

Attendance Policy



Exeter

a learning community

Approved by: AIB **Date:** Sept 2020

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1. Aims & Values

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

Schools to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.

Parents to:

- perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

All pupils:

- to be punctual to their lessons.

Taken from: School attendance: Guidance for maintained schools, academies, independent schools and local authorities, September 2018

At Exeter, we expect the highest level of attendance and punctuality from our pupils. Our target for attendance is the national average of 96%.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The school gates open by 8:40 am each day. Pupils must arrive in school by 8:50 am. The school gates close at 9:00 am. Children arriving after this time will be signed in at the office using Inventory.

The register for the first session will be taken at 8:50 am and will be kept open until 9:00 am. The register for the second session will be taken at 12:45 pm for Key Stage 1 and 1:45 pm for Key Stage 2.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:00 am (or 1pm for afternoon attenders at Nursery).

This is for all children who are expected to attend that day, including nursery children. This is for safeguarding purposes to ensure that all children are safe.

To inform the school of your child's absence, please contact the school office and speak to a member of the office staff or leave a voicemail. Voicemail messages are checked regularly throughout the day. It is expected that a reason is provided for the child's absence. These reasons will be recorded on SIMS alongside the child's registration document. It is the decision of the Principal to decide if the reason provided will be authorised (see section 4 below). Parents must contact the school office every day their child is absent, unless advised otherwise by a member of school staff e.g. long term absence due to an operation.

If the school is not contacted to notify them of an absence, then the following 'First Day Response' procedure will be followed to ensure that all of our children will be safeguarded effectively.

- All contacts on the child's contact list will be tried.
- The school will conduct a home visit.
- If there is no response at home, the school will risk assess based on the circumstances e.g. the age of the children/if there are safeguarding concerns, and either:

- Make, a referral to the Multi-Agency Safeguarding Hub (MASH) or the Police will be called to request a welfare check or;
- The school will home visit again the following day if there is no contact again, make a referral to MASH or request a welfare check from the Police.
- If the school believe that a child “Missing in Education” then the school will contact the local authority on the 10th day of absence with no contact. See Appendix 3 and the school’s safeguarding policy.

We ask, wherever possible, we ask that you make routine appointments outside of school hours. If your child must be taken out of school for any reason during the school day, we ask that you notify the school of the reason and the expected return time. The child will need to be signed in and out of the school premises.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. This will be recorded as an unauthorised absence.

Lateness is monitored as part of the Attendance Monitoring process and will be addressed with parents. Repeated instances of unauthorised absences through lateness will be addressed in the same way as other unauthorised absences.

Attendance Codes can be found in Appendix 1.

3.5 Reporting to parents

Children’s individual attendance records are shared with parents periodically throughout the school year: Autumn Parent’s Evening, Spring Term Parent’s Evening and it is also included in the child’s Annual Report at the end of the school year. Where a child’s attendance is of concern (below 96%), attendance concerns will be raised to parents.

4. Authorised and unauthorised absence

4.1 Holidays and Other Requests for Term-time Absence

The Principal may not grant any leave of absence to pupils during term time unless they consider there to be ‘exceptional circumstances’. These decisions are at the discretion of the Principal and it is for them to determine the amount of time that can be authorised. **This will not be granted for a family holiday.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Parents who wish to request a leave of absence during term time must complete a ‘Leave of Absence’ form (see Appendix 2), and submit any supporting evidence with it.

4.2 Authorised absences

Valid reasons for **authorised absence** include:

- Medical/dental appointments – evidence of these appointments e.g. letter or text message, must be provided to the school office in advance of these appointments. However, we ask that where possible, such appointments are taken outside of school hours to avoid unnecessary loss of learning time.
- Illness – we may ask for medical evidence to verify the child’s illness before the absence is authorised.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

4.3 Unauthorised absence

Reasons for **unauthorised absences** may include:

- Term time holidays
- Medical appointments that cannot be verified
- Lateness after 9:30
- No reason given
- School staff have cause to believe that the reasons for absence given are not genuine

4.4 Fixed Penalty Notices

Schools can refer parents to the local authority for a penalty notice (fine) as a result unauthorised absence of their child from school (where the child is of compulsory school age).

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Please be aware:

Where a child has had two periods of unauthorised leave for which the parent has been issued with a penalty notice (PN) (fine), on the third occasion, no PN will be issued and that parent will be prosecuted under S444(1).

Please see the EIPT Attendance Enforcement Policy, which is available on our school website for further details.

4.5 Persistent Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

4.6 Planned Responses to Poor Attendance

Where attendance is identified as a concern, the following responses will be implemented (the subsequent steps will be implemented where no improvement has been made):

1. **Letter to be sent to parents/carers to advise of attendance concerns**
2. **Parents to be invited to a meeting at school to discuss concerns if there is no improvement from the letter about attendance and how this can be improved**
3. **Attendance Contract between parent and school to be implemented and an Early Help Assessment (EHA) to be offered. SLT member to attend this meeting.**
4. **Referral to the Educational Inclusion Partnership Team (this may include the issuing of a Fixed Penalty Notice or Prosecution – see *School Attendance parental responsibility measures, DfE, January 2015*)**

See appendix 4 for specific steps to be taken in response to Lateness, Attendance below 96% and Persistent Absence.

Please be aware:

Where a child has had two periods of unauthorised leave for which the parent has been issued with a penalty notice (PN) (fine), on the third occasion, no PN will be issued and that parent will be prosecuted under S444(1).

Please see the EIPT Attendance Enforcement Policy, which is available on our school website for further details.

5. Strategies for Promoting & Rewarding Excellent Attendance

Aims:

- To ensure good attendance and punctuality (96%) is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality (above 96%) through rewarding good attendance and punctuality.

5.1. Whole School Strategies

Weekly Celebration Assemblies

Celebration Assemblies are held every week. The attendance for all classes is shared and the winning class in each Key Stage are awarded the attendance trophy.

School Newsletter

Each half term, the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

School Notice Board

Noticeboards are displayed outside the school office and the Key Stage 2 playground to share attendance figures with parents.

Displays

Displays are used throughout the school to share attendance figures and to promote good attendance with pupils.

Breakfast Club

The Breakfast Club runs every day. This supports parents by allowing them to drop their children off from 7:30 am, ensuring they are on time for school.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

Sharing Attendance Data

Pupils are informed on a weekly basis of attendance/punctuality achievements. The class achieving the highest attendance/punctuality, and the number of pupils achieving 96%.

Parent/Teacher Consultation Evenings

This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. If it is an ongoing issue it is referred to the Attendance Officer for support.

6. Attendance monitoring

6.1 Overview

The attendance officer monitors pupil absence on a daily basis, with in-depth reports being generated on a weekly basis. This includes tracking the attendance of individual groups of pupils, as well as groups of pupils such as those identified as Pupil Premium or having a Special Educational Need. An overall attendance figure is generated for the school, and this is compared to the previous two-years. This, and individual class attendance figures, are shared with staff, parents and pupils on weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3).

Parents are expected to call into school each day that their child is unwell.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average (96%), and share this with governors.

6.2 Summary of Daily Procedures

Daily Procedures	By whom	Outcomes and Actions
Parents ensure pupils arrive at school on time.	Parents/carers	Children will be in school to start learning on time.
Parents inform the school by 9:00 am, if their child is going to be absent that day.	Parents/carers	Office staff update registers with the appropriate code and reason for absence.
Pupils arriving late (after 9:00 am) to school are registered at the Reception.	Parents using Inventory	Absence mark on SIMS amended to a late mark.
Attendance Officer to meeting parents who are late and discuss reasons for lateness.	Attendance Officer	Appropriate actions to be completed by Attendance Officer or parents following discussion.
Teachers to take the register using SIMS at specified times during the school day.	Teachers/Supply staff	Teacher to inform Attendance Office of Concerns.
First day response phone calls are made by the Office Administrator in instances where parents have not contacted the School Office.	School Administrator	School Administrator to update SIMS with reasons and the correct codes. They will also inform the Attendance Officer of any families they have been unable to contact.
Attendance Officer may carry out home visits and contact the Police/MASH if there are concerns about a child's safety.	Attendance Officer	Contact to the Police/Safeguarding Referrals made as required.

6.3 Summary of Weekly Procedures

Weekly Procedures	By Whom	Actions/Follow up
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Attendance/punctuality statistics to be generated and analysed. To include: Overall whole school attendance figure Attendance by class Attendance by group Lates Persistent Absence	Attendance Officer	Actions to be taken as a result of analysis to address issues/emerging trends.
Attendance Figures shared in assembly, displayed around school and shared with parents. Attendance trophy awarded to the class with the highest attendance in KS1/KS2.	Attendance Officer	All members of the school community are aware of attendance results.

6.4 Summary of Half-Termly and Termly Procedures

Termly Procedures	By whom	Actions/Follow up
Analyse termly attendance/punctuality data to monitor trends and progress.	Attendance Officer	Actions to be taken dependent on the outcomes of the analysis.
Assemblies to promote attendance/punctuality and share term's data and progress.	SLT/Attendance Officer	
Individual attendance/punctuality discussed with pupils and families, at parents' evenings (Autumn and Spring). Attendance records shared within the child's annual report at the end of the Summer term.	Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families.
Analyse attendance/punctuality data for the term and to identify cases of concern and develop appropriate interventions.	Attendance Officer/SLT	Targeted intervention for individual concerns.
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	Attendance Officer/SLT	Targeted intervention for individual concerns.
Review success and impact of attendance/punctuality strategies for the term.	Attendance Officer/SLT	Amend and refine interventions as appropriate.

7. Roles and responsibilities

7.1 The Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

The Attendance Governor, meets regularly with the attendance officer and reports back to the Governing Board.

7.2 The Principal

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Principal also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The Principal will hold meetings with parents as a result of poor attendance/punctuality.

7.3 The Attendance Officer

The Attendance Officer:

- Takes a lead on attendance on day-to-day basis
- Monitors attendance data (daily, termly, yearly) at the school and individual pupil level
- To liaise with the School Administrator on a daily basis about pupil absence
- Produces weekly attendance reports to the Senior Leadership Team
- Responds to findings in the attendance data
- Reports concerns about attendance to the Headteacher
- Works with the Education Inclusion Partnership (EIPT) to tackle persistent absence
- Notifies parents that their child's attendance is of concern (Below 96%)
- Arranges calls and meetings with parents to discuss attendance issues
- Supports families, where appropriate, with individual approaches to promote good attendance, this may include leading Early Help Assessments.
- Liaise with families where to support them in over-coming barriers to good attendance
- Advises the Principal when to issue fixed-penalty notices
- Liaise with the School's Safeguarding lead, Social Care, MASH and the Police as required
- To ensure that the strategies identified to promote good attendance are in place and effective, including monitoring the effectiveness of strategies to support individual families.
- Reporting reduced timetables, and exclusions to EIPT
- Reporting children as 'Missing in Education' to EIPT

7.4 Class Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. They must ensure that the register is completed within the appropriate timescales, and it is accurate. They must also:

- Carry out in-lesson monitoring and record the 'Number on Roll' on a daily basis on their class whiteboard
- Record the class' weekly attendance figure on their class door and discuss this with their pupils
- Praise and celebrate good attendance
- Share any concerns or information they have about poor attendance with the Attendance Officer/Safeguarding Lead, as appropriate.

7.5 Office Staff

Office staff are expected to take calls from parents about absence, and check the school messages, recoding the reasons for absence on SIMS. They will also contact parents who have not made contact with the school office by 9:00, and will call other contacts on the child's file if contact with the parents cannot be made. They will inform the Attendance Officer of concerns e.g. unable to make contact.

7.6 Parents

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school by 9:00 am. **If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school can contact parents to collect them. Please see the Guide for Parents (Appendix 3).**

If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought back to school after appointments. Pupils should miss as little time as possible. School can administer prescription medication and Calpol (with parental permission). Please contact the school office to arrange this.

Therefore, parents are expected to:

- **Ensure their child attends school and arrives on time every day**
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons e.g. PE Kit
- Arrange medical and dental appointments outside school time wherever possible
- Telephone to inform the school on each day of absence for their child
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning

8. Monitoring arrangements

This policy will be reviewed annually by the Assistant Principal. At every review, the policy will be shared with the Governing Body.

9. Links with other policies

This policy is linked to:

Child Protection Policy (this includes procedures for Children deemed to be missing in education)

Inspiring Futures Through Learning: Attendance Core Values

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness, including a confirmed case of Covid 19.
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend or due to public health advice e.g. school closures due to lockdown and cannot attend school or unable to travel due to Covid.
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Request for Term Time Leave of Absence

Appendix 3: Further information on a child missing from education as stated within Keeping Children Safe in Education 2020:

All children, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. School and staff should follow their procedures (as stated in the Attendance Policy) for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. Schools and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation and forced marriage. Further information about children at risk of missing education can be found in the Children Missing Education guidance.

Schools - The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers. Schools must place pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education. It is important that the admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education. Schools should monitor attendance and address it when it is poor or irregular.

All schools must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of **10 school days** or more, at such intervals as are agreed between the school and the local authority. Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date on which the pupil first attended or is due to start attending that school.

Schools are required to notify the local authority within five days when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority

requests for such information to be provided. Schools must also notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, 15 as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided. A pupil's name can only be deleted from the admission register under regulation 8(1), subparagraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the Children Missing Education guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide¹⁶ the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

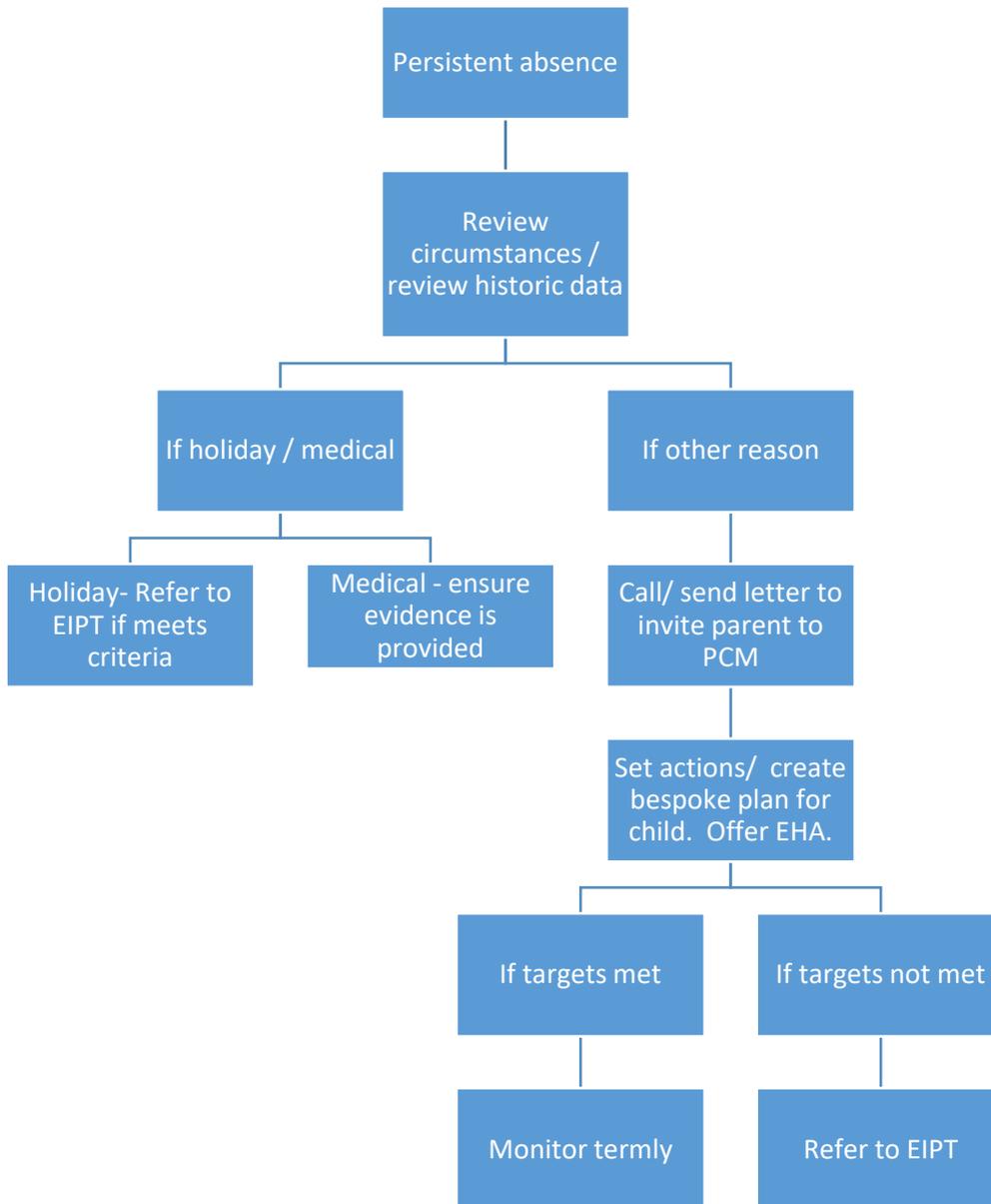
Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown.

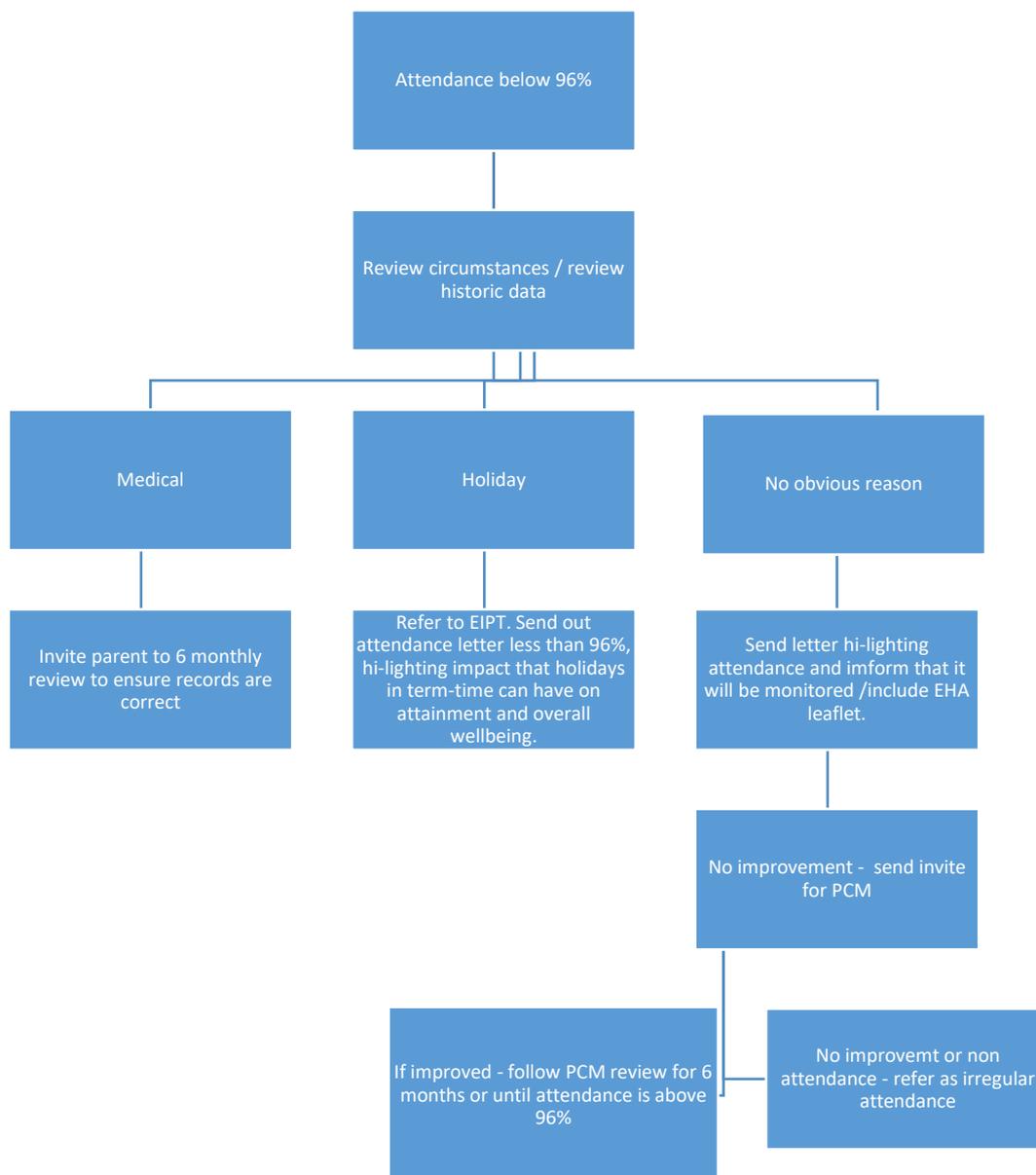
Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns. It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised. The department provides a secure internet system – school2school – to allow schools to transfer pupil information to another school when the child moves.

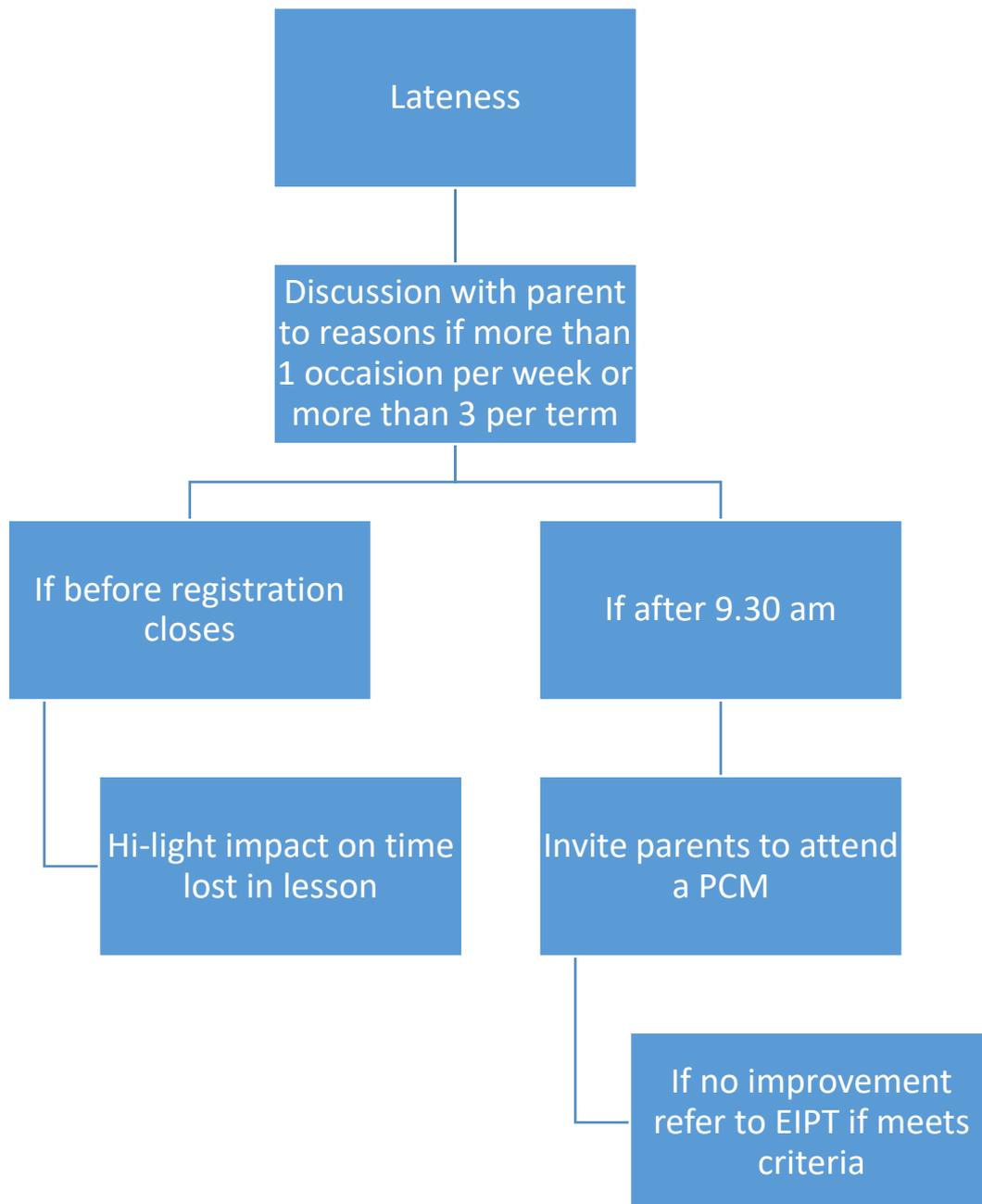
All local authority-maintained schools are required, when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school.

Independent schools can be given access to school2school by the department. The school2school website also contains a searchable area, commonly referred to as the 'Lost Pupil Database', where schools can upload CTFs of pupils who have left but their destination or next school is unknown, or the child has moved abroad or transferred to a non-maintained school. If a pupil arrives in a school and the previous school is unknown, schools should contact their local authority who will be able to search the database.

Appendix 4: Response to Poor Attendance







Appendix 5: Home Visits Process

Purpose of home visits

1. Visits to families in their homes are necessary in order to provide relevant support and/or advice regarding attendance (first day response), school and welfare issues.
2. To make contact with families during the period of home schooling (Covid-19) where contact via other means has not been possible and/or a concern has been raised during communication that warrants a home visit.
3. Home visit for new pupils to meet key staff (Appointments will be pre-arranged). Depending on the reason for the home visits some will be pre-arranged, however for the purposes of promoting attendance and safeguarding pupils, ad-hoc home visits will also be necessary at times. Home visits should be conducted in pairs, under no circumstances are school staff to make lone visits. Staff should always request to see the child on a home visit, where this is not possible ensure that the reason is logged on the home visit report on the portal. Where any concerns are raised either prior, during or after a home visit these must be recorded via MyConcern.

Before the visit

Prior to conducting a home visit, a risk assessment must be done with support from the Safeguarding Team ensuring the following are considered:

- Are there concerns about the intended visit e.g. potential threat or aggression from occupants of household; any concerns must be raised with Senior Leadership Team (SLT) and discussed prior to visiting – decision to be made as to whether extra precautions are necessary in order to preserve staff safety e.g. staff required to attend, police visit etc. If additional risks are identified but school can visit without Police support, they will speak to the office before, during and when the visit is complete.
- Staff members making the visit must advise the school office staff when going on visits and must sign in and out in via Inventory
- Staff members making the visit on the Home visit log which is held on the portal (within Covid 19 folder, home visits folder). Details must include the family name and address and contact details, estimated duration of visit, staff members details of who is attending visit, contact details, transport method (if via car – details of the car must be included).
- If extra visits are necessary whilst already conducting the scheduled visits they must be telephoned through to the school office and duly noted on the home visit record.

Conducting the visit

When conducting a home visit staff should ensure that:

- Knock the door and stand at a safe distance away. (In the case of Covid – 19 a distance of 2 metres must be kept, staff are not permitted to enter a home during this period until the government deems it safe to do so);
- If concern has been raised prior to the visit but it is deemed safe for staff members to visit without Police, arrange for School Office Staff to call 5-10 minutes into the visit; ensure that the call is overheard and the address being visited is confirmed aloud – purpose: identifies that visit location is known to others;
- Do not enter the house if the parent/carer is not present and the child is alone; if this is the case then this should be recorded and followed up in line with safeguarding procedures, taking immediate action if required e.g. contacting police;
- Avoid visiting out of hours (after the close of school office). If a visit is after this time then approval must be requested from SLT;

- Carry a mobile phone in order to be contacted or make contact in the event of an emergency;
- Carry a school identification badge and ensure this is shown prior to entering the house;
- Be mindful of where their vehicle is parked i.e. park in a manner that allows ease of escape with the car facing in the direction of exit;
- Ensure they are aware of exit route from the property i.e. make a mental note of house layout.

Managing an unexpected concern

Home Visit Procedure if an unexpected concern arises about safety...

If concern is noted prior to entering the property:

- Risk assess whether it is safe to continue with the visit;
- Arrange for school office to call once inside the property as per above instructions.

If the concern arises during the visit:

- If you feel intimidated/threatened or uncomfortable – terminate the home visit in a courteous way, making up an excuse to leave if necessary;
- If you feel you are in immediate danger – do not excuse, leave the property immediately.

Return from a visit

It is the responsibility of the staff members conducting the home visit(s) to ensure the School Office team or SLT (if appropriate) are aware that they are safe following completion of the visit(s).

Failure to do so will result in the following actions:

Procedure if staff conducting a visit fails to return or make contact with school

If staff have not returned to school with the expected time frame, the following process will take place.

- Office Staff to contact the members of staff via mobile;
- If no contact can be made raise concern with SLT;
- SLT will attempt to make contact with the staff member again via mobile, and if required, with staff member's next of kin to check if any contact has been received. SLT will then also try to contact families on scheduled visit list using contact numbers on SIMS to identify the address member of staff was last seen;
- If contact cannot be made - Police to be informed.

Dealing with aggression

Action following an incident of verbal or physical aggression by a Parent/ Carer or Student whilst conducting a home visit. The incident must be reported and logged with the Senior Leadership Team and Safeguarding Team. In respect of the student the Safeguarding Team will follow up with the parent and student. In respect of parent/carer this will be passed on to SLT to follow up with the parent/carer. A log of concern must also be raised to record the incident. A log will also be held on the portal within the Safeguarding folder to be used to risk access further visits.



Appendix 6: Persistent Absence Management Form

Form to monitor actions and progress towards attendance below 90%.

Name of child:					
D.O.B					
Class:					
Pupil Premium (circle):	Yes/No				
Pre-Persistent Absence Actions					
Letter sent to both parents/carers		EHA offered		Parent Contract	
Bus offered		Breakfast Club		Parent Contract Review	
Other (please specify):					
Additional Comments:					

Despite the actions taken above, the child's attendance is currently at

Date:

Referral to be made to EIPT (please specify reason below):

Term time absence

Irregular attendance

Outcome:

.....
.....

Follow up letter to be sent to parents/carers

Appendix 7: Guide for Parents – Minor Illness and School Attendance

Children who attend school regularly are more likely to achieve well at school and reach their full potential.

Missing school disrupts school routines and learning. The most common reason for children to miss school is illness, however most of the time childhood ailments can be managed in school.

Please remember that early morning aches often pass, so don't keep your child at home 'just in case' when they could be learning in class.

Tell school staff and they will phone you if your child continues to have symptoms or report that they are unwell.

Please make sure that the contact details the school has are current and up to date.

It is important that the school is able to make contact with you during the day if your child is not well enough to stay in school.

Medical appointments

Where possible please arrange doctor, dentist and optician appointments outside of school hours. If this is not possible, your child should attend school for the remainder of the day.

Other Useful Links

www.hpa.org.uk

www.dh.gov.uk

www.nhsdirect.nhs.uk

www.wiredforhealth.gov.uk

www.dfes.gov.uk

www.immunisation.nhs.uk

Minor Illnesses and school attendance

To help avoid unnecessary school absences, we have produced this leaflet as a general guide to help you decide whether your child is well enough to attend school.



Exeter

a learning community

Infections in Children

Fever

As a general rule, a temperature of 38C (100.4F) or above is classified as a fever in children.

Chicken Pox and Shingles

Your child should be absent from school for at least 5 days. Your child can return to school once the spots have dried and crusted over.

Conjunctivitis

Your child can return to school once their eyes have been treated with eye drops.

Impetigo

Your child can return to school once the lesions are crusted and healed.

Common Cold

Your child can attend school if they have a cold. Your child will only need to be absent if they have a high temperature.

Tonsillitis

Your child can attend school as long as your child does not have a temperature. If your child has been prescribed antibiotics, these can be administered at school.

Diarrhoea

Your child can return to school 24 hours after their last bout of diarrhoea.

Vomiting/Sickness

Your child can return to school 24 hours after their last bout of sickness.

Scarlet Fever

Your child can return to school when they feel well. If your child has been prescribed antibiotics, these can be administered at school.

Chest Infection

Your child can return to school when they feel well and they no longer have a temperature. If your child has been prescribed antibiotics, these can be administered in school.

Ear Infection

Your child can return to school when they feel well and they no longer have a temperature. If your child has been prescribed antibiotics, these can be administered in school.

Hand Foot and Mouth Disease

Your child can return to school when they feel well and the blisters have dried.

Contact Information

Exeter a learning community
01536 204765

Please ensure that you contact the school on the first day of absence.

Attendance policy can be reviewed at
www.exeteralc.com



