Loxwood Primary School Attendance & Punctuality Policy

Approved by:	Governing Body	**Date:**	May 2024
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1. Aims

We want our pupils to attend school every day, unless they are genuinely not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance through our PSHCE and RHE curriculum

- Reducing absence, including persistent and severe absence

- Ensuring every pupil has access to the full-time education to which they are entitled

- Acting early to address patterns of absence

- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents. By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils' awareness of the importance of good attendance and punctuality
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

Why is attendance important?

School ensures that children have the best start in life and that they are equipped for succeeding both academically and socially so that they can achieve in their exams and manage relationships. Children who miss school are more likely to become victims or perpetrators of crime. The more school that children miss, the harder it is to catch up. **Statistics show that 90% of persistent absentees (those with attendance below 90%) fail to achieve 5 or more good GCSE grades or equivalent.** Poor examination results limit young people's options. Good school outcomes are the passport into higher education and better jobs.

Persistent Absence:

Persistent absence is where a pupil misses 10% or more of school,(90% and below) and severe absence is where a pupil misses 50% or more of school. 80% attendance over a child's school life equates to missing 2 years of their education.

Effects of non-attendance:
The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed	Actual missed school over 12 year
95%	9.5 Days	2 Weeks	50 Lessons	7 months
90%	19 Days	4 Weeks	100 Lessons	1 year & 2 months
80%	38 Days	7 Weeks	175 Lessons	2 years & 4 months

'The children with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with lower attainment.' ('Working Together to Improve School Attendance' September 2022)

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) 2022, 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.

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos

- Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole school

- Making sure staff receive adequate training on attendance

- Holding 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

- Interrogating attendance by group, such as pupils entitled to Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL).

- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement

- Evaluating and monitoring expectations and processes

- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data

- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Sharon Mellors and can be contacted via head@loxwoodschool.com or on 01403 752207.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- Working with education welfare officers to tackle persistent absence

- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Claire Everett and can be contacted via messages@loxwoodschool.com or on 01403 752207.

3.5 - Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Monitoring the attendance of any child on a Child In Need Plan (CIN), Child Protection Plan (CP), Early Help Plan (EHP) or Child Looked After (CLA) or post CLA (Adopted or under a Special Guardianship Order - SGO)

- Instigating the Early help process for families with issues that impact on attendance and support put in place to improve attendance. This may be in conjunction with other professionals. The DSL regularly checks attendance data for children on CIN (Child in Need) or CP (Child Protection) plans and takes appropriate action based on any concern.

Our DSL's are: Sharon Mellors and Daisy Price

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office twice daily – morning and afternoon registrations.

3.6 School admin staff

School admin staff will:

- Take calls or emails from parents about absence on a day-to-day basis and record it on the school system

- Transfer calls from parents to the Head in order to provide them with more detailed support on attendance

- Follow up on any child who is absent from school with no reason being provided until a reason has been given. See Appendix 3

3.7 Parents and Carers

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence preferably before 8.45am on the day of the absence but by 9.15am at the latest and each subsequent day of absence, and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

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 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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 8.45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.00am. The register for the second session will be taken at 1.05pm and will be kept open until 1.15pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by calling the school admin staff (see also section 7).

Parents and carers can phone the school on 01403 752207 or email either absence@loxwoodschool.com or messages@loxwoodschool.com to inform us of an 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.

Pupils taken ill during the school day:

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult. No pupil will be allowed to leave the school site without parental confirmation

Children Missing in Education:

We follow West Sussex County Council's policy on Children Missing Education which can be found on our website under Key Information then Policies. Our school will add and delete pupils from roll in line with the law.

4.3 Planned absence

Medical or Dental appointments:

If a child has to attend an emergency medical or dental appointment or has a medical condition that requires in school hours appointments, this will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment where possible.

To request a leave of absence, please complete the form attached as Appendix 2 and return to the school office either via email or in person.

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. Go to section 5 to find out which term-time absences the school can authorise.

Medical Conditions or SEND (Special Educational Needs or/and Disabilities):
We understand that some children who have a medical condition (eg, Diabetes, Asthma) or SEND may be subject to a higher absence rate due to illness or medical appointments. The school will work closely with parents to ensure that their child's attendance remains as high as possible. ***Exceptions are made to the attendance criteria for those children with long standing medical conditions where children have to attend regular medical consultations.***

Religious Observance:
Our school recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Gypsy Romany Traveller Showman or Boatman (GRTSB) Absence:
The school will authorise the absence of a GRTSB pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This must be pre-authorised with the school and is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with GRTSB parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised GRTSB absence will be recorded appropriately in the register. To help ensure continuity of education for GRTSB children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school. Children from GRTSB communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

4.4 Lateness and punctuality

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration, they are still counted as present for statistical purposes. It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. The Headteacher will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance. Our pupils must arrive by 8:45am on each school day. Our morning register is taken at 8:45am and will be kept open until 9:00am. Our afternoon register is taken at 1:05pm and will be kept open until 1:15pm. A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good

reason they will be marked with the unauthorised absence code 'Late after registers close' (U). See DfE Attendance Codes – Appendix One.

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like early morning activities such as reading, spellings and arithmetic, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late. The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed	Over 12 Years of school
5 mins	3 Days	15 Lessons	9 months
10 mins	6 Days	30 Lessons	18 months
15 mins	9 Days	45 Lessons	2 years and 3 months

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

- If the school cannot reach the parents or carers, they will then try the emergency contacts.

- If they cannot reach these, they will then visit the home to check and if no-one appears to be at home,

- then they may contact the police.

Identify whether the absence is approved or not

Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an outside agency such as Early Help or the Pupil Entitlement Investigation Team. (PEI)

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. For all children who are 91%, this will be termly. For any child below 90%, this will be at least half termly due to closer monitoring.

- All parents and carers will receive their child's attendance data at the end of each academic year.

For parents and carers of children whose attendance is a concern, they will receive more regular information regarding their child's attendance – **see section 7.**

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as extenuating circumstances and these would be taken on a case by case decision.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via Appendix 2 or via our website at https://www.loxwoodschool.com/web/late__absence/617854. There are paper copies in the entrance foyer of the school. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- 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 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 good attendance through our PHSCE and RSE curriculum, assemblies and class and school incentives.

Individual attendance awards:
- At the end of the year, any child who has 100% attendance* will be presented with a certificate and a book voucher.

Please be aware that exceptions are made to the attendance criteria for those children with long standing medical conditions where children have to attend regular medical consultations.

7. Attendance monitoring

We monitor and analyse attendance through:

➢ Fortnightly attendance analysis to review any pupils at risk of falling below 95%.

➢ This analysis will look for patterns of absence and any cohorts/groups of pupils who may require further support.

➢ This will then include discussions with parents or carers of any children at risk to address the concerns and look at support that can be put into place.

Our Procedures for children with concerns over attendance or persistent absences/lateness:

Our aim is to work closely with parents and carers to ensure the good attendance of all pupils. We will work in partnership to support parents and carers and look at adjustments that can be made between both parties, where there are genuine reasons as to why a child is late or absent. The following procedure is a supportive process to make parents aware of their child's attendance and the impact this has on their education and progress.

Stage 1: 95% to 90% or 6 plus late arrivals
Letter to parents or carers informing them of attendance rate and ask for child's attendance/punctuality to improve. They will be made aware of procedures should attendance not improve and be given the child's attendance data and our attendance policy.

Stage 2: 89% to 81% or 10 plus late arrivals

Letter to parents asking them to meet with headteacher to discuss attendance and ways we can immediately improve this. Attendance will be very closely monitored and any absence reported immediately to the headteacher. They will be made aware of our next stage of procedures should attendance not improve and be given the child's attendance data and our attendance policy.

Stage 3: 80% and below or 20 plus late arrivals

Letter to parents to meet with headteacher to discuss immediate improvements including an attendance agreement plan and a possible referral to either Early Help or the Pupil Entitlement Investigation Team (PEI) if attendance does not improve. This may include evidence of any medical appointments and sickness. Attendance will be very closely monitored and any absence must be discussed with the headteacher.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

Identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

7.2 Analysing attendance

The school will:

Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Sharon Mellors, Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

Child protection and Safeguarding policy

Behaviour policy

WSCC Child Missing Education policy

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 traveller absence	Pupil from a traveller 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 2
LOXWOOD PRIMARY SCHOOL

PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Child's Name	
Date of Birth	
Year Group	
Class	
Name of person making request & relationship with the child	
Address	
Phone Number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?
(continue on a separate sheet if necessary)

Declaration I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:……………………………………………………………   Date: ………………..
Parent/Carer)

Full Name:……………………………………………………………………………….

Unless further information is required, a decision will be sent to you within 10 school days.

PARENTAL REQUEST TO SCHOOL TO WITHDRAW A PUPIL FROM LEARNING

School Office use only	
Date Request Received	
Date Decision made	
Date response sent	

SCHOOL OFFICE USE ONLY

Percentage Attendance (to date):		Attendance in previous year:	
Number of days requested:		Previous days unauthorised absence: (including previous holidays)	
Previous days authorised absence: (exclusing illness)		Previous sickness days:	
Number of days authorised (for this request)		Number of days unauthorised: (for this request)	
FPN required: Yes		Bromcom updated:	

Signed: Dated:

LOXWOOD PRIMARY SCHOOL WITHDRAWAL FROM LEARNING

Child's Name: ……..

Dates requested as absence from learning: …………………………………………………………………………..

Has been authorised ☐   Has not been authorised ☐

Reason for non-authorisation (to be highlighted):
- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current attendance is less than 95%. •
- The 'once in a lifetime' event could have reasonably been scheduled at another time.
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.
- The reasons provided do not constitute 'exceptional circumstances'.
- Other:

 SIGNED: ………..

DATE:……..

Appendix 3:

School procedures for a child not attending school and no reason provided:

If a child fails to attend school and no reason has been provided by the parents verbally, via phone message or via email, the school will do the following:

- Ring parents to find out why the child is absent.
- Email parents to find out why the child is absent.

If there has been no response despite multiple attempts by lunchtime, we will:

- Phone and email all emergency contacts provided for the child.
- If no reason is still provided, we will visit the family home.

If we still have no contact and cannot ascertain where the child is, we may then contact the police regarding a missing child.