



DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes

Statement of intent

School attendance is everyone's responsibility. Carrington Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school curriculum is carefully sequenced so that children's learning progresses in small steps. As a result, missing days of school will inevitably lead to gaps in knowledge. This can have a negative impact on children's confidence and enjoyment of learning and make it more challenging for them to keep pace with the learning of the class.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set out in section 7 of the Education Act 1996, which states that 'the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.'
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2023' (KCSIE)
- DfE (2016) 'Children missing education', including section 175 of KCSIE 2023's references to 'Children who are absent from education'

2. Roles and responsibilities

The governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Promoting the value of excellent attendance around school
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The safeguarding team are responsible for:

- Supporting parents and pupils with problems which may affect school attendance within a school capacity and what is appropriate for a school's role. School will provide support, guidance and solutions that are appropriate to the remit and resources of the school and/ or signpost parents to third party organisations for further support.
- Analysing attendance data and patterns of absence in regular safeguarding meetings.
- Designated Safeguarding Leads (DSLs) at Carrington Primary and Nursery School are Mr Jimmy Digges (Headteacher) and Mrs Louisa Swankie (Assistant Headteacher and SENDCo).

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance and punctuality.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Ensuring that children feel safe and happy to attend school.
- Form positive relationships with families and build trust between school and home.
- Support the rewarding of good attendance in line with school procedures.
- Understanding and being aware that irregular attendance/lateness can be an indicator of a further safeguarding issues. Staff record these via *My Concern*.
- Communicating with pupils and parents with regard to attendance and punctuality at an appropriate level (e.g., day-to-day discussions around attendance, discussing at parents' evenings).
- Maintain and promote the whole school culture of valuing good attendance.

The administrative team is responsible for:

- Monitoring attendance and the impact of interventions.
- Contacting parents when their child is absent on the first morning (this may include if parents/carers have already informed school).
- Recording the reason(s) for absence when informed by a parent.
- Recording details of late attendees.
- Following up on incidents of persistent poor attendance in conjunction with and as delegated by the Head Teacher.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Assisting parents and pupils with problems which may affect school attendance within the remit and resources of the school.

- Supporting the Headteacher to follow up on incidents of poor attendance, or attendance below school's expectations, and patterns of persistent absence. This may include letters / meetings / phone calls / home visits.
- Liaising with DSLs if there is social worker involvement to inform the DSL of any absences on the first day of absence.

Pupils are responsible for:

- Taking personal responsibility to help them be on time for school
- Take all steps within their control to be ready to learn on arrival at school
- Knowing how important attendance and punctuality is to their learning

Parents are responsible for:

- Ensuring the highest possible expectations of attendance and punctuality are valued and shared with their children.
- Supporting the school in its vision and expectation of 96% minimum attendance
- Ensuring their children attend school. It is a parent's legal duty to ensure children of school age attend regularly and on time.
- Arriving on time on the school site by 8:25am and ensuring that children are prepared for their day when they arrive.
- Notifying the school on the first day of any pupil's absence before 9.30am to provide the reason for all absence along with an expected date of return to school. This should be done by contacting the school office on 01159156825 or via SchoolComms, text or email: admin@carrington.nottingham.sch.uk
- Booking any medical appointments around the school day, where possible
- Providing documentation (e.g., appointment letters, doctor's notes) to support instances where absence may be authorised.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number and name.
- Updating the school promptly, if their details change.
- Actively engaging with school attendance support processes.
- Attending attendance meetings, where arranged.

Education Welfare Service are responsible for:

- Providing a communication link between school and the Local Authority (LA).
- Helping parents to understand their legal responsibilities and rights within the Education system.
- Advising parents who to contact within the LA for specialised assistance.
- Liaising with identified school staff.
- Undertaking home visits, either pre-arranged or without notice as considered necessary on receipt of a detailed referral.
- Instigating legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and if deemed appropriate, apply for Education Supervision Orders through the Family Court.
- Planning and reviewing casework.

- Providing feedback to schools.
- Offering strategic/policy advice, support and training in relation to matters of attendance and absence from school.
- Working with schools in the management and promotion of improving attendance.
- Advising and support schools in the use of penalty notices and parenting contracts within the provisions of the Anti-Social Behaviour Act 2003.
- Holding targeted support meetings with parents and school staff.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

All authorised absence is at the school's discretion. Any planned absences that may be authorised should be submitted to the school at least two weeks in advance so the school has sufficient time to consider the request for authorisation. Evidence will be required to support the authorisation of absences.

The school may grant authorisation where:

- An absence occurs due to sickness or injury, for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time are pre-arranged or an emergency, for which the school has granted leave.
- Religious or cultural observances, for which the school has granted leave.
- An absence due to a family emergency, for which the school has granted leave.
- Gypsy, Roma and Traveller pupils who are travelling with their parents for trade or work purposes.

Unauthorised absence:

- Parents keeping children off school unnecessarily and/or without an authorised reason.
- Absences which have never been explained or agreed with the school.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays etc.
- Absence due to day trips and holidays in term-time which have not been agreed in advance with the school.
- Leaving school without a reason and/ or permission being agreed with the school at any time during the school day.

Persistent absence (PA):

- Missing 10% or more of schooling across the year for any reason.

Severely Absent:

- Missing 50% or more of schooling across the year for any reason.

4. Attendance expectations

Carrington Primary and Nursery School has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils. We expect a minimum of 96% attendance for all of our pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8:30am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:25am**.

Registers will be taken as follows throughout the school day:

- The morning register will open at **8:30am** and be marked by **8:40am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will be recorded as an 'L' code, indicating they have arrived late.
- **After 9:00am**, registers will be closed. Children arriving after this time will be recorded as a 'U' code, indicating attendance after the register has closed. This is then classed as unauthorised absence.
- The afternoon register will be taken at **1:00pm**.
- The afternoon register will close at **1:10pm**.

Attendance is high profile throughout our learning environment, ethos and teaching.

Class attendance is shared and celebrated at weekly assemblies.

All parents are formally informed three times a year of their child's attendance and punctuality via report cards. These are sent at the end of each term.

Attendance is discussed at parents' meetings with teachers which are also held three times a year.

5. Absence procedures

Illness and other legitimate reasons.

Parents will be required to contact the school office on 01159156825 or via School Comms, text or email: admin@carrington.nottingham.sch.uk on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day and when their child will return. Medical evidence may be asked for.

The school will decide in all cases whether to authorise an absence on the basis of the evidence available.

The named social worker/ EWO will be informed on the first day of absence for any child with a named social worker/ EWO even if contact has been made by a parent/ carer.

Holidays in term time (family holidays)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that schools can no longer grant any leave of absence during term time unless there are exceptional circumstances.

We promote and strongly believe in the view that every lesson counts and strongly discourage parents from taking holidays/ extended leave in term time.

If families choose to take their child out of school during term time for an unauthorised holiday/ leave of absence they will be referred to Education Welfare for a penalty notice to be issued.

- Penalty notices are issued per parent per child. They are £60 if paid within 21 days; rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against the child's parents/ carers under section 444(1) of the Education Act 1996. If found guilty of this offence, you could be fined up to £1000.
- A referral will be made for a Penalty Notice to be issued if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence. It will be up to the family to prove that they have not taken a family vacation.
- Children/ young people taken out of school for a holiday without advance permission from the school will have the non-attendance recorded as an unauthorised absence 'G' code.
- A child or young person who does not return to school at the end of the recorded unauthorised holiday date will initially be subject to enquiries being made by the school.
- If after ten days of the expected return date, the child/young person has still not returned to school, a referral will be made to the Education Welfare Service for further enquiries to be made.
- Following the above information, if a parent/ carer still intends to take their child on holiday during term time, they have a duty to inform the school of this action and give at least two weeks' notice of the first day of planned absence from school
- Parent/ carers must complete a 'Leave of Absence' form, obtained from the school office and submit the completed form to the office at least two weeks before the first day of planned absence (Appendix 1)

Responding to non-attendance

The following actions may be applied when addressing concerns around non-attendance to all pupils:

- A 'School Comms' text or telephone call will be made if contact is not made by the parent.
- Failure to inform the school of reasons of absence will result in an unauthorised absence being recorded.

- If face to face or telephone contact appears to be deliberately avoided, we will, as a school, consider unannounced home visits.
- Any child, who is absent for more than 3 days, may be required to bring in medical evidence as proof of an illness being treated (e.g., doctor's notes, prescribed medication).
- Failure to inform the school of a child's reason of absence may result in a home visit from a member of our Attendance Team.
- Pupil attendance is reviewed with the Headteacher at least every month.
- Pupils' attendance identified as below 96% is regularly reviewed.
- Termly letters will be sent for all children informing parents of current attendance.

Letters below may be sent termly/half termly or within terms based on monitoring and analysis of attendance data.

Below 96% expectation	At least 8 days missed	<ul style="list-style-type: none"> • Pupils' attendance identified as below 96% is regularly reviewed. • Monitoring letter informing you of current attendance with reminders of why attendance is so important.
93 – 95%	9.5 – 17 days missed	<ul style="list-style-type: none"> • A second letter will be sent • A parent/ carer will be required to attend a parent meeting to develop an Attendance Improvement Plan. Parents are expected to sign this and where appropriate, also the child. Education Welfare Service will be informed if parents who refuse to engage.
90 – 92%	19 – 25 days missed	<ul style="list-style-type: none"> • Letter advising that Education Welfare Service will be informed.
90% or below	26+ days missed	<ul style="list-style-type: none"> • Letter advising that a referral to wider agencies / Education Welfare Services will be made.

Persistent Absentees

All pupils with an attendance rate of **90%** and below are considered as persistent absentees and will be closely monitored. The following actions are highly probable for such cases:

- A letter will be sent to inform the family of their child's attendance has fallen below 95%.
- A letter will be sent out to invite parents to a meeting with the Head Teacher if their child's attendance remains or continues to fall below 90%.
- Further absences will be unauthorised unless one of the following is shown to school: a medical certificate, a letter from a medical practitioner, dated prescribed medication or an appointment slip/ text message.
- If not already in place, an Attendance Improvement Plan will be put in place and reviewed. A copy will be given to parents.
- Parents/ carers will be invited to attend a formal review with the Head Teacher and Education Welfare Officer if attendance shows no improvement.
- Removal of F1 placement will be considered.

- A formal request for intervention will be made to the Education Welfare Service for legal action to be considered.
- For any child whose attendance is of continual concern - agencies will take full account of all that is known about the child and consider completing a MASH referral (Multi Agency Safeguarding Hub).
- Whenever possible, the school's Attendance Leads will offer support and guidance to avoid poor attendance levels. If the levels of support required are beyond the remit and resources of the school, we may signpost third party organisations.

Lateness

- The morning register will open at **8:30am** and be marked by **8:40am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will be recorded as an 'L' code, indicating they have arrived late.
- **After 9:00am**, registers will be closed. Children arriving after this **time** will be recorded as a 'U' code, indicating attendance after the register has closed. This is then classed as unauthorised absence.

Issues relating to punctuality will initially be addressed with the parents/carers in the following ways:

- Discussion with children for support, where appropriate.
- If a child walks to school by themselves parents may be contacted to ensure they are aware of their child's lateness.
- Persistent lateness will result in contact from school:
 - If there are 2 or more lates in a one-week period, parents will receive a text message.
 - If this occurs for 3 occasions, a call will be made to parents to discuss.
 - If no improvement is made, parents will be informed that we will monitor lateness with U codes.
 - If no improvement is made, parents will be informed that we will monitor lateness with U codes and a formal meeting in school will be arranged where attendance targets will be agreed.
 - If children are persistently late, The Local Authority will be asked to issue a Penalty Notice on the school's behalf for any pupil registered late (recorded as U) 10 sessions or more in a six-week period.
 - The school may request that a Penalty Notice is issued where there has been persistently lateness that results in unauthorised absences being recorded.
 - We may support parents and children by creating a punctuality plan together to identify barriers and signpost parents to support services.

Safeguarding/leave of absence in term time/extended leave of absence

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern will be addressed directly to the Social Care Duty Team via MASH (Multi Agency Safeguarding Hub).

Any child absent from school for more than 20 days will be referred to the Children Missing Education (CME) team after all relevant checks made by school.

Children Absent from Education

Children absent from education for prolonged periods and/ or repeat occasions can act as a vital warning sign of a range of safeguarding possibilities. It may include abuse and neglect

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such as sexual abuse or exploitation, FGM or forced marriage or children criminal exploitation – particularly county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones. Early intervention is key to identify the existence of any underlying safeguarding risk and to help prevent the risk of a child missing education in the future. Knowing where children are during school hours is an extremely important part of safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about other issues including criminal exploitation. (Nottingham City Local Authority definition as of July 2023)

A DSL will be informed if any child is absent from education for prolonged periods and/ or repeated occasions

Children Missing Education (CME)

Children Missing Education (CME) refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g., privately or in alternative provision) and who have been out of any educational provision for a substantial period (usually agreed as two weeks or more).

This means all children between the ages of 5 and 16 who:

- are not named on a school register.
- are not being Educated at Home.
- are not in any other type of Education (for example college or work experience placement or EOTAS).
- have failed to attend for at least four weeks.

Children missing in education does NOT include:

- children who are on holiday.
- children whose whereabouts are known by the school but are not attending school (for example, if they are in hospital).
- children who have moved to another part of the city and are transferring schools.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

All staff and stakeholders should be aware of their school's unauthorised absence and children missing from education procedures and Attendance Policy (as per Keeping Children Safe in Education 2023)

- Parents are expected to contact school on the first day of absence.
- School will contact parents if no reason of absence has been given to school. This is likely to be a phone call initially, however school may use a variety of methods which may include School Comms text, email or a home visit.
- Additional emergency contact numbers may also be called.
- Where relevant, contact may be made with any additional agencies who are working with the family (who may be in a better position to visit/contact the family).
- A referral to 'children absent in education' (formally CME children missing in education) will be made if information is gained that the family have moved out of area
- Referral to 'children absent in education' (formally CME children missing in education) if child has not returned after 10 days with no contact from the family despite efforts made by school.

- The Children Absent from Education Officer (formerly CME officer) within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination
- Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- After 20 school days of absence and efforts to find the child prove unsuccessful, the Children absent form Education officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME protocols.
- The school will create a 'lost pupil' record on the national Lost Pupil's Database 'School to School' (S2S) to assist future schools and Children absent from Education Officers to identify and locate children.
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register.
- For further information please contact Officers directly - cme.educationwelfare@nottinghamcity.gov.uk

6. Impact of absence and lateness

	%	Days Missed	Lost Learning Time
Very best chance of success!	100%	0	0
Great Effort	96%+	8 days	40 hours
Trigger Level	95%	10 days (2 weeks)	50 hours
Cause for Concern	94% - 93%	11 days - 13 days	55 hours - 65 hours
Serious Concern	92% - 90%	15 days - 19 days	75 hours - 95 hours
Critical	Below 90%	At least 22 days	At least 105 hours

*Trigger level indicates that the parent/carer will be asked to attend a meeting to develop an 'Attendance Improvement Plan'.

Minutes late each day	Missed learning time (per year)
5	3 days
10	6.5 days
15	10 days
20	12 days
30	19 days

7. Attendance register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, eg. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

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8. Authorising parental absence requests

Leave of absence

At Carrington Primary School, we request that **all applications for leave of absence must be made two weeks in advance of the first planned day of absence** by the parents/ carers that the pupil normally resides with or the corporate parent. A Leave of Absence Request Form (see Appendix 1) should be completed. A written response will then be provided.

Any leave of absence granted by the school is recorded as authorised absence using the appropriate national code. Periods that are refused are recorded as unauthorised absences. At Carrington Primary School, when considering such requests, we take into account the following:

- Circumstances of the request
- Purpose of the leave
- The pupil's general absence/attendance record over the last twelve months
- The amount of time requested
- Length of the proposed leave
- The proximity to SATs
- General welfare of the pupil

As mentioned, such requests receive a response in writing that addresses the following points:

- The expected date of return.
- That the parents are expected to contact the school if anything delays the pupil returning to school when expected.
- What action will be taken if the pupil fails to return when expected.
- A request for Additional family contact numbers/email addresses.

A letter will be sent out should a request be refused. This will state what action will be taken if the parents/carers ignore the refusal and keep their child away; (Appendix 2) with a follow up letter after their return stating that a referral will be made to the Education Welfare Service for a request for service and/or a penalty notice to be issued (Appendix 3)

Healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours, wherever possible. Where this is not possible and appointments need to be made during school hours, parents will be expected to provide proof of appointments (appointment cards, letters, texts, emails etc.) to obtain approval for their child's absence to attend such appointment. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks' in advance.

One day for each religious festival should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) *'on a day exclusively set apart for religious observance by the religious body to which the parent belongs'*. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

In respect of pilgrimages, school may request to see copies of visas. Dates of return will also be agreed prior to the period of leave.

9. SEND- and health-related absences

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. **(Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities Published: May 2022)**

Carrington Primary School recognises that pupils with SEND, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult to help them access their full-time education.

The school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance, where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents/ carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance that are within the school's remit and resources to control or alleviate. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Managing absences of pupils with health care needs

- Parents are advised to contact the school on the first day their child is unable to attend due to illness in line with whole school policy.
- Absences of pupils with health care needs will not be authorised unless the family has had prior discussion with school staff about the challenges and difficulties presented by their child's needs. This will enable school to understand the context and complexity of their child's additional health care needs. Carrington Primary School is committed to supporting all children regardless of their needs and is committed to offering support and guidance within the remit of its role and resources and referral or signposting to other relevant agencies. Authorising absence is at the discretion of the headteacher.

- Absences of pupils known to have health needs will be authorised (using the relevant codes) unless the school has genuine cause for concern; which will trigger attendance and/ or safeguarding procedures.
- The school will continue to provide support to pupils who are absent from school because of significant health needs, such as a hospital stay, by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it and, if available, facilitate online access to the curriculum from home.
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, a personalised or part-time timetable will be considered. Agreed periods of absence due to a part-time education timetable will be recorded with a C code for pupils of compulsory school age and an X code for non-compulsory school aged pupils.

The school will co-create an action plan to help any pupils with SEND and/ or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement over a sustained period of time.

To support the attendance of pupils with SEND and/ or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Early Help Assessment and Routes to Inclusion.
- External agencies to support the family e.g establish routines, parenting support.
- Enabling a pupil to have a reduced timetable for a limited time.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons to promote wellbeing and resilience.
- Tailored support to meet their individual needs e.g. sensory breaks or additional snacks during the day.

10. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social care.

The school will attempt to obtain two sets of emergency contact details for each pupil, wherever possible, to ensure the school has additional options for contacting adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance team will work with the Headteacher and any relevant school staff, e.g. the DSL and SENDCo, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance team will liaise with any relevant external agencies or authorities, e.g. children's social care or the Local Authority, and will encourage parents to access support that they may need.

Appendix 2

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear (parent/s / Carer/s title and surname),

Leave of Absence re: *child name (DOB)*

Thank you for your leave of absence request for (*child's name*). I am writing to inform you that your request has been given consideration in line with Attendance Policy and guidance from the Nottingham City Local Authority and unfortunately, on this occasion, it has been declined. If there are any exceptional circumstances that you wish to be considered please ensure that the evidence is brought into school for our attention by (*date*).

Should you choose to take your child out of school during the period requested, the absence will be marked as unauthorised on the school register and the matter may be referred to Nottingham City Council (the Local Authority), for consideration of a penalty notice.

Please note that penalty notices are issued per parent/carers, per child, and are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. If a penalty notice remains unpaid, any resultant legal proceedings would relate to section 444(1) of the Education Act 1996.

If there are any exceptional circumstances that you wish to be considered, please ensure that the evidence is brought **into school** for our attention by (*date*).

Please contact me to discuss this matter further if you wish.

Yours sincerely,

Name

Job title



Appendix 3

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear **(parent/s / Carer/s title and surname)**,

Leave of Absence re: *child name (DOB)*

Following our previous letter on **(date)**, we are aware/we believe that **(child's name)** was taken out of school between the following dates; **(insert dates)**.

Any application for leave must be for exceptional circumstances and agreed by the Head Teacher prior to travel, in accordance with Carrington Primary and Nursery School's attendance policy. No satisfactory evidence has been provided to authorise the absence and therefore, the matter will be referred to Nottingham City Council (the Local Authority), for consideration of the issuing of a penalty notice.

Please note that penalty notices are issued per parent/carers, per child, and are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. If a penalty notice remains unpaid, any resultant legal proceedings would relate to section 444(1) of the Education Act 1996.

If found guilty of this offence you could be fined up to £1000.

Yours sincerely,

Name

Job title