

Morecambe Road School's



Attendance Policy December 2024

Agreed by the Governing Board on 4th December 2024

Signed by:

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Introduction

This is a successful school and every child plays their part in making it so. We aim for an environment which enables and encourages all pupils to achieve their potential and aspire to excellence.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day the school is open unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class.

Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

2) Responsibilities and expectations

2.1 Families

Parents and carers have a legal duty to ensure that their children attend school regularly, if they are of compulsory school age and registered at a school (see appendix for details of how the law applies to school attendance and how "parent" is defined in law).

Parents and pupils should know the times the school day starts and finishes and when the register closes (see section 4, below); the processes for requesting leave (see section 3.4, below); and the process for informing school of the reason for unexpected absence (as follows).

If your child is going to be absent, parents must inform school as soon as possible and at the latest by 9.25 am on the first day of absence via Morecambe Road School's communication app (Seesaw) or by calling school directly on 01524 414384.

Parents must also ensure that school has up-to-date contact information for themselves and emergency contacts. Pupils' responsibilities depend upon their age, maturity and capability but they too must do their best to attend school regularly and punctually.

School contact information for other attendance-related matters is given below at the end of section 2.2.

2.2 School

Head Teacher

- Lead on giving attendance a high profile.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and protected time allocated to discharge those responsibilities.
- Take overall responsibility for ensuring the school conforms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents of this decision.
- Where there is uncertainty regarding an absence, make the decision whether or not to authorise an absence, or to request further evidence to support the decision-making process.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

Attendance lead and other staff with designated responsibilities for attendance

- First day response: contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached.
- Update attendance registers.
- Regularly monitor and analyse data to identify pupil, class and whole school attendance concerns and to target attendance improvement support for those who need it most, particularly vulnerable groups.
- Regularly communicate pupil attendance and punctuality levels to parents and staff.
- Work with children and parents to remove barriers to regular and punctual attendance, using parenting contracts where appropriate.
- Involve external agencies to support children and parents as appropriate to better understand and address the issues causing attendance concerns.
- Promote regular attendance through the school newsletter, website and displays and ensure the school's attendance policy is readily accessible.
- Use projects and strategies to improve attendance and punctuality for groups, classes or the whole school (eg incentive and reward schemes, certificates, traffic light letters).

All school staff

- Provide a welcoming atmosphere for children and a safe learning environment.
- Be aware of factors that can contribute to poor attendance and punctuality.
- Adhere to the procedures in place within school to promote good attendance.
- Promote the link between attendance and educational attainment to pupils and parents.
- Complete attendance registers in accordance with the legislation and under the direction of the head teacher.
- Discuss attendance concerns at an early stage with children and parents.
- Raise any concerns about attendance with the attendance lead and/or head teacher.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance at Morecambe Road School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.
- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation and guidance; please see the appendix for further details.

School attendance contacts – via the school phone number: 01524 414384

- Morecambe Road School's Main Office: (open from 8.00am – 4.00pm)
- Deputy Headteacher – Secondary Phase: Responsible for Whole School Attendance and DSL (Designated Safeguarding Lead)
- Form Tutor: contact for day to day enquiries
- Family Liaison Officers if requiring additional support with attendance.

2.3 Lancashire County Council (the local authority)

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom termly Targeting Support Meetings will be held. For mainstream nursery, primary and secondary schools this will be a School Attendance Support Worker (SASW); for special schools and pupil referral units (PRUs) this will be a School Attendance Consultant (SAC).

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, the SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

3) Types of absence

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents (and other agencies, as appropriate) to understand the reasons underlying absence.

3.1 Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

3.2 Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable. If school has followed its attendance procedures and a pupil continues to have unauthorised absences, the school may see seek advice from the local authority School Attendance Support Team or request legal interventions from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which are not explained satisfactorily.
- Children who arrive at school after the register has closed.
- Days off for shopping, birthdays or looking after other children.
- Day trips and holidays in term time which have not been agreed by the head teacher.
- Days that exceed the amount of leave agreed by the head teacher.

It is the head teacher's responsibility to decide if an absence is authorised or unauthorised. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar. Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to

pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

3.3 Persistent Absence (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday, etc). Absence at this level will damage any child's educational prospects and we expect parents' fullest support and co-operation to address this.

At Morecambe Road, we monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly. Pupils who are persistent absentees are tracked and monitored carefully and the attendance procedures below (section 5) will be followed.

3.4 Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the head teacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made in advance by a parent with whom the pupil normally resides (using the form available on the school website or from the school office), **and**
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, eg when a pupil is just starting at school or during assessment periods, such as SATs.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met (see appendix).

3.5 Religious absence

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

3.6 Participation in sporting events

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and she/he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, eg the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

Permission for your child to leave early or arrive late in order to attend coaching and training sessions is also at the discretion of the head teacher and is unlikely to be approved if it would occur regularly.

3.7 Participation in performances (eg theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the head teacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go the Lancashire County Council [Child performance licences webpage](#).

4) Registration

4.1 Attendance registration

Morning registration is between 9.00am and 9.25am. Registers close at 9.30am.

Afternoon registration is between 1.00pm and 1.15pm. Registers close at 1.30pm.

The school day starts at 8.55am when pupils are dropped off by LCC Transport/Parents and/or Carers or independent travel (walking/cycling/public bus). Pupils congregate on the Secondary Yard within their class lines and will then be escorted to their allocated classrooms by their staff team. **Pupils are therefore expected to be on the school premises and ready to be registered by the start of the registration period at 9.00am (i.e. when the register is taken).**

When the attendance register has been taken it remains open until 9.30am in the morning and 1.30pm in the afternoon. If a pupil arrives after the official register opening times, they will be recorded as late after the close of registers (Code U).

Afternoon lessons conclude at 3.00pm, allowing for a 10 mins form time session with class teams in order to disseminate information e.g. letters/mobile phones etc. School finishes at 3.10pm, when pupils are escorted to either the Secondary Yard for LCC Transport or the Primary Yard for Parent/Carer pick up. Those pupils who are authorised to travel independently are allowed to exit the school building without staff support, in order to walk/bike or catch a public bus home.

4.2 Late arrival

Pupils who arrive after the registration period at 9.25am or 1.15pm must go straight to the school office at the main entrance to sign in and give a reason for their lateness.

Due to the fact that the registration period is 25 mins in the morning and 15 mins in the afternoon, **pupils may arrive within the permitted registration time but after the register has been taken** (staff will often conduct the register within the initial 5 minutes of the registration period). Pupils who therefore arrive after the register has been taken (9.00am – 9.25am or 1.00pm – 1.15pm) **but before it is officially closed (9.30am or 1.30pm), will be marked as code L.** This is classed as late but present for the session (ie the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late e.g. after 9.30am or 1.30pm (such as attending a dental or medical appointment) **will be marked as Code U**, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

4.3 Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be asked to meet with either the Secondary Phase Deputy Headteacher responsible for Whole School Attendance/the Head Teacher and/or a member of the pastoral support team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time. Persistent lateness after the register has closed may result in further action, as outlined below, under section 5.

5) School attendance procedures

5.1 First day of absence

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit. Please note that such home visits may be unannounced.

5.2 Attendance concerns

Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems together; this is nearly always successful. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents in improving their child's attendance and/or punctuality:

- Telephone calls and/or letters to make parents aware of school's concern about their child's attendance.
- Invitation to meetings to discuss concerns with our attendance lead and/or head teacher.
- Parenting contracts to identify barriers to regular attendance, ways to overcome these and agree targets for improvement.
- Incentive and reward schemes for individual pupils, if appropriate.
- The Early Help Assessment (EHA) process and/or referral to other agencies and services, including School Nurses and Primary Mental Health Workers, if appropriate.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

At any stage, we may seek advice from advice from the local authority School Attendance Support Team.

5.3 Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions (see appendix) emphasises the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment. When education is to be provided at an alternative location, this should always be done via the use of a direction (please see section 6, below).

When a pupil has been absent from school for an extended period, the Head Teacher/Deputy Head or class teacher and other support services e.g. the school's Family Liaison Officers; will work with the family to ensure that a smooth reintegration is achieved.

5.4 Pupils refusing to attend school

At Morecambe Road School, we believe that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may request advice from the School Attendance Support Team and, with consent, make referrals to other external partners such as the Children and Family Wellbeing Service or Primary Mental Health Workers, as appropriate, to try to ensure the correct support is secured for the child and their family.

5.5 Promotion of good attendance

School will promote and incentivise attendance by acknowledging and rewarding good attendance by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances.

5.6 Use of penalty notices

In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absence. This includes:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

6) Alternative provision and use of directions

There is a range of circumstances when pupils might be required to access educational provision at a venue other than their main school. The main reasons are:

- Pupils who have been excluded, either for a fixed period of more than 5 days or permanently.
- Pupils unable to access provision at their main school for medical reasons.

- Pupils required to attend another venue for the purpose of improving behaviour, either on a temporary basis or with a view to making a permanent move to the alternative provision (via a managed move).

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must issue a written direction or notice informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

7) Notifications school must submit to the local authority

7.1 Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (currently Lancashire does not).

7.2 Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in regulation. In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team or the Children Missing Education team. Schools may also contact the School Attendance Support Team for advice on removing children from roll.

7.3 Pupils who fail to attend

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire schools, this can be done via a variety of means and school can contact the School Attendance Support Team for further advice.

7.4 Pupils on a part-time timetable

Schools must also inform the local authority when a pupil is placed on a part-time timetable. In Lancashire, this should be done via the appropriate form available to schools.

7.5 Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education. If a pupil has stopped attending and her or his location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

Appendix: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive.

Parents and carers

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school;
- the child was prevented from attending by reason of sickness or any unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

- (a) who is not a parent of his but who has parental responsibility for him, or*
- (b) who has care of him.*

Thus, the definition of "parent" means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

Working together to improve school attendance, DfE, 2022, explains which codes schools should use to record attendance in their registers, and specifies the DfE's expectations of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See Morecambe Road School's Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for maintained schools to publish attendance data

What maintained schools must publish online, DfE guidance

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for schools to report attendance data to Government

Section 537A of the Education Act 1996 and

Complete the school census, DfE guidance for schools and local authorities on what data government requires

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education: Statutory guidance for schools and colleges, DfE, regularly updated

Leave in term time

September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006

This regulation does not apply to academies, though many adopt it as good practice.

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) Regulations 2007
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School attendance parental responsibility measures 2015

Pupils experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE, 2023

Pupils with health needs who cannot attend school

Supporting pupils at school with medical conditions: Statutory guidance, DfE, 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. The Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999

Requirement for mainstream, state-funded schools to deliver a school week of at least 32.5 hours

Length of the school week: non-statutory guidance, DfE, 2023

Specialist and alternative provision settings are also encouraged to consider extending their core week where appropriate.

Example of an Attendance Contract Agreement - LCC Template

School Name
and/or Symbol

Attendance Contract



DATE OF ATTENDANCE MEETING:

Name of Young Person	
Date of Birth	
School	
Year Group/Class	



Name of Parent 1	
Address of Parent 1	
Parent 1 Contact Number	
Emergency Contact Number	

Name of Parent 2	
Address of Parent 2	
Parent 2 Contact Number	
Emergency Contact Number	

CHRONOLOGY OF ATTENDANCE

DATES: 8/1/24 – 13/4/24

- See attendance certificate attached
- (Pupil name)'s attendance is currently at 62%
- The reasons given for absence are headaches/sore throat/stomach ache
- The attendance pattern indicates that there are 9 broken weeks of absence, and the absences fall on Mondays/Thursdays and Fridays in the main
- Parents hadn't been aware of this pattern but after discussion, realise that the absences often centre around a weekend. Discussion of whether pupil (due to ill health) gets tired towards the end of the week or struggles to return to school after the weekend. Parents also acknowledge that these are the days they work from home – this could be another factor as (Pupil name) does like to be at home with parents
- 16 sessions were unauthorised. Explained how this would negatively impact on college ((Pupil name) hopes to go to Newman next year) and they have a very strict attendance policy. School's procedure is to use the text service on (phone number) before 9 am on the first day of absence, or call (phone number) leaving a clear message with an explanation of the type of illness
- Attendance concern calls were made on:
17/1/24
21/1/24
Attendance support letters were sent on:
13/2/24
2/3/24
Follow up meeting in school occurred on 5/4/24. Both parents and pupil attended. Discussed minor illnesses as barriers to attendance. Parents agreed to visit GP to ascertain underlying causes. Blood tests revealed low iron levels and prescription given. Some improvement followed and attendance improved to 70% with attendance in school being particularly better on Thursdays.
- Parents still feel there are underlying health issues and problems with sleep which are negatively affecting (Pupil name)'s attendance. They often cannot get to sleep until the early hours of the morning and are then very tired and difficult to wake up. They are also concerned about (Pupil name)'s low mood. This is especially obvious on a Sunday evening and (Pupil name) can be very tearful.

ATTENDANCE CONTRACT AGREEMENT

The following has been agreed between the School (insert name), and the parent (s) (insert name).

(a) The School, (insert name), has agreed to:

- Ensure that (name of staff member) (school attendance officer) contacts **(insert pupil's name)**'s parents immediately if **(he/she)** is not at school when the register is taken
- Your son/daughter has identified ((name of staff member), head of year etc) as the staff member who can be available either during the school day if there is anything relating to attendance you or your child wish to discuss
- (name of staff member) / head of year etc will work closely with **(insert pupil's name)** when in school to identify barriers to attendance and seek ways of overcoming these. They will meet with your child at 8.30 every Monday (circumstances permitting) to provide support and reassurance. If they are not available (name of staff member) (school attendance officer) or (name of staff member) (Assistant Head KS3) will be available instead
- Make **(insert pupil's name)**'s core subject teachers, aware of the fact that **(insert pupil's name)** has had some significant absences and to ensure that appropriate catch-up resources and support have been provided. Your child can use the learning support facility at lunchtime (supervised by our teaching assistant team) to catch up and ask for help over the next 2 weeks
- Contact parents on Thursday and Monday mornings for the next 2 weeks to assist them in establishing an effective morning routine or discuss potential barriers arising that day and provided support/reassurance
- School to allow **(insert pupil's name)** to work in the nurture hub if feeling unwell (minor illnesses eg headache/sore throat) for short periods of time during the school day if needed
- School to access a school nurse appointment (next visit on (insert date))
- Continue EBSA work started with (insert name of staff member)

(b) The parent, (insert name), has agreed to:

- Let school know immediately if any problems arise that might affect attendance and respond to all communications around attendance from school promptly. Phone (insert number) or text (insert number) before 9 am on first day of absence
- Work collaboratively with the identified school staff members in respect of the identified barriers to attendance and suggested strategies to overcome these. (sleep routine/insisting on attendance despite minor illness/supporting with catch up work)
- Take responsibility for implementing new evening and morning routines within the family home to ensure **(insert pupil's name)** is in a good sleep routine. Consider further visit to GP if sleep doesn't improve (parents to use the leaflet provided and contact (insert name/number) for further advice)
- Discuss any concerns **(insert pupil's name)** expresses regarding attending school but do not to allow these concerns around feeling unwell to be a reason to keep **(insert**

pupil's name) off school. Parents will send **(insert pupil's name)** to school and leave medication (paracetamol/Calpol etc) at reception to administer if required. Parents to trust that school will send **(insert pupil's name)** home if they are unfit for school

- Consider an Early Help referral to access support from wider services around routines/parenting/health concerns

Is the child, (insert pupil's name), of an appropriate age to comply with any expectations set in this contract?

- If yes then parents agree to support the child in achieving the expectations set out on the accompanying appendix below

PUPIL'S AGREEMENT

NB: This appendix is only to be used where the pupil is of an appropriate age to comply with any expectations set out in this contract

(c) The pupil, (insert name), has agreed to:

- Let (name of staff member) know if there are any problems that might affect their attendance and be present in form time by 8.55 every day
- Go to bed at a reasonable time and switch off mobile phone by 11pm
- Come into school with minor illnesses as discussed, trusting school staff to contact home if unfit for school. Not use personal mobile to contact parents if feeling unwell
- Attend the catch-up support sessions on Tuesday and Wednesdays 12.24-1.15 until all core learning is completed
- Engage with the EBSA strategies school have put in place to improve attendance

I agree to work with school and my parent(s) to meet the agreements set out in this attendance contract to help me attend school regularly and punctually for the period of this contract (date) to (date).

Signed:

	Signature	Date
Pupil		

TARGETS:

Agreed targets must be specific, bespoke to the child/family and appropriate considering the background to the meeting and discussed barriers.

- (insert pupil's name) to arrive at school by (insert time)
- (insert pupil's name) to attend school every Monday/Thursday and Friday for next 2 weeks (and other days in between)
- (insert pupil's name) to attend school with minor illnesses such as a cold/headache etc
- (insert pupil's name) to access catch up resources and attend lunchtime catch up with teaching assistant support on Tuesday and Wednesdays 12.24-1.15
- (insert pupil's name) to alert (name of staff member) to any issues arising which they feel might affect their attendance and be open to support
- (insert parent's name) to establish night time and morning routines to facilitate improved attendance
- (insert parent's name) to work proactively and collaboratively with school to improve their child's attendance, informing promptly of any barriers to attendance or absences arising

REVIEW DATE: 20th May 2024

The School (insert name) and parent(s) (insert name) will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

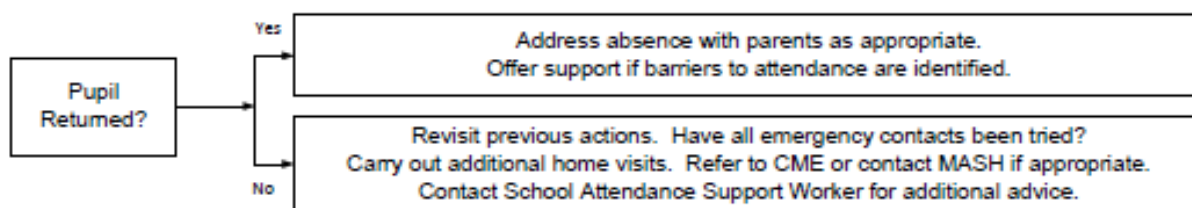
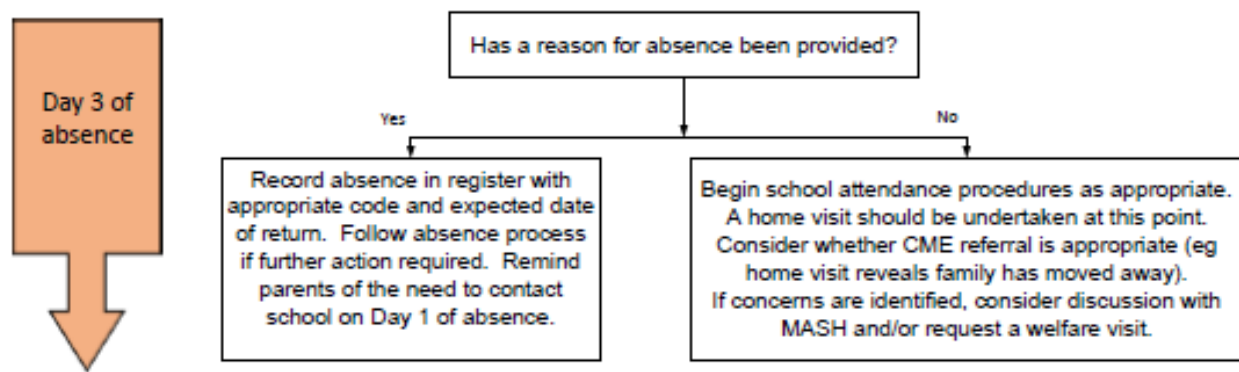
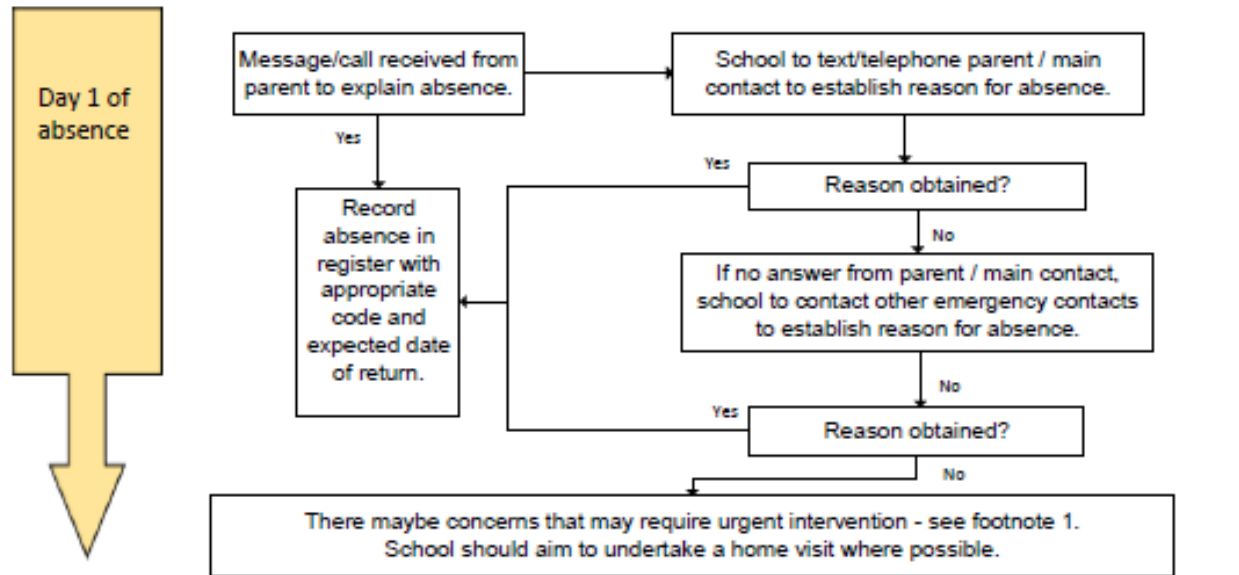
NB: A meeting can be requested by any of the people concerned at any time to discuss the agreement or any further difficulties or problems arising.

FURTHER REVIEW DATES:

This contract will run from 20/4/24 until **20/6/24** and the attendance will be monitored for a period of six months after this date.

- We will next meet on **20/5/24** at **10 am** at school.
- There will be interim weekly phone call check-ins on Monday and Friday, starting on

First day of absence response



¹In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic, eg:

- Children Looked After – schools should notify the named social worker and consider contacting the Virtual School.
- Children subject to a Child Protection plan – schools should notify the named social worker.
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.