Mapplewells Primary and Nursery School

Attendance Policy

Adopted September 2026. Review September 2027

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Aims of School Attendance

We listen, understand, empathise and support – but do not tolerate poor attendance

As a result, we expect all our children to attend school every day that school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to ensure this is the case.

At Mapplewells, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school an environment that is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

As a result, we expect all staff members to:

- treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries.
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity.
- communicate effectively with families regarding pupils' attendance and well-being.

In return, we expect all parents and carers to:

- treat staff with respect.
- actively support the work of the school with regards to attendance.
- call on staff for help with attendance when they need it.
- communicate as early as possible circumstances which may affect absence or require support.

In addition to school attendance, we will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

We follow the Nottinghamshire County Council policy on absences.

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures.

The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England)
  (Amendment) Regulations 2013

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Roles and Responsibilities

The governing body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority. In the event of a suspension, the governing body must ensure that the absences is recorded appropriately.
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance.
    - That absence is almost always a symptom of wider issues.
    - The school's legal requirements for keeping registers.
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- The 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.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Head Teacher to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

The designated senior leader responsible for attendance

The designated senior leader is Andrew Whittle (Headteacher). He is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The attendance officer

The school attendance officer is Carly Watson (ACFSO). She is responsible for:

- Monitoring and analysing attendance data.
- 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/deputy head teacher about when to issue fixed-penalty notices.

Class Teachers

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

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers where appropriate, in order to provide them with more detailed support on attendance.
- Contact parents/carers on the first day of absence if not reason has been provided.
- Provide information of pupils who have been absent for 5 days to the attendance officer.

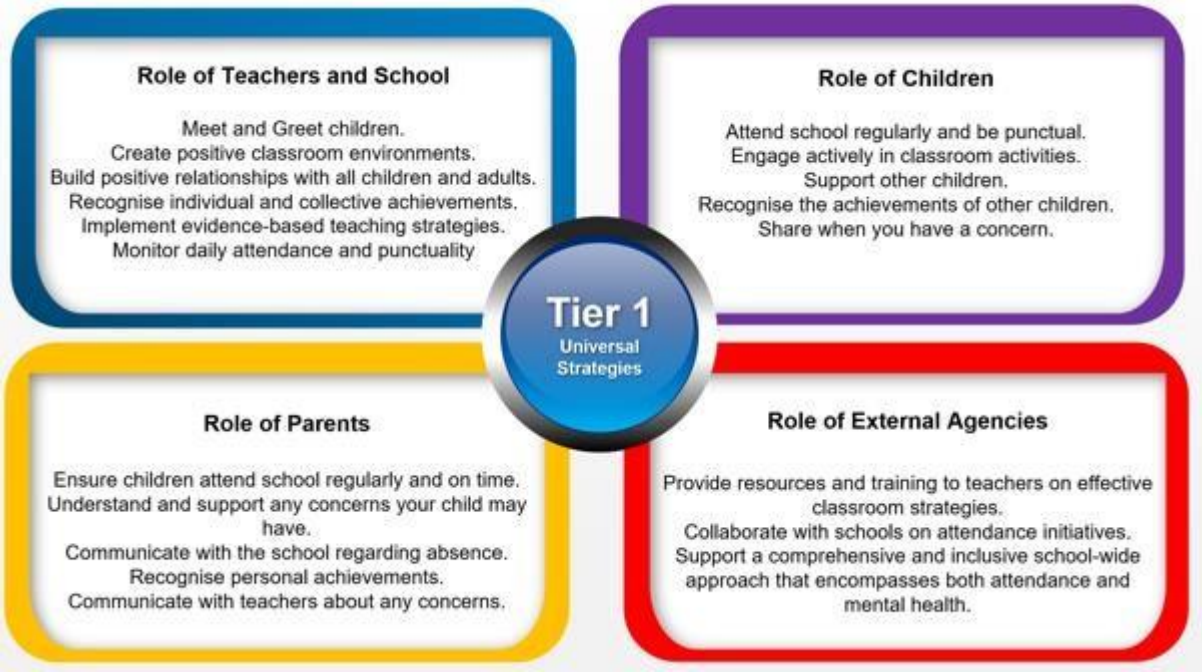
Parents/Carers

Parents/carers are expected to:

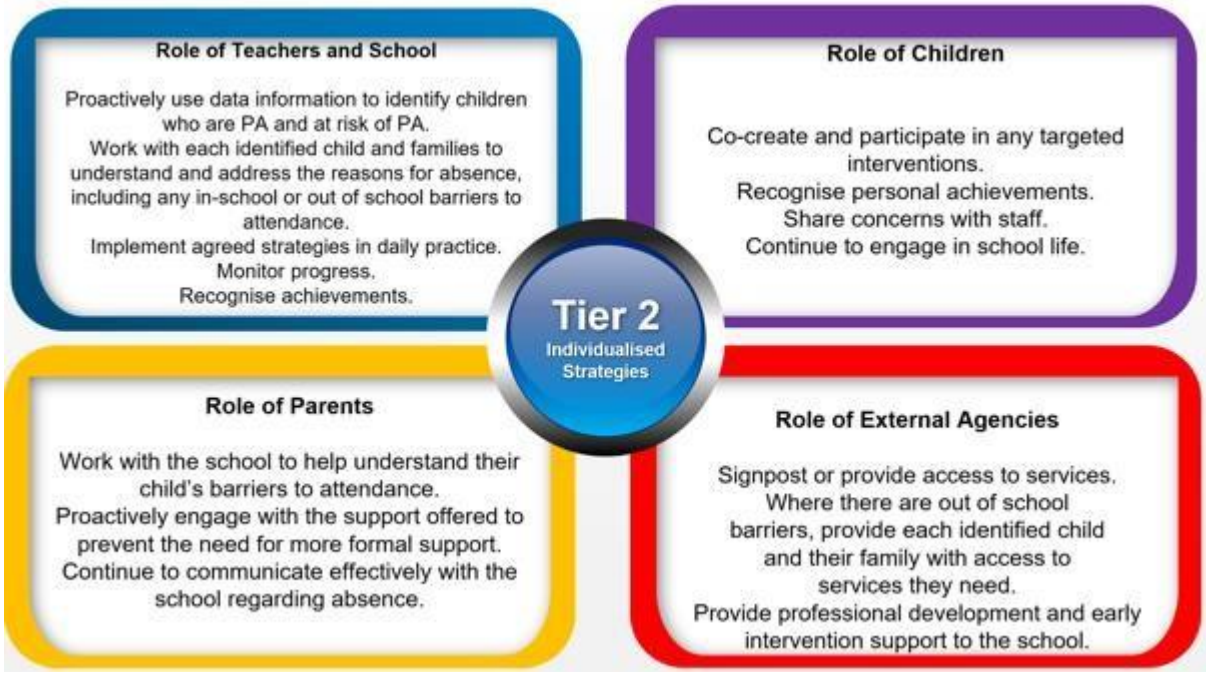
- Make sure their child attends every timetabled session on time.
- Call the school to report their child's absence by 8:45am on each day of the absence.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Carly Watson (Assistant Child and family support officer).

Layered support across school for attendance

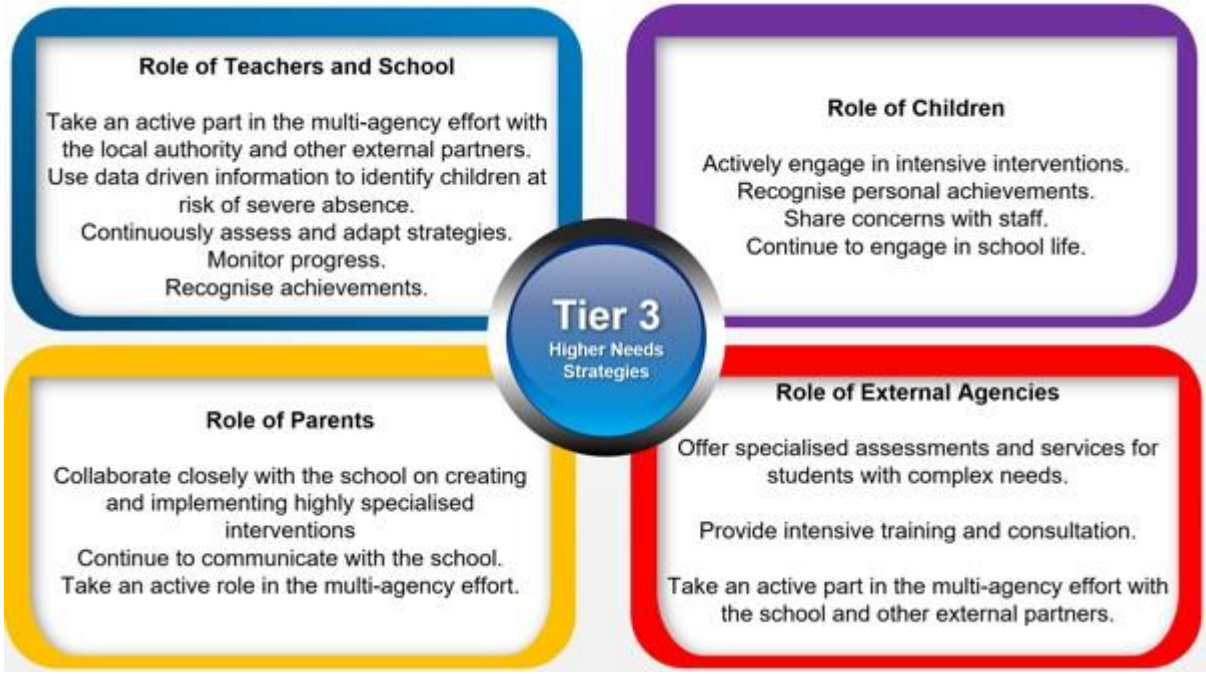
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Recording Attendance

Attendance register
We will keep an electronic 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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

Attendance Procedures

- There is a soft start for all classes between 8:35am and 8:45am.
- At 8:50am, the registers will be taken.
- Children must be seated and beginning their morning work by 8:50am.
- All class registers must be completed by 9am.
- Registers will be closed at 9.15am
- Pupils will be marked as late if they arrive after the class register is completed.
- Registers will be taken again in the afternoon at 1pm/ 1:15pm.

A full day counts as 2 attendances.

Pupil Absence Procedures

Day 1 Procedure
We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:45am if their child is going to be absent through one of the following methods:

- Phoning school office and leaving a message on **01623 455949**
- Sending a dojo to the office staff

Once the register is closed at 9.15am, the office staff will identify any children who we have no reason for their absence and a first text message will be sent to parents/carers to remind them they need to contact the school office. **For pupils who walk to school, a phone call will be made immediately to parents/carers.**

1st Text Message
"Your child has been recorded as absent today. Please contact the school office to let us know why. Thank you."

If no contact is made by 10.30am, because of the first text message, school will make a phone call to the parent/carer of the pupil. If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

If no contact can be made through calling the parent/carer and all other available contacts, a second text message will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

2nd Text Message
"We have tried unsuccessfully today to contact you regarding your child's absence. If we do not hear from you before 1:30pm, we will conduct a safe and well home visit. Thank you"

If contact has still not been made by 1:30pm, the office will inform all DSL's and SLT. A home visit will be conducted.

If no contact can be made from a home visit:
A home visit letter will be left at the house requesting contact by end of the school day.

If the child has a social worker, they will be informed that the child has not been in school today and that they have not been seen when a home visit was carried out.

If contact is not made by the end of the day, Social services will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed.

School will do all it can to contact the pupil each day and continue to follow professional advice. On day 10 of no contact, school will contact Children Missing Education.

Mapplewells Primary & Nursery school

Day 1 Absence procedure

Parents/carers must inform the school by 8:50am if their child is going to be absent.

Absence is coded in the register.

Parents contact the school office with the reason for absence.

1) If no contact is made by the time registers close at 9.15am, a first text message will be sent to parents/carers to remind them they need to contact the school office.

FOR PUPILS REGISTERED TO WALK

For pupils who are registered to walk alone, a phone call will be made to the parent/carer by 9:15am.

If not contact has been made by 9:30am, the police will be called.

2) If no contact is made by 10.30am as a result of the first text message, school will make a phone call to the parent/carer of the pupil.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a second text message will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

5) If contact has still not been made by 1:30pm, the office will inform all DLS's and SLT. A home visit will be conducted.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact by end of the school day.

7) If contact is not made by the end of the day, Family and Children's direct will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. **Professional advice to be followed.**

If no contact is made on day 1, school will repeat steps 2 – 7 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME.

Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Medical Absence Procedure

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Attendance Monitoring

At Mapplewells, we are relentless in our pursuit of excellence for pupils. A vital part of our role in ensuring we make every day count for the pupils of our school is the robust approach taken to breaking down barriers that may lead to poor attendance of our pupils.

Our attendance officer and Headteacher regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed. The attendance of all pupil premium pupils is monitored weekly. We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem by taking the following action to ensure that persistent absence is kept as low as possible:

For all children who are below national expectation and at risk of becoming persistently absent:

- Monthly monitoring of pupils who have fallen below 96% by our attendance officer (Mrs Watson) and Headteacher (Mr Whittle) to ensure that support is offered as early as possible in order to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitoring in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the action that will be taken if their child's attendance falls below 90%.

For all pupils who have become persistently absent:

- Weekly monitoring by our attendance officer attendance officer (Mrs Watson) and Headteacher (Mr Whittle) of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer by our attendance officer (Mrs Watson) to inform parents/carers of their child's attendance and offer support in order to improve the pupil's attendance.

- Weekly check-ins with the attendance officer continue to review progress and impact of support given. Where this there is no improvement, the following action is taken:
    1. *If there is no improvement in your child's attendance, we will send you a first attendance letter to inform you that, as your child continues to be persistently absent from school, and as there has been no further improvement in your child's attendance, further time off school will be unauthorised without medical evidence.*

    2. *If your child continues to be persistently absent, and if there is no further improvement in your child's attendance, we will send you a second attendance letter to invite you to a meeting to discuss your child's continued persistent absence and identify how the school may be able to support with this. The letter will remind you that no further time off school will be authorised without medical evidence.*

    3. *If your child continues to be classed as persistently absent from school and there is no clear improvement, a penalty notice warning letter will be sent to inform you that your child's attendance will be monitored over the next 10 weeks. If there are 10 sessions (5 school days) of unauthorised absence within this period, a request will be made to the LA for further action.*

    4. *10 sessions (5 school days) of unauthorised absence within a 10-week time frame will result in a Fixed Penalty Notice being applied for from Nottinghamshire County Council.*

    5. *The attendance lead and family support worker will make regular contact via phone and text to continue to offer help/support and to keep communications open.*

- Pupils who have shown a significant improvement in their attendance are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.

For all children who are in receipt of Pupil Premium funding:

- The attendance of all pupil premium children is monitored each week by our attendance officer (Mrs Watson) and Headteacher (Mr Whittle). Feedback from this monitoring is passed onto to our Pupil Premium lead Mr Latkowski (Deputy Head) and any actions required are planned.
- The individual needs and vulnerabilities of all our pupils is of great importance to us and taken into consideration when monitoring attendance. Working with members of SLT, the pupil premium lead and Assistant family support worker, we seek to proactively engage with pupils who have poor attendance.
- Tailored support and rewards are given to pupils who need an extra incentive to support with creating good attendance habits.
- All members of the SLT have a group of PP pupils for whom they are learning champions. Part of this role involves weekly catch up with these pupils to focus on supporting and encouraging them with good attendance.

Attendance Procedure
Tier 1 - Strategies in place to support whole school attendance
Tier 2 – Pupil becomes at risk of persistent absence (93% or lower)
1) A wellbeing call will be made to the parent/carer by the family support worker. The aim of the call is: • To make them aware of their child's attendance and that their child is at risk of being PA (93% or below). • Find out if any support is required in improving their child's attendance. • Inform them that their child's attendance will continue to be monitored to ensure that it improves. • Inform them that if their child's attendance was to fall below 90%, any further illnesses may not be authorised without a medical note *(this will be on a case by case basis)*. • They will also be made aware that 10 sessions of unauthorised absence within a rolling 10-week period
Tier 3- Attendance Falls below 90% classed as persistent absence
1) A wellbeing call will be made to the parent/carer by a member of SLT or AFSW. The aim of the call is: • To make them aware of their child's low attendance • Find out if any support is required in improving their child's attendance. • Inform them that their child's attendance will continue to be monitored to ensure that it improves.
2) If there is no improvement in the pupil's attendance, this will trigger a letter *(Letter 1)* to parents to: • Inform them that their child's attendance has not improved and that it will be monitored. • Inform them that any further illnesses will not be authorised without a medical note *(this will be on a case by case basis)*. • Inform them that 10 sessions of unauthorised absence within a rolling 10-week period will result in a fixed penalty notice. • Inform them of any other further action that may be taken if there is no improvement in attendance such as enforcement action from the LA.
3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter *(Letter 2)* will be sent informing them: • Of a given time and date to attend a meeting with Mr Whittle and Mrs Watson to discuss the pupil's attendance to complete a push and pull document. • That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit. • Inform them that 10 sessions of unauthorised absence within a rolling 10-week period will result in a fixed penalty notice. • Inform them of any other further action that may be taken if there is no improvement in attendance such as enforcement action from the LA.
4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:
5) SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS. *For school refusers/non-attenders, see separate flowchart.*
A fixed penalty notice warning letter *(Letter 3)* will be sent informing them:

• Of their child's current attendance. • That their child's attendance is being monitored and if there are 10 sessions of unauthorised absence within a rolling 10-week period, a fixed penalty notice from the Local Authority will be requested.
If the pupil has 10 sessions of unauthorised absence within a rolling 10-week period, a fixed penalty notice letter *(Letter 4)* will be sent informing parents/carers: • Of their child's current attendance. • That a referral to the Local Authority to issue a fixed penalty notice has been made.

Children Missing Education

- In order to safeguard children who may be at risk of missing education it remains important for all staff in school to take swift action.

- This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:
  - Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the home elective education team.

  - Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.

  - Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school.

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending

School/Academy to attempt to make contact with parent/carers no later than **day 3**, best practice **day 1**. Follow your internal school attendance procedures.

Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.

Whereabouts confirmed to be known but not attending education or engaging with School/Academy.

Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the **Early Help Unit** via an EHAF evidencing the actions you have taken.

Absence meets the threshold for **enforcement** action as outlined in the Nottinghamshire Code of Conduct, make a referral to the **Early Help Unit** via an EHAF

Child stays on roll.

Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.

Referral is made to: **Children Missing Officer (CMO)**

No later than day 10 when there is no explanation for absence and above checks have been completed.

Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.

DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.

Parent/Carers indicate they wish to Home Educate (EHE)

Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to **EHE.**

School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.

Remove the learner from your roll. **DO NOT** remove from your roll if statemented without confirmation from the LA. School file to be sent to **EHE** at County Hall via secure mail.

Child not in full receipt of education (25hrs)

Information should be shared with the **Fair Access Team.** Levels of provision will be closely monitored and scrutinised.

Child moving out of county

Request from the family their **new address** and details of new School/Academy.

If obtained please share with: admissions.ed@nottscc.gov.uk

Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.

If without a new school within **10 days**, a referral should be made to: **Children Missing Officer (CMO)** providing the families new address, contact details and a summary of efforts made by school to engage the family.

Child is of statutory school age but not applied or on roll of a School/Academy

Direct referral to:

Children Missing Education (CMO)

Providing child's name / DOB / address and details of parent / carers.

Child permanently excluded

LA to be notified on the day of exclusion via e-mail.

The LA will respond and continue to work with you through the process.

DO NOT remove from your roll until advised.

Family indicate they are moving abroad

School must request and record details of the new **family address** and **school**. You can't remove from roll without this.

If obtained please share with: admissions.ed@nottscc.gov.uk

http://www.languageshop.org/ (translation support)

If school does not receive the above a referral should be made to:

Children Missing Officer (CMO)

Looked After Children (LAC)

If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. **DO NOT** remove from roll.

Independent / Residential Schools

The same procedures should be followed as those in School's / Academies

Gypsy/Roma/Traveller

If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.

If they do not return within 4 weeks of the expected return date please follow attendance procedures.

School Allocations

intake or in-year admissions rounds

If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate).

If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the **CMO** within **10 days** evidencing efforts to engage.

If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.

Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term.

For children admitted through first admissions round please refer to your summer born guidance.

A child should be placed **on roll** at the point of acceptance by parent or arriving on the first day.

If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!

Own admission authorities must inform the admissions team of any **enquiry/application** and **outcome**. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk **within five days** of adding a pupil's name to the admission register.

Family indicate they are returning home for family, cultural or health reasons

School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.

If the family do not return on this date attendance procedures should be followed.

Health Related Education

If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:

Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)

Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.

SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the **MASH** is for level 4 safeguarding concerns with children believed to be **at risk of or actual harm**. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.

Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal)
http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision (P2P)
http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME)
http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form (EHAF

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

Pupil Absence – Breakfast Club

We have a rigorous and robust system in place for pupils who do not arrive at our breakfast club when they are booked on.

Authorised and Unauthorised Absence

Authorised Absence

- 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 rare, significant, unavoidable and short.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- There is no parental explanation.
- The school is not satisfied with the explanation for an absence.
- You have received a letter stating that no further time off ill will be authorised without medical evidence.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the Head Teacher. Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

Persistent lateness
Learning begins as soon as pupils arrive at school; therefore, arriving at school in time for the start of the school day is vitally important. We have a drop off window between 8:35 and 8:45 in the morning. By 8:45am, we expect all pupils to be in class ready to begin the school day.

Please also note, unauthorised absences will now include being late after the close of the register at 9am and will be included in counting towards unauthorised absences from school, which may result in fines or prosecution

Holidays During School Term Time

In Nottinghamshire, you could be fined if your child has either:

- 5 days (10 sessions) of unauthorised absence over a rolling 10-week period

- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
- If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Where a pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days, schools should follow Nottinghamshire County Council's Attendance Flow chart

Strategies for promoting attendance

We want to reward pupils for high attendance. We do this in the following ways:

- Weekly attendance figures are read out in phase 'Star of the Week' assembly and shared on the school newsletter.
- Trophy presented to the class with the most improved attendance in their phase- this is displayed in their classroom.
- Great attendance stickers given out weekly by school council
- Attendance postcards sent home for pupils with high or improved attendance.

Legal Action

Whilst our primary response to low attendance is to offer support to parents/carers whose child has low attendance, under the new national framework, all schools will be required to consider legal action when a child has missed 10 or more sessions (5 days) for unauthorised reasons. ***(Please note, as outlined above, in most cases, we will not authorise absence for illness when a pupil's attendance is below 90% without medical evidence being provided).***

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 5 days (10 sessions) in total over a 10-week rolling period, then the school will request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

Fixed Penalty Notices (Fines) for missing school
First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. **Please note, the school does not receive any money from the fines.**

Supporting Pupils Not Attending

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the Head Teacher, Deputy Head Teacher or a member of our pastoral team to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
  - Referral to the schools Family Support Worker Home visits
  - Nurture support
  - Referral to outside agencies
- As a school, we use the ATTEND framework to support with pupils who are not coming to school. It aims to identify all of the contributing factors when attendance is low. The ATTEND Framework is not intended as an open checklist but a way to frame a conversation, or series of conversations, with a family within a trusting and collaborative relationship.

Long Term Illness

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and feel that it is appropriate.
- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact targeted support services where appropriate.

Part time timetables

- It may be agreed that pupils will only attend school on a part time basis to ensure their individual needs are being met.
- This absence must be recorded as authorised and must take appropriate steps for a leave of absence
- If a pupil receives off site direction to another school or setting, this should be recorded as a D on the attendance register. This is in line with the Working Together to improve school attendance

Changing Schools or off rolling

It is important that if families decide to send their child to a different school that they inform Mapplewells Primary Academy as soon as possible. It is extremely important that children are only off rolled where there a clear destination for the child.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school by CTF within 15 school days of the pupil ceasing to be registered at the school.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Attendance Targets

The school sets challenging attendance target each year. These targets are agreed by the senior staff, the Governing Body, with possible input from the LA representative at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

Monitoring and Review

- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- Therefore, the Governors will examine closely the information provided to them and seek to ensure that the school's attendance figures are as high as they possibly can.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately.
- If there is a longer-term general concern about the attendance of a particular child, this will be reported to the Head Teacher, who may contact the parents or guardians.