

Sir John Hunt



# Attendance Policy

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## **Introduction**

Sir John Hunt is a place for high quality learning and teaching. Students will only fully benefit from this educational provision if they attend school every day on time. This policy sets out our expectations to ensure this can happen.

## **Attendance Principles**

We believe that low absence is essential in order for:

- students to make good progress and achieve their academic ambitions;
- students to benefit socially by interacting with their peers;
- teachers to be able to teach and build on student's previous knowledge without spending undue time teaching students what they have missed.

## **College values**

Our expectations with respect to attendance are informed by our College values, which are:

### **Ambition**

- we are determined to achieve success
- we expect the best from ourselves and each other
- we believe there are no limits to what we can achieve

### **Endeavour**

- we work hard, always
- we strive for excellence
- we do not give up

### **Respect**

- we respect ourselves and each other
- we are considerate of others
- we are responsible for our actions

## **Purpose of our Attendance Policy**

This policy abides by the legislation and statutory guidance as listed in appendix A and ensures that we establish systems and practices which:

- ensures all of our students, parents/carers, staff and governors are aware of the high expectations of Sir John Hunt CSC through defining what we consider to be acceptable and unacceptable absence levels;
- creates an ethos in which low absence is promoted and is the norm;
- maintains a safe, secure environment where students feel valued and welcome, thereby positively encouraging attendance;
- raises student awareness of the importance of punctuality and uninterrupted attendance in achieving their ambitions;
- celebrate excellent school attendance;
- acts early to address patterns of absence by supporting students and families who experience difficulties.

## **Overview of expectations**

The governing body is expected to:

- review and approve this attendance policy annually;
- monitor the attendance policy's effectiveness and hold the Principal to account for its implementation.

The Principal is expected to:

- review and approve the attendance policy and make recommendations to governors annually;

- ensure that the College environment encourages low absence as the norm and that staff deal effectively with absence;
- ensure appropriate resources are in place to support the policies effective implementation.

The SLT member with responsibility for absence is expected to:

- share concerns with the Principal;
- have oversight of whole College absence levels and for achieving absence targets;
- ensure the policy and processes for registration, monitoring, tracking and intervening to prevent absence are implemented and are fit for purpose;
- work with the pastoral and admin team to ensure they have the time and resources to implement the policy effectively.

The Pastoral team are expected to:

- implement the attendance policy;
- ensure attendance registers are completed at roll call/tutor time/period 0;
- ensure year group absence targets are met;
- celebrate low absence on Pastoral boards and in assemblies;
- track cohorts and groups/individuals for patterns of absence on a year group absence action plan;
- ensure reasons for absence are identified and resolved with appropriate interventions.
- ensure students catch up on missed learning;
- record on SIMs all interventions;
- report and update the SLT link for absence as part of meeting cycle.

Teachers are expected to:

- complete registers accurately for attendance and punctually during roll call and in every lesson;
- assist the pastoral team in following up any unexplained absences upon the pupil's return to school;
- Monitor absence and be alert to early signs of disaffection and patterns of absence which could culminate in non-attendance - report these concerns as soon as possible to the pastoral team;
- encourage and reinforce the message that low absence rates equate to a greater chance of academic progress.

College Admin Staff are expected to:

- to take calls and emails from parents about absence and record it on the school system;
- send letters /emails chasing attendance;
- code/Recode SIMs as outlined in Appendix D;
- provide good record keeping;
- share key information with the right people;
- provide robust data for the Pastoral team to use to track key groups/individuals.

Parents/carers are expected to:

- encourage regular school attendance and be aware of their legal responsibilities as outlined in appendix A;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- contact the school before 8:30 am on the morning of each day of the student's absence by calling 01752 201020 then selecting option 1 or emailing [admin@sjhcsc.co.uk](mailto:admin@sjhcsc.co.uk) ;
- all absences should be followed up by a letter/email/text explaining the reason and date of absence or a medical appointment card. Any unexplained absence is treated as unauthorised absence;
- parents/carers are encouraged to contact the school/their training provider promptly whenever any problem occurs that may keep their child away from school.

Students are expected to:

- attend school regularly and aspire to be a “role models” having an absence level of no higher than 3%;
- attend school and all lessons punctually;
- attend school appropriately prepared for the day;
- catch up on any lost learning

(Please refer to appendix B- Student expectations in depth, and appendix C- operational procedures relating to attendance)

## **Attendance Register**

The College will keep an attendance register on SIMs and place all pupils onto this register.

The attendance register will be taken once in roll call and at the start of the first PM session of each school day. It will mark whether every pupil is:

- present;
- attending an approved off-site educational activity;
- absent;
- unable to attend due to exceptional circumstances.

See appendix D for the DfE attendance codes.

Parents are able to check their child’s attendance every day using the SIMs Parent App and will also receive their child’s absence figures on their termly report.

The College will also take an attendance register every lesson to ensure we are safeguarding our students, so that we know they are in the right place at the right time and are not late to lessons.

## **Responding to Non-Attendance**

Student absence is monitored by the Pastoral Leader and the Assistant Pastoral Leader for their respective Year groups. An overview of the process for monitoring and responding to non-attendance is outlined below (please also refer to appendix C for the operational procedures). When a student does not attend, the school will respond in the following manner:

- if no communication is received from the parent/carer, the admin team will send truancy call. The truancy call system will text the parent/carer contact numbers;
- if a reply is received this will be coded on SIMS, absence due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness or if the student has been placed on the medical evidence requirement register;
- in the event of no response being received for the absence, an email will be sent to the primary carer. If no response is received within 7 days of the date of the letter, the absence will be recorded as unauthorised, students on the medical evidence register will be required to provide evidence of illness in the form of medical appointment cards;
- for periods of absence from school of 4 days or more we will require medical evidence to be provided;
- All evidence provided should be scanned to SIMs to endorse the students absence;
- A letter will be sent to the parent/carer of any student whose attendance falls below 95% by the student’s Pastoral Leader (see appendix E);
- If there is no marked improvement parents/carers will be invited in for a meeting with the Pastoral Leader/Assistant Pastoral Leader where an Individual Attendance Review (IAR) will be agreed and the student could be subject to daily monitoring (see appendix E);
- failure to improve attendance after the initial meeting will result in a further meeting where parents/carers will be informed that no further absence will be authorised without medical evidence being provided. A Medical Evidence letter will be sent to endorse this request. see appendix E);

- continued failure to contact the school to report a child's absence may result in a referral to a Plymouth Education Welfare Officer (EWO) or Gateway for a welfare check;
- all absence greater than 10% will result in a referral to the school's EWO;
- failure to comply with the expectations set by the IAR may result in further action, by either the issuing of a Penalty Notice, or court prosecution;
- Pastoral Leaders are expected to celebrate good attendance/low absence in assemblies, in their Pastoral Classrooms and on their tutor notice boards.

### **Sixth Form Absence**

The attendance register will be taken once in Period 0 and at the start of the first PM session of each school day. As well as registers for each timetabled Sixth Form lesson, Supported Study and Period 7 sessions, registers will also be taken for all off-site sessions delivered at Training Providers or at Partner schools.

If a Sixth Form student is absent, their parent/carer should inform their Home School by telephone or text no later than 8.30am. Vocational students should also contact their Training Provider to inform them of their absence.

When a sixth form student is absent:

- they will be expected to work from home;
- their taxis/transport should be cancelled if they study off-site;
- sixth form admin will contact home if there is no reason for an absence given.

Tracking Sixth Form absence

- the Head of Sixth form will conduct an Individual Absence Review with students whose absence falls above 5% so that clear targets and interventions for improvement can be established;
- each week a partner school absence report will be generated and shared with each delivery centre.

Bursary Payments for Sixth Form:

All students in receipt of the 16-19 Bursary will have reductions made to their payments based on their attendance. It is vital that absences are kept to a minimum and that any absences are communicated to the college.

### **Requesting absence**

The College adheres to the guidance as outlined in appendix A and is only able to authorise absence under exceptional circumstances. In all cases a PCC absence request form must be completed (refer to appendix E) and where appropriate evidence should be provided to support the request e.g. medical appointment card.

The following is a guide outlining what might be considered exceptional circumstances to authorise absence:

- when a family needs to spend time together because of an immediate family members bereavement, crisis or serious illness;
- funeral of immediate family member;
- religious observance;
- school/LA organised transport was not provided when it should have been;
- children of service personnel about to go on deployment (providing request is supported by a letter from the commanding officer);
- one day for a wedding of an immediate family member (copy of the invitation as evidence);

- one off sporting events/performing arts competitions, if the child is participating and is at county standard and above (copy of the letter from regional governing body as evidence);
- one day of absence for a graduation/passing out parade of an immediate family member;
- medical appointments are encouraged outside of school hours but where this is not possible the school should be notified in advance by emailing [admin@sjhcsc.co.uk](mailto:admin@sjhcsc.co.uk) or contacting the Pastoral Team on 01752 201020. Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible (a copy of the medical appointment card should be given to the College as evidence).

Absences that the school is unable to authorise include:

- holidays during term time;
- to care for other family members;
- arrival after the registers close at 9.30 without prior notification;
- no school uniform/shoes;
- bullying/friendship problems;
- shopping trips, even if this is for school uniform;
- birthday celebrations;
- weddings abroad (even if it for an immediate family member);
- looking after a relative/pets;
- death of a pet;
- travel problems;
- school refuser;
- high anxiety;
- head lice;
- learning difficulties;
- to interpret for other family members;
- tiredness due to extra-curricular activities;
- all unexplained absences.

The immediate family is a defined group of relations, used in rules or laws to determine which members of a family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership or cohabitation such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children and cohabiting partners (Plymouth City Council Education Welfare Service 2014)

### **Religious Holidays**

We will authorise absence for major religious holidays. It is the responsibility of the parent/carer to inform us in advance of their intention to keep their child at home. If parents/carers do not inform the school any days missed will be recorded as an unauthorised absence. Requests for extended absence for religious observances should be made in writing to the respective Pastoral Leader.

### **Holidays**

The school holiday dates are published a year in advance and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised. We recognise that there may be occasions where a parent feels there are extenuating reasons for requesting leave during term time. In such circumstances we advise parents to write to the Pastoral Leader outlining the reason for the request and the dates the student will be absent from school. The Pastoral Leader will inform you of their decision.

Requests for long periods of absence will not be authorised and a meeting with the Pastoral Leader will be required. Prolonged unauthorised absences may put your child's place at Sir John Hunt at risk. If parents take their children on holiday during term time without authorisation the School will apply for a Penalty Notice to be issued in accordance with the provisions of the Education Act 1966 and the Education and Inspection Act 2006. Failure to pay can result in a referral to court. Please note that a Penalty Notice is issued to each parent in respect of each child not attending school. "Parents" includes partners who are not married to, but who live with, one of the parents who has main care responsibilities for the child. Other family members with parental responsibility including grandparents and siblings may also be liable for a penalty notice.

Students may also be referred to the Education Welfare Officer as their attendance may warrant them being recorded as a "Child Missing Education" (CME).

### **Penalty Notice**

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to improve a student's attendance. A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with the Education Welfare team.

Where a child is taken out of school for a holiday during term without the authority of the Pastoral Leader, each parent is liable to receive a penalty notice for each child.

Where attendance has fallen below 85% or there are no less than 10 unauthorised sessions during a sixth month period, with the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

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## Appendix A: Legislation and statutory requirements

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

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

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

The policy is also based on the Colleges:

- Child protection and safeguarding policy;
- Conduct for Learning policy;
- Pastoral Framework.

### Summary:

The legal framework

Regular school attendance of children of compulsory school age is the responsibility of the parent / guardian and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parent/Guardians are committing an offence if they fail to comply with this legislation and legal action can be instigated.

The Law

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996; which may lead to prosecution. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000). In February 2004, section 23 of the Anti- Social Behaviour Act gave powers to designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's attendance at school. Since September 2015 the Persistence Absence percentage has changed from 15% to 10%.

Fines

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 Principal, 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.

## THE LAW REGARDING ATTENDANCE AT SCHOOL

### THE EDUCATION ACT 1996

There are two offences for non-attendance under the Education Act. These are Sections 444(1) and 444(1A).

Under **Section 444(1)**, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.

The Local Authority need only show that the child failed to attend regularly at the school without authorisation.

This is an 'Absolute Offence' i.e. there are a limited number of statutory defences:

- The pupils absence was authorised by the school
- The pupil was ill or prevented from attending by any unavoidable cause
- Religious Observance
- Transport was not provided by the LA when it should have been

The only evidence that the LA needs to produce to the court in this instance is a certificate of attendance.

A parent or carer found guilty of this offence could face one of the following penalties:

- Absolute Discharge
- Conditional Discharge
- Fine of up to £1000
- Parenting Order
- Community Rehabilitation Order

Under **Section 444(1A)**, a parent or carer is guilty of an offence if he/she knows that the child is failing to attend regularly and fails without reasonable justification to cause him to do so.

This is an 'Aggravated Offence.' Under section 109: Failure to Ensure School Attendance the LA must show: 1. the child failed to attend regularly without authorisation and 2. the parent knew and failed without reasonable justification to cause the child to do so.

'Reasonable justification' is subject to a reverse burden of proof. This means that once the LA has proved 1 and 2, it is for the parent to prove, on balance of probability, any reasonable justification for their failure to ensure the child's regular attendance. This would require the parent to **provide credible evidence** of any reasonable justification.

A parent or carer found guilty of this offence could face one of the following penalties:

- Absolute Discharge
- Conditional Discharge
- Fine of up to £2500
- Parenting Order
- A period of imprisonment not exceeding 3 months.

The same reverse burden of proof also applies to sickness and unavoidable cause.

\*'Unavoidable Cause' – chronic illness of a parent, or other family responsibilities or duties are not an unavoidable cause.

\*The legal definition of a parent is contained in Section 576 of the Education Act 1996 and refers to any adult who is a natural parent, someone with parental responsibility or someone who cares for a child.

**IN CASES WHERE THE LA ARE CONSIDERING A PROSECUTION, PARENTS WILL BE CAUTIONED UNDER THE POLICE & CRIMINAL EVIDENCE ACT 1984**

Continued overleaf

### **Section 23(1) of the Anti-Social Behaviour Act 2003 (Penalty Notices)**

Section 23(1) of the Anti-Social Behaviour Act 2003 has introduced new powers to Sections 444 of the Education Act 1996 that enable Local Authorities to issue Penalty Notices. Penalty Notices can be used as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

#### **The Penalty**

The Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid not after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28-day period, the LA must either prosecute for the offence to which the notice applies or withdraw the notice.

**NOTE: Unlike other penalty notice schemes, the prosecution would not be for non-payment of the notice.** If there is a prosecution, it would follow the usual legal procedures for prosecution under sections 444(1) and 444(1a) of the Education Act 1996.

The parent cannot be prosecuted for the particular offence for which the notice was issued until after the deadline for payment has passed (28 days) and cannot be convicted of the offence if they pay a penalty in accordance with the notice.

A penalty notice could be issued in the following circumstances:

- 1 The parent continually fails to respond to efforts made by the Education Welfare Service to contact them regarding their child's attendance and/or the parent continually fails to provide an explanation for the pupil's absence in accordance with the school's procedures.
- 2 Persistent late arrival at school (i.e. after the registration period had closed).
- 3 When the pupil is taken on holiday during term time and the absence has not been authorised by the school or excessive delayed return from extended holidays without prior school agreement.
- 4 Following a Truancy Sweep and the facts have been established (i.e. the school have recorded the absence as unauthorised and there is a history of poor attendance).
- 5 When a pupil on a Fast Track to Improved Attendance or Individual Attendance Plan fails to achieve the required improvement in attendance.
- 6 Following a request from Devon & Cornwall Constabulary in line with 4 above.
- 7 Where a child is found in a public place during the first five days of a fixed-term of permanent exclusion.

In all the cases above, a Penalty Notice will only be issued to a parent if the pupil has had at least ten unauthorised absences recorded against their name within the previous six months. The ten unauthorised absences may include the absences for which the notice is being issued.

#### **Education Supervision Order (ESO)**

The LA can apply to the court for an Education Supervision Order instead of, or as well as, prosecuting the parents under s444 of the Education Act 1996.

While the views of the parent and child should be taken into consideration in the ESO, the parent loses the right of appeal against admissions decisions and certain rights to educate their child in accordance with their wishes.

Section 36 of the Children Act 1989 gives power to the supervising officer to give directions to the supervised child or parent. 'Directions' may include attending regular school meetings with an Education Welfare Officer and teachers etc. Parents are legally required to comply with directions made under the order and may be liable to penalties if they fail to do so. If the parent fails to comply with the directions, the LA is required to investigate the circumstances. Parental duties under sections 7 and 444 or 444ZA of the Education Act 1996 i.e. the duty to ensure regular attendance of registered pupils are superseded by their duty to comply with any directions contained within an Education Supervision Order.

**For further information, please contact the Inclusion, Attendance & Welfare Service on 307405**

## Appendix B: Student Expectations in depth

This section of the appendices describes in detail our expectations of students with regards to:

- a) punctuality;
- b) attendance;
- c) catching up on missed work.

### a) Punctuality

Punctuality as explained to our students:

Punctuality is an important part of self-discipline and essential to good time management. Always make an effort to arrive promptly for every lesson.

It is essential that you arrive to roll call on time. You should always be in your roll call base by 8.30 in the morning and ready for period 5 registration by 1.20 in the afternoon. Failure to do so could result in you being marked late.

If you arrive after 8.30 you must report to the roll call late desk to sign in and you will receive a late mark.

If you arrive after 9.00 (or 1.20 in the afternoon) student reception will mark you present in College but note you arrived after registration finished.

1. Bells ring at 8.25 and 1.15 to signal that it is time to move to registration.
2. Students must be in their roll call base by 8.30 in the morning and registration by 1.20 in the afternoon.
3. Students should always register with their tutor and should only register at student reception if they arrive after roll call finishes.

Timings of the Day	
Roll call/Registration	8.30 - 9.00
Tutor Reading/Assembly	
Period 1:	9.00 - 9.50
Period 2:	9.50 - 10.40
Break:	10.40 - 11.00
Period 3:	11.00 - 11.50
Period 4:	11.50 - 12.40
Lunch:	12.40 - 13.20
Registration & Period 5:	13.20 - 14.10
Period 6:	14.10 - 15.00
Period 7:	15.00 - 16.00

Sanctions for late arrival without good reason:

Number of late marks	Sanction
1	Call back
2	Detention Referral Contact with Parent/Carer
3+	College Detention - 60 minutes Referral Pastoral Leader to contact parent/carers

For persistent offenders parents will be invited in to discuss lateness

#### b) Attendance

Students must be in College every day. Any reasons for absence should be communicated by the parent to the College daily.

In Roll Call:

- students arrive on time for roll call which starts at 8.30;
- students should stand in alphabetical order with their tutor group in a straight line;
- students must be wearing full College uniform;
- students must have all their required equipment for the day out to show tutors;
- students must remain silent when directed to do so by their Pastoral Leader and listen to the daily notices.

Lesson 5:

- Students must attend Lesson 5 at 1.20 - this will be coded as their PM registration mark.

#### c) Catching up on missed work

We appreciate that students may be absent from College for reasons outside of their control. Irrespective of the reason for their absence we do expect all students to catch up on the lessons they have missed to enable them to make progress. For each day of learning missed students will be given a week to catch up on their lessons and get their "Catch-up plan" signed off by their teachers.

These indicators give students and staff a clear understanding of our expectations for student attendance as part of their conduct and appears in student planners and the staff Pastoral Framework:

	Grade (1) Role Models	Grade (2) Good Students	Grade (3) Underachieving Students	Grade (4) Students Causing Most Concern
	Congratulations. You have shown real determination to learn and succeed:	Well done. You are making progress and have shown commitment to learning:	Generally whilst you may be making progress you can do much better. You need help with your own learning of other students. Some of the following will apply to you:	You are seriously underachieving. You often block the learning of other students. Some of the following apply to you:
<b>General</b>	You: <ul style="list-style-type: none"> <li>Are on time for all lessons and registration</li> <li>Are motivated to achieve and believe that you can</li> <li>Have excellent appearance (hairstyle and jewellery), and adhere to the uniform dress code expectations correctly</li> <li>Have the correct equipment (including Planners) in all lessons</li> <li>Make healthy lifestyle choices</li> </ul>	You: <ul style="list-style-type: none"> <li>Are on time for all lessons and registration</li> <li>Are motivated to achieve and normally good self belief</li> <li>Have excellent appearance (hairstyle and jewellery), and adhere to the uniform/dress code expectations correctly.</li> <li>Have the correct equipment (including Planners) in all lessons</li> <li>Make healthy lifestyle choices</li> </ul>	You: <ul style="list-style-type: none"> <li>Are normally on time for lessons and registration</li> <li>Lack motivation to achieve and often doubt yourself</li> <li>Adhere to the uniform/dress code expectations, but may not wear it correctly.</li> <li>Have the correct equipment (including Planners) in most lessons</li> <li>Normally make healthy choices but occasionally make decisions at the detriment of your health</li> </ul>	You: <ul style="list-style-type: none"> <li>Are often late for lessons or registration</li> <li>Lack motivation to achieve or have low self confidence</li> <li>Do not adhere to the uniform/dress code expectation.</li> <li>Come to lessons without the correct equipment</li> <li>Frequently choose to engage in activities that are bad for your health</li> </ul>
<b>Absence</b>	You: <ul style="list-style-type: none"> <li>Attend College every day with absence &lt; 3%</li> </ul>	You: <ul style="list-style-type: none"> <li>Have low absence from College of 3-5%</li> </ul>	You: <ul style="list-style-type: none"> <li>Have significant absence from College 5-10%</li> </ul>	You: <ul style="list-style-type: none"> <li>Have absence from College that is causing great concern: Greater than 10%</li> </ul>
<b>Behaviour</b>	You: <ul style="list-style-type: none"> <li>Show respect for yourself, others, and your environment</li> <li>Avoid using inappropriate language (loud enough to be heard, loud enough to be punished)</li> <li>Listen carefully to teachers and other students</li> <li>Demonstrate kindness and consideration to those around you</li> </ul>	You: <ul style="list-style-type: none"> <li>Normally show respect for yourself, others, and your environment</li> <li>Avoid using inappropriate language (loud enough to be heard, loud enough to be punished)</li> <li>Usually listen carefully to teachers and other students</li> <li>Are normally kind and considerate to others</li> </ul>	You: <ul style="list-style-type: none"> <li>Show some respect for others but normally put yourself first</li> <li>Sometimes use inappropriate language</li> <li>Often fail to listen to teachers or other students</li> <li>Can be easily distracted or sometime distract others</li> <li>Sometimes demonstrate selfish behaviour and gain enjoyment at the detriment of others</li> </ul>	You: <ul style="list-style-type: none"> <li>Only show consideration for yourself and sometimes don't respect yourself</li> <li>Frequently use inappropriate language</li> <li>Interrupt lessons, distracting other students</li> <li>Disrupt group work or whole-class discussions</li> <li>Refuse reasonable requests or challenge teacher authority, taking up too much of their time for negative reasons.</li> <li>Only appear to care about yourself</li> </ul>
<b>Effort</b>	You: <ul style="list-style-type: none"> <li>Are always eager to learn</li> <li>Work independently</li> <li>Concentrate in class, work hard and make positive contributions to group and whole class discussions</li> <li>Regularly show initiative</li> <li>Demonstrate responsibility for your own learning and know your progress targets</li> <li>Take your targets seriously and take steps to meet or exceed them</li> </ul>	You: <ul style="list-style-type: none"> <li>Are usually keen to learn</li> <li>Usually show a positive attitude in class and work hard</li> <li>Make contributions to group work and whole-class discussions</li> <li>Sometimes show initiative</li> <li>Are becoming an independent learner by taking more responsibility for your own learning</li> <li>Understand that your targets are important and almost always meet them</li> </ul>	You: <ul style="list-style-type: none"> <li>Often fail to show commitment to learning</li> <li>Can waste time in class by not concentrating or working as hard as you can</li> <li>Can make little or no positive contribution to group work and whole-class discussions</li> <li>Take little responsibility for your own learning</li> <li>Often arrive unprepared or late</li> <li>Often fail to meet your targets as you may not have treated them seriously enough</li> </ul>	You: <ul style="list-style-type: none"> <li>Fail to show commitment to your learning</li> <li>Waste time and make little or no progress</li> <li>Arrive unprepared or late</li> <li>Take little or no responsibility for your own learning</li> <li>Show disregard for your progress targets</li> <li>Fail to achieve your targets or meet our expectations</li> </ul>
<b>Homework/ Independent Learning</b>	You: <ul style="list-style-type: none"> <li>Produce quality homework and hand it in on time</li> <li>Always plan what work needs to be done independently, prioritise it and always complete it to a high standard.</li> </ul>	You: <ul style="list-style-type: none"> <li>Usually complete homework to the standard required and hand it in on time</li> <li>Often plan what work needs to be done independently, usually prioritise it and complete it to a reasonable standard.</li> </ul>	You: <ul style="list-style-type: none"> <li>Often do not complete the homework set to the necessary standard or hand it in on time</li> <li>Sometimes plan what work needs to be done independently, occasionally prioritise it and complete it to a reasonable standard.</li> </ul>	You: <ul style="list-style-type: none"> <li>Fail to complete homework and hand it in on time</li> <li>Do not plan, prioritise or complete enough work independently.</li> </ul>
<b>Outcome</b>	You: <ul style="list-style-type: none"> <li>Should be very proud of your achievements and your approach to your studies</li> <li>Set an excellent example for the other students</li> </ul>	You: <ul style="list-style-type: none"> <li>Should be pleased with your achievements and attitude towards learning</li> <li>Are doing fine but we think that you could still aim a little higher and achieve more</li> </ul>	You: <ul style="list-style-type: none"> <li>Are inconsistent with your efforts and so fall short of our expectations</li> <li>Are often not keen to learn</li> <li>Are in danger of not achieving the grades you are capable of</li> <li>Your attitude to learning must change</li> <li>May discuss your progress with your parents, offering support so that you can fulfil your potential.</li> </ul>	You: <ul style="list-style-type: none"> <li>Will have already been spoken to about your attitude to learning</li> <li>Will attend a meeting with your parents at the College</li> <li>Will be monitored very closely</li> <li>Should want to succeed and we will do our best to ensure that you are provided with all the help and support you need.</li> </ul>

Sept 2021

## Appendix C- Operational procedures relating to attendance.

The following offers a clear break down of what interventions are expected at each level;

Role Model Student	Good Student	Underachieving student	Students causing most concern
Attend College everyday with absence <3%	Has low absence from College 2-5%	Has significant absence from College 5-10%	Has absence from College causing great concern: Greater than 10%

### Every Day

- Teachers take register for Roll Call and every lesson;
- Teachers to report any concerns to Pastoral Team;
- Admin Team clear absence emails and phone calls, code SIMs and send Truancy Call
- Admin Team populate results from Truancy Call onto SIMs
- APLs review absence and phone any students whose absence is unexplained.

### Every Week

- Admin Team send out letters for all student coded with an N
- Admin team to clear Ns to 'O's for all absence from 10 days previous which are still unexplained.
- Admin Team to send out separate letter to those students with +4 days absence and those on medical evidence.
- Data Manager updates Power Bi with attendance data
- Pastoral Leaders scrutinise data and look for trends in student absence marking students for interventions as appropriate.

### Every Two Weeks

- Pastoral Leaders meet and update SLT link for Absence on their cohort

### Every Term

- Pastoral Leaders celebrate outstanding attendance every term with 100% attendance certificates.

### Every Week

- APLs will consultation with PLs to identify students who would benefit from a supportive conversation with themselves or their tutors.
- APLs to make daily contact home for students showing concerns.

### Every Week

- **+7% absence** (IAR) with PL or APL to establish appropriate interventions and targets are agreed e.g., ruling out bullying/friendship groups issues, medical issues that we may be unaware of, referral to resilience group, social group, daily check in, home visits if needed, referral to safeguarding/SEN teams for underlining learning needs, family support, outside agencies, adapted timetables, daily phone call checks etc.
- PLs and APLs to review IARs
- Place students on attendance report as appropriate;
- If targets are not met from the above, students are put on medical evidence (decide in meeting the length) and Medical Evidence letter is sent out.
- Absences only authorised upon receipt of medical evidence, APL and PL to ensure coding is correct.
- Students that show no improvement should then be discussed with EWO.
- Students that improve should be monitored to ensure standards do not decline.

### **Every Term**

- **+5% absence** (but not on medical evidence) Pastoral Leader to send out Pastoral Warning Letter and reinforce importance of low absence with a phone call
- To reinforce this message If attendance remains at this level the PL/APL should request a Percentage Warning Letter from the LA

### **Every Day**

- Any student whose attendance begins to fall towards PA should be put "Medical Evidence" and students would be required to provide medical evidence to support all absences,
- Each time a student in this group is absent the PL or APL should have a back to school to discuss the absence.
- Students whose absence remains high should remain on medical evidence and a reminder medical evidence letter should be sent out annually.
- A referral to open the case should be made to the EWO after 8 "O" are recorded on SIMs

### **Every Week**

- PLs should discuss the Student with the EWO and where attendance declines they will;
  - Visit the Family at home to offer a parent contract;
  - Issue a Penalty Notice Warning Letter from PCC
  - At a further 8 "O's" from letter issue a Penalty Notice
  - Issue a S9 if there is no payment;
  - Issue a further Penalty Notice Warning Letter from PCC;
  - Issue a Final Warning Letter;
  - Issue an Interview under Caution;
  - Move to court proceedings.
  - CME form should be complete for PCC all absence greater than 50%, prolonged absence due to a medical need, or for any amended timetables.

### **Process for issuing Catch up plans:**

- every Friday PM the Admin Team will run a report for absences and produce a catch up plan list;
- every Monday students who have been absent the previous week will be issued a catch up plan in roll call/tutor period in which they have one week to complete;
- the list will record that the absence plan has been issued and a date;
- all teachers will ensure work is available on Google Classrooms for all lessons missed;
- the student once completing the work should see their teacher to get the report signed;
- once the report is complete for all the lessons for all the days missed the report should be handed back into the roll call desk for the PL/APL to check and record its completion;
- if the plan is not complete by the following week a new catch-up plan will be issued and failure to complete will result in a sanction of successive lunch times to complete the work under supervision as a supportive measure;
- failure to complete outstanding work could result in an IAR being created by the PL, the student and their parents.

### **Process of dealing with Lates**

- if a student arrives late to school, after 8:30, they must report to the Late desk in roll call to register and then meet with their Pastoral Leader to explain their late arrival. If roll call has ended students must report to Student Reception and then report to the Pastoral Office for a welfare check. Please refer to our Conduct for Learning policy for sanctions associated with lateness;
- students who provide medical evidence explaining their late arrival will be marked as present a note must be made on the registration code stating evidence has been provided and their time of arrival;

- registration closes at 9:30am, after which when the student arrives they will be recorded as an unauthorised absence (U) and parents/carers will be notified of this absence via text message.
- persistent Lates will result in a meeting with parents and a late letter being sent from the LA (See appendix E).

#### **Process for adaptive timetables:**

- adapted timetables can only be agreed by the Safeguarding team/SENCO or a member of SLT. A signed Adaptive Timetable request form;
- all students on an adaptive timetable will have a contract in place with their parent and pastoral leader;
- the contract must have a review date and should not run for more than one half term as they are a short-term support measure to enable students to return to full time education;
- if student does not keep to the terms of the agreement, it is withdrawn and they return to a full timetable;
- students on adapted timetables should be marked present for the AM session when they arrive, with the time of arrival as a comment and marked present for the PM session when they leave with the time of departure as a comment;
- if they fail to turn up at the expected time of arrival they should be marked late in the same way as any other student;
- any lessons that they are not required to attend should be marked with a \$ code (this code can only be used for lessons, not AM or PM registers);
- the Admin Team and Pastoral Teams must be made aware of ALL adapted timetables.

#### **Exclusions**

- the Admin Team must be made aware of all exclusions so that they are able to enter them into SIMS, this avoids any unnecessary text/emails being sent to parents about absence. There should never be any instance where a student is sent home to cool off and an authorised absence (C code) is entered;
- if a student is sent home at lunchtime (or after the close of the AM register) it must be recorded as a half day exclusion, not a full day exclusion.

#### **Permanent exclusions**

##### Day six provision

- for the first five days of a permanent exclusion the school should set and mark work that the child can do from home. The register should be marked with code E;
- from day six onwards the local authority where the child lives must provide alternative full-time education and the register should be marked with the appropriate attendance code such as code B or D;
- a permanently excluded child's name should not be removed from the register until the governing body has met to consider the exclusion and 15 days have passed without a parental application for an independent review of the governing body decision;
- where an independent review has been requested by a parent, the child's name must remain on the register until the independent review has been determined, or abandoned.

## Appendix D: 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
<b>Authorised absence</b>		
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
<b>Unauthorised absence</b>		
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 E- Documents to support attendance**

Pastoral Leader's letter:

Dear Parental Salutation

**Re: Student Name**

I am writing to inform you that Forename's degree of absence is currently causing us some concern.

As a College we do not expect any student to have an absence of greater than 3%. This standard letter is being sent to parents of all students with an absence greater than 5% in the last ten weeks. This threshold means that a student is missing noteworthy amounts of education and will consequently have a significant impact on their learning. Forename's absence is currently \*\*%.

If you would like to see a copy of Forename's attendance record this can be accessed online through our SIMS Parent App. (Link at the bottom of our web page). If you require assistance to access the SIMS Parent App then please contact the College.

I am fully aware that the majority of reasons for absence are genuine, but studies repeatedly show that students with good attendance at school, perform better in their final exams and their general integration into school life.

Please can I request you view Forename's attendance record and consider if any improvements can be made. If we can help to address any issues in College that might help improve matters, please do not hesitate to contact me.

Yours sincerely

**Pastoral Leader Name**  
**Pastoral Leader for Year**

Medical Evidence Letter:

Dear XXX

**Re: Student Name**

The College is concerned at the level of absence for Name which is currently XX. All students with a poor attendance are subject to further investigation.

If you would like to see a copy of Name's attendance record this can be accessed online through our SIMS Parent App. (Link at the bottom of our web page). If you require assistance to access the SIMS Parent App then please contact our reception who can offer support.

Due to the extremely high levels of absence, we are no longer able to authorise any future absences without some form of credible medical evidence. This is with immediate effect. Failure to supply this evidence will result in the absences being recorded as unauthorised. The Educational Welfare Officer is monitoring the situation.

I look forward to seeing an immediate improvement and thank you for your continued support of the College.

Yours sincerely

**Pastoral Leader**  
**Pastoral Leader for Year X**

Medical Evidence Reminder Letter:

Dear Parental Salutation

**Re: Forename Surname**

I am writing to remind you that Medical Evidence is still required for your child's absence from College. (This could include medical appointment cards, copy of prescriptions or a letter from the GP.)

The necessity to provide medical evidence was put in place due to concerns regarding how much time **name** was absent from College.

Although medical evidence was requested when **name's** absence rose above 10% our expectation is that absence does not go above 3%. As over the last 10 weeks **name's** absence is still greater than this they are still within the medical evidence procedure: This will end when their absence falls below 3%.

I request your support in reducing absence which will help in improving **name's** learning and attainment.

Please do not hesitate to contact me if you wish to discuss the matter further.

Yours sincerely

**Pastoral Leader**  
**Pastoral Leader for Year X**

# Individual Attendance Review (IAR)

Sir John Hunt



## Individual Absence Review

Student Name:  
Tutor Group:  
Cohort:

### Individual Attendance Review

Date of meeting		Date of 6-week review	
Present at meeting:			
Date IAR sent to parents:			
SEND	PP	FSM	
Absence	Attendance	Authorised	Unauthorised
Lates	Before 9.30	After 9.30	

Background:
<ul style="list-style-type: none"> <li>How long the student has been with us?</li> <li>If they haven't been with us since Year 7, where have they come from and why? Have <u>these</u> previously been attendance concerns?</li> <li>What are the main concerns?</li> <li>Has there been any external agency support previously engaged with e.g. EWO</li> <li>What length of time have absence patterns been evident e.g. rapid changes or over a sustained period of time.</li> </ul>

Interventions to date by Sir John Hunt	
IAR	Date:
Pastoral Leader Letter	Date:
Late Letter	Date:
Attendance Report	Date:
Medical Evidence Letter	Date:
Referral to EWO	Date:
Holiday Penalty Notice Warning (HPNW)	Date:

Summary of attendance and patterns:
<ul style="list-style-type: none"> <li>What are the patterns in absence? - Are certain subjects/teachers/days of the week resulting in a greater number of absences, are days either side of the weekend resulting in absences, e.g. after a new release on a game? - evidence this from SIMS attendance log giving examples where relevant.</li> <li>Does the student take any meds, are these taken at regular intervals, is this working?</li> <li>What are routines like at home, do they go to bed on time, do they have access to the internet, can this be limited, do they take their phone to bed with them?</li> <li>Have previous strategies worked to address these concerns, if not why not?</li> </ul>

Students Views
In College
<ul style="list-style-type: none"> <li>What does the student feel the issues are?</li> </ul>

The Individual Absence Review (IAR) is a formal agreement between the Parent/Carer, Sir John Hunt Community Sports College and the Education Welfare Service.

IARs are designed to ensure that student, parents, College, outside agencies and external agencies as required, work together to remove as many barriers to student absence as possible.

The key thresholds that we use for absence at Sir John Hunt are:

- Less than 3% - Role Model Student
- 3% - 5% - Good Student
- 5% - 10% - Underachieving Student
- Greater than 10% - Students causing most concern.

Should the IAP not be successful the following process will begin:

After 10 unauthorised absences (code OU) the pastoral leader will make a referral to the (EWO) – Educational Welfare Officer who is part of the (EWS) – Educational Welfare Service.

The EWO has specific statutory duties that they undertake on behalf of Plymouth City Council (PCC), such as legal work associated with attendance, this could be issuing warning letters for poor attendance, or taking parents to court if attendance levels fail to meet expectation over an extended period of time. In addition to their statutory functions, the EWO also supports the wider pastoral team to address student's welfare issues and absence on the cusp of Persistent Absence (PA), which is at 10%.

Please refer to our [Absence policy](#) on the College website

<ul style="list-style-type: none"> <li>Why do they think they are not attending?</li> <li>Are there any lessons that they are trying to avoid?</li> <li>What do they feel could help them address this?</li> <li>Are there any underlying, medical issues/anxiety around school e.g. concerns over accessing the toilet?</li> </ul>
At home
<ul style="list-style-type: none"> <li>Is there anything happening outside of school that might explain absence, has anything changed?</li> <li>Are there any underlying, medical issues / anxiety around school e.g. concerns over accessing the toilet?</li> <li>Is there anything that could be changed at home to help address current absence?</li> </ul>

Parents Views
In College
<ul style="list-style-type: none"> <li>What do parents feel the issues are?</li> <li>What do parents feel is going wrong why?</li> <li>What do parents feel we do could help them address this?</li> <li>What interventions do they feel work, what additional support do they feel they need?</li> </ul>
At home
<ul style="list-style-type: none"> <li>Is there anything happening outside of school that might explain absence?</li> <li>Is there anything that could be changed at home to help address current absence?</li> </ul>

Agreed Support	
Attendance Report to tutor starting:	Reviewed:
Agree up to "3" student targets in relation to absence identified:	Measurement of success:
1. Student to attend school every day and on time (not stay off for minor illnesses).	100% attendance over IAR period.
2. Student to complete catch up plan for any absence period.	Student catches up on all lost learning
3	
Pastoral Support Strategies	
Support offered	Measurement of success:
1. SJH – Will liaise with EWO should absence increase.	To provide Local authority support for family.
2. SJH – Will request evidence for any further illness.	All further absence supported by medical evidence.
3. (SEN Support, review TIL, Multi Agency Support, CAMH referral, change to timetable)	

<b>Parents/Carer will help and support the College by:</b> 3. Parent/Carer – will contact school giving specific reason for absence and provide medical evidence. 4. Parent/Carer – will ensure ***** attends school on time every day. 3
--

Punctuality Report

.....

Student's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Date (w/b): \_\_\_\_\_ Issued By: \_\_\_\_\_

Please place a ✓ or \* in the box as appropriate.

Period	AM REG	1	2	3	4	PM REG	5	6	COMMENTS
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

<b>Staff Signature:</b>	
<b>Parent Signature:</b>	



Catch up Plan

**Lessons Missed Catch-up Plan**

Name: .....

Tutor Group: .....

Plan to be returned to: .....

Issued on (date): .....

We don't want you to fall behind on your learning. Use your timetable to highlight the days and lessons missed. You now have 1 week to catch up on your lost learning on Google Classroom and get your teachers to sign your report to say the work is completed.

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Monday	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:
Tuesday	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:
Wednesday	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:
Thursday	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:
Friday	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:	Subject: Completed:

Signed by Pastoral Leader as complete:.....

Signed off on system as complete:.....

Absence request Form

Sir John Hunt



**Sir John Hunt Community Sports College**



**ABSENCE REQUEST FORM**  
(including holidays during term time)

**Notes to parent/carers**

The law does not grant parent an automatic right to take their child out of school during term time. If the request is for a holiday in term time, you must have parental responsibility and be the parent with whom the child normally lives. Permission must be sought in advance. If you do not have parental responsibility and/or do not normally live with the child, you must seek the consent of the parent who does and that person should complete this form. The College will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the College will consider:

- Time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

Warning: if the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a £60/£120 fine per parent for each child.

To the Principal of Sir John Hunt Community Sports College

I wish to apply for:

Name(s) of Child(ren) ..... Reg Group.....  
..... Reg Group.....  
..... Reg Group.....

To be authorised as being absent from school from .....to.....inclusive

Reason for request for absence during term time. If this is a holiday request, please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Signature of Parent/Carer.....Date.....

- Authorised      The College agrees to your child being absent from school on the specified dates
- Unauthorised      The College does not authorise your request for leave in term time for the following reason(s):

NB If a holiday is taken without it being authorised, the College is required to report the absence to the Local Authority who may issue a £60 penalty fine per parent, per child

Signed .....Principal      Date.....

Please read overleaf

### Holidays in Term Time

**Important:** Please read carefully the information below.

**Warning:** If you take your child on holiday in term time without the prior approval of the school, you may be issued a £60 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

The Facts	The Law
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>What you should consider There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests (Standard Attainment Tests in year 2, 6 and 8).</li> <li>• During GCSE and other examination courses.</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and may lead to a £60 fine per parent, for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Children, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that the parents have booked holiday before checking with the school are not special reasons.</p>
<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Genuine illness</li> <li>• Unavoidable Medical/Dental appointments (but try to make these after school if at all possible)</li> <li>• Days of religious observance</li> <li>• Exceptional circumstances, such as bereavement</li> <li>• Seeing a parent who is on leave from the armed forces</li> <li>• External examinations</li> <li>• When Traveller children go on the road with their parents</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>• For any type of shopping</li> <li>• Looking after brothers, sisters or unwell parents</li> <li>• Minding the house</li> <li>• Birthdays</li> <li>• Resting after a late night</li> <li>• Relatives visiting or visiting relatives</li> </ul>
<p>Please contact your child's Headteacher if you wish to discuss this issue. The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them to not miss any of this valuable time. We hope that when you read this leaflet you will consider that your child's education is too important to take holidays during term time.</p>	

Request to open case to EWO Services

**ATTENDANCE CONSULTATION AND CME & REDUCED  
TIMETABLE MONITORING FORM**

INCLUSION, ATTENDANCE &  
WELFARE SERVICE [educationwelfare@plymouth.gov.uk](mailto:educationwelfare@plymouth.gov.uk)



Date of Consultation	School & designated person	EWO	Commissioned Hours	Current Balance	Current Open Referrals
Current overall %:		Number of PA:		% PA:	

**PART I: ATTENDANCE, PA MONITORING AND ACTION PLAN**

IAWS referral forms and other useful documents can be found at:

<http://web.plymouth.gov.uk/homepage/staffroom/schoolroom/usefuldocuments/sreductionother.htm>

[http://web.plymouth.gov.uk/education\\_of\\_children\\_with\\_health\\_needs.pdf](http://web.plymouth.gov.uk/education_of_children_with_health_needs.pdf)

Child's Name	Current %	Year Group	Concern	SCHOOL SUPPORT IHCP/TAM/EHAT/EP needed?	School Action	Referral to EWO

Request for Penalty Notice



**PENALTY NOTICE REQUEST  
CERTIFICATE OF ABSENCE  
SECTION 444 EDUCATION ACT 1996**

**PENALTY NOTICE REQUESTS FOR UNAUTHORISED HOLIDAYS MUST BE SUBMITTED TO THE LA WITHIN 3 WEEKS OF THE RECORDED ABSENCE**

This form is to be completed by the Head teacher/Principal when requesting that a Penalty Notice be issued to a parent whose child has been absent due to taking a family holiday during term time without authorisation. This form could also be used as evidence by the LA in legal action taken against a parent/carer under the above Act in relation to non-attendance of a registered pupil at the school.

I certify that .....male/female DOB ..... Year group..... is a registered pupil of compulsory school age, on roll at ..... and that he/she has had ..... unauthorised absences from school/college on or between ..... and ..... due to an unauthorised holiday.

**\*PLEASE ATTACH CERTIFIED COPY OF THE CHILD'S ATTENDANCE CERTIFICATE**

To the best of my knowledge, the person(s) with parental responsibility and who took the child out of school are:  
(N.B Do not include absent parents who were not involved or responsible for taking the child on holiday)

1 Title.....First Name Surname.....  
(mandatory).....

Address.....  
Tel:.....

2 Title.....First Name Surname.....  
(mandatory).....

Address.....  
Tel:.....

Has the child been referred to the EWO:	YES/NO	Date.....
Has the parent been advised in writing that they could receive a penalty notice	YES/NO	<b>PLEASE ATTACH COPY OF WARNING LETTER</b>
If the parent failed to submit an S2 Request, please attached evidence or statement proving absence was due to unauthorised holiday		

**Declaration**

I am the Head teacher/Principal of the school named. I hereby certify that the information given in this form is true to the best of my knowledge. The information has been extracted from the school's register of attendance, and I attach a signed copy of the child's registration certificate certifying it as an accurate record.

Dated this .....day of..... 20

Signature .....Name(printed) .....

Please send this completed form to: Education Welfare Service, Windsor House

Request for PCC Percentage and Late Letters

OFFICIAL: SENSITIVE  
LRI

**INCLUSION, ATTENDANCE AND WELFARE  
SERVICE  
LETTER REQUEST**



**SCHOOL NAME.....EWO NAME.....**

**DUE TO CONCERNS REGARDING ATTENDANCE, I HEREBY REQUEST  
THAT THE INCLUSION, ATTENDANCE AND WELFARE SERVICE SEND**

PERCENTAGE LETTERS (delete as appropriate)

LATE LETTERS (delete as appropriate)

**TO THE PARENTS/CARERS OF THE STUDENTS LISTED BELOW:**

CHILDS NAME	DOB	YR	PARENTS FIRST NAME	PARENTS SURNAME

I confirm the attached registration certificates are accurate records of attendance and contain up-to-date information regarding parent and address details

REFERRED BY.....

DESIGNATION.....

DATE.....

FINAL FEB 2017

OFFICIAL: SENSITIVE

Elective Home Education Form to PCC

OFFICIAL:SENSITIVE

Schools Form - Elective Home Education			
Pupil details as held on school record			
School Name			UPN
Surname/Legal Surname			Forename
Chosen name			DOB
Address			
LAC	YES <input type="checkbox"/> NO <input type="checkbox"/>	Care authority	
Ethnicity	First Language		Gender F <input type="checkbox"/> M <input type="checkbox"/>
Have you met with parent to discuss decision to home educate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Reason for home educating	
Have you offered a 2, week, (term time) cooling off period?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Additional info.	
SAFEGUARDING			
Is there a safeguarding concern? (If Yes please complete box below)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are parents aware of your concerns?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the child on a CiN or CP Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of Social Worker:	
Details of any safeguarding or child protection concerns, including dates of any referrals to Children's Social Care			
Parents/Carers contact details as held on school record			
Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1		Tel Mobile	Tel Email
2		Tel Mobile	Tel Email
Other Agencies involved			
Please indicate with a tick if the following agencies are involved with the student			
Education Psychologist <input type="checkbox"/>	Education Welfare <input type="checkbox"/>	Social Care <input type="checkbox"/>	Individual Needs Support <input type="checkbox"/>
Child and Adolescent Mental Health Services <input type="checkbox"/>	Youth Offending Team <input type="checkbox"/>	Health Promotion <input type="checkbox"/>	Other <input type="checkbox"/>
Details of professionals involved (name and contact telephone numbers)			
Is the child subject to an EHAT? YES <input type="checkbox"/> NO <input type="checkbox"/>		Name of lead professional:	
Details of SEND			

SEN Status	No special provision / SEN Support / EHCP		
How does child's SEND impact on learning?			Is child meeting age related expectations:
Does child have a disability?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Details of disability
<b>ADDITIONAL INFORMATION</b>			
Please provide any other relevant information			
Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFE.			
Headteacher's signature			Date

Please return forms to the schools EWO or  
 Inclusion and Attendance Manager  
 Windsor House  
 Taxistock Rd  
 PL6 5UF

[email.ehe@plymouth.gov.uk](mailto:email.ehe@plymouth.gov.uk)

# CME Form

## Children Missing Education or At Risk of Missing Education



Please complete all known elements of the form to enable accurate follow up actions to be taken.

Once completed, please return the form to CME@PLYMOUTH.GOV.UK

Surname	<input type="text"/>	First name	<input type="text"/>
DOB	<input type="text"/>	NCY	<input type="text"/>
UPN	<input type="text"/>	Gender	<input type="text"/>
Ethnicity	<input type="text"/>		
Disability	<input type="text"/>	SEN	<input type="text"/>
Registered school	Sir John Hunt Community Sports College	Previous school	<input type="text"/>
Responsible LA	Plymouth	Review date	<input type="text"/>
Reason for CME	<input type="text"/>	Received Date	<input type="text"/>
Known issues / Actions Taken	<input type="text"/>		

### Agencies Involved

Social Care	<input type="text"/>	Key Worker	<input type="text"/>
Ed Psych	<input type="text"/>	Key Worker	<input type="text"/>
Special Education	<input type="text"/>	Key Worker	<input type="text"/>
EWS	<input type="text"/>	Key Worker	<input type="text"/>
YOS	<input type="text"/>	Key Worker	<input type="text"/>
CAF	<input type="text"/>	Key Worker	<input type="text"/>
Police	<input type="text"/>	Key Worker	<input type="text"/>
CAMHS	<input type="text"/>	Key Worker	<input type="text"/>
LAC – Virtual School	<input type="text"/>	Key Worker	<input type="text"/>
School Nurse Team	<input type="text"/>	Key Worker	<input type="text"/>
Careers SW	<input type="text"/>	Key Worker	<input type="text"/>
Child Dev. Centre	<input type="text"/>	Key Worker	<input type="text"/>
PCT	<input type="text"/>	Key Worker	<input type="text"/>
FWAF	<input type="text"/>	Key Worker	<input type="text"/>
Young Carer	<input type="text"/>	Key Worker	<input type="text"/>
completed by:	<input type="text"/>	Contact Details:	01752 201020

## **INCLUSION, ATTENDANCE & WELFARE SERVICE**

### **PARENTING CONTRACT**

**S.19 (4) (a) and (b) of the Anti-Social Behaviour Act 2003**

PARENT(S) NAME(S):	
CHILD'S NAME:	
SCHOOL:	
DATE:	

**This agreement between the Parent/carer(s) and the Inclusion, Attendance and Welfare Service (on behalf of the Local Authority) is designed to support full school attendance and address on-going attendance and welfare concerns.**

# PARENTING CONTRACT

This Parenting Contract is a voluntary agreement between:

.....parent/carer (s576 Education Act 1996)

..... parent/carer (s576 Education Act 1996)

and the Inclusion, Attendance and Welfare Service in respect of: .....

This contract has been offered to ..... due to the poor attendance of my/our child which currently stands at .....% with ..... unauthorised absences out of a possible ..... attendances between ..... and .....

## Agreed action by the parent/guardian(s):

In order to try and address the issues identified, I/we, being the parent(s) of the above named pupil will during the next .....weeks/months:

- Make every effort to try to ensure that my child attends school regularly and is equipped with the correct uniform and necessary materials for learning.
- Make every effort to try to ensure that my child is punctual
- I understand the minimum expected level of attendance over the next..... weeks/months will be.....%
- I/we will ensure that the school and EWO are informed of any changes in circumstances that will affect my/our child's attendance at school by contacting ..... in the first instance.
- I will inform the school of any legal reason for non-attendance to include reasons for:  
a) lateness b) transport issues c) religious observance d) dental or medical appointments
- Provide medical evidence to cover any future periods of absence due to illness and for d) above
- ..... will ensure that ..... is not to be in any public place or the homes of peers during normal school hours (delete if appropriate).
- .....
- .....

**Agreed action by the Inclusion, Attendance and Welfare Service (on behalf of the Local Authority)**

In order to support the parent and student, the Inclusion, Attendance and Welfare Service will:

- Provide ..... with the opportunity to identify any concerns or requests that they feel need to be addressed within the Parenting Contract.
- Monitor ..... \*'s attendance and time keeping closely and inform .....promptly of any continued concern.
- Liaise with the school/college and parent(s) to ensure continuity of information.
- Arrange dates and times of any review meetings and contacts between the school, .....(parents) and the Inclusion, Attendance and Welfare Service will be made with due consideration to all parties availability.
- Refer .....(parent) to.....
- .....
- .....

(Record if parent states they do not require additional support)

**Agreed action by the school:**

In order to support the parent and student, the school will:

- Provide ..... with the opportunity to identify any concerns or requests that they feel will assist them in improving their child's attendance.
- In conjunction with the Inclusion, Attendance and Welfare Service, the school will be responsible for monitoring targets and notifying the Education Welfare Officer of any concerns or if ..... fails to attend as agreed.
- Contact ..... regularly to provide feedback or to report any concerns.
- Place .....(child) on attendance/punctuality report.
- Refer .....(child) for counseling/mentoring support.
- Refer .....(parent) to the school's Parent Support Advisor

