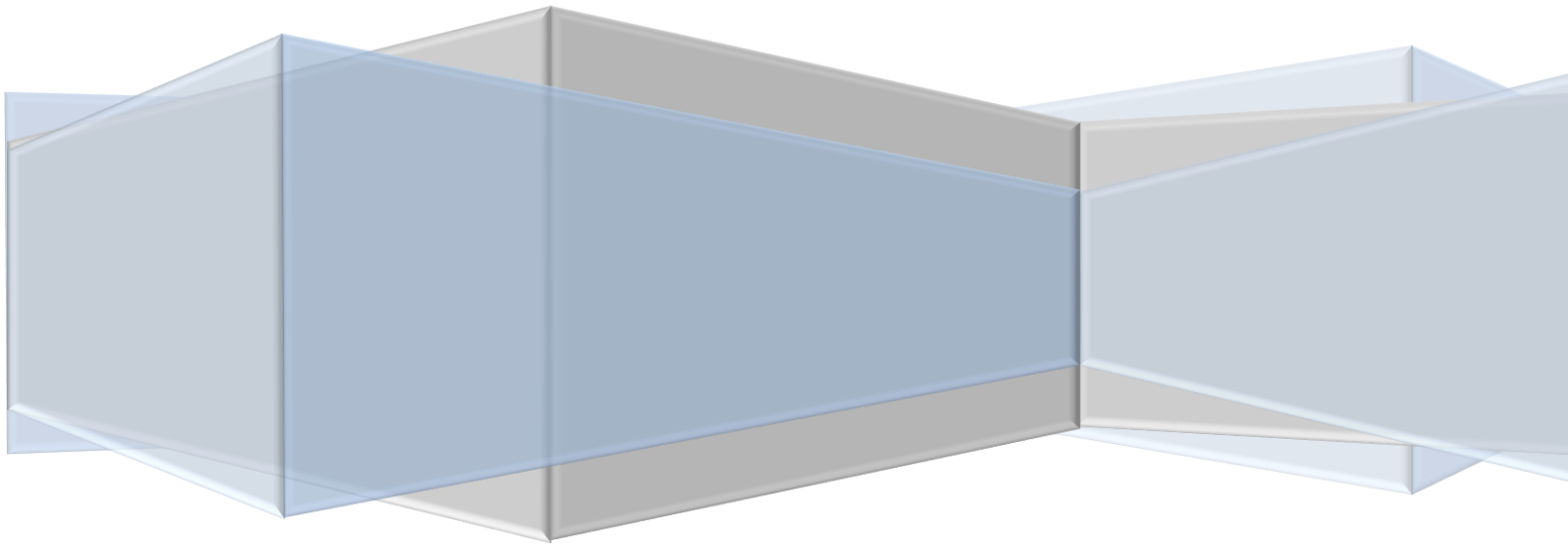
Wellfield Infant and Nursery

Attendance Policy

March 2024 updated September 2024



Whole School Attendance Policy

Wellfield Infant and Nursery School

The Attendance policy has been developed in accordance with the 2022 statutory guidance 'Working together to improve school attendance'

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body **March 2024** and It is due for review in **March 2025**

Signature	Headteacher	Date:
Signature	Chair of Governors	Date:

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1. Introduction/Aim

At **Wellfield Infant and Nursery School** we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support every pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to pupil absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Feeling Safe in School, Behaviour and Relationships and our Special Educational Needs and Disabilities Policy.

This Attendance policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, the DfE Keeping Children Safe in Education 2023 guidance, and other relevant legislation.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

In line with 'Working together to improve school attendance' the government expects all schools and local authorities to:

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

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person.

3. Safeguarding

At **Wellfield Infant and Nursery School,** we believe every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents. Safeguarding is about offering early help and support to children and families, and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties in the home environment. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, health and safety, access to the curriculum and anti- bullying, online safety, protecting children from abuse and neglect, radicalisation and extremism, FGM and CSE.

More information on safeguarding and the protection of children can be found in the schools Safeguarding Policy.

In order to allow us to safeguard the children in our care it is important that parents provide the school with their current contact details and provide at least **two** other contact numbers in case of emergency.

It is also important for parents to let school know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability please speak with the head teacher or the Deputy Head Teacher.

4. Roles and Responsibilities

Please follow this link for staff / governor roles
https://www.wellfieldinfants.com/whos-who/

At **Wellfield Infant and Nursery School** we believe that improving school attendance is everyone's business, and that it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Role	Contact details
Office Staff (day to day reporting of absence) **School business manager** **Office Administrator**	**0161-962-1828**
School SENDCO	**0161-962-1828**
Attendance Officer / Deputy Head (support and advice on attendance)	**0161-962-1828**
Named Governor for Attendance	**0161-962-1828**

The Governing Body of **WELLFIELD INFANT AND NURSERY SCHOOL** recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.

- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Pupil Absence Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, looked after children, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The head teacher at **WELLFIELD INFANT AND NURSERY SCHOOL** will:

- Ensure this policy is implemented consistently and reviewed for efficacy periodically
- Monitor school-level absence data and reporting it to governors
- Monitor the impact of any implemented attendance strategies
- Request the issuing of fixed-penalty notices, where necessary

School will have a designated senior attendance lead with overall responsibility for championing and improving attendance in school and who will:

- Actively promote the importance and value of good attendance to pupils and their parents through regular communication (eg website, newsletters etc)
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with, that staff understand the attendance register is a legal document and that attendance and absence are coded correctly in accordance with DfE guidance Working together to improve school attendance (publishing.service.gov.uk)

- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors .
- To ensure that attendance data is collected and analysed frequently, by the Attendance Officer, to identify causes and patterns of absence.

- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.

- Ensure robust school systems are in place which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
  - children who have a social worker including looked-after children
  - young carers
  - children who are eligible for free school meals
  - children who speak English as a second language
  - children who have special educational needs and disabilities

- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.

- Develop a multi-agency response to improve attendance and support pupils and their families.

- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at WELLFIELD INFANT AND NURSERY SCHOOL will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to ensure a consistent approach to reporting, recording and monitoring the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The Attendance Officer will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Liaise with office/ admin staff to follow up any unexplained absences
- Rigorously monitoring and analysing pupil attendance data.
- Undertaking attendance meetings with the Designated Safeguarding Lead, SENDCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual attendance action plans for pupils causing concern including using the ESBNA tool kit to identify issues early on, the instigation of a Family Help Assessment and Plan and/ or the implementation of a parenting contract.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

School [admin/office] staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Carry out first day calling for any pupils who are absent and the school has not had any contact with the family to give the reason for absence
- Report to the Attendance Officer if they are unable to make contact with a family of an absent child
- Transfer calls/information from parents/carers to the Attendance Officer and Head Teacher in order to provide them with more detailed support on attendance

Parents/ Carers are expected to:

- Take a positive interest in their child's work and educational progress.
- Ensure their child is in school on time every day.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school on the first day of their child absence to let them know the reason why and the expected date of return.

- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours and not taking term time holidays.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff and parents.
- Be encouraged to speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn
- Come to the main entrance with their caregiver if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5.Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance in Working together to improve attendance (May 2022).

5.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised in the register, **this will include all children from Nursery to Year 2**

Any parents known to have removed their child (5 years and over) from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution if the leave of absence is unauthorised for 8 sessions (4 school days) or more. A penalty notice is issued to **each parent for each child**, the penalty being £120 per parent per child (discounted to £60 if paid within 21 days).

We believe that children need to be in school for all sessions that the school is open to them so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. **At Wellfield Infant and Nursery School** leave of absence is only granted at the discretion of the Headteacher.

To apply for leave of absence during term time a **request must be submitted using the Absence During Term Time request form** found in the 'Parents' section on the school website, (or a paper copy of this form, which can be requested from the school office). This will be passed to the Head Teacher or Attendance Officer for consideration.

Other than in an emergency, if a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised.

Wellfield Infant and Nursery will treat each application individually. Retrospective requests will not be considered and will result in the absence being categorised as **unauthorised.** In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that a parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, the parent / carer will need to inform the office who will then record this on the 'Signing children in and out' log.

In the majority of cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply

medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend school-led Attendance Support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and local authority policy illness-and-your-child.pdf (trafford.gov.uk) We will also consider whether an Individual Healthcare Plan is required.

5.3 Pupil Absence for the purposes of Religious Observance

Wellfield Infant and Nursery School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods and is recognised as such by a relevant religious authority. Where this occurs, the school will authorise the pupil absence only for the actual day of the celebration/festival. Additional days either side will not be authorised. Absence for this type of activity **must be requested using the Absence During Term Time request form** found in the 'Parents' section on the school website, (or a paper copy of this form, which can be requested from the school office).

5.4 Term time absence for specific purposes such as external examinations, elite sports, performing arts

Absence for this type of activity **must be requested using the Absence During Term Time request form** found in the 'Parents' section on the school website, (or a paper copy of this form, which can be requested from the school office).
Permission for such activities will **only be authorised if the request meets all of the following criteria**:-

- Documentation can be provided to prove the reason for the request
- The number of absences for this type of activity does not exceed 5 days in a 12 month period
- The requested absence would not take the child's overall attendance score for the last 12 months to below 96%

5.5 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require them to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that they have made at least 200 attendances during the previous 12 months.

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Trafford, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. **Wellfield Infant and Nursery** will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended **Wellfield Infant and Nursery School** in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's place at **Wellfield Infant and Nursery School** will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

5.6 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Appointments for hairdressing
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Holidays taken without the authorisation of the school

6. Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils

An "authorised absence" as:

- An absence for sickness for which the school has accepted the reasons given.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave

- Recognised days of religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency, unavoidable cause or exceptional circumstance.

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Staff take a register twice daily at the following times:-

Nursery registration is 8.55am and 12.20 pm
Rec registration is 8.55am & 1.00pm
KS1 & SSC registration is 8.55am & 1.30pm
These registers are checked by the school office and any unknown absences are followed up in a timely manner (see point 6.3 expected absence procedure for parents)

6.2 Late Arrival at School

At **Wellfield Infant and Nursery School** all pupils are expected to arrive on time and complete a full day for every day of the school year. The school day begins at **8.55am for all Year groups including Nursery,** and finishes at **3.20pm for Nursery and 3.25pm for all other Year groups**. We advise all parents to ensure their child is on site prior to this. The school register will be taken at **8.55am for all Year groups including Nursery.** All pupils arriving after this time are required to report to the main office with their parents, who will be expected to complete and sign a late slip and provide a reason for their lateness / absence.
If their arrival is before **9.25am,** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9.25am for all Year groups including Nursery**. The DfE advises that schools should close the register to pupils no more than **30 minutes** after the register was taken. All pupils arriving after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated

arrival after the close of registration will result in appropriate interventions being instigated and may also result in a warning letter leading to a penalty notice being issued or prosecution (after 10 sessions of recorded unauthorised lateness) as a last resort.

Please note: L or U codes will also be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return .(Tel 0161-962-1828) If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at **9.25am for all Year groups including Nursery,** and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, a text message will be sent and the child's named emergency contact/s will be telephoned.
- If school cannot contact a parent or other emergency contact and are concerned about a pupil, a home visit may be carried out.

In cases of ongoing attendance concerns, school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to an external agency/ support service to offer support, guidance, and advice .
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures Education of Vulnerable Children Handbook March 2023.pdf
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing an Early Help Assessment **or consulting with the**

Children's First Response team or the police, where there are safeguarding concerns.

6.4 Attendance Rewards & Interventions

Attendance Officer – Deputy Head

Attendance Target in line with Trafford - 96%

- In liaison with the office, attendance is checked on a weekly basis any issues are flagged to The Attendance Officer and dealt with in a timely matter.
- The Attendance Officer in consultation with Office staff do half termly data analysis of attendance/ lates. Concerns are highlighted with parents/ carers through a letter or phone call and support offered of ways to improve attendance/ punctuality. This may include the involvement of our school SENDCO, and other outside agencies.
- At the end of every term there is an attendance award for the class with the highest percentage of attendance. There are also individual stickers and certificates for improved attendance / 100 % attendance for the term.
- There is an attendance display in the hall which highlights the winners for each term and also the benefits of regular attendance.
- There is an attendance section on the school website which highlights Wellfield Infant and Nursery School's expectations and illustrates the benefits of regular attendance.

At **Wellfield Infant and Nursery School** we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

6.5 Support Systems

At **Wellfield Infant and Nursery School** we recognise that poor attendance can be an indication of other difficulties at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required. Parents should contact the Head Teacher or Deputy Head Teacher / Attendance Officer to share concerns or information in the first instance.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies and services we may use to support you could including involvement with the following :-

- School SENDCO
- School Nurse or Health Visitor

- Early Help team and intense Family Support
- Educational Psychologist
- Trafford Inclusion Charter
- Trafford SEMH Graduated Approach
- ESBNA toolkit
- SEND consultants
- Pupil Absence Team
- EHCP Team

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Levels of Intervention and Support

LEVEL ONE	**FAILURE TO SEND CHILD TO SCHOOL AFTER SCHOOL REFUSES LEAVE OF ABSENCE.**
Criterion	Failure to send child to school after request for leave of absence refused
Vulnerability	Any
Service Provider	School/LA
Intervention	Head Teacher to consider issue of a penalty notice and send request to Pupil Absence Team via the school portal
	Prosecution in the absence of the penalty being discharged within 28 days
LEVEL TWO	**LOW LEVEL LATE / IRREGULAR / NON-ATTENDANCE**
Criterion	Attendance between 90%-100% over four weeks
Need/Vulnerability	Child/ family may be vulnerable
Service Provider	School
Intervention	School to contact parent to determine reason for pupil's absence on first day of absence and expected date of return.
	Attendance and monitoring process to identify when absence or punctuality becomes a concern
	Support from the school's attendance officer through telephone calls, letters, emails and home visits
	Parents to be offered access to sources of support via attendance plans or an individual health care plan.
	Praise and reward scheme for children entering level two from any higher level
LEVEL THREE	**MEDIUM LEVEL LATE / IRREGULAR / NON-ATTENDANCE**
Criterion	Attendance between 80% - 90% over four weeks
Vulnerability	Child/Family may be vulnerable or have a low level need requiring single or multi agency support
Service Provider	School/ LA

Intervention Welfare Support	Identifying pattern of absence Attendance concern letter
	School meeting with parents – Individual Attendance Plan EBSNA toolkit
	Family help assessment / involvement of Trafford Team Together
	In school pastoral and mentoring support and counselling
	Home visits
	Individual health care plan
	Referral to external support services / alternative provision
	Referral for specialist assessment (e.g. SEND/CAMHS)
Intervention Enforcement	Non-attendance warning letters
	Parenting contract
	Home visits
LEVEL FOUR	**HIGH LEVEL LATE / IRREGULAR / NON-ATTENDANCE**
Criterion	Attendance below 80% over four weeks
Vulnerability	Child/Family may have a complex level of need requiring higher level intervention, including referral to specialist assessments & services.
Service Provider	School/LA /Legal Services
Intervention Welfare Support	As at Level 3
Intervention Enforcement	When all attempts to engage with the family at levels three and four have failed referral to legal services with a view to penalty notice/prosecution/ Education Supervision Order
LEVEL FIVE	**SAFEGUARDING NEEDS**
Criterion	Any level of attendance
Need/Vulnerability	Child/Young person has acute needs that require statutory intervention to promote and protect the welfare of children/young people.
Service Provider	All Agencies
Intervention	Immediate referral by school, attendance officer or other concerned agency to Children's Services.
	Children's services to conduct an immediate assessment of need or a multi-agency assessment under Children's Act 1989, s17 as appropriate.

6.6 Severe Absence, Persistent Absence and the use of Legal Interventions

"Severe absence" (SA)is defined as missing 50% or more of schooling across the year for any reason' more than half of all school sessions missed.

"Persistent absence " (PA) is defined as missing 10% or more of schooling across the year for any reason. Over a full academic year this would be 38 sessions (19 days).

Absence at these levels can be extremely damaging to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are SA, PA, or are at risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unauthorised attendance/ punctuality, a warning letter may be sent to each parent informing them that a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. A Penalty Notice or prosecution can be requested by the school for irregular attendance after 10 missed sessions (5 days) of unauthorised absence where the parent/s are not engaging with school's attempts to address the absence.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, or a parenting order/ community order under a Section 444 (1a) offence.

6.7 Reduced timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Pupils absent from school and receiving remote education still need to be marked as absent in the register.

6.8 Alternative provision

Where arrangements have been made for a pupil to attend alternative provision, school attendance staff will be notified and updated about any changes in the arrangements, so they can ensure the registers are marked accordingly.

Attendance staff and other relevant colleagues will communicate closely with the AP setting.

We will follow up with pupils and parents/carers on any attendance concerns, in conjunction with the AP.

If a pupil is only being offered part-time AP, school will ensure the pupil is offered additional educational provision, which together with the AP equates to a full timetable, unless there are exceptional reasons why not. Pupils will only be offered part-time educational provision for the shortest time possible and this will be regularly reviewed with the pupil and parents/carers with the aim of the pupil accessing fulltime education as quickly as possible.

Dual Registration and use of the D code

If a pupil from the school is attending another state-funded DfE registered school, Pupil Referral Unit or Alternative Provision Academy, for part or all of their education, the pupil will be dual registered at this school (Dual - Main) and the other setting (Dual - Subsidiary).

If a pupil is attending an AP which is not a state-funded DfE registered school, Pupil Referral Unit, the pupil cannot be dual-registered.

When a pupil from the school is dual registered with another setting, we will ensure the pupil and parents are clear about the pupil's timetable; i.e. when the pupil is expected to attend the school or the other setting, and what the arrangements are for register marking, including the use of the D code. The school will also be clear which setting will be following up any absences. Where pupils are dual-registered, the AP should provide the school with attendance updates weekly, unless otherwise agreed with the alternative setting. However, if attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the school immediately, and a course of action will be agreed in writing between the school and the AP.

A dual registered pupil must not be removed from either setting's roll without the agreement of the other setting.

Off-site educational activity (B code)

If a pupil is attending an AP setting which is not another school or Pupil Referral Unit for part or all of their education, the school will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school will mark any sessions attended at the school with the relevant present code, and any absences with the relevant absent code. Such APs should provide attendance updates daily, unless otherwise agreed, so the school can mark the register accordingly.

Unless otherwise agreed with the AP, the AP is expected to notify the school by 10.00am on the morning of any individual pupil absences, to ensure the school is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.

If attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the school immediately.

7. Deletions from the Register

At **Wellfield Infant and Nursery School** we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At **Wellfield Infant and Nursery School** we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Trafford Council's Child Missing Education procedures and will ensure the Children Missing Education Team are informed of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. Where the location of a pupil is unknown we will liaise with Trafford Pupil Absence Team so that joint reasonable enquiries can be made to ascertain the child's whereabouts and the pupil will remain on roll until those enquiries are exhausted.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Trafford Council will be informed of the removal from roll as outlined above. We will also inform Trafford Council's EHE team.

NB: Please amend as applicable - the exception to the above is if the child is on the roll of a special school. In this case, permission for parents to home educate must be given by the local authority.

Wellfield Infant and Nursery School will follow Trafford Council's Children Missing Education procedures when a pupil's whereabouts is unknown, and the school will carry out joint enquiries with Trafford Council to establish the whereabouts of the child.

8. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including child protection
- Medical needs
- Admissions
- Felling Safe in School /anti-bullying
- Suspension and exclusions

- Special Educational Needs and Disability
- Relationships and Behaviour
- Curriculum

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (September 2022)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Working together to safeguard children, DfE (July 2018)
- keeping children safe in education 2024 –

APPENDIX

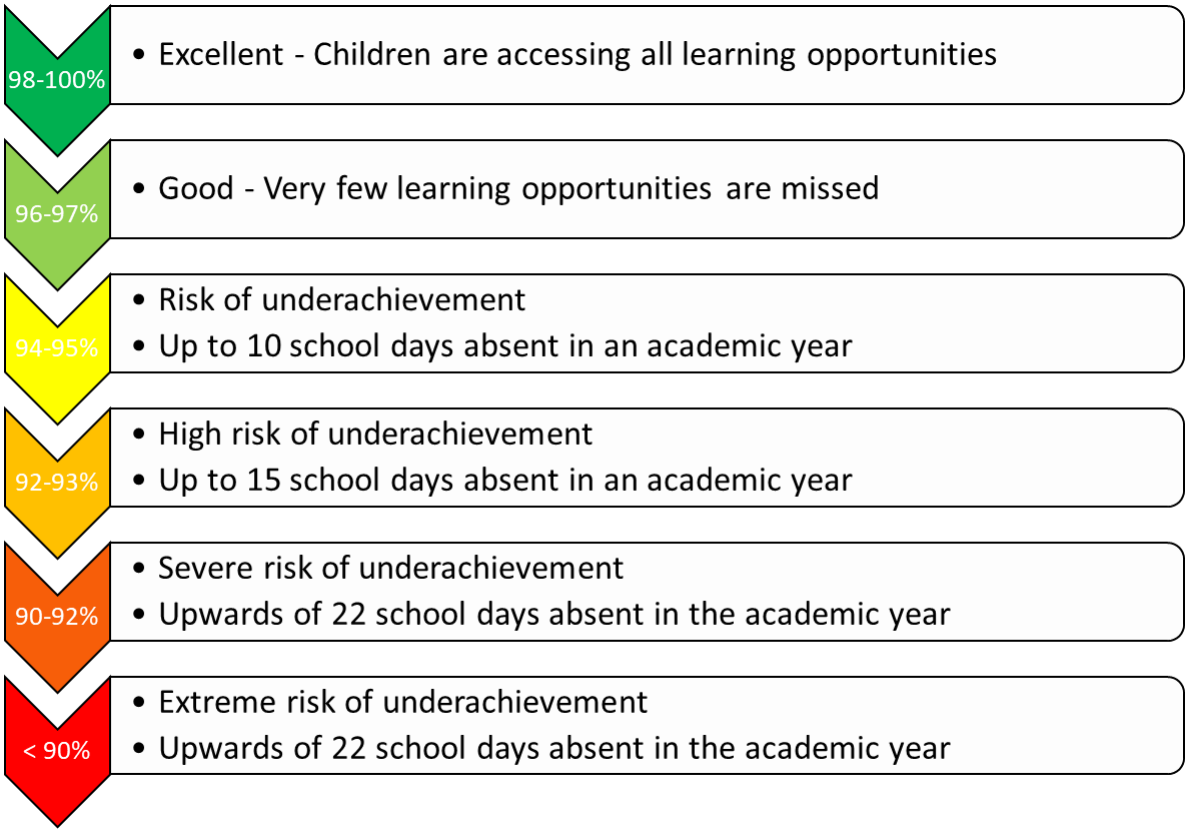
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.55am for all Year groups including Nursery.**
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence ringing the school office 0161-962-1828 to let us know. In the message you must leave your child’s full name, year and class teacher’s name and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form which can be found on the ‘Parent’s’ section of the school web site to make these types of requests. The form should be submitted in advance of the leave of absence, via **wellfieldinf.admin@trafford.gov.uk**. Paper copies of this form are available can be requested from the school office You will receive an email in response, to advise if the request has been granted or declined. Please note that a holiday in term time will only very rarely be considered as an exceptional circumstance.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they do not arrive by **8.55am for all Year groups including Nursery.**

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact the **Head Teacher or Deputy Head / Attendance Officer via the school office (0161-962-1828)** if you require any support with ensuring your child’s regular school attendance.