



## Lode Heath School

<b>Name of Policy</b>	<b>Attendance Policy</b>
<b>Lead</b>	<b>Mr N Burke</b>
<b>Governor Committee</b>	<b>BSII Committee</b>
<b>Date Last Reviewed</b>	<b>October 2020</b>
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<b>Annual Review Date</b>	<b>October 2021</b>

Lode Heath school seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise their true potential. The school will strive to provide a welcoming and caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with students and their families to ensure each student attends the school regularly and punctually.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents/carers who give low priority to attendance and punctuality.

To meet these objectives, we will establish an effective and efficient system of communication with students, parents/carers and appropriate agencies to provide mutual information, advice and support.

### **Aims**

- (i) To improve the overall percentage of students at Lode Heath school.
- (ii) To make attendance and punctuality a priority for all those associated with Lode Heath School including students, parents/carers, teachers and governors.
- (iii) To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- (iv) To provide support, advice and guidance to parents/carers and students.
- (v) To develop a systematic approach to gathering and analysing attendance related data.
- (vi) To further develop positive and consistent communication between home and the Academy.
- (vii) To implement a system of rewards and sanctions.
- (viii) To promote effective partnerships with the Attendance officer and with other services and agencies.
- (ix) To recognise the needs of the individual student when planning reintegration following significant periods of absence.

### **Principles**

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn every day that the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence on the part of the parent/carer that can result in legal action by Solihull Education Enforcement Team.

Every child is sometimes unhappy about attending school; families may be going through unsettled times that can make regular school attendance difficult. Any problems with regular attendance, especially any concerns about possible bullying or learning difficulties are best sorted out between the school, the parents/carers and the child at an early stage. If a child is reluctant to attend, do not cover up their absence or give in to pressure to excuse them from attending. This gives the impression that school attendance does not matter; it may even make things worse.

Every half-day absence from school must be recorded by staff at the school as either authorised or unauthorised. Therefore, we must be informed about the reasons for each absence.

### **School Attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. Lode Heath School will follow procedures 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 their going missing in future.

Lode Heath School will make the local authority aware of every registered student who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as

unauthorised, for a continuous period of not less than 10 school days Education (Student Registration) (England) Regulations 2006 regulation 12.

The Designated Safeguarding Lead Handbook pathway on children missing from education is in [Appendix 2](#). This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

The Attendance Officer Lead and the Designated Safeguarding Lead will work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly. Lode Heath school use the Solihull Multi-agency Thresholds Criteria ([www.solgrid.org.uk/safeguarding](http://www.solgrid.org.uk/safeguarding)) which is summarised in [Appendix 3](#) to identify the level of concern and provide the appropriate level of support.

## **Definitions**

Authorised absences are mornings or afternoons away from school for a good reason; however, this will still affect the child's school attendance. Examples of unavoidable causes include **emergency** medical/dental appointments (routine appointments should be arranged outside of school hours), illness which renders the child unfit to attend school or unavoidable family circumstances, for example a family member's funeral.

**Unauthorised Absences:** are those that the staff at school do not consider reasonable/exceptional. These are an offence on the part of the parent/carer and include:

- Keeping children off school without a good reason (examples include babysitting a sibling; revising for a test or exam; dispute with a fellow student; attending an event such as graduation or wedding - of someone who is NOT a parent/carer or sibling).
- Truancy from a whole session.
- Absences that have never been properly explained i.e. reporting a child absent without an explanation.
- Children arriving at school too late to get a mark – arriving at school after 10.30am without a note and valid reason for being late will constitute a missed session.
- Taking leave during term-time (e.g. a holiday).

## **Parents' Responsibilities**

Parents/carers are expected to report all absences – see Appendix 1.

Parents/carers are expected to contact school staff and to work with them in resolving any problems together. This is nearly always successful. School can involve the attendance officer to offer support and advice on attendance matters. The attendance officer can also offer support to children and their parent/carer.

## **Procedures**

The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. These are called 'persistent absentees' by the government, regardless of the reason for the absences.

Special procedures may be applied to children at risk of falling into this category: our Attendance Officer will monitor such students on a weekly basis, along with other key staff, and will make contact with parents/carers and speak to students at school to discuss the reasons as to why attendance is less than 90% and will seek to identify what support can be provided to improve attendance.

Note: we have a statutory duty to refer unauthorised attendance to the Solihull Education Enforcement Team to consider legal action/penalty notices.

To ensure high attendance is a priority we:

- Have a dedicated Attendance Officer.
- Provide training on attendance for appointed staff.

- Hold a New Intake Evening and make attendance an item on the agenda.
- Focus on attendance matters in meetings with staff.
- Monitor each student's attendance closely.
- Contact parents/ carers as soon as attendance falls below 95%. Contact should be maintained on a regular basis until 95% is reached. This includes meeting with parents/ carers to address concerns.
- Each student will be set attendance targets at the start of each term. Progress towards these will be monitored on a weekly basis by tutors/HOY.
- Run attendance workshops for students to identify and overcome barriers and promote good attendance.
- Implement strategies to improve attendance such as: the child might be asked to sign in at their Pastoral Office every morning; supervised learning can take place; changes may be made to room plans or timetables, etc.
- Implement Parenting Contracts which will cover an agreed period of time. The contract is signed by both Lode Heath and the child's parents/carers.
- Refer all persistent absentees to The Solihull Education Enforcement team to consider issuing a fixed penalty notice.
- Regularly analyse and then plan and implement actions in response to attendance reports.
- Produce termly/ annual reports to parents/ carers and Governors.
- Contribute Attendance Matters to Lode Heath Stars & other communications.
- Display Attendance Matters at focal points – tutor bases etc.
- Liaise with wider staff on attendance matters including the Arden Multi- Academy Trust Educational Welfare Officer.
- Reinforce the reward systems, including, certificates, end of year/term prizes, weekly on the spot prizes, 100%/personalised postcards home to the child.

We have in place, a system for enabling returning students to catch up on learning and re-integrate within the school.

#### **Procedures to for Marking and Maintaining Registers**

<b>Procedure</b>	<b>Responsible Person</b>
Registers must be taken at the start of the morning session and at the start of the afternoon session	Form Tutor
One each occasion a school must record whether a child was present, absent or late.	Form Tutor
Students should only be marked present if they are in the room when the register is called.	Form Tutor
Spaces must not be left on the register.	Form Tutor
All students should be in their form group and seated by 8.45am for morning registration. The morning register will close at 9.00am. (Children arriving at school after 8.45am will be marked late) Children arriving after 9am need to sign in the main office (and will be marked late).	The Student
Students can only exit the premises through the Main Reception area. Only students being collected or given permission by the office following communication with a parent/ carer for an appointment will be permitted to leave.  Teachers will alert the Attendance Officer when a child is missing from their lesson. The Attendance Officer and Pastoral Support team will then investigate the whereabouts of the student by contacting other staff and initialising a search of	The Parent/Carer The Student Teachers Senior Staff

the premises. If a child remains missing, parents/carers and the local PCSO/Police will be contacted	
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Every half a day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence is where the Associate Headteacher has either given approval in advance for a child of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so or by the Associate Headteacher. [see the Education (Student Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)].

Lode Heath has procedures in place to resolve unexplained absences within two weeks.

Attendance registers may be kept manually or electronically.

School complies with and uses the DFE compulsory national attendance codes

### **Strategies for Improving Attendance and Lateness**

Students are informed that poor attendance, i.e., below 90% is measured every half term and persistent lateness, i.e., more than six late arrivals in an academic year, could mean that they are not eligible for school trips and events. Each case will be assessed on an individual basis and extenuating circumstances will be taken into consideration.

### **Support from the Attendance Officer**

If difficulties cannot be sorted out in this way an attendance action plan can be put into place (agreed targets of attendance, weekly review with the child, regular communication with parents and the use of attendance panels). Difficulties can be resolved by meeting with your child's Head of Year, talking through problems and proposing strategies to help improve attendance, the school may offer parents a formal Parenting Contract, or refer the child to the Attendance officer. The Attendance officer will also try to resolve the situation by agreement wherever possible but, if other ways of trying to improve the child's attendance have failed, the Headteacher has a statutory duty to refer the matter to Solihull Education Enforcement Team who can use legal proceedings if required, including Penalty Notices (fines) or prosecution.

Parents/ carers or students may wish to contact the Attendance Officer (Miss Edgington) or Head of Year themselves to ask for help or information on 0121 7041421.

### **Working in Partnership with Parents**

Absence: If a child is absent from school, parents/carers should contact the school on the first day of absence by 9am and maintain contact with the school throughout the absence.

When your child is not at Lode Heath - for any reason - it is important that we know of their whereabouts, primarily for safety reasons. It is for this reason, that Lode Heath has a dedicated phone line for reporting your child's absence. Absence can include a full or partial day and can be due to illness, medical/dental appointments, holidays, external music exams, funerals or college interviews etc. Our view is that if your child is not on the premises, then they are missing, it is then your responsibility to report the reason for this. Your child's attendance record will then be coded properly to reflect this.

An absence should be reported on the first day of absence, before 9am. The number for the Absence Line is 0121 7041421, menu option 1. Please refrain from sending text messages to this number.

If the absence continues for more than one day, you must call daily. The Absence Line will ask you to say (1) your child's name, (2) your child's form and (3) the reason for absence. You can also report an absence by email on

[absence@lodeheath.org.uk](mailto:absence@lodeheath.org.uk). Upon return, your child must bring with them a note to confirm/further explain the reason for their absence.

If your child has to leave during the course of the day, for any reason other than unexpected illness, the teacher will expect to see an appointment card or letter from a parent/carer. Permission will then be sought from a senior member of staff and your child must then be collected by a parent/carer and signed out in the 'Signing In and Out Book' in Reception. It is very important that you sign this book.

Upon return to Lode Heath, the child must be signed back in using the same book.

If your child becomes unexpectedly ill during the day, then you will be informed and they must be collected by a parent/carer and the Signing In and Out Book filled in. If they are still unwell the following day, then you must call the Absence Line to report this.

It should be pointed out, that if you take your child away from Lode Heath during term time for a holiday, this will be treated as an "unauthorised absence".

In the event of a family funeral, a child's absence will be authorised for 1 day. If more than 1 day is required, for example the funeral is some distance away, then you must write to the Headteacher to request authorised absence.

In the event of an unexplained absence, we will have to contact a parent/carer (or person listed on the child's contact list) to ask why your child is not at Lode Heath. If we are unable to get hold of anyone, your child's record will show an "unauthorised absence".

### **Reasons for Unauthorised Absence**

It is not possible for the school to authorise absences for shopping, looking after other children, minding the house, birthdays, day trips etc. Leave may, however, be granted in an emergency or for genuine pastoral reasons (e.g. after the death of close relative).

Parents/carers are asked to make routine medical and dental appointments outside school time wherever possible. Where such appointments in school time are unavoidable, staff should be informed (in advance). A 'present' mark can still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole day.

### **Reasons for Authorised Absence**

**Illness:** Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school DAILY before 9am. Use commonsense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:

- Is my child well enough to do the activities of the school day? If not, keep your child at home.
- Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would I take a day off work if I had this condition? If so, keep your child at home.
- Children with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone. Most cases of [diarrhoea and vomiting in children](#) get better without treatment, but if symptoms persist, consult your GP.

Other examples of authorised absence may include: one day for religious observance (e.g. Eid celebrations); funerals of family members; non-routine medical appointments; one day for the wedding of parent or sibling.

It is Lode Heath's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parent/carer's note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested.

We can challenge parent/carers' statements or seek additional evidence, e.g., doctor's note, if we have any concerns regarding a child's attendance. The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent odd days absences due to reported illness
- The same day of the week is taken off over a period of time
- The same reasons for absence are frequently repeated
- Where there is a particular medical problems and school may need evidence to seek additional support/provide support

### **Who is Responsible?**

The people responsible for attendance matters in this school are:

- Ms Suddon, Headteacher
- Mr Nicholas Burke, Deputy Headteacher
- Mr Amer Mohammed (for SEN and Looked After students), Assistant Headteacher (Inclusion & SENCO)
- Miss Sophie Edgington, Attendance Officer

The school has a legal duty to promote good attendance. Equally, parents have a duty to make sure that their children attend regularly. School staff are committed to working closely with parents/carers as the best way to ensure as high a level of attendance as possible. Please work with us.

### **Leave of Absence Requests (Exceptional Circumstances)**

The Education (Student Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a student except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

### **Requesting A Planned Absence**

All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an Absence Request Form ([Appendix 4](#)) and submit this to the Headteacher at least two weeks prior to the date required. We will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result, for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.

Parents/carers may be required to provide evidence of the exceptional circumstance and may be required to meet with the Associate Headteacher.

Where the Associate Headteacher is satisfied that there are exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, parents/carers will be asked to reconsider based on these concerns

If the Associate Headteacher deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer ([Appendix 5](#): model pro forma).

If the Associate Headteacher deems that the reasons are not exceptional, the leave of absence will not be authorised, and a letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. See Appendix 6.

If, once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the register. The absences will be referred immediately to the Education Enforcement Team along with all the relevant paperwork for their consideration and this could result in the issue of a fixed penalty notice.

Parents/ carers can support regular school attendance by:

- Making sure your child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging your child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding your child's attendance.
- Working partnership with the school to resolve any issues that are impacting on your child's attendance.

### **Lateness**

A student arriving late may seriously disrupt not only his/her continuity of learning, but also that of others. If your child is late, they must sign in late and record the time of arrival. Arriving late, without a valid reason and note, will result in a 30-minute detention the following afternoon. Please ensure that your child/children arrive on time for morning registration which is at 8.45am.

If your child arrives late because they had a medical/dental appointment or were feeling unwell first thing in the morning, then they must arrive with a letter confirming/explaining this. They will receive a "Late" (L – up to 10.30am) or "Medical" (M – after 10.30am) mark, however, no detention will be given.

Arriving after 10.30am without a valid reason and note will result in an unauthorised late mark (U code) which will affect your child's percentage attendance.

### **Routine Dental / Medical Appointments**

If possible, please avoid taking your child/children out for routine dental/medical appointments. If the children are late or taken out for routine visits, then this obviously causes disruption for the school and it breaks the continuity of the child's learning.

All planned lateness must be reported on the Absence Line by 9am.

In summary, children must attend on time and be present in morning and afternoon registration to be given a present mark for the session.

Where a student arrives and misses form time without a valid reason, this will be classed as an unauthorised late and a detention issued.

School registration will close at 9:00am



## **Appendix 1 - Roles and Responsibilities for School Attendance**

<b>Role</b>	<b>Responsibilities</b>
School Governors	<ul style="list-style-type: none"><li>• Ensure compliance with relevant legislation (e.g. student registration / attendance registers)</li><li>• Setting attendance targets</li><li>• Reviewing school attendance</li><li>• Agreeing and reviewing school policies</li><li>• Chairing attendance panels</li></ul>
Associate Headteacher / Deputy Headteacher / Welfare and Attendance Leads	<ul style="list-style-type: none"><li>• Ensure compliance with relevant legislation (e.g. student registration / attendance registers)</li><li>• Authorising / unauthorising absences</li><li>• Leave of absence request</li><li>• Line management</li><li>• Contact with parents: overview of clear and escalating interventions</li><li>• Responsibility for links with Education Enforcement Team</li><li>• Planning and attendance at Attendance Panels</li><li>• Recording and evaluation of interventions</li><li>• Data analysis</li><li>• Promoting school attendance</li><li>• Management of reward scheme</li><li>• Student Profiles</li></ul>
Attendance Officer	<ul style="list-style-type: none"><li>• First day calling</li><li>• Late arrivals</li><li>• Maintaining registers</li><li>• Attendance targeting</li><li>• Process for clearing registers</li><li>• Day to day responsibility for escalating approach</li></ul>
Class Teachers	<ul style="list-style-type: none"><li>• Marking registers</li><li>• Promoting importance of regular school attendance</li><li>• Providing early warning of attendance concerns</li><li>• Positive role modelling</li><li>• Following policy and procedures</li></ul>

## **Appendix 2 - Children Missing from Education Pathway**

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures 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 their going missing in the future.

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. Central to raising standards in education and ensuring all students can fulfil their potential, students need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

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 in their area.

All education providers should: -

- Promote good attendance and reduce absence, including persistent absence

- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all students are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

### **School Requirements**

The law requires schools to have an admission register and an attendance register. All students must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller students (page 11).

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work. <https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

It is essential that 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, FGM, CSE, forced marriage.

### **Involving Other Agencies and Signposting**

All schools must inform the local authority of any student 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.

Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk) or telephone 0121 779 1737.

Students at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Solihull Children's Services:

MASH (0121) 788 4333

Out of Hours (EDT) (0121) 605 6060

Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care

[http://solihullscb.proceduresonline.com/chapters/p\\_ch\\_missing.html](http://solihullscb.proceduresonline.com/chapters/p_ch_missing.html)

Solihull MBC LSCB procedures for Children Missing Education

[http://solihullscb.proceduresonline.com/chapters/p\\_safeguard\\_educ.html](http://solihullscb.proceduresonline.com/chapters/p_safeguard_educ.html)

If the school do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

School Action:

Email address [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk) // Telephone: 0121 704 6145

Complete CME notification form: <https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

### **Families of Members of the Armed Forces**

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children’s Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

### **Children of Gypsy, Roma and Traveller (GRT) Families**

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Students are particularly vulnerable at transition from primary to secondary where a GRT student leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT student. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT students’ education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

### **Persistent Absence**

The definition of persistently absent (PA) student as set by the DFE for 2015 - 2016 is a student with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a student would miss by each half term to be classed as PA.

<b>Half-term</b>	<b>10%</b>
Half-Term 1	7 or more sessions
Half-Term 1-2 (Autumn Term)	14 or more sessions
Half-Term 1-3	20 or more sessions
Half-Term 1-4 (Autumn & Spring Term Combined)	25 or more sessions
Half-Term 1-5	31 or more sessions
Half-Term 1-6 (Full Academic Year)	38 or more sessions

A student profile template which will support schools to identify the issues impacting on PA students and detail actions to be taken is available on the Solihull MBC attendance toolkit [https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Student%20Profile%20revised%20\(2\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Student%20Profile%20revised%20(2).doc)

### **Solihull Local Authority Penalty Notice Code of Conduct**

Where a request for leave of absence has been made and the school have sent written notification to parents/carers that the absence will be unauthorised a penalty notice will be issued where the trigger of 10 sessions of unauthorised absence is met.

In all other cases of unauthorised absence accrued over time, a Warning letter will be issued by the SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at least 10 sessions of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there are a further five sessions or more unauthorised absences.

Relevant paperwork can be found at <https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS>

Education Enforcement Team contact details: Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk) Telephone: 0121 779 1737

### **Removing a Student from the Admission Register**

Schools must notify the local authority when they remove a student from roll in line with the Removing Students from Roll: Guidance for Schools

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

All schools must inform their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g.: Elective Home Education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the student or because the student has a poor attendance record
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period
- Have been permanently excluded

### **Additional Guidance**

Guidance including an additional letter for when parents do not request a leave of absence, but school become aware they have taken a holiday in term time is available at:

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20\(2a\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20(2a).doc)

### **Resources, Guidance and Legislation on CME**

Removing Students from Roll: Guidance for Schools (SMBC, September 2011):

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (DfE, October 2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Ensuring a good education for children who cannot attend school because of health needs: Statutory guidance for local authorities (DfE, January 2013)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf)

Exclusion from maintained schools, academies and student referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_student\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_student_referral_units.pdf)

SMBC Exclusions Documents:

<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC Model Attendance Policy:

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC attendance toolkit:

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC CME notification form:

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Solihull MBC removing student from roll notification form:

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Keeping Children Safe In Education (2015)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children missing education: Statutory guidance for local authorities (DfE January 2015):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children missing education Statutory guidance for local authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

HMCI Advice Letter (July 2015):

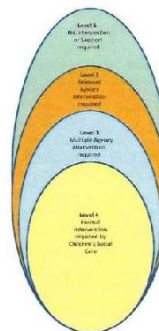
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444746/Advice letter from HMCI on the latest position with schools in Birmingham and Tower Hamlets.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_letter_from_HMCI_on_the_latest_position_with_schools_in_Birmingham_and_Tower_Hamlets.pdf)

## Appendix 3 - Solihull Multi-Agency Thresholds Leaflet



Solihull Local Safeguarding Children Board

# Supporting Professional Judgement: Thresholds



If you believe a child is suffering, or is at risk of suffering, **significant harm** always contact the Referral and Assessment Team on 0121 788 4333.

If, once you have taken appropriate action, you are then concerned about the response of another agency refer to Solihull Escalation guidance which supports the resolution of case disagreements: [http://solihullscb.proceduresonline.com/chapters/p\\_resolve\\_diff.htm](http://solihullscb.proceduresonline.com/chapters/p_resolve_diff.htm)

The Multi-agency Guidance on Threshold Criteria to help support Children, Young People and their Families in Solihull can be found on the Solihull LSCB website (detailed below) by clicking the About us/Interagency procedures tabs.

Solihull Local Safeguarding Children Board  
 The Bluebell Centre, 10 West Mall  
 Chelmsley Wood Shopping Centre  
 North Solihull B37 5TN  
 Phone: 0121 788 4325 (General) & 0121 788 4478 (Training)  
 Fax: 0121 788 4414  
 E-mail: [lscb@solihull.gov.uk](mailto:lscb@solihull.gov.uk) (General) or [lscbrtrain@solihull.gov.uk](mailto:lscbrtrain@solihull.gov.uk) (Training)  
 Website: [www.solihull.gov.uk/staysafe](http://www.solihull.gov.uk/staysafe)



All staff who are aware of concerns about the welfare or safety of a child should know:

- ◊ What services are available locally
- ◊ How to gain access to services
- ◊ Who to contact in what circumstances
- ◊ When and how to make a referral to Children's Social Care

We acknowledge Herefordshire Safeguarding Children Board

## Levels of Need Supporting Your Professional Judgement

<p><b>Level 1</b> No intervention or support required</p>	<p><b>LEVEL OF VULNERABILITY:</b> Children making good overall progress in all areas of their development, broadly receiving appropriate universal services such as health care and education. They may also use leisure and play facilities. <b>Potential indicators (not an exhaustive list)</b></p> <ul style="list-style-type: none"> <li>◊ Children that require no additional support beyond that which is universally available</li> <li>◊ Children accessing universal services, such as schools, leisure centres, GP surgeries, other primary health care services, youth centres etc.</li> <li>◊ Children accessing and being included in social activities.</li> </ul>
<p><b>Level 2</b> Relevant Agency intervention required</p>	<p><b>LEVEL OF VULNERABILITY:</b> Children and young people with emerging vulnerabilities who needs require Early Help. Undertake Pre-Assessment Checklist and consider a CAF. <b>Potential indicators (not an exhaustive list)</b></p> <ul style="list-style-type: none"> <li>◊ Children whose parents have difficulties managing their behaviour</li> <li>◊ Children involved in criminal activity or anti-social behaviour</li> <li>◊ Children identified by schools as requiring additional educational support.</li> <li>◊ Children who require support to access appropriate leisure and community activities in order to promote their development and enable them to reach their potential</li> <li>◊ Children with unhealthy/poor diet and/or concerning weight gain/weight loss</li> <li>◊ Children with additional health needs that require extra support</li> <li>◊ Children in families where there is poor hygiene (including dental hygiene)</li> <li>◊ Children starting to have unauthorised absences from school</li> <li>◊ Children involved in unhealthy relationships (potentially risk sexual behaviours)</li> <li>◊ Children where there are behaviour/mood changes which could indicate a change in their mental health and wellbeing</li> <li>◊ Children in households where difficulties in adult relationships have the potential to impact on the child if early help and support is not offered</li> <li>◊ Children who require support is not offered</li> <li>◊ Children involved in substance misuse</li> <li>◊ Children of families seeking asylum</li> </ul>
<p><b>Level 3</b> Multiple Agency intervention required</p>	<p><b>LEVEL OF VULNERABILITY:</b> Children or young people with identified vulnerabilities and needs that require a multi-agency co-ordinated approach including Early Help. Undertake the common Assessment Framework. <b>Potential indicators (not an exhaustive list)</b></p> <ul style="list-style-type: none"> <li>◊ Children with a significant emotional and/or behavioral disorder</li> <li>◊ Children involved in escalating criminal activity or anti-social behavior</li> <li>◊ Children beyond parental control</li> <li>◊ Children with an acute or chronic health condition (including morbid obesity) where there is non-attendance for appointments or poor engagement with treatment compliance, where this will have a significant impact on the child's health</li> <li>◊ Children persistently absent and/or excluded from school</li> <li>◊ Children in families without permanent accommodation</li> <li>◊ Children involved in substance misuse</li> <li>◊ Children in households where parenting is compromised as a consequence of:                             <ul style="list-style-type: none"> <li>• mental health issues</li> <li>• substance misuse</li> <li>• domestic abuse</li> <li>• learning difficulties</li> <li>• poverty</li> <li>• prolific offending/in custody</li> <li>• physical disability</li> <li>• unaccompanied asylum seekers</li> </ul> </li> </ul>
<p><b>Level 4</b> Formal intervention required by Children's Social Care</p>	<p><b>LEVEL OF VULNERABILITY:</b> Their health and development will be significantly impaired, without the provision of services, or a child who is disabled or in need of protection. <b>Potential indicators (not an exhaustive list)</b></p> <ul style="list-style-type: none"> <li>◊ Children where physical, sexual or emotional abuse or neglect is suspected</li> <li>◊ Children who are in contact with persons who have been assessed as Posing a Risk to Children (PPRC)</li> <li>◊ Children with disabilities</li> <li>◊ Children whose parents are unable to provide care, for whatever reason</li> <li>◊ Children where the following is suspected:                             <ul style="list-style-type: none"> <li>• fabricated illness</li> <li>• allegations of harm by a person in a position of trust</li> <li>• female genital mutilation (FGM)</li> <li>• honour based violence</li> <li>• Forced marriage</li> <li>• Sexual exploitation and trafficking</li> </ul> </li> <li>◊ Children who disappear or are missing from home or care regularly or for long periods</li> <li>◊ Where a pre-birth assessment has identified an unborn child's health or development is being adversely affected</li> <li>◊ Children aged 16 and 17 who present as homeless</li> <li>◊ Children who are young carers and wish to exercise their right to an assessment</li> <li>◊ Children whose health and development are adversely impacted because parenting is compromised as a consequence of:                             <ul style="list-style-type: none"> <li>• mental health issues</li> <li>• substance misuse</li> <li>• domestic abuse</li> <li>• learning difficulties</li> <li>• poverty</li> <li>• prolific offending/in custody</li> <li>• physical disability or severe/complex medical conditions</li> </ul> </li> </ul>



## **Appendix 5 - Authorised Exceptional Leave of Absence Standard Letter**

[date]

Dear (individual Parent),

Child:

DOB:

Class:

Dates applied for:

Thank you for your recent leave of absence request form in respect of the above child.

I write to confirm that on this occasion I am able to authorise your child's leave of absence due to the exceptional circumstances that you have outlined.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and from the evidence provided that the absence is unavoidable. The absence will therefore be marked as authorised in the attendance register.

Yours sincerely

Associate Headteacher

## **Appendix 6 - Unauthorised Leave of Absence Letter**

DATE

To the Parent/Carer of NAME

Dear (individual Parent),

Child:

DOB:

Class:

Dates applied for:

Thank you for your recent leave of absence request form in respect of the above Student.

On this occasion I am unable to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

This means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered your request and do not accept that the absence is unavoidable.

If you decide to go ahead with the proposed leave of absence, (name of child) absence of (how many sessions) will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely



### **Appendix 7 - Processes for Rewarding Good and Improved Attendance**

#### Positively Promoting School attendance

- School has a display board that promotes the importance of school attendance with parents.
- School uses class and whole school displays to promote attendance with students.
- School assemblies are used to promote the importance of school attendance.
- Classes have attendance targets to work towards.
- Rewarding good attendance
- Good class attendance is rewarded weekly through a class award
- Good class attendance is rewarded termly.
- Individual student attendance is rewarded termly by certificates for children with 95% and higher attendance
- Individual good attendance is rewarded annually by book vouchers, presentation, certificates
- Good attendance is recognised in the student's school report.
- Good attendance is recognised with parents through regular letters home.
- Improved attendance is recognised
- Individual rewards
- Letters sent home to parent

### **Appendix 8 – Poor Attendance and Punctuality**

**Punctuality:** If the student has more than 10 sessions or more late marks, they may be prevented from attending certain school trips including Prom.

Students will receive a next day after school detention of 30 minutes if they arrive to school late, unless they have a legitimate reason and proof in the form of a letter from a parent/carer or appointment letter from a hospital/doctor/dentist for their late arrival.

**Attendance:** Persistent Absences (more than 10%) where there is no legitimate reason, will result in students being prevented from attending certain school trips including Prom