



Westbridge Primary School

**School Attendance
&
Punctuality Policy**

December 2018

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1. Introduction

Regular school attendance is essential if children are to achieve their full potential. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

At Westbridge, 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, bullying, behaviour and inclusive learning. This policy also takes into account the following legislation:

- Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notice) (England) Regulations 2007
- The Education (Penalty Notices)(England)(Amendment) Regulations 2013
- Equality Act 2010

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.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, require all 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.

3. Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness

In most cases, a telephone call followed up by a written note or email from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package. We request that parents give notice to the school by completing a request for authorised absence form.

Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's class teacher/phase leader will make arrangements for work to be sent home.

Family Holidays and Extended Leave

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended the 2006 regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances** and that the Headteacher should determine the number of school days a child can be away from school if the leave is granted. Westbridge Primary School has agreed that to ensure consistency in this process, **all requests for family holidays and extended leave during term time will be refused.**

In instances of a family holiday/extended leave, the absence will be classed as unauthorised and may attract sanctions such as a Penalty Notice a £60-£120 fine or a summons to court issued by the Local Authority.

Religious Observance

Westbridge Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent by completing a request for authorised absence form. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Medical Conditions

At Westbridge, we treat illness as authorised absence and with the local authorities' help, support pupils' education throughout their illnesses. We also have an understanding to children who may have periods of absence due to disability or long-term ill health. Please contact our SENCO if you wish to discuss your child's attendance and punctuality in this context. Further information on the statutory duty for school and local authorities to provide this support is available in "Access to Education for children and young people with Medical needs" (DfES 0732/2001).

Late Arrival

Registration begins at 9.00am, pupils arriving after 9.05am will be marked as present but arriving late. The register will close at 9.30am. Pupils arriving after the close of register will be recorded as late, this will not be authorised and will count as an absence for that school session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A family holiday or extended leave taken during term time (The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**)
- Delayed flights (preventing children from returning to school at the beginning of term) without supporting documents

- A family wedding or reunion
- A pupil's/family member's birthday
- Parent/s work commitments
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- "Didn't want to come to school"
- Illness where the child is considered well enough to attend school
- Parental medical procedures (preventing children from attending school) without supporting documents

4. Absence Procedures

If your child is absent, the parent/carer must follow the following procedures:

- Contact us as soon as possible on the first day of absence (before 9.25am) on: 020 7228 1293. Alternatively, call into the school office and report the absence in person.
- Write a letter or email on the child's return, explaining the child's absence and give this to the admin team in the office.

If your child is absent, the school Admin Officer will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with the Phase Leader if absences persist;
- Refer the matter to the Education Welfare Officer if attendance moves below 90%.

5. Applications from Parents for Exceptional Term Time Leave

All applications for exceptional term time leave must be made at least 4 weeks in advance, using the Westbridge Exceptional Term Time Leave Application Form (see Appendix 4) and not via email.

The application should state all of the relevant details, e.g.:

- The nature of the exceptional circumstances
- The nature of the request (why it could not be taken during the school holiday)
- The expected dates of departure and return

The factors that will be taken into account when considering any request for exceptional term time leave are:

- a) Amount of time requested
- b) Pupil's existing attendance record
- c) Proximity of tests and other examinations
- d) Pupil's educational needs and ability to catch up on work missed
- e) General welfare of the pupil and family circumstances
- f) Nature of the request (and why it could not be taken in the school holiday)
- g) Frequency of such requests from the pupil's parent

All parents will receive a written response (see Appendix 5 and 6); within 2 weeks of the date of the application form, stating whether the request for exceptional term time leave has been authorised or unauthorised.

6. Unauthorised Leave of Absence and Legal Consequences

Absence will not be authorised when:

- a) Leave is taken without advance request (unless under very exceptional circumstances), or
- b) Leave is taken despite advance request being refused, or
- c) Extended leave, or a family holiday is taken

Parents whose children are taken on holiday or extended term time leave may receive a Penalty Notice from the Local Authority and further legal consequences can arise from a Court Assessment Meeting for other absences under investigation.

Parents who have taken a holiday or extended leave despite an application being refused will be informed of the legal consequences in writing. Statutory action will commence when the pupil has returned to school and the parent has given holiday or term time leave as an explanation for the absence (or there is firm evidence that a holiday was taken, e.g. the child has said that they were on holiday).

7. If a Pupil Fails to Return from Exceptional Term Time Leave

In the event that a pupil fails to return after exceptional term time leave, the school will make reasonable enquires to locate the pupil and determine whether or not there is a good reason for continued absence (such as disrupted travel arrangements or illness).

If there is not a good reason for continued absence, it will be considered unauthorised and parents will be reminded of the legal consequences and the possible deletion of their child from the admissions register.

When a pupil cannot be located, or when there is not a good reason for continued absence, the school will consider deleting the pupil from the register.

If a pupil has not returned to school 10 days after the expected return date, the school will write to the parents informing them of the decision to consider taking the pupil off roll and giving them a further 10 days' notice. If the pupil still has not returned after the additional 10 day notice period, the school will seek authorisation from the Education Welfare Service before taking the pupil off roll.

8. Lateness

Poor punctuality is not acceptable. If a child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill, which will help our children as they progress through their school life and out into the wider world.

How we manage lateness:

From 8.45am to 8.55am, children from Year 1 to Year 6 can make their way into their classrooms through the side entrance in the front playground for a 'soft start' to their day.

The school day starts at **8.55am** and we expect our children to be in the playground before this time ready to line up when the whistle is blown/bell is rung.

Punctuality also applies to parents picking up children at the end of the day. The end of the school day is as follows:

- **3.20pm** for children in the Early Years Foundation Stage
- **3.25pm** for children in KS1
- **3.30pm** for children in KS2

(Children will be sent to After School Club if they are not collected by **3.45pm** and parents will have to pay the full cost of a session. Please refer to Appendix 2 for further guidance regarding the protocols for children who have not been collected from school at the end of the school day/extended school activity).

Registers are marked at **9.00am** and your child will receive a late mark if they are not in by that time. At **9.30am**, the registers will be closed in the school office. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Senior Admin Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

9. Using Attendance Data

Pupil's attendance will be monitored regularly by the Admin Team and Senior Staff and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

The Admin Officer will provide weekly class attendance data and fortnightly individual attendance data for pupils who are persistently absent or at risk of being persistently absent. This pupil level data will be used to trigger school action.

Attendance and punctuality data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. These will be monitored and evaluated by the school's Governing Body at least annually.

We will share attendance data with the Department for Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998, 2003.

10. Support Systems

At Westbridge, we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour in school, e.g. bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

We will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Attendance report cards
- Referrals to support agencies
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Weekly class attendance rewards
- Termly individual attendance rewards
- Additional learning support

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

11. The Education Welfare Officer

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out this way, the school will discuss the absence with the Education Welfare Officer.

As it is the role of the EWO to support the school with individuals who are having difficulties with attendance or punctuality, together we will decide on what appropriate action should be taken e.g. meeting in school, phone call, letter or referral. The EWO will then be involved with monitoring the situation with the school until attendance or time keeping improves or the decision is taken for further action to be undertaken by the Local Authority. This includes Penalty Notices, Education Supervision Orders in the Family Proceedings Court or Prosecution in the Magistrates Court.

12. Deletions from the Register

- In accordance with the Education (Pupil Registration) (England) Regulations 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:
 - The school is replaced by another school on a School Attendance Order
 - The School Attendance Order is revoked by the local authority
 - The pupil has ceased to be of compulsory school age
 - Permanent exclusion has occurred and procedures have been completed
 - Death of a pupil
 - Transfer between schools
 - Pupil withdrawn to be educated outside the school system
 - Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
 - A medical condition prevents their attendance and return to the school before ending compulsory school-age
 - 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
 - Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Westbridge Primary School will follow Wandsworth Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

13. Roles and Responsibilities

At Westbridge, we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 and other attendance related legislation is complied with
- Agree school attendance targets
- Monitor the school's attendance and related issues through Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named member of staff to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good 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 all parents are aware of the Attendance Policy through attendance letters (see Appendix 3), school newsletter and the school website
- Ensure that the Registration Regulations (England, 2013) and other attendance related legislation is complied with
- Ensure that there is a named staff member to lead on attendance and allocate sufficient time and resources
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- 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

Attendance Officer and Pastoral/Community Lead 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 Registration Regulations (England, 2006, 2013) and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used
- Report the school's attendance and related issues through termly reporting

Parents will:

- Talk to their child about school and take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Ensure that their child attends school on time, every day, unless there is a genuine reason for the absence
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a written or verbal explanation
- Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ensure that all reported illnesses are genuine
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to the vet, to help at home or to look after other members of the family, etc.
- Avoid taking their child on holiday during term-time

14. Legal Sanctions

Where poor attendance continues, even after the interventions outlined in this policy, the Local Authority will apply the following legal sanctions:

- **Penalty Notices** (Anti - Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of family holidays or extended leave in term time;
- A pupil has accumulated 15 sessions of unauthorised absence in any ten week period;
- A pupil has been late (after 9.30am) for 12 or more sessions in any six week period and further unauthorised absence/lateness has occurred following written warning to improve.
- An excluded pupil is present in a public place during the first five days of the exclusion without good reason.

Each parent/carer receives a Penalty Notice for their child who has unauthorised absences, and/or persistent lateness after the registers close.

Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, otherwise the penalty notice will be £120. If the notice remains unpaid after 28 days, the Local Authority will prosecute the parent in the Magistrates' Court for the original non-attendance offence under S444 Education Act 1996, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and may be required to pay costs to the Local Authority.

On payment of a penalty notice, the parent can no longer be pursued legally for the same period of evidence (Section 23 of the Anti-Social Behaviour Act 2003) and does not have a criminal record arising from the penalty notice itself.

There is no statutory right of appeal against the issuing of a penalty notice. The Local Authority will examine any evidence provided that would show that a mistake had been made. Parents will be required to provide documentary evidence to support an argument and must deal directly with the Local Authority as the matter will not be the responsibility of the school.

- **Application to the Family court for an Education Supervision Order**

This can be granted up to 12 months. Parents will be legally obliged to comply with the directions/advice given by the Education Welfare Officer and if you do not, the matter may be referred to the Magistrates Court. The consequence of this could include a fine or in the aggravated offence imprisonment. In addition, if there is a persistent non-compliance with directions/advice, then it is a legal requirement that the Local Authority Children's Social Care Department investigate.

- **Prosecution**

Where all other intervention, including Penalty notices and/or Education Supervision Orders, fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.

This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. Fines are as follows:

- Education Act 196 s.444 (1) - Magistrates can fine each parent up to £1,000 per child, plus prosecution costs and impose a Parenting Order.
- Education Act 1996 s.444 (1A) - Persistent Absence - Magistrates can fine each parent up to £2,500 per child, impose Parenting Orders/Community Rehabilitation Order and/or impose a period of imprisonment of up to 3 months.

Appendix 1

Escalation of Attendance Interventions

GREEN **pupils with attendance between 100% to 96%**

Pupils will receive a termly attendance certificate and sticker congratulating them on their good/excellent attendance.

Pupils with this level of annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance display board and school newsletter.

The Attendance Officer will be responsible for all action at this level and will record all intervention and outcomes.

YELLOW **pupils with attendance between 95% and 91%**

Phase Leaders will speak to the parents and pupil to:

- Welcome the pupil back to school
- Confirm with the pupil the reason for absence and offer any support that may be required
- Update the pupil on other work they have missed and support any catch up required
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, the Phase Leader will send a letter to parents advising of concern and outlining the parents' responsibilities.

The Phase Leader will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Attendance Officer on a regular basis.

Senior members of staff will monitor the effectiveness of interventions, which will be used to review and inform whole school strategies.

ORANGE - pupils with attendance between 90% and 80%

Pupils who have attendance below 90% are considered to be persistently absent from school.

The Attendance Officer, Pastoral Lead, Assistant Headteacher and Education Welfare Officer (EWO) will arrange an initial meeting with the parents to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed

Possible outcomes from the initial meeting will include:

- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete an Early Help Assessment leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings

Where a parent fails to attend the Attendance Panel without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority.

Attendance Officer, Pastoral Lead and Assistant Headteacher will be responsible for all action at this level and will record all intervention and outcomes.

The Headteacher will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

RED pupils with attendance below 80%

To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- School age parents/expectant parents
- Long term non attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti-Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions
- Gifted and Talented
- Other

The Attendance Officer and Pastoral Lead will:

- Ensure that the pupil has already spoken to a member of staff at the stages preceding RED intervention (RED intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

The Pastoral Lead and Attendance Officer will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Headteacher.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies.

The Headteacher will report termly to the Governing Body.

Appendix 2

PROTOCOL FOR DEALING WITH CHILDREN NOT COLLECTED FROM SCHOOL AT THE END OF THE SCHOOL DAY / EXTENDED SCHOOL ACTIVITY

1. If a child is not collected by a parent/carer after the school day or approved activity, a member of SLT should be notified. The Office Team must make every effort to contact the parent/carer, or failing that, the emergency contact.
2. In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME (4.15pm), the school will ring The London Borough of Wandsworth Children's Social Care Team to discuss the concerns and ask advice.
3. Wandsworth Children's Social Care will give advice and make appropriate checks. However, the school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.
4. If attempts to contact a parent/carer are still unsuccessful, school and Wandsworth Children's Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety.
5. Wandsworth Children's Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

Wandsworth's Multi Agency Safeguarding Hub (MASH): 020 8871 6622

Wandsworth's Multi Agency Safeguarding Hub (MASH): 020 8871 6000 (Out of Hours)

Appendix 3

Letter to all Parents about Term Time Leave

Dear Parent/Carer,

Re: Family Holidays, Extended Leave and Exceptional Leave during Term Time

I am writing to remind you of Westbridge Primary School's policy regarding family holidays, extended leave and exceptional leave during term time.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended the 2006 regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances** and that the Headteacher should determine the number of school days a child can be away from school if the leave is granted. Westbridge Primary School has agreed that to ensure consistency in this process, **all requests for family holidays and extended leave during term time will be refused.**

When considering making a request for exceptional leave, please remember the following:

- An absence of two weeks will mean that your child misses out on 10 English lessons and 10 Mathematics lessons (***amend as necessary for pupil age-group***)
- Research shows that children often do not catch up from work missed – this could have serious consequences for their learning and progress
- Your child's absence could affect other pupils - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a period of absence
- There are 175 non-school days in each year for family holidays, cultural experiences and extended leave

If after these considerations you feel it is absolutely unavoidable to take your child on exceptional leave of absence during term time, you must make an application in advance. Forms are available from the school office and we request that you apply at least 4 weeks in advance of any proposed special leave. While you can be assured that each request will be considered on its individual merits, our practice is to only authorise leave in exceptional circumstances.

If we do agree to exceptional leave in term time, it is very important that your child comes back to school on the date agreed. Failure to return on the agreed date could result in your child being deleted from the school roll or legal action being taken against you for the unauthorised absence from the Local Authority. Our school has a duty to keep children safe and this includes knowing where they are.

If you withdraw your child during term time without authorisation, this absence will be unauthorised and could result in a Penalty Notice (a £60-£120 fine) from the Local Authority or a summons to court.

Our aim is to ensure our pupils receive the most from their education and I hope we can count on your support in this matter.

Yours sincerely,

Headteacher

Appendix 4

Application for Exceptional Leave of Absence during Term Time

This form is to be completed by parent/carer when requesting to a leave of absence for a child at Westbridge Primary School during term time.

Parents and carers are strongly urged not to take exceptional leave of absence during school term time because your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life. Other pupil's education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping children catch up after term time leave. Educational experiences in school missed as a result of term time leave cannot be re-captured later. There are 190 school days in a year – this leaves 175 days for family holidays, cultural experiences and extended leave.

If you feel that absence from school in term time is absolutely unavoidable (due to exceptional circumstances), complete this form and return it to the Headteacher.

Please be advised that any leave of absence during term time is not a right and term time leave may only be granted under exceptional circumstances.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended the 2006 regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers' may not grant any leave of absence during term time unless there are exceptional circumstances. Westbridge has agreed that to ensure consistency in this process, all requests for family holidays and extended leave during term time will be refused.

Each case is considered individually; however, leave is unlikely to be granted unless there are genuine exceptional circumstances.

Pupil's Name _____ Tutor Group/Class _____

Home Address _____

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School _____ Date of Return to School _____

Total number of school days missed _____

Reasons for absence from school (please continue on other side if needed):

Supporting evidence (e.g. hospital letter, death certificate, etc.):

I make application for my child named above to have exceptional leave of absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a summons to court for irregular school attendance.

Name of Parent/Carer making application _____

Signed _____ Date _____

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.

To be completed by the School Office:

Total days of leave of absence already taken during current school year: _____

Authorised
Reason

Unauthorised
Reason

Current leave of absence to be taken as authorised/unauthorised

Signed _____ Date _____
(Headteacher)

Appendix 5

Response to a Request for Exceptional Leave of Absence during Term Time (Approved)

Dear _____,

I have carefully considered your request for your child to have a leave of absence in term time. I have decided to authorise the leave because the circumstances are exceptional and your child's current attendance is good (____ %)/you have sought to minimise the amount of school time missed/the timing of the leave is such that your child will not miss any examinations **(delete as appropriate)**.

_____ is authorised to have ____ days leave of absence, with his/her last day of school being _____ and his/her expected date of return being _____.

If for any reason your child does not return to school on the expected date, you must make all possible efforts to contact us. If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You will risk losing your child's place at the school and you may be served with a Penalty Notice from the Local Authority. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

A paragraph could also be added on a case by case basis about the expectation that the child keeps a diary, or that the parent contacts the class teacher about work to do while away, etc.

Yours sincerely,

Headteacher

Appendix 6

Response to a Request for Exceptional Leave of Absence during Term Time (Refused)

Date:

Dear _____,

I have carefully considered your request for _____ to have a leave of absence in term time.

While we sympathise with your situation, I am unable to agree your request because the circumstances are not exceptional.

OR

I am unable to agree your request because your child has already had exceptional term time leave this year/your child has already missed ___ days of school this year and missing any more time will be detrimental to their progress/the timing of the proposed leave would mean that your child will miss SATS (**delete as appropriate**).

If you withdraw your child from school for this leave it will be recorded as unauthorised absence and the matter will be referred to the Local Authority.

You may be served with a Penalty Notice or a summons to court for your child's unauthorised absence. **If you have any supporting evidence (e.g. hospital letter, death certificate, etc.), please present this to the School Office, as this may prevent you from being served with a Penalty Notice, etc.**

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Yours sincerely,

Headteacher