



Policy - Attendance

Audience:

Parents

Pupils

Staff

Governors

Relevant agencies, such as Social workers, EWO.

Approved: 30.03.2022

Headteacher:

Chair of Governors:

Review yearly.

Excellent attendance and punctuality is important if students are to benefit from everything school has to offer. Crowdys Hill believes that regular attendance at school is vital for students to be successful. School education lays the vital foundations of a student's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.

Parents/carers and the school staff are partners in making this a success and this partnership is very important to the school. As a school, we will encourage parents and carers to ensure that students achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The Law

By law, parents and carers must ensure that all student of compulsory school age (between 5 and 16) receive a suitable, full-time education (Education Act, 1996). Swindon Borough Council employs Education Welfare Officers to monitor school attendance and to support both schools and parents/carers to ensure that every pupil attends school regularly. Parents/carers may be committing an offence if they fail to make sure that their child

attends school regularly. This may lead to the issuing of a penalty notice, prosecution or application for an Education Supervision Order.

1. Aims

- We are committed to meeting our obligations with regards to school attendance by:
- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Our attendance policy aims to:

- support students and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all students have full and equal access to the best education that we can offer in order to increase learning;
- enable students to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

We follow and implement Swindon Borough Council's Guidance to schools on the use of Reduced timetables.

Expectations from pupils

We expect that all pupils will:

- attend school every day as long as they are fit and healthy enough to do so
- attend school punctually
- attend appropriately prepared for the day- wear uniform in primary and secondary, and wear suitable clothes to allow them to attend to all activities in Sixth Form
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

Expectations from Crowdys Hill:

- provide a welcoming atmosphere and a safe learning environment; staff welcome pupils at the school entrance; leaders drop in to tutor times and greet pupils, particularly those with potential for absence, so that they feel welcomed
- provide a sympathetic response to any student's or parent's/carer's concerns
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual student's attendance and punctuality; and contact parents on the first day of absence when a student fails to attend and where no message has been received to explain the absence
- follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the Headteacher can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body will be requested; work closely with parents where there are medical reasons for absence to ensure the school can support them
- encourage good attendance and punctuality through a system of reward and recognition
- work closely with parents of pupils with mental health issues arising which may reduce their attendance
- inform parents/carers of the % attendance of their child at the end of a school year, and where their child's attendance falls below 95%
- make enquiries regarding students who are not attending regularly
- meet regularly with relevant staff to monitor and support school attendance and punctuality; refer irregular or unjustified patterns of attendance to Education Welfare.
- Notify SBC when concerns are raised from the attendance team about a child's attendance; Notify the EWO after 10 days unexplained absence

Expectations from parents/carers:

- ensure regular school attendance and be aware of their legal responsibilities
- ensure that their child arrives at school punctually and prepared for the school day

- ensure that they contact the school **daily** of absence or if known in advance, whenever the student is unable to attend school and contact school promptly whenever any problem occurs that may keep the student away from school
- notify the school of any home circumstances that might affect the behaviour and learning of the student
- notify school immediately of any changes to contact details

Expectations for attendance

95% +	Good – Well done! This will help all aspects of the pupil’s progress and life in school. This will give them a good start in life and supports a positive work ethic. The pupil’s attendance is at, or above, the school target.
91% – 94%	Below expected – Strive to build on this. The pupil’s attendance is below expected and will be monitored. A letter will be sent informing parents.
86% - 90%	Poor – Absence is now significantly affecting the pupil’s attainment and progress. This is a cause for concern and will be closely monitored. The school will meet with parents to review the particular context and to plan for improved attendance and/or punctuality. The Education Welfare Officer (EWO) may be involved at this stage.
85% & below	Unacceptable – Absence is seriously affecting attainment and progress and disrupting the pupil’s development. The pupil’s attendance is now a major concern. It is probable that a referral to Education Welfare Officer will be made and a meeting will be convened at school to put in place strategies to improve attendance rapidly. Legal proceedings may follow.

Children Missing Education

Any pupil who is absent for 10 school days or more, without authorisation, will be referred to Swindon Borough Council Education department. Crowdys Hill School follow the Swindon Borough Council Policy – Children Missing Education 2015 . See appendix.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Issuing fixed-penalty notices, where necessary

3.3 The attendance lead

The school attendance officers for Crowdys Hill school are Emma Orchard, Deputy Head and Samantha Sprules, Designated Deputy Safeguarding Lead.

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

3.4 Class teachers/form tutors

Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Tutors will contact parents to establish reasons behind pupils absences.

Tutors will encourage good attendance of their tutees.

Class teachers will welcome all pupils to lessons and encourage good attendance.

Class teachers will notify reception swiftly if a child is missing from class. Reception will alert a member of the leadership team if the whereabouts of the child is not known.

3.5 School staff

Reception staff are expected to take calls from parents about absence and record it on the school system (SIMS).

Reception staff will contact parents/carers on the first day of a pupil absence.

Reception staff will alert tutors if the reason for absence needs further discussion.

Reception staff will alert the attendance lead- Emma Orchard or Samantha Sprules - if they are concerned about a child's absence.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. We use the SIMS recording system. This system is linked to SBC who are able to access our attendance data.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity

- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix I for the DfE attendance codes.

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

Pupils must arrive in school by 9am for secondary and Sixth Form, and 9.30am for primary pupils on each school day.

The register for the first session will be taken between 9-9.30am. The register for the second session will be taken within half an hour after lunchtime session (differing times for different phases of the school, ranging between 12.30-2pm.

4.2 Unplanned absence such as child illness

The pupil's parent/carer must notify the school on the first day of an unplanned absence as soon as practically possible.

Parents/ carers should call the school reception, 01793 332400. Emails are not accepted on day of absence.

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

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

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

4.3 Planned absence such as appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Please email your child's tutor in advance of this absence, and copy in reception@crowdyhill.swindon.sch.uk

Or call reception and leave a message, 01793 332400.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

4.4 Pupils Leaving During the School Day

During school hours, the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, and the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents/carers are to report to the reception before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission, their parents/carers will be contacted as soon as staff are aware of the absence. **Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person.**

4.5 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code.

Persistent lateness, more than 2 times in a term, will trigger a meeting request from the attendance lead.

4.6 Following up absence

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

Follow up on their absence with their parent/carer to ascertain the reason, through directly contacting the parent/ carer.

Ensure proper safeguarding action is taken where necessary.

Identify whether the absence is approved or not.

Identify the correct attendance code to use and record with comments onto SIMS.

4.7 Reporting to parents

Crowdys Hill school will report their child's attendance data yearly through the school report at the end of the school year. Parents will also receive a % attendance for the annual review paperwork (at different times of the year) and in the interim reports at the end of term 2 and term 4 (Christmas and Easter time).

Definitions

- ✓ Everyday counts as two sessions.
- ✓ Every half-day absence has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why the cause of each absence is always required, preferably in writing or by telephone.
- ✓ Regular attendance means that pupils must attend school every day, unless there are justified reasons, and arrive at school on time.

Authorised Absence

An absence is classified as authorised when a pupil is away from school for a legitimate reason and the school has received notification from a parent/carer. The Headteacher authorises the absence.

Unauthorised Absence

An absence is classified as unauthorised when a pupil is away from school without the permission of the Headteacher. Unauthorised absences are those which the school does not consider reasonable and for which no 'authorisation' has been given.

Authorised	Unauthorised
Genuine illness	Oversleeping
Hospital / Dental Appointment (card needed)	Looking after family members
Major religious observance	Appointments for other family members
Visit to new school/ college	Holidays not agreed
External examinations	Day trips
	Parents ill
	No transport

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as the need to take your child on holiday during a quieter, in term period due to their autism, or other needs, which would prevent them from attending to a family holiday during busy periods. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request, and any previous requests during that school year.

Leave of Absence (Holidays)

- Please be aware that The Education (Student Registration) (England) (Amendment) Regulations 2013, which came into effect on 1st September 2013, states that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.
- Any absence must be requested, in writing, as far in advance as possible, and no less than 4 weeks prior to the requested date. The guidance from Swindon Borough Council states that if a parent/carer takes their child out of school e.g. on holiday or other unauthorised leave of absence, for 5 days (10 sessions) or more, without the authority of the Headteacher, each parent/carer may be liable to receive a Penalty Notice for each child who is absent.
- If leave is taken without authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare may be notified. A Penalty Notice may be issued.

Authorised absences:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

5.2 Reducing persistent absence

Crowdys Hill school will implement the school attendance action flow chart swiftly and robustly. If this process is not effective in improving the child's attendance at school, then we will:

Contact our social worker to liaise with relevant agencies and parents/carers. Inform SBC that there is an issue with attendance. Discuss the case with outside agencies, such as family support workers, LDCAMHS, YEW, mentoring organisations. We will attend a multi-agency

meeting to establish support from other agencies. We will seek to offer alternative provisions to allow the child access to education outside of school.

5.3 Legal sanctions

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

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

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

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

6. Strategies for promoting attendance

We promote attendance during school assemblies, building teams through our house system, building resilience through our curriculum, and building a sense of self through our wellbeing and PSHE curriculum, along with tutor groups, house competitions and positive welcoming staff.

All staff are key to encouraging good attendance. We use the Thrive approach model of encouragement, understanding and support for behaviour.

We have close relationships with parents through our tutoring system. Tutors or leaders can often discuss attendance issues and put support in place before they become a problem.

Tutors and leaders contact parents directly to discuss potential problems and pre-empt attendance issues that may arise, e.g. such as when a supply teacher is taking a class which may cause anxiety, or when a trip is planned and we are aware that the pupil may try to have a day off due to anxieties around changes.

7. Attendance monitoring

The attendance lead at our school monitors pupil absence on a weekly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. If the absence continues for more than a few days then we will contact the parent/ carer to gather more detail of the reason for absence.

If a pupil's absence continue to rise after contacting their parent/carer, we will request a meeting with the parent/ carer. We will consider involving an education welfare officer if we are concerned about the reason for absence.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Crowdys Hill school has weekly attendance meetings where actions are set to improve attendance. We will contact parents/ carers where relevant and put a support plan in place to improve individual attendance. Members of the leadership team are involved in this process.

We have a school social worker who will be notified and involved in attendance concerns.

The leadership team looks at termly attendance data and puts swift actions for support in place as needed. This may be ELSA, counselling, Early Help referrals, family support worker referrals, CP or CIN meetings or bespoke timetables and changes to staffing or unstructured times support.

Trends are looked at, such as pupils with a social worker, free school meal pupils, pupil premium pupils, English as an additional language pupils, young carers and looked after children.

Rewards

The main benefit from regular and punctual attendance is that continuity and progression in learning are ensured.

As a school, we acknowledge good attendance through annual rewards. Pupils gain attendance certificates termly for good attendance of 95% or over.

At the end of the year, pupils with over 95% attendance will have access to specific rewards, such as free trips or privileges.

8. Monitoring arrangements

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

9. Links with other policies

- Child protection and safeguarding policy

- Behaviour for learning policy
- Attendance during covid addendum

10. Crowdys Hill school attendance action flow chart

- 1) **Daily:** Before 9.30- Form Tutor/TA completes register on SIMS. Supply staff call 236 for reception to complete SIMS if they don't have access. Repeated after lunch session, within half an hour.
- 2) Receptionist checks all classes and adds comments or amendments e.g. known lates, illness, medical appointments.
- 3) Pupils arriving after 9.30 are logged by the Receptionist as U on SIMS, with reasons noted in SIMS
- 4) Receptionist phones parents of pupils who are absent - this is then recorded on SIMS with comments added
- 5) If student is absent and there has been no contact from parents/carers (or from the bus escort, if applicable) and all emergency numbers have been tried, a home visit should be arranged on Day 2. If this is very much out of character or there are particular concerns, a home visit would take place on the first day of absence. The Receptionist should alert the DSL or a DDSL or a member of the Leadership Team if this is the case, so that a visit can be arranged. **This may now become a safeguarding issue**
- 6) If the student comes to school on Day 2 and the school has not received confirmation from parents/carers in regard to the absence, further attempts will be made by the Receptionist to ascertain the reason for absence – the absence will remain unauthorised until this is received.

Weekly: The attendance lead and reception staff meet to discuss absences. Actions from the leadership team may include: Call home from school leader; letter home to remind parent/carer of responsibilities; invite for parent to come into school to meet with tutor or leader. Where safeguarding concern, two members of staff will attempt to make a home visit. The school social worker will attempt to make a home visit if the family is known to social services. Where we feel that the absent child has high anxiety issues linked to school, we will discuss support plans with parents and the pupil (if appropriate). Where the absence is due to parental issues, we will work with the parent to offer support.

Termly:

1. The attendance lead will meet with the leadership team to discuss trends or individual case of poor attendance.
2. General actions where improvements are slow may be letter home, invite parents in to discuss action plans and next steps

3. Where pupils are in the at-risk category, such as those with a social worker and CLA pupils, an agency meeting will be called by a member of the leadership team.
4. Where a pupil has not improved, or their attendance has fallen below 90%: an attendance action plan will be put in place, with agreement from parents and pupil; this must include home learning; this must include dates of expected reviews and consequences to non-attendance
5. Where attendance is below 90% with no reasonable cause, or predicted improvements, the local authority will be informed (through their own monitoring systems); and the safeguarding team to ensure external agency meetings are informed, such as CINs, TAF, TAC.

Flowchart of actions:

- A) **Daily- tutors record attendance twice a day onto SIMS. They should add codes and comments for absences.**
- B) **Daily- Reception will contact daily absences and record comments onto SIMS registers. If they are concerned about a response, they will pass it to the tutor. Tutors will pass it to a member of SLT if necessary. If there is a cause for concern for the child, the school will endeavour to make a home visit.**
- C) **Daily/ Weekly, tutors will monitor attendance of their groups. If they are concerned about absences they will either: discuss with reception who may have received acceptable reasons for absence or; pass their concern to a member of the leadership team and attendance lead via email**
- D) **Weekly- attendance lead will meet with reception staff to discuss cases below 95% and set up actions as needed and; below 90% ensure actions are carried out and monitored. Any child who has had unauthorised absence for 10 days must be reported to SBC as Missing in Education.**
- E) **Termly- attendance lead will analyse data on attendance across the school and implement actions as needed.**
- F) **Terms 2/4/6- SLT and attendance lead discuss effectiveness of actions and attendance trends, patterns, etc. Actions or changes may be implemented as a result.**

Where there is no improvement in attendance:

In this school we are aiming for every pupil to achieve attendance levels of at least 95%. We monitor attendance and provide termly reports on each pupil's attendance. Your child will receive an attendance certificate if their attendance has been above 95% for the term.

- Your child's tutor is the first point of contact for poor attendance. You must ensure that they know why your child has been absent, and allow them to offer support from the school if appropriate.
- The school will identify pupils whose attendance has fallen below 90% and issue a courtesy letter and a meeting will be set up with the attendance lead, Emma Orchard or Samantha Sprules or a member of the leadership team. We would hope to be able to support you in improving your child's attendance.

- If the attendance continues to drop then parents/carers will be issued with a second letter, informing them that if attendance continues to fall then we will have to inform the Swindon Welfare Officer (EWO) - they will investigate the pupils' absences.

The school will seek advice and involvement from the Education Welfare Officer.

The school will refer the case to the Virtual school headteacher for pupils with social workers and CLA.

The school may call an annual review which may conclude that the school can no longer meet the child's needs. This may put the child's place at school at risk.

The school may seek further advice from SBC, who may consider the full range of Parental Responsibilities Measures. This may include parenting contracts, education supervision orders, penalty notices and prosecution.

Attendance information and monitoring letters in appendix A and B.

Reduced timetables

Where a pupil is placed onto a reduced timetable, in agreement with all relevant parties, and with the intention that this process will lead to the child attending school, then this must be agreed with the attendance lead. The attendance lead will ensure that the correct process is followed, using SBC;s policy for reduced timetabling, and inform SBC through their JADU system.

The leader responsible for the child's attendance must complete a Crowdys Hill reduced timetable risk assessment and be assured that there is not a safeguarding risk to the child. (see appendix III)

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveler absence	Pupil from a Traveler community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	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	Unauthorised absence	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
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

Appendix A: general letter to parents about attendance

Jefferies Avenue
Swindon
Wiltshire SN2 7HJ



Headteacher - Mrs K Higham
Phone - 01793 332400
email - admin@crowdyshill.swindon.sch.uk
website - www.crowdyshill.swindon.sch.uk

Dear Parent/Carer

ATTENDANCE AT CROWDYS HILL SCHOOL

This letter is to provide you with a clear outline about absence procedures at Crowdys Hill school. The Governors support the Headteacher and Education Welfare Service in promoting high levels of attendance and acting where there are unsatisfactory reasons for absence. Attendance at school is important for learning; and important for your child to develop social and communication skills. There will be times when absence is unavoidable and acceptable. This letter explains the approach we are following to manage attendance.

Types of Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons given are considered by the headteacher to be valid.

The following reasons are not acceptable:

- shopping
- days out to theme parks or to attend concerts or shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- parental/sibling illness.

Unauthorised absences will be referred to the Swindon Education Welfare Service.

Absence due to illness

- If your child is unable to attend school through illness you should inform us by telephone on the first day of absence before 9.00 am. You will then need to call in each day your child is ill.
- Where the child is absent through illness or medical appointments this will usually be counted as authorised.

- Where we have concerns over absence patterns or excessive absences through illness, we will discuss this with you to gain a better understanding of the problems and to offer support – for example by involving the School Health Service.

Emergency Occasions

There are some occasions e.g. bereavements, family problems, etc where it may be inappropriate for children to attend school; we will be sympathetic to such needs. You must discuss with your child's tutor, or a member of the leadership team.

Holidays

If you are planning to have a holiday in term time it would need to be an exceptional circumstance, such as a quiet time due to your child's autism, or a one-off family event such as a wedding. You will need to write a letter to the head teacher requesting a holiday and your reasons behind your request. This can be via email head@crowdyshill.swindon.sch.uk The head teacher will then decide if the holiday is authorised or unauthorised, and respond to you.

Where authorisation is not granted, then this holiday absence will be reported to the Education Welfare Service. Schools have a duty to do this.

Where parents wish to take their child(ren) out of school during term time for purposes other than holidays, they should email the pupils tutor and head teacher who will assess each request individually.

What is considered as poor attendance?

Anything below 94% is weak, under 90% is poor and if attendance dips below 85% we will have serious concerns. Below 85% is regarded as persistent absence by the Department for Education.

In this school we are aiming for every pupil to achieve attendance levels of at least 95%. We monitor attendance and provide termly reports on each pupil's attendance. Your child will receive an attendance certificate if their attendance has been above 95% for the term.

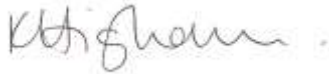
- Your child's tutor is the first point of contact for poor attendance. You must ensure that they know why your child has been absent, and allow them to offer support from the school if appropriate.
- The school will identify pupils whose attendance has fallen below 90% and issue a courtesy letter and a meeting will be set up with the attendance lead, Emma Orchard or Samantha Sprules or a member of the leadership team. We would hope to be able to support you in improving your child's attendance.
- If the attendance continues to drop then parents/carers will be issued with a second letter, informing them that if attendance continues to fall then we will have to inform the Swindon Welfare Officer (EWO) - they will investigate the pupils' absences.

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons, judged by the Education Welfare Service, for a pupil's frequent absence, or where parents condone absence, then parents render themselves liable to a fine. This is a statutory process, and stressful for all involved, so we would seek to support you to improve your child's attendance before we get to this situation.

I hope that these notes will help you to have a clear understanding about the school's expectations. Please respond and liaise with the school's representatives if you are contacting about your child's attendance.

If you have any queries please do not hesitate to contact Emma Orchard, Deputy Head, or Samantha Sprules, Designated Deputy Safeguarding Lead or a member of the leadership team, on the number above.

Yours Sincerely

A handwritten signature in cursive script, appearing to read 'K Higham', with a small flourish at the end.

Kate Higham
Head teacher

Appendix B: Letter for parents whose child attendance is below 90%

Jefferies Avenue
Swindon
Wiltshire SN2 7HJ
Headteacher - Mrs Kate Higham
Phone - 01793 332400
email - admin@crowdyshill.swindon.sch.uk
website - www.crowdyshill.swindon.sch.uk



Date Name of child:

Absences from school

Letter one- attendance is falling below expected

Dear Parent/ carer,

I'm writing to alert you to your child's attendance rate this term.

Their current attendance has fallen to [percentage]. Falling below 90% attendance will have an impact on academic achievement and social development.

The school acknowledges that each family's circumstances are different and aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support you and your child in the best way possible, including looking into how we can help to address gaps in learning due to absence.

If you have concerns, and need support please contact the school.

No further action is required from you at this stage.

Further action is required from you:

Please contact the school's attendance lead Emma Orchard or Samantha Sprules, or a member of the leadership team, see contacts below, to discuss a support plan to improve attendance.

Yours sincerely,

Mrs Kate Higham

Headteacher

eorchard@crowdyshill.swindon.sch.uk
ssprules@crowdyshill.swindon.sch.uk
erussell@crowdyshill.swindon.sch.uk
bnorth@crowdyshill.swindon.sch.uk
lbaptiste@crowdyshill.swindon.sch.uk

General attendance enquiries- whole school
General attendance enquiries – whole school
Primary
Secondary
Sixth Form



Jefferies Avenue
Swindon
Wiltshire SN2 7HJ
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website - www.crowdyshill.swindon.sch.uk

Absences from school - Letter two - persistent absences

Dear Parent/ carer,

I'm writing to express my concern at your child's recent absences from school. A letter was sent out to you regarding our concerns.

A support plan and/or discussion took place to improve attendance was set up.

You have not responded to the school's request for further action.

Your child has been absent for the following reasons this school year:

Add dates and reasons

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. If there is no response to this letter then the school will take the following actions:

- If your child/ family has social services support then we will be contacting your support worker to inform them of our concerns.
- We may contact external support agencies, such as social services, mental health support, Early Help support or community family workers or adult social care support
- If your child's attendance continues to drop and goes below 75% then as a school we will have to contact the Swindon Education Officer (EWO) who will make contact to discuss these absences in more detail.
- You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Further action is required from you:

Please contact the school's attendance lead Emma Orchard or Samantha Sprules, to set up a support plan to improve attendance.

Yours sincerely,

Mrs Kate Higham

Headteacher

eorchard@crowdyshill.swindon.sch.uk
ssprules@crowdyshill.swindon.sch.uk
erussell@crowdyshill.swindon.sch.uk

General attendance enquiries- whole school
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Sixth Form



Jefferies Avenue
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website - www.crowdyshill.swindon.sch.uk

Date.....

Absences from school

Final letter- urgent action needed

Dear Parent/ carer,

With reference to our letters dated [date], [name] and dated [date] the pupil.....
currently has had a total of [number] absences within [time period]. This means that
.....is currently on [percentage] % attendance.

In line with the school's attendance policy we will now be contacting the Swindon Education Welfare team who will be in touch to discuss your child's absences.

If you would like to discuss this matter further then please contact the school and arrange a meeting with the school's attendance lead Emma Orchard or Samantha Sprules

Yours sincerely,

Mrs Kate Higham

Headteacher

eorchard@crowdyshill.swindon.sch.uk
ssprules@crowdyshill.swindon.sch.uk
erussell@crowdyshill.swindon.sch.uk
bnorth@crowdyshill.swindon.sch.uk
lbaptiste@crowdyshill.swindon.sch.uk

General attendance enquiries- whole school
General attendance enquiries – whole school
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Secondary
Sixth Form

APPENDIX II



Penalty Notice Code of Conduct

Rationale

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for students to maximise the opportunities available to them. Swindon Education Welfare will continue to investigate cases of regular non-attendance from school and, following appropriate casework, instigate legal action if applicable.

Under Section 444A of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006, Local Authorities are able to issue a Penalty Notice for certain cases of absence from school. A Penalty Notice will involve the recipient paying a fine of £60.00 if paid within 21 days rising to £120.00 if paid between 22 and 28 days. A Notice served by first class post is deemed to have been received on the second working day after posting.

In order to comply with Human Rights legislation it is essential that Penalty Notices be issued in a consistent manner. This Code of Conduct will govern the issuing of Penalty Notices for Swindon Borough Council.

Procedure for issuing Penalty Notices

In Swindon, Penalty Notices will be issued by the Lead Officer for Legal Processes, Education Welfare. The Lead Officer will ensure that the issuing of Penalty Notices is closely monitored with recipients paying the relevant fine. In cases where the penalty is not paid within the appropriate period, Swindon Borough Council will instigate action through the courts as required by legislation.

For any person to be prosecuted the elements of s444 must be proven, the service cannot prosecute just because a notice has not been paid. The Rules of Evidence and Criminal Procedural Rules apply, any prosecution must meet the 'evidence test' and the 'public interest test' and must be proportionate otherwise a prosecution may not proceed.

The maximum number of Penalty Notices which can be issued to one parent for an individual child is three in any 12 month period.

Education Welfare will receive requests to issue Penalty Notices from the Head Teachers of Schools/Colleges/Academies in Swindon, the Wiltshire Constabulary and neighbouring LAs. Education Welfare will action these requests providing that the relevant information is supplied in the specified manner, and that the circumstances of the unauthorised absence from School/College/Academy match those detailed in this Code of Conduct.

Swindon Borough Council considers attendance between 90% -95% to be irregular attendance and an attendance rate below 90% would be considered persistent absence. Attendance includes all absences, authorised and unauthorised. The attendance rates for Penalty Notices will be calculated over a twelve school week period from receipt of the Penalty Notice request, which in some cases may include weeks from the previous academic year.

Circumstances where a Penalty Notice will be issued

The issuing of Penalty Notices is considered appropriate:

1. In cases of absence from School/College/Academy when the pupil has been taken on a holiday during term time and the absence has not been authorised by the school.

In such a case, each parent will receive a separate Penalty Notice for each child taken out of school and each will be responsible for the payment of that Notice.

Should a parent fail or refuse to pay any Penalty Notice issued for this reason, then the evidence provided by the School/College/Academy will be the only information laid before the court. There will be no automatic Education Welfare Officer involvement.

2. Following a Truancy Watch Patrol enquiries will be undertaken with the School/ College/Academy of any pupil stopped. In cases where the School/College/Academy has recorded the absence of the pupil as unauthorised then a Penalty Notice may be issued.

Penalty Notices will not be issued during Truancy Patrols as further investigation may be required in order to obtain all the relevant evidence to prove the offence.

3. In the early stages of casework, a School/College/Academy might form an opinion that the issuing of a Penalty Notice is appropriate, e.g. in cases where a parent continually fails to provide an explanation for a pupil's absence in accordance with the school's procedures, and remains at an unacceptable level. This could include late arrival after registration has closed.

4. Following notification from a School/College/Academy to the LA that a pupil has had an unauthorised absence from School/College/Academy, the circumstances of which appear to have been totally avoidable (*e.g. too tired after a late night, a birthday treat, family friends/relatives visiting, shopping*). Where the number of avoidable absences equates to five or more days in a twelve week period, a Penalty Notice may be issued.
5. Following a referral from the Wiltshire Constabulary, procedures as at (2) above will be followed.
6. When a child is found to be in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion from school. (Section 103 and 105 Education and Inspections Act 2006). Reasonable justification may include a pre-arranged medical appointment or a medical emergency

Procedure for withdrawing Penalty Notices

A Penalty Notice may be withdrawn by Swindon LA in any case in which the authority determines that:

- a) it ought not to have been issued – i.e. it was issued outside the terms of the Code of Conduct; or where no offence has been committed; or
- b) it has been issued to the wrong person; or
- c) it is materially defective

Where a Penalty Notice has been withdrawn in accordance with the above, a notice of the withdrawal shall be given to the recipient and any amount paid by way of penalty in pursuance of that notice shall be repaid to the person who paid it. No proceedings shall be continued or instituted against the recipient for the offence in connection with which the withdrawn notice was issued or for an offence under s.444(1A) of the Act arising out of the same circumstances.

Payment of Penalty Notices

The arrangements for the paying of penalties will be detailed on the Penalty Notice.

There is no mechanism within either legislation or this code for the collection of non-payment neither is there an opportunity or pay in instalments and there is no right of appeal to the notice. Non-payment of a Fixed Penalty Notice must result in prosecution to be **considered** of that person under the Education Act 1996.

Appendix III:

CROWDYS HILL SCHOOL



Pupil Risk Assessment for pupils with SEN or medical issues who are being offered a part time timetable

This should be attached to their school pupil risk assessment

PUPIL NAME	CLASS	IHP yes/no	DATE ASSESSED	Agreed by HT

Medical, SEN or other relevant detail here

Area of Risk	RAG Level RAG	Issue relating to risk	How can school mitigate against this/ reduce risk
<i>At home- any safeguarding issues? E.g. child is at risk of harm/ child protection plan in place?</i>			
<i>At home- any medical issues? E.g. parent unable to provide care at home</i>			
<i>At home- any other issues arising? E.g. parent unable to stay at home whilst child not in school</i>			

<i>At home- child unable to access learning</i>			
<i>Transport – parent unable to pick up/ drop off child</i>			
<i>Off Site- child would have to be at a site other than home whilst not in school?</i>			

In the opinion of parents/ staff, is the child able to attend school full time?

Preferred temporary timetable.

<i>Full time</i>	<i>Mornings only</i>	<i>Afternoons only</i>	<i>Bespoke attendance</i>	<i>Adjusted timetable</i>	<i>Other</i>

Can the school offer effective remote learning? Can the parent ensure pupils learning continues at home?

Does the school feel that the child is safe at home during school hours?

***Please note here responses from school and parent.
Parents need to sign a reduced timetable form (from SBC, available in staff drive T) if moving to a part time offer. MUST be reviewed every two weeks, by parents and lead for child, e.g. tutor/ SLT/ DSL)***

Signed by parent:

If reduced timetable agreed, then parents must sign a reduced TT form which must be passed to Gemma.

Headteacher/ Attendance lead:

APPENDIX III



Child missing in education checklist

Pupil Name: _____

School Actions:	✓	Initials
1. Ask the friends of missing student for any current information.		
2. Check emergency contact numbers.		
3. Check free school meal database.		
4. Check records to see if there are siblings at another school and contact the school		
5. Check with the school nurse.		
6. Does the student have a CAF/TAC/other plan (please attach)		
7. Contact all agencies involved with the family/ child		

The above actions must be completed before the 10th day of student missing.

This form must be passed to <https://www.swindon.gov.uk/xfp/form/564> - School leaver link

<https://www.swindon.gov.uk/xfp/form/459> - CME Link

<https://www.swindon.gov.uk/xfp/form/780> - Absence Enquiry Link

Charlotte Gilbert
Assistant Exclusion & Reintegration Officer
Children's Services – Inclusion & Achievement
Swindon Borough Council

Direct line: 01793 465731
Mobile: 07740037341