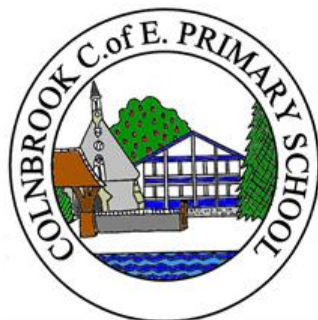



# The Slough and East Berkshire C. of E. Multi Academy Trust Colnbrook C. of E. Primary School



## Attendance Policy

Owner:	Headteacher
Ratified by Governing Body:	
Date Ratified:	30/03/2023
Date Policy to be reviewed:	March 2024

***"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9***

### Our Vision Statement

**At Colnbrook we want to grow young people who believe in themselves, so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.**

**Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.**

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### The importance of good attendance

Every day of education and indeed every lesson matters. In the National Curriculum where there is built-in progression, children who are persistently late or absent soon fall behind with their learning and consequently do not understand current lessons when they return. The introduction to a lesson and to the school day is crucial to the child's understanding of their own learning. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn will have an effect on their ability to concentrate and to behave. Children who do not understand the lesson frequently behave inappropriately to cover their inability to engage with the work. Frequent absence has a profound and cumulative effect on achievement.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Working together to improve school attendance 2022](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### **3. Roles and Responsibilities**

#### **3.1 The governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

#### **3.2 The headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

#### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Works with the local authority where appropriate to tackle absence

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Tom Brunson, headteacher, and can be contacted via [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com).

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Jean McLaughlin and can be contacted via [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com).

### **3.5 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. Registers must be completed on SIMS by 9am every morning and at the beginning of every afternoon session.

### **3.6 School administration staff**

School administration staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents in order to provide them with more detailed support on attendance
- Record any safeguarding concerns on CPOMS in line with the school's child protection and safeguarding policy

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day and arrives on time
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register 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 3 for the DfE attendance codes.*

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils in Reception to Year 6 as well as morning or 30 hours nursery must arrive in school by 8:50am on each school day. Pupils attending the afternoon nursery session only must arrive by 12:15pm.

The register for the first session will be taken at **8:50am** and will be kept open until 9:15am. The register for the second session will be taken at the beginning of the afternoon session in each class.

The school gates open at 8:35am and children go straight into their classrooms to begin early morning learning. **The bell rings at 8:50am and the school gates close at this time. All pupils should be in class by this time.** Any pupils arriving after that time will need to sign in at the school reception desk. These pupils will be marked as late in the register until 9:15am when the register closes. Any pupil arriving after this time will be registered as an unauthorised absence for the whole morning session, unless they have a valid reason for being late (e.g. medical/dental appointment card). This will be recorded as 'U' on the register and counted as an unauthorised absence for the whole session.

## **4.2 Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9:00am or preferably, as soon as practically possible.

Parents/carers can notify the school via telephoning the school office or via ParentMail, and are requested to leave a voicemail message if the phone is not answered first time. If we require further information, or believe the child should be in school, we will return the phone call to discuss the absence further.

We will mark absence due to illness as authorised unless the school has a concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

If parents/carers are unsure as to whether their child is well enough to attend school, please see Appendix 2 which is taken from NHS guidance.

### **4.3 Medical Absence**

As a school, we have to satisfy ourselves that absences are genuine. We would not, however, expect any parent to send their child to school if they are genuinely ill. Long-term or recurring medical absence needs to be supported by a Doctor's note. In specific cases, the school will not authorise medical absence unless supported by medical evidence.

Guidance for absence due to sickness:

- Sickness and diarrhoea – we recommend that whilst a child is experiencing sickness or diarrhoea they are kept off school. Generally, a virus needs 48 hours after the last episode to ensure that the child is no longer infectious.
- Coughs and colds do not normally require the child to be absent from school, but this depends on the severity of the illness.
- Conjunctivitis – Once the child is receiving treatment, they should be in school - no exclusion period is necessary.
- Chicken pox – usually this takes about five days from the onset of the rash. Once the spots are dried and scabbed over, then the child can return to school.
- If a child is unwell at school, we may contact the parent to take the child home if we feel that this is necessary.
- If staff consider that the child needs immediate medical attention, then we will contact the emergency services and the parent.

### **4.4 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. A leave of absence form must be completed ahead of the appointment and it will be for the headteacher to decide if the absence is recorded as authorised.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. For example, if a child has a doctor's appointment at 2pm, they should be in school for the morning and start of the afternoon session and only collected with enough time to get to the appointment.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 outlines which term-time absences the school can authorise.

### **4.5 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed (9:15am) will be marked as late, using the appropriate code, normally 'L'.
- After the register has closed (9:15am) will be marked as an unauthorised absence for that session, using the appropriate code, normally 'U'.

The Home School Link Worker, the SLT and the Headteacher monitor punctuality. For pupils who are persistently late, the school may:

- Contact parents/carers by telephone;
- Send a letter;
- Speak to parents/carers directly.

If punctuality does not improve, then parents/carers will be invited in to school to discuss the concerns with the staff and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to the Local Authority.

#### 4.6 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, we will ensure proper safeguarding action is taken where necessary which may include a home visit or referral to children's services;
- Identify whether the absence is approved or not;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

#### 4.7 Reporting to parents

Each child's attendance will be a topic of discussion at each parent consultation evening and will be recorded on their termly overview which is sent home. Their final attendance figure will also be reported in their annual end of year report, marked against the following categories:

- Attendance is excellent – 98%+
- Attendance is good – 95%- 97%
- Attendance is cause for concern – 90% - 94%
- Persistent absence- Below 90%

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2, 4.3 and 4.4 for more detail)

- 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. Only the one day on which the event is observed will be authorised.
- 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
- Exceptional circumstances as authorised by the headteacher such as attending a wedding of a close family relative or a funeral. In these cases, only the day of the event will be authorised. Any absence in addition to the agreed days will be recorded as unauthorised.

## 5.2 Unauthorised absence

Unauthorised absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. This includes parents keeping children off school unnecessarily for, shopping, birthdays, visiting relatives, unwell parents and family holidays.

For all absences, the school will consider whether any safeguarding action is required or they may seek advice from the local authority and / or children’s social care.

## 5.3 Truancy

All staff are concerned about children’s regular attendance, and the importance of continuity in each child’s learning. They are also concerned about each child’s safety, welfare and happiness.

Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting, then action is taken straight away.

If truancy is suspected, the Headteacher is notified, who will then contact the parent, and the Attendance Officer. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved.

In the event of a child leaving the school premises after arriving at school, and the school being unable to contact a parent/guardian, then the Police will be notified.

The school also aims to address the issue of "condoned truancy" in which parents support a pupil's non-attendance at school by offering excuses covered by a written note. Positive reinforcements are used as an incentive for children to attend school and we actively encourage their parents to feel positive about the school. Any reason for absence, which is unacceptable and cannot be authorised, is discussed with the parents.

## 5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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;
- Instances where parents have travelled abroad with school age children without permission;
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.
- More than ten G, U or O codes within a 12 week period

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

Parents should be aware that, if issued, a fixed penalty notice will be issued to **each parent for each child**. This may mean that two parents with two children may receive four notices for £60 or £120 each.

## 6. Strategies for promoting attendance

### 6.1 Weekly Celebration Assemblies

Celebration Assemblies are held every week on a Friday. The class with the highest attendance receive the Attendance certificate.

### 6.2 Termly Attendance Prizes

All children who have high or improved attendance for that term receive a certificate. Class rewards may be given for attendance in consultation with the Headteacher.

### 6.3 Parent/teacher Consultation Evenings

These provide an opportunity for class teachers to praise and recognise excellent attendance and discuss barriers to good attendance.

### 6.4 Raising the Profile of Attendance

To raise the profile of attendance, the school will:

- Regularly remind parents/carers about the procedure for reporting absence;
- Require all parents/carers to complete a request for leave of absence;
- Remind pupils of the importance of attending school, through collective worship and assemblies;
- Promote good attendance through the school newsletter.

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing board.

## **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance information to teachers and leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

See the flowchart in appendix 4 for detail of how attendance concerns will be managed. These include regular meetings with school and review period targets.

Children have the right to a full time education and parents must ensure children have good school attendance to allow them to succeed.

## **7.5 Attendance procedures**

Attendance is monitored daily by the attendance officer and members of the Senior Leadership Team.

- A pupil's parent/carer is expected to call the school before 9:00am if their child is going to be absent due to ill health (see section 3.7 and 4.2).
- If a pupil's absence exceeds what is deemed necessary in relation to the illness/injury, the school will contact the parent/carer of the pupil to discuss the reasons for this.
- If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving the local authority.

- If a pupil on the Child Protection Register is absent without explanation the Social Worker is notified.
- If a pupil is in public care (CLA) the carer, social worker and Virtual School will be involved appropriately.

## **7.6 Children Missing in Education**

If there are 20 days of a child's continued absence, then the information will be passed on to the Local Authority Attendance Improvement Service with a Child Missing from Education (CME) referral. Prior to doing so, the school should have made reasonable enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

The child will remain on the school roll while local authority enquiries take place. Once these are complete and the school is informed these are satisfactory, the child will be removed from the school roll.

## **7.7 Data Collection**

The school will collect and store attendance data over time, for the purpose of:

- Tracking the attendance trends of individual pupils
- Identify any groups of children whose absences may be a cause for concern
- Monitor and evaluate any children who may be in need of intervention or support
- Ensuring effective safeguarding of children.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually by the headteacher. At every review, the policy will be approved by the full local governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Therapeutic Behaviour Regulation policy



**Request for Leave of Absence during Term Time**

This is an application for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

- The law states that parents **do not** have the right to take your child out of school during term time. The school works closely with the local authority to ensure children attend school regularly.
- If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The headteacher will authorise such absences **only** in exceptional circumstances.
- Department for Education guidelines are clear that family holidays cannot be authorised.
- A request for leave of absence during term time may trigger some form of investigation from the school and / or a referral to Children’s Social Care if we have safeguarding concerns.
- If the school refuses your application and you still take your child out of school, the absences will be unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons for irregular school attendance because poor attendance puts your child’s academic and social progress at risk. No holiday can ever make up for time lost at school.
- This application form and subsequent letters sent to you by the school may be forwarded to Slough Borough Council if we have concerns about your child’s attendance at school.

Having read these notes, if you still wish to apply for a leave of absence, then please complete the application and return **IN ADVANCE** of the requested dates.

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Pupil name (s): \_\_\_\_\_ Year(s): \_\_\_\_\_

I request permission for my child to be absent from school between the following dates:

Dates of absence \_\_\_\_\_ Total number of school days missed: \_\_\_\_\_

Reasons for absence from school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I understand that if this is absence not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.*

Name of Parent/Carer making application: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE SCHOOL OFFICE TO COMPLETE**

Attendance year to date: \_\_\_\_\_%

Previous year attendance: \_\_\_\_\_%

Number of previous absence requests this year: \_\_\_\_\_

**FOR THE HEADTEACHER TO COMPLETE:**

Leave of absence authorised: YES / NO / PARTIAL

Reason: .....

Issue accept / partial accept / decline letter: YES / NO

Inform Local Authority: YES / NO

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Is my child too ill for school?**

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

**It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.**

There are government guidelines for schools and nurseries about [managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason. If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know. Please see the table below for further guidance.

<b>Important: Coronavirus (COVID-19)</b>	<p><b>Keep your child off school if they have any of the main symptoms of COVID-19:</b></p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to their sense of smell or taste</li> </ul> <p><b>Stay at home and get a test for your child.</b></p>
<b>Coughs and colds</b>	<p>It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.</p>
<b>High temperature</b>	<p>If your child has a high temperature, keep them off school until it goes away. (Ensure a COVID test has taken place)</p>
<b>Chickenpox</b>	<p>If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.</p>
<b>Cold sores</b>	<p>There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.</p>
<b>Conjunctivitis</b>	<p>You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.</p>
<b>Ear infection</b>	<p>If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.</p>
<b>Hand, foot and mouth disease</b>	<p>If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.</p>
<b>Head lice and nits</b>	<p>There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.</p>

<b>Impetigo</b>	<p>If your child has impetigo, they'll need treatment from a GP, often with antibiotics.</p> <p>Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.</p>
<b>Ringworm</b>	<p>If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.</p> <p>It's fine for your child to go to school once they have started treatment.</p>
<b>Scarlet fever</b>	<p>If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.</p> <p>Your child can go back to school 24 hours after starting antibiotics.</p>
<b>Slapped cheek syndrome (fifth disease)</b>	<p>You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.</p> <p>If you suspect your child has slapped cheek syndrome, take them to see a GP and let their school know if they're diagnosed with it.</p>
<b>Sore throat</b>	<p>You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.</p> <p>A sore throat and a high temperature can be symptoms of tonsillitis.</p>
<b>Threadworms</b>	<p>You don't need to keep your child off school if they have threadworms.</p> <p>Speak to your pharmacist, who can recommend a treatment.</p>
<b>Vomiting and diarrhoea</b>	<p>Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.</p>

Appendix 3

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

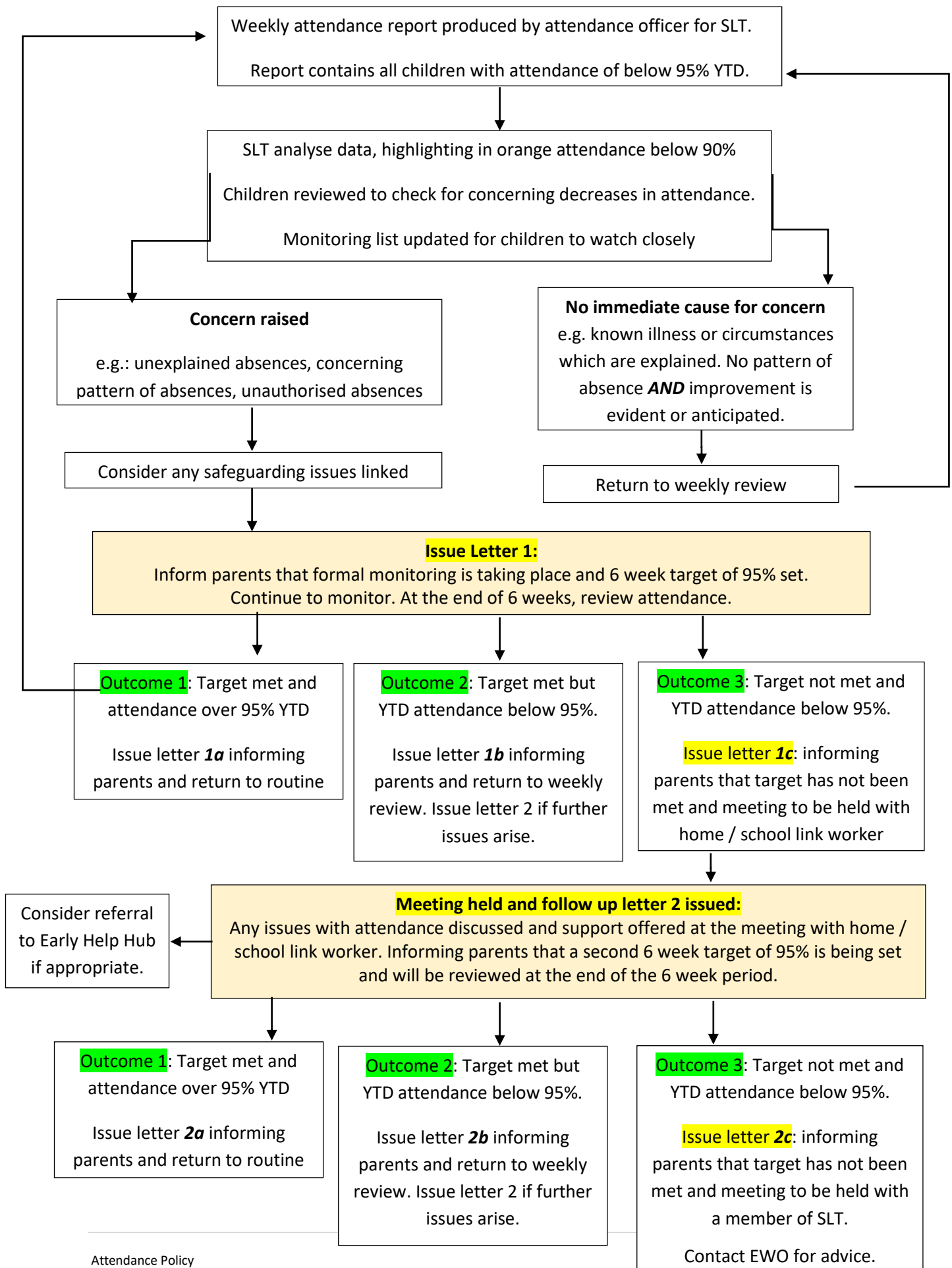
Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
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
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

*Appendix 4 – Flowchart of actions to be taken to improve attendance*



**Meeting held with SLT and follow up letter 3 issued:**

SBC Attendance officer invited to join this meeting. Any issues with attendance discussed and support offered at the meeting with member of SLT.

Set 4 week review target of 95% and arrange date for follow up review with parent.

*Attendance contract agreed and signed by parent at the meeting.*

**Outcome 1:** 4 week target met

Meet with parent and discuss any further concerns. Return to weekly monitoring ensuring progress is sustained.

Meet with parent again if concerns re-emerge.

**Outcome 2:** 4 week target not met but with exceptional circumstances.

Meet with parent and discuss any further concerns. Set a further 4 week target of 95%.

**Outcome 3:** 4 week target not met with no exceptional circumstances.

Meet with parent with Headteacher. Discuss any further concerns and highlight impact on learning.

Inform parents that the matter will now be referred to the Local Authority Education Welfare Service.

MARF to be completed.

Further actions to be taken by school and local authority could include but not limited to:

- Intervention work by Early Help and / or Children's Social care
- Communication to parents direct from the local authority
- Warning period notice being issued by the local authority
- Fixed penalty notice issued with possible prosecution if not paid within set timescale