 9:30am each day to parents/carers of all pupils who have no marks at that stage
- Conduct a home visit on the third day of the absence
- Invite parents / carers in to discuss the situation with a member of school staff if the child's attendance is a concern.

#### **5.10 Monitoring and Protocols for dealing with Absences**

- School staff will monitor absences via electronic registers on a week-to-week basis
- School staff will monitor irregular attendance of students for example consistent absences, regular patterns of illness and repeated illness.
- Previous year's attendance will be considered when actions are being considered.

#### **5.11 Holiday Request in Term Time**

Annual holidays taken during term time will not be authorised. Holiday requests should be made in writing to the school's attendance team who will assess each request individually, following, Trust Policy, National and Local guidance, and issue a response in writing. It is advisable to request holidays prior to booking, to avoid unaccepted fines. Parents and carers should endeavour to be honest when requesting holidays during term time.

#### **5.12 External Appointments within School Hours**

Please arrange all appointments outside of the school day where possible. If the appointment is unavoidable, the Trust expects your child to attend before and after the appointment. Please provide us with evidence of the appointment. A full day's absence will not be authorised for a medical appointment. Any full day's absence will be marked as parentally condoned truancy.

#### **5.13 Legal Information**

Section 175 of the Education Act 2002 Places a duty on governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and pupils under the age of 18.

Section 7 of The Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age. The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

a) to his/her age, ability and aptitude, and

b) to any special educational needs, he/she may have, either by regular attendance at school or otherwise

Section 576 Education Act 1996 requires parents and carers to secure the education of their children of compulsory school age.

#### **5.14 Legal measures for tackling persistent absence or lateness**

The following legal measures may be used for parents of compulsory school age children who are registered at a school and are not attending regularly:

- Penalty Notices: The Anti-Social Behaviour Act 2003 Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996 Penalty Notices Wakefield Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12-school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.
- Penalty Notices can be issued when
  - a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has considered DfE guidance to inform its decision-making
  - where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents and carers failure to attend/co-operate at a Raising Attendance Plan meeting
  - Parents and carers will be alerted/warned by the attendance officer about the possibility of a penalty notice being requested for unauthorised absence. If more than one parent has parental responsibility, both parents and carers will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents and carers during the year. However, this action must be subject to careful consideration and co-ordination.

#### **5.15 Legal Action taken under Section 444 (1) and (1a) Education Act 1996**

Where the school has tried to address a pupil's unauthorised absences, but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated. Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail, the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction



- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

## Appendix 1: Day to day operational processes

### 1.1 - Airedale Academy



If ill:

- Parents/carers to telephone their school that morning (if possible, by 9.00am)
- If this is not possible, please email the school instead.

If known beforehand that students are going to be away from school, please bring an appointment card or letter and hand to a member of school staff giving the reasons and dates.

Remember that all staff in our trust schools will investigate unexplained absences. This can lead to a student being placed on a persistent absence list, involvement with the EWO, £60 fixed penalty fines and ultimately parents/carers being sent to court and fined upwards of £120.

**Since September 2013, regulations have been in place in relation to term-time holidays.**

As a result of these regulations, the Principal can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence on the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means you will be fined for your child's absence.

*Note: Payment of a Penalty Notice, if paid within 21 days is £60, If you do not pay within 21 days the fine will be increased to £120 and you will then have a further 7 days to make this payment in full.*

**Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under section 444 of the Education Act 1996.**

### **Please note the following:**

- Time out of school means a break in learning, affecting student achievement
- Attendance falls to 85% by taking a two-week family holiday in term time
- Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to school in advance, as the DfE have told schools they cannot authorise any absences after they have been taken.

### **Rewards**

The Academy will promote an ethos of outstanding attendance by providing a range of rewards which students can aim for including trips out of school, postcards and letters home to parents and carers attendance certificates, PRIDE points and raffle prizes, The most important reward is successful outcomes at KS3/4/5 leading to future prosperity and well-being.

Each week, students can be nominated as an 'Attendance Hero'. This could be for 100% attendance, improved attendance over time or improved attendance following a period of absence. All students nominated will receive a postcard home and be entered into a random prize draw which will have 5 prize winners each week.

Each half-term, each form group will have the chance to win the 'Airedale Champions League'. This is a Whole school League Table based on form group attendance %. There will be half-termly prizes for 1st, 2nd and 3<sup>rd</sup> along with a year group leader prize

Each term, all students with 'More Than' 96% attendance will win an award and receive a prize to celebrate their fantastic achievements.

### **Taking the register**

Registers are legal documents –they may be used as evidence in court cases. For this reason, they are retained for a minimum of three years.

- The legal register is held on Bromcom (Management Information System)
- Attendance is marked electronically in Bromcom
- The register will be taken at the start of registration and of each lesson.
- Students have registration with their form tutor in the morning, once a day  
Registration starts at 8:30am and finishes at 8:55am. At this point in time, the AM register will be closed. Any students who arrive after this point will be given a 'U' code to indicate that they arrived in school after registration closed
- All registers should be taken within the first 10 minutes of every lesson
- The school bell rings at 8:30am and students are expected to be in registration in order for the register to be taken

- The PM register will close at 12:35pm.
- On a daily basis each form tutor should ensure that the previous day's registers are checked and that any absences are queried.
- Once the school has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the school office
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the school

### **Punctuality and Lateness**

The school actively discourages late arrival by challenging it whenever it occurs

- Students should be on site by 8:25am, this allows sufficient time for students to arrive for their registration by 8:30am
- If a student is late to school twice in the same week, for example if they arrive at the school gate after 8:30am without a valid reason (by either letter or phone call) they will receive a 30-minute late detention to be held in the canteen. Parents and carers will be informed about the detention via a text message.
- If a student is late to school after Registration (8:55am) they should sign in at the Head of Year hub. If a student is late to two separate lessons on the same day, they will receive a 30-minute late detention to be held in the canteen. Parents and carers will be informed about the detention via a text message.
- Form tutors should actively promote punctuality and remind students of the importance of being on time.
- The 'Late' will be recorded on our electronic management system Bromcom

Students who are consistently late are disrupting not only their own education but also that of the other students. (On-going and repeated absent lates (U code) are unauthorised absences and may be subject to legal action). Parents and carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents and carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12-week period, the school may ask Wakefield EWS service to issue parents and carers with a fixed penalty notice.

### COMPLETING REGISTERS

- All registers are to be completed electronically using Bromcom.
- If you cannot log into the system, you must complete a paper register and return this to the Family Support office upon completion. Report this issue to a member of the admin team as soon as you can.
- When completing the register, a child is marked as **in school or absent only**. Any medical appointments, late arrivals etc will be recorded by the Inclusion Team. **Please do not leave any gaps.**
- If you need any support using Bromcom please speak to a member of the admin team as they are happy to offer support.

### Morning Registration

- The register for your class must be completed and saved **by 9:05am**.
- It is vital you complete the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.
- If you have any information passed to you by the child's parent/carer regarding absence or appointments, please add this to the register by clicking on the *notebook* symbol in the box with the child's name.

### Afternoon Registration

- The register for your class must be completed and saved **by 1:10pm**.
- It is vital you complete the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.

### CHECKING ATTENDANCE

In the morning's teachers will complete electronic registers by **9:05am**.

If there is a problem completing the register using Bromcom a paper copy will be sent to the Family Support office by 9:05am and the fault reported to the Admin Team.

In the afternoon's teachers will complete registration by **1:10pm**.

### Morning Registration

- When office staff are informed by parents that a pupil will be absent, they will record the details of the absence on the form provided.
- Office staff will record these absences onto Bromcom by **9:05am**. Any absences not recorded on Bromcom by this time will be clearly marked on the form.

- A copy of the completed form will be collected by a member of the Inclusion Team at **9:05am**.
  - The Family Support Team will complete the recording of any absences not already recorded by the office staff on Bromcom. This will include any absences from the form and any answer phone messages left directly for the Family Support Team.
  - The Inclusion Team will generate a report on Bromcom detailing absent pupils using the following:
    - Reports
    - Attendance
    - Attendance forms
    - Group Absentee
    - Select date from – to
    - Select class/classes
    - Generate reports
  
- By **9:15am**, the Family Support Team to begin to verify the reason for all pupil absences where the school have not received communication regarding the reason for the absence. **The Family Support Team will check the attendance of key children first. If any of these children are absent the first response procedure will be actioned immediately:**

**First Response Procedure for Key Children (Vulnerable)**

1. Check the electronic sign in system to check if the pupil has signed in late.
2. Visit the pupil's class to check whether or not they are in class.
3. Check any groups the pupils may be in e.g. Read Write Inc group, Forest School to see if they are present or not.
4. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/carer regarding contacting the police.**

5. If no contact can be made with the main parent/carer contact the second person on the contact sheet.
6. If no contact is made and/or the whereabouts of the key child/ren cannot be verified and they have a HUB worker or social worker contact them immediately.
7. Notify a member of SLT of the situation.
8. Conduct a home visit. When returning from the home visit a discussion must take place with either the HT, DHT or AHT to decide the action needed next to safeguard the child/ren not in school.

**Procedure for Pupils Marked as Absent**

1. Check the electronic sign in system to check if the pupil has signed in late.
2. Visit the pupil's class to check whether or not they are in class.
3. Check any groups the pupils may be in eg Read Write Inc group, Forest School to see if they are present or not.

4. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/carer regarding contacting the police.**

5. Record on Bromcom the time calls were made to the parent/carer and if any messages were left.
6. **If you have concerns regarding a specific child/ren's absence from school discuss immediately with the HT, DHT or AHT; if appropriate conduct a home visit.**
7. If no contact is made and the child/ren are absent in the afternoon repeat the above procedure.

### **Afternoon Registration**

- Family Support Team will generate a report on Bromcom detailing absent pupils using the following:
  - Reports
  - Attendance
  - Attendance forms
  - Group Absentee
  - Select date from – to
  - Select class/classes
  - Generate reports
- By **1:10pm** the Family Support Team to begin to verify the reason for all pupil absences where the school have not received communication regarding the reason for the absence:
  1. Check the electronic sign out system to check if the pupil has signed out.
  2. Visit the pupil's class to check they are not in class.
  3. Check any groups the pupils may be in. In the afternoon's pupils have a range of different learning activities for example Forest Schools, Cooking, Elite Sport.
  4. Check if the pupil is attending any activities off site. Staff will have a school mobile phone with them on off site visits so if necessary, contact the lead teacher to check on a pupil's attendance.

**If a pupil should be in school and is not, notify a member of SLT immediately.**

### **Procedure for period of absence**

When a pupil has been absent from school for 3 days a home visit will be conducted. The visit will be conducted even if we have had contact from the parents/carers of the absent child/ren. The home visit will take place on the 3<sup>rd</sup> day of the absence.

### **Child Missing In Education Procedure**

- Any child absent for 10 consecutive school days with no reasonable explanation provided to the school becomes Missing in Education.
- A referral will be made to the Education Welfare Service (EWS).

### Appendix 1.3 - Airedale Infants & Juniors



#### COMPLETING REGISTERS

- All registers are to be completed electronically using Bromcom.
- If you cannot log into the system, you must complete a paper register and return this to the school's Attendance Officer upon completion. Reporting this issue to a member of the admin team as soon as you can.
- When completing the register, a child is marked as **in school or absent only**. Any medical appointments, late arrivals etc will be recorded by the Attendance Officer or Admin Team. **Please do not leave any gaps.**
- If you need any support using Bromcom please speak to a member of the admin team as they are happy to offer support.

#### Morning Registration

- The register for your class must be completed and saved **by 9:00am**.
- It is vital you complete the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.
- If you have any information passed to you by the child's parent/carer regarding absence or appointments, please add this to the register by clicking on the *notebook* symbol in the box with the child's name.

### Afternoon Registration

- The register for your class must be completed and saved **by 12:45pm or 1:30pm (dependent on lunchtime rotation)**
- It is vital you complete the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.

### CHECKING ATTENDANCE

In the morning's teachers will complete electronic registers by **9:00am**.

If there is a problem completing the register using Bromcom a paper copy will be sent to the Attendance Officer by 9:05am and the fault reported to the Admin Team.

In the afternoon's teachers will complete registration by **12:45pm or 1:30pm as appropriate**

### Morning Registration

- When admin staff are informed by parents that a pupil will be absent, they will record the details of the absence on the form provided.
- Admin staff will record these absences onto Bromcom by **9:00am**. Any absences not recorded on Bromcom by this time will be clearly marked on the form.
- A copy of the completed form will be collected by the Attendance Officer at **9:00am**.
  - The Attendance Officer will complete the recording of any absences not already recorded by the admin staff on Bromcom. This will include any absences from the form and any answer phone messages left directly for the Attendance Team
  - The Attendance Officer will generate a report on Bromcom detailing absent pupils using the following:
    - Reports
    - Attendance
    - Attendance forms
    - Group Absentee
    - Select date from – to
    - Select class/classes
    - Generate reports
- By **10:00am**, the Attendance Officer will begin to verify the reason for all pupil absences where the school have not received communication regarding the reason for the absence. **The Attendance Officer will check the attendance of key children first. If any of these children are absent the first response procedure will be actioned immediately:**

### First Response Procedure for Key Children (Vulnerable)

9. Check the electronic sign in system to check if the pupil has signed in late.



10. Visit the pupil's class to check whether or not they are in class.
11. Check any groups the pupils may be in e.g. Read Write Inc group, Forest School to see if they are present or not.
12. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/carer regarding contacting the police.**

13. If no contact can be made with the main parent/carer contact the second person on the contact sheet.
14. If no contact is made and/or the whereabouts of the key child/ren cannot be verified and they have a HUB worker or social worker contact them immediately.
15. Notify a member of SLT of the situation.
16. Conduct a home visit. When returning from the home visit a discussion must take place with either the HT, DHT or AHT to decide the action needed next to safeguard the child/ren not in school.

#### **Procedure for Pupils Marked as Absent**

8. Check the electronic sign in system to check if the pupil has signed in late.
9. Visit the pupil's class to check whether or not they are in class.
10. Check any groups the pupils may be in eg Read Write Inc group, Forest School to see if they are present or not.
11. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/carer regarding contacting the police.**

12. Record on Bromcom the time calls were made to the parent/carer and if any messages were left.
13. **If you have concerns regarding a specific child/ren's absence from school discuss immediately with the HT, DHT or AHT; if appropriate conduct a home visit.**
14. If no contact is made and the child/ren are absent in the afternoon repeat the above procedure.

#### **Afternoon Registration**

- Family Support Team will generate a report on Bromcom detailing absent pupils using the following:
  - Reports
  - Attendance
  - Attendance forms
  - Group Absentee
  - Select date from – to
  - Select class/classes

- Generate reports
- By **1:30pm** the Attendance Officer to begin to verify the reason for all pupil absences where the school have not received communication regarding the reason for the absence:
  5. Check the electronic sign out system to check if the pupil has signed out.
  6. Visit the pupil's class to check they are not in class.
  7. Check any groups the pupils may be in. In the afternoon's pupils have a range of different learning activities for example Forest Schools, Cooking, Elite Sport.
  8. Check if the pupil is attending any activities off site. Staff will have a school mobile phone with them on off site visits so, if necessary, contact the lead teacher to check on a pupil's attendance.

**If a pupil should be in school and is not, notify a member of SLT immediately.**

#### **Procedure for period of absence**

When a pupil has been absent from school for 3 days a home visit will be conducted. The visit will be conducted even if we have had contact from the parents/carers of the absent child/ren. The home visit will take place on the 3<sup>rd</sup> day of the absence.

#### **Child Missing In Education Procedure**

- Any child absent for 10 consecutive school days with no reasonable explanation provided to the school becomes Missing in Education.
- A referral will be made to the Education Welfare Service (EWS).