

Lytchett Matravers Primary School Attendance Policy

Prepared By: **Laura Dominey**

Approved By: **LGB**







Date: **January 2023**

Start Date: **March 2023**

Review Date: **January 2024**

Attendance Team Contact Details

If you are concerned about a child at the school, or about the conduct of any member of the school staff, please contact:

<p>Designated Safeguarding and Attendance Lead:</p> <p>Name: Laura Dominey (Deputy Headteacher)</p> <p><u>Contact details:</u></p> <p>01202 622378</p> <p>ldominey@lmps-dorset.co.uk</p>		<p>Deputy Designated Safeguarding & Attendance Lead:</p> <p>Name: Amy Foster (Assistant Headteacher)</p> <p><u>Contact details:</u></p> <p>01202 622378</p> <p>afoster@lmps-dorset.co.uk</p>	
<p>Deputy Designated Safeguarding Lead & Attendance Officer</p> <p>Name: Simon France (Headteacher)</p> <p><u>Contact details:</u></p> <p>01202 622378</p> <p>sfrance@lmps-dorset.co.uk</p>		<p>Deputy Designated Safeguarding Lead & Attendance Officer</p> <p>Name: Kate McGrail (Pastoral Care Worker)</p> <p><u>Contact details:</u></p> <p>01202 622378</p> <p>pastoral@lmps-dorset.co.uk</p>	
<p>Attendance Officer</p> <p>Name: Lauren Batten (Office Admin Assistant)</p> <p><u>Contact Details:</u></p> <p>01202 622378</p> <p>office@lmps-dorset.co.uk</p>		<p>Attendance Officer</p> <p>Name: Janette Blake (IT Technician)</p> <p><u>Contact Details:</u></p> <p>01202 622378</p> <p>office@lmps-dorset.co.uk</p>	

Attendance at Lytchett Matravers Primary School

Our school welcomes your child. Help your child attend today to achieve tomorrow.

If your child is registered at our school, it is our responsibility to work with you and your family to ensure regular school attendance. Good attendance is linked to better life chances in the future.

In our school we have a member of senior leadership who leads on attendance as well as your child's class teacher and our Pastoral Support Worker who are always happy to talk.

In the event of your child being absent, to support attendance we may:

- make daily contact with you to seek information on your child's well-being and reason for absence
- visit you at home as part of our safeguarding responsibility
- meet with you and your child to find agreed solutions to any barriers in attending
- make reasonable adjustments to help your child attend
- work with you to decide on a plan to include your child's voice in helping them attend
- seek outside agency help as needed
- keep records of any absence and reasons for absence
- inform the local authority if needed

Missing school can mean missing out.

Talk to us if your child is having difficulties coming to school.

Please phone the school by 9.00am on the first morning of absence and each morning after that. This helps us keep your child safe.

If we are not satisfied with the reason for absence, we may not authorise the absence. If your child has more than 10 unauthorised absences in any 8-week period we may issue a fixed penalty notice warning and alert the local authority.

Registration begins: 8.45am

Present mark given until: 9.10am

Late mark given between: 9.10-9.30am

U code, un-authorised absence, applied after: 9.30am

This policy adheres to Department of Education guidance found here [School attendance guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/school-attendance-guidance.pdf) Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education as stated here [Stat guidance template \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/stat-guidance-template.pdf)

Statement of Intent

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents/Carers and pupils play a part in making our school so successful. Every child has a right to access the education to which they are entitled. Parents/Carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day that the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Legal Framework/Responsibilities

Parents and carers are responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and take seriously, any problems which could lead to non-attendance.

Penalty Notices may be issued under the Local Authority's (LA) guidance for the use of Penalty Notices in cases of Non-Attendance at school. A copy of this guidance can be obtained from the Attendance Officer or the Education Welfare Service.

Roles and Responsibilities

Responsibilities of Classroom Staff

- Ensure that all pupils are registered accurately.
- Promote and reward good and improved attendance with pupils at all appropriate opportunities.
- Liaise with the attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

Responsibilities of Pupils

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

Responsibilities of Parents/Carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/Carers will:

- inform the school on the first day of absence
- discuss with the class teacher/Year Leader any planned absences well in advance
- with their child, support the school in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

Interventions/Reward Systems

98% - 100% - This is excellent attendance.

97.9% - 96% - Your child's attendance is good and you are giving them the best chance of success.

95.9% - 90% - Attendance at this level is becoming a concern and you will need to have a conversation with a member of staff. We may use the following strategies to help with your child's attendance.

- Letters/postcards home for attendance improvements
- Targeted support meetings for parents
- Targeted support from the pastoral team
- Transport problem solving with the Local Authority or other stakeholders as appropriate
- Environmental review and consideration of sensory needs
- Access to pastoral / ELSA support if appropriate

Attendance anywhere below 90% will be monitored closely with targeted additional support. Should their attendance fall below 90%, your child is considered a **Persistent Absentee** and their attendance is a serious concern. This may trigger a referral to the Local Authority to consider legal interventions and statutory action. Our aim is to support our children and families with reintegration and we may use support and provision listed on the graduated response (Appendix 1).

Below 50% attendance - Your child is considered a **Severe Absentee** and will be subject to intervention from the Local Authority, legal interventions, statutory action including fixed term penalties and possible referrals to other outside agencies for a supported return.

Legal Interventions

There are a number of Legal actions open to a school, Academy Trust or Local Council to enforce school attendance. Local councils and schools can use various legal powers if your child is missing school without a good reason. These Include:

- A Parenting Order
- An Education Supervision Order
- A School Attendance Order
- A fine (sometimes known as a 'fixed penalty notice')

Improving Attendance at Lytchett Matravers Primary School is a priority and we may use any of the above enforcement actions if our internal procedures have not resulted in improved attendance.

Recording Attendance

We will record attendance twice daily using the following coding-

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 <u>organised</u> , or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<u>Authorised absence</u>		
C	<u>Authorised</u> 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	<u>Authorised</u> 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 <u>their</u> <u>public</u> examinations
T	Gypsy, Roma and <u>Traveller</u> absence	Pupil from a <u>Traveller</u> community is travelling, as agreed with the school

<u>Unauthorised absence</u>		
G	<u>Unauthorised holiday</u>	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	<u>Unauthorised absence</u>	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
Other circumstances		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
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

Lateness/Punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school is used to give out instructions or organise work. If your child is late, they are missing valuable aspects of their education, this can also cause disruption to the lesson for others and it can be embarrassing for the child.

- **The school day begins at 9.00am, with school gates open from 8.45am to welcome children.** All pupils are expected to be in school by **9.00am for morning registration**. Registration closes at 9.10am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as an unauthorised absence and coded U in line with Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentist appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and may be subject to legal action. Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved.

If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school or LA may be required to issue parents/carers with a Penalty Notice.

Collecting Your Child

The school day finishes at 3.30pm. Please collect your child promptly at the end of the school day. If you think you may be late to collect your child, please notify the school office. Where late collection is persistent, the school may contact you to arrange a meeting to discuss this concern.

Absence Due to Illness

It is recognised that children can become ill and may occasionally need to have time off school. If the authenticity of illness is in doubt, school will request parents to provide medical evidence to support the illness.

Letters and recommendations from medical professionals will be considered on a case-by-case basis but will not automatically be seen as a reason to authorise an absence.

Absences due to parents/carers health or medical procedures will not be authorised.

If your child is unwell and you are unsure of whether to send them in to school a useful site to check is <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

What to do if my child is absent

If your child is absent, we will:

Telephone on the first day of absence if we have not heard from you. This is because we have a duty to ensure your child's safety as well as their regular school attendance. If we are unable to reach you and do not hear from you by 10am, your child's absence will be recorded as unauthorised and we will continue trying to contact you via named contacts on your child's record. If we are still unable to make contact we will seek advice from the Police, Local Authority and/or Children's services for next steps.

We may;

- Invite you in to discuss the situation with the Pastoral Care Worker if absences persist
- If absence is unauthorised and attendance falls below 90%, we may follow DfE guidance
- start 'Child Missing in Education' procedures if no contact has been established within 3 days of the initial absence.

Help us to help you and your child by making sure we always have up-to-date contact names and numbers at the school office. There will be regular checks on telephone numbers throughout the year.

First Day Absence

A child not attending school is considered a **safeguarding** matter in the first instance. This is why information about the cause of any absence is always required.

- Contact us as soon as possible on the first day of absence (before 9am).
- If contact is not made by the parent/carers, then the school will phone, email and/or text the contacts listed for this child.
- If we are unable to make contact or ascertain sufficient reason for absence, the Pastoral Care Worker may make a home visit alongside a member of the SLT.
- Records of the above will be made available to social care in the event of any 'Child Missing in Education' investigation.

Third Day Absence

If your child is not seen/contact has not been established with any of the named parents/carers after three days of absence, the school is required to start a 'Child Missing in Education' procedure as per the Local Authority Guidance. We will make all reasonable enquires to establish contact with parents and the child including potentially making enquires to known friends, and wider family.

Child Missing Education

We have a legal duty to report the absence of any pupil who is absent without an explanation for a sustained period of time. The local authority will be notified that the child is at risk of being classed as missing in Education.

Continued or Ongoing Absence

If your child misses 10% (three weeks/30sessions) or more schooling across the school year, for whatever reason, they are defined as **Persistent Absentees**. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child's attendance level is falling towards 90% we will contact you and depending on the reasons for the absence, will inform you of our next steps. Our persistent absentee pupils and their parents may be subject to an Attendance Recovery Action Plan.

Medical Conditions

Pupils attending our Schools may have medical conditions, either long or short term that will affect their attendance at some stage in their school career. We understand that students with medical conditions are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance whilst they are facing the challenge of ill health and remove the in-school barriers these pupils face, including considering external support and reasonable adjustments, for example, supporting their ongoing learning.

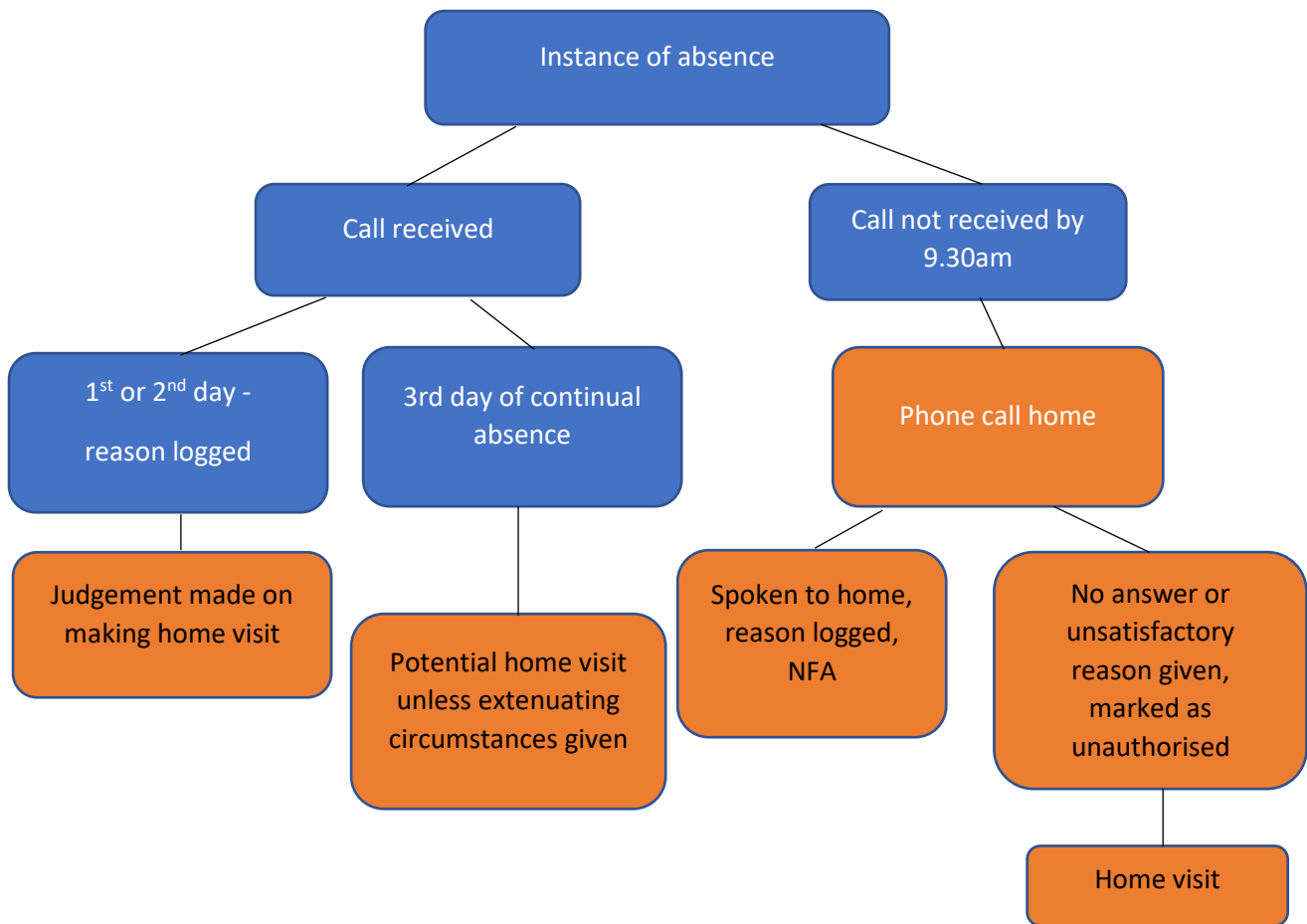
One of our aims is to support children back into school as soon as their health allows. We aim to ensure that the reintegration process encourages attendance to resume as quickly as possible. This includes working with families, ensuring that they understand how important regular attendance is to their child's development and health.

We give high priority in conveying the importance of regular and punctual attendance to our families. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

It is crucial that our schools receive and fully consider advice from healthcare professionals, listen to and value the views of parents and pupils. We understand that some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some pupils may also have special educational needs (SEN) and/or an Education, Health and Care (EHC) plan. We will ensure that staff are appropriately trained to provide the support that pupils need for their medical condition, closely monitoring their healthcare plan in conjunction with other professionals. We do not, however, have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Our attendance policy should be applied fairly and consistently but in doing so we will always consider the individual needs of pupils and their families who have specific barriers to attendance.

Attendance Procedures – At a Glance



Welcome Back

On returning from an absence, all pupils are made to feel welcome, helped to catch up on missed learning and brought up to date with any information that has been passed to the other pupils.

Request for Leave of Absence

The DfE states: *'Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.'*

Amendments to school attendance regulations were updated and enforced from September 2013: (Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). There are no rules on this as circumstances vary from school to school and family to family.

There is no legal entitlement for time off in school time to go on holiday and, in almost all cases, holiday will not be authorised.

Parents/Carers wishing to apply for a leave of absence need to fill in an application form (available from the school office - Appendix II) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised and if the number of sessions absent exceeds 10 consecutive sessions, the school may request the Local Authority to consider issuing a warning letter or fine (penalty notice).

Taking holidays in term time will affect your child's schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time.

School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

Advice to Parents and Carers

My child is trying to avoid coming to School. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best dealt with between the school, the parents and the child.

If a child is reluctant to attend, it is never advised to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Please do contact your child's class teacher or the Pastoral Care Worker immediately to openly discuss your worries. Your child could be avoiding school for a number of reasons such as difficulties with school work, friendship problems, family difficulties, special educational needs or bullying issues. It is important that we communicate effectively to identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional and we may be able to make referrals or signpost you towards further assistance.

What can I do to encourage my child to attend School?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that they leave home in the correct clothes and are properly equipped.
- Show your child, by your interest, that you value their education.
- Be interested in what your child is doing in school, chat to them about the things they have learnt, their progress towards rewards, their friendships, and even what they had for lunch!
- Speak positively about school at home.

For many parents, a child starting school may be their/your first experience of being separated from them. This can seem daunting at first but thinking and speaking of it as a new and exciting adventure will help you both. The transition into a settled and happy school life also depends on routine and regular, punctual attendance can help as much as any other intervention.

Not attending in circumstances related to Coronavirus (Covid-19)

The DfE publishes regular guidance to schools regarding the recording of absences due to circumstances related to Covid-19. We will follow the current guidance when recording such absences and will clarify the current guidance upon request.

Record Preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups.

Criteria for Success

- Improved attendance percentage for persistent absentees (**10% or higher of their possible sessions missed**)
- Improved attendance data across all years.
- Attendance rate increases
- Authorised absence rate decreases
- Unauthorised absence and persistent absence rate decreases
- Improvement in individuals' attendance
- The profile of good attendance within the school community is raised

Appendix I

Stage	Provision required	Support and provision All practice follows the agreed attendance policy	Assessment, recording and monitoring systems	Comments
1	Universal provision All pupils	<ul style="list-style-type: none"> Adults build warm relationships with children – children feel you know them individually. Children are welcomed daily to ensure they feel known and valued. The classroom provides a safe physical and emotional space for learning. Learning meets the needs of all pupils Strong relationships and open communication is formed with parents Teachers identify barriers that cause children to struggle in school. Teachers notice children who are absent and welcome them warmly on their return – interest and care Follow up call by well-known adult for absent pupils after day two missing – welfare/valuing 	<p>Daily attendance records</p> <p>Bromcom alerts – sec 94%, pri 95% markers</p> <p>Analysing data for groups weekly, particularly for vulnerable groups</p> <p>Robust daily processes to follow up absence.</p>	<p>The purpose of the welfare call on day three of absence is to check how the child is and let them know you are looking forward to their return.</p>
2	Early intervention support At risk of PA (92-94/95%)	<p>Parent's will receive notifications of their child's attendance by letter/email with a reminder of our policy and processes.</p> <p>Conversation with teacher or Pastoral Care Worker to consider what might help improve attendance.</p> <p>Additional strategies may include;</p> <ul style="list-style-type: none"> Letters/postcards home for attendance improvements Targeted Clinic for parents – Coffee morning, keeping in touch, help and support with pastoral team Transport problem solving Remote offer of work – while reengagement plan in place to help child come to school more regularly Environmental review and consideration of sensory needs Access to pastoral / ELSA support if appropriate <p>Pupil given role or responsibility if this will support confidence, routine or integration with peers</p>	<p>Log of actions will begin.</p> <p>Attendance at any extra- curricular activities will be logged for praise.</p> <p>In-school pastoral/ELSA support sessions will be logged.</p> <p>Records of communications with Parents/Carers will be made.</p> <p>Action plans in place for returning regularly to school if the pupil is working remotely</p>	<p>Attendance Officer and Pastoral Care Worker will take a greater role in stage 2. <i>However, it is important to remember that the relationship with the teacher remains pivotal in improving attendance.</i></p> <p>This stage is focused on supporting a child and parent to understand the importance of education and to help them to feel more comfortable in attending school.</p>

3	<p>Targeted, additional support</p> <p>Those now close to PA or PA</p> <p>(87-91%)</p>	<ul style="list-style-type: none"> • Support within class through small groups and individual support to ensure learning can be accessed effectively. • The school will begin to follow the process of referral to the Local Authority or School Attendance Panel. • Team around the child meeting to discuss barriers and solutions with parents present. • Home visits as needed, to keep in touch and ensure child feels valued. • Attendance support plan jointly agreed with parents to increase attendance over time • Consider evidence-based interventions or 1:1 catch up on learning missed through absence. • Work with parents regarding routines and signposting support outlining potential need for local authority intervention in the future if there is no improvement. • The school will begin to follow the process of referral to the Education Welfare Officer or School Attendance Panel with all accompanying paperwork where appropriate. • Where attendance falls in stage three due to medical need, there should be a clear plan to support the child to learn remotely where possible and to maintain contact with peers. 	<p>This group of pupils should be reviewed weekly by the attendance officer and HT.</p> <p>Reviewed at Pupil Progress meetings with Senior Leadership Team</p> <p>Assessment for Learning systems used to identify strengths/gaps</p> <p>Individual Attendance Plan with weekly review</p>	<p>At this stage, pupils should be monitored closely and worked with intensively and positively to reverse negative attendance trends. The teacher must continue to make positive contact with the child in their absence, but it will also be helpful for the child to have a key adult they can speak openly with, who will maintain regular contact.</p>
4	<p>Targeted, intensive additional support</p> <p>(80 – 87%)</p> <p>Attendance is a real concern</p>	<ul style="list-style-type: none"> • Targeted support within class through small groups and working individually with an adult. The school will work with other agencies to ensure that attendance is a key focus in any support. • A formal referral to the Local Authority Education Welfare Department or School Attendance Panel will be made by the school if the absences are unauthorised. <i>You may have a child on low percentage attendance but this has all been authorised by the school due to the circumstances or the family have been away on an extended holiday and have received an FPN. In these types of cases referrals would not be made.</i> • Discussions will be held with the DSL to identify if there are any safeguarding concerns and need for support through children's social care. • Previous schools and the schools of siblings will be contacted to triangulate support. • Multi-professional planning and coordinated support including clarity for parents regarding impact of attendance. Where pupil is too young to make their own choices, the focus of the plan will be to support parents' engagement. • Offer temporary alternative provision to the classroom – e.g. forest school, home or online tutoring, access to skills courses with a view to return to school • Opportunities for peer contact to ensure some relationships are maintained. 	<p>SENDCo made aware (Concern sheet completed, detailing evidence of intervention, impact and outcomes)</p> <p>SENDCo monitoring provision through individual provision checklist</p> <p>LA referral form will be sent and logged.</p> <p>Contact with other schools and agencies will be recorded.</p> <p>DSL will record contact with children's services.</p>	<p>At this stage children are missing up to a day a week, so ensuring they do not fully disengage with education is vital.</p> <p>We need to ensure specific and detailed plans support education first and attendance on school site as a close second.</p>

5	<p>Provision over and above that which would be expected</p> <p>(Below 80%)</p> <p>Attendance is a serious concern</p>	<p>In addition to Stages 1 – 4:</p> <p>Local Authority intervention will be sought by the school where appropriate.</p> <p>Any attendance action plans will be strengthened with additional referrals to partners and outside agencies for support and adapted timetable and environment will be put in place where needed.</p> <p>The school will work with parents/carers, outside agencies/partners and the local authority to consider more formal support options including parenting contracts, education supervision orders and prosecution as a last resort.</p> <p>Access to adapted environment if appropriate</p> <p>Possible personalised curriculum.</p>		<p>At this stage it is likely that parents are being asked to comply with their legal duty.</p> <p>The child needs to know that we miss them and want them back in school.</p>
6.	<p>Severely Absent</p> <p>(Below 50%)</p> <p>Intensive provision in line with local authority guidance.</p>	<p>The school will agree a joint approach with the Local Authority.</p> <p>The school may ask for consideration for an EHCP or Alternative provision if not already in place.</p> <p>The school will ask for a full Children's Social Care assessment where appropriate and build attendance into existing children in need and child protection plans.</p>		As above

Appendix II

Lytchett Matravers Primary School

APPLICATION FOR ABSENCE FROM SCHOOL

Important information for parents/carers,

Lytchett Matravers Primary School will not grant any leave of absence during term time, except in exceptional circumstances. In exceptional circumstances, as decided by the Headteacher, parents/guardians may be given permission to take their child/children out of school during term time. An application must be submitted in advance of the absence and the Headteacher's decision is final.

In line with Local Authority policy, parents/guardians who take their child out of school in term time for the purposes of a holiday will be fined £60, if the days missed equate to or exceeds 5 full days (or 10 half days) **within a 3 month period**. Both of the child's parents/guardians will receive the £60 fine. Where families contain more than one poorly attending pupil multiple fines may be issued. The Headteacher will use discretion regarding who receives a fine where families include step-parents or where a parent who is separated from their spouse takes a child on holiday without agreement of the partner.

I wish to apply for leave of absence from school.

Name of child/children:

Class(es)-

Date of proposed absence: From: _____ To: _____

Reason for proposed absence:

Total days requested in this application: _____

Total days taken previously this academic year: _____

Signature of Parent/Carer: _____ Date: _____

Please print name : _____

For School Use

Timetable & Register checked? _____ Class teacher Consulted? _____

Previous holiday checked? _____ Current Attendance% _____

Appendix III

What is your child missing out on?

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
100%	95%	94%	90%	85%	80%

If your child misses	that equals...	which is...	over 13 years of school that's...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

The effect on progress...

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Very Good	Acceptable	Worrying	Very worrying	Serious Concern	
Best chance of progress and success. More likely to be socially happy		Harder to progress, experience success or make friends		This is persistent absence. Very hard to make progress and social outcomes are often poor.	

365 days per year, a school year has 190. That leaves 175 days to spend on family time, visits, holidays, shopping, celebrating and appointments.