



# **ATTENDANCE POLICY**

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## **1. Introduction**

- 1.1. Chads Grove School is committed to providing an outstanding education to all of its' pupils. We believe that if pupils are to fully benefit from their education, then excellent attendance is crucial.
- 1.2. Regardless of whether pupils are of statutory school age or in non-compulsory education, the same expectations with regard to attendance apply – all pupils are expected to be in school at all times, provided that they are medically fit enough to do so. Nursery-aged children are expected to attend on an agreed part-time basis.
- 1.3. Many pupils at Chads Grove have complex health needs which mean that there are occasions when they are unable to attend school, sometimes for extended periods of time. In addition, pupils may need to attend a significant number of unavoidable health appointments during school time. Often these appointments are at specialist hospitals (such as Birmingham Children's Hospital) rather than at a community hospital closer to their home and this can result in a pupil being absent from school for a whole day.
- 1.4. As a result of their complex health needs and necessary visits to important medical appointments, the attendance rate for pupils at Chads Grove is lower than that which would be expected of other schools. This type of absence is, generally, unavoidable. However, it is important to note that, at Chads Grove, absence rates for reasons other than ill health or medical appointments are minimal.
- 1.5. In order to support with minimising learning disruptions, the school works closely with community paediatricians, physiotherapy, occupational therapy, school nursing, the Orchard Service, the orthotics service and wheelchair services in order to facilitate appointments in school where possible. This enables pupils to stay in school rather than take time out in order to attend their appointments.
- 1.6. In order to promote the attendance of pupils with complex medical needs that significantly impact levels of fatigue, Chads Grove is willing/able to work with families, the Local Authority and the wider multi professional team in order to agree some flexibility with regards to start and finish times

## **2. Aims**

- 2.1. This policy aims to show Chads Grove Schools' commitment to meeting its' obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#), through a whole-school culture and ethos that values good attendance, including:
  - Setting high expectations for the attendance and punctuality of all pupils
  - Promoting good attendance and the benefits of good attendance
  - Reducing absence, including persistent and severe absence
  - Ensuring every pupil has access to the full-time education to which they are entitled
  - Acting early to address patterns of absence
  - Building strong relationships with families to ensure pupils have the support in place to attend school

### 3. Legislation and Guidance

- 3.1. Children must receive an education between the school term after their 5th birthday and the last Friday in June in the school year in which they turn 16. This is known as Compulsory School Age. From this point, until they are 18, pupils must stay in full-time education, start an apprenticeship or traineeship or spend 20 hours or more a week working or volunteering, while in part-time education or training.
- 3.2. This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:
- Part 6 of the [Education Act 1996](#)
  - Part 3 of the [Education Act 2002](#)
  - Part 7 of the [Education and Inspections Act 2006](#)
  - [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
  - [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
  - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

### 4. Roles and Responsibilities

4.1. **The Governing Body** is responsible for:

- Setting high expectations of all school leaders, staff, pupils and Parent Carers
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties, including making sure the school:
  - Records attendance accurately in the register, and shares the required information with the DfE and Local Authority
  - Works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus on improvement
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Head Teacher to account for the implementation of this policy
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

4.2. The link governor for attendance, is Kerry-Ann Cheshire Whatley. Her role is to meet with the Attendance Lead and report back to the Governing Body

4.3. **The Head Teacher** is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or authorising other members of the Senior Leadership Team to be able to do so
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and Parent Carers through all available channels
- Sharing information from the school register with the Local Authority, including:
  - Notifying the Local Authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the Local Authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the Local Authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

4.4. **The Designated Senior Leader/Senior Attendance Champion** is responsible for:

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

4.5. The designated senior leader responsible for attendance is Angela Macvie and can be contacted via [amacvie@chadsgrove.worcs.sch.uk](mailto:amacvie@chadsgrove.worcs.sch.uk).

#### 4.6. The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Head Teacher and Governing Body
- Working with Education Welfare Officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices
- Ensuring that all staff are aware of the registration process and receive in-service training on registration procedures and regulations
- Reporting a pupil's attendance to their Parent Carers at least annually
- Providing electronic attendance data to Parent Carers via the Arbor app

4.7. The attendance officer is Angela Macvie and can be contacted via [amacvie@chadsgrove.worcs.sch.uk](mailto:amacvie@chadsgrove.worcs.sch.uk)

#### 4.8. Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes
- Submitting this information to the school office via Arbor, the school's Information Management System
- Ensuring that each pupil is observed or called by name when the register is being taken
- Making at least weekly contact with children in their class who are absent from school for extended periods of time
- Provide work to complete at home if the pupil is unable to attend school, for example due to surgery, but is well enough to complete activities

#### 4.9. Admin/Office staff will:

- Take calls from Parent Carers about absence on a day-to-day basis and record the correct codings on Arbor, the school's Information Management System
- Ensure absences recorded by school staff have used the correct coding and any missing codes are investigated
- Transfer calls from Parent Carers to the Attendance Officer, where necessary, in order to provide them with more detailed support on attendance
- Ensure all registers have been completed following each registration session
- Ensure registration data is available for inspection to relevant professionals
- Promptly chase daily absenteeism via telephone calls, texts and emails in order to ascertain a reason for the absence
- Ensure the Attendance Officer is contacted promptly if they are unable to ascertain the reason for a pupil's absence
- Escalate any reasons for absence where absenteeism may be linked to safeguarding concerns

#### 4.10. All School Staff will:

- Expect pupils to attend school regularly, on time, properly equipped and ready to learn
- Encourage good attendance
- Communicate with Parent Carers as soon as possible if there is a problem with attendance or punctuality
- Work in partnership with Parent Carers and pupils to resolve issues which affect attendance or punctuality as quickly as possible

- Ensure that pupils are welcomed and receive assistance following periods of absence to help them settle back into school life and catch up with any work that has been missed

**4.11. Parent Carers** are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure their child regularly and punctually attends school, properly dressed, appropriately equipped and ready to learn
- Work actively with school staff should problems with attendance develop
- Ensure that their children are well enough to attend school and understanding the importance of keeping children at home for 48 hours if they have been exposed to a sickness bug
- Respect the fact that many of the children at Chadsgrove have reduced or compromised immunity and sending their child to school whilst knowingly infected could severely compromise the health and well-being of other children at school.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school
- Seek support, where necessary, for maintaining good attendance

**4.12. Pupils**, with support as required, will

- Ensure that they attend school regularly and on time
- Attend all lessons punctually.

## **5. Recording Attendance**

### **Attendance Register**

- 5.1. At Chadsgrove, an electronic registration system is used. The system is part of the school's Information Management System, Arbor. All notes from conversations with or messages from Parent Carers regarding a pupil's absence are stored on the pupil's file within Arbor and are retained for as long as the pupil's file is held within it. Generally this will be DOB + 25 years. Any 'written' registers prior to the use of electronic registration systems or those used in an emergency, are centrally archived and destroyed after 6 years.
- 5.2. Chadsgrove enters pupils on the Admission Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.
- 5.3. Chadsgrove takes the attendance register at the start of the morning session of each school day and again at the start of the afternoon session. Staff completing the register mark whether every pupil is:
- Present
  - Attending an approved off-site educational activity
  - Absent
  - Unable to attend due to exceptional circumstances

Appendix 1 shows the register codes that are used.

5.4. Should any amendment need to be made to the attendance register, this will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

This information is stored automatically on Arbor

5.5. Staff also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

5.6. Pupils are expected to arrive in school between 9.00-9.30am on each school day. A half hour window is provided due to the fact that most pupils arrive via local authority transport which is out of the direct control of parent carers. Many pupils also travel a significant distance to school and their journey can be significantly impacted by traffic and other difficulties beyond their control.

5.7. The register for the first session is taken at 9.00am and is kept open until 9.30am. The register for the second session is taken at 1.30pm and is kept open until 2.00pm. If a pupil arrives after the register has closed, their mark is taken and they are signed into school on a sheet maintained by the school office.

### **Unplanned Absence**

- 5.8. A pupil's Parent Carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am, or as soon as practically possible, by calling the school office.
- 5.9. Any absence due to physical or mental illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- 5.10. Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.
- 5.11. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and Parent Carers will be notified of this.

### **Planned Absence**

- 5.12. Attending a medical or dental appointment will be counted as authorised as long as the pupil's Parent Carer notifies the school in advance of the appointment and, where possible, provides evidence of this appointment such as an appointment letter. Requests to attend an appointment should be made to the class teacher or school office.
- 5.13. Parent Carers are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. However, it is accepted that, due to the complex needs of the



pupils at Chadsgrove, appointments are often longer in duration and often at specialist clinics a significant distance away from the school.

- 5.14. Chadsgrove expects Parent Carers to plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time.
- 5.15. The pupil's Parent Carer must apply for other types of term-time absence as far in advance as possible of the requested absence.

### **Lateness and Punctuality**

- 5.16. A pupil who arrives late, where this is not previously agreed:
  - Will be marked as late, using the appropriate code
  - After the register has closed will be marked as absent, using the appropriate code
- 5.17. Ongoing issues with punctuality are addressed through discussion with Parent Carers.

### **Following up Unexplained Absence**

- 5.18. It is the responsibility of the Parent Carer to contact the school on the first morning of the child's absence. Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
  - Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. A voicemail is left if the Parent Carer does not answer and this is then followed up with a text and an email to them
  - Call other contacts on the pupil's emergency contact list
  - In exceptional circumstances, for example, if a child is subject to a Child Protection Plan or there are significant concerns about their safety/well-being, then social care or the police will be contacted without delay.
- 5.19. Following contact, the school will:
  - Identify whether the absence is approved or not
  - Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- 5.20. If contact is not made, the school will:
  - Call the Parent Carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary
  - If necessary, make a visit to the child's house to check on their welfare
  - Consider involving an education welfare officer if the absence continues
  - Where appropriate, offer support to the pupil and/or their parents to improve attendance
  - Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
  - Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention
- 5.21. If poor attendance or punctuality continues and there is no authorised reason for a pupil absence, then the Parent Carers may be invited in to the school for a meeting with the Head Teacher. This meeting will be to identify and resolve the difficulties which are preventing the

pupil from attending school. The Parent Carers will be reminded of the legal requirements regarding school attendance.

- 5.22. In the context of Chadsgrove School, passenger assistants can provide 'extra eyes and ears' in monitoring the well-being of pupils and they are requested to speak to the Designated Safeguarding Lead if they are concerned about a pupil. However, it is not the responsibility of passenger assistants to pass on information to the school, on behalf of Parent Carers, with regard to the reason for a pupil absence. If this does happen, Chadsgrove still expects direct contact from the Parent Carer and, if this does not happen, they will be contacted via school staff as if the absence were unexplained

## **Reporting to Parent Carers**

- 5.23. Currently, attendance data is reported to Parent Carers on an annual basis. Parent Carers are also able to log into the 'Arbor' app. This links to the school's management information system and will provide them with attendance data for their child whenever this is required.

## **6. Authorised and Unauthorised Absence**

### **Authorised Absence**

- 6.1. Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's Parent Carers belong. If necessary, the school will seek advice from the Parent Carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

- 6.2. Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity, visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the Local Authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

- 6.3. Absence will be recorded as unauthorised for reasons such as, but not limited to:

- Shopping
- Haircuts

- Sleeping in late or being tired (if this is not directly linked to the child's complex health needs)
- Not having a uniform
- Looking after family members
- Birthdays or holidays

### **Approval for Term-Time Absence**

- 6.4. The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
- 6.5. The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:
- Taking part in a regulated performance, or regulated employment abroad
  - Attending an interview
  - Study leave
  - A temporary, time-limited part-time timetable
  - Exceptional circumstances
- 6.6. Chadsgrove defines '**exceptional circumstances**' as
- An immediate family member is critically/terminally ill
  - Families who have been through a traumatic event
  - Family bereavement
  - Transport arranged by the LA failing to arrive where the pupil lives beyond statutory distance
  - Flexi-schooling requests, for example, to accommodate a phased return to school following surgery or a significant period of ill health
- 6.7. In the context of Chadsgrove School, exceptional circumstances may also include the fact that:
- The significant educational, cultural and/or spiritual value of the absence to the child outweighs the loss of teaching time
  - The health, physical or emotional well-being of the child may be adversely impacted should they take the absence at a busier times when all pupils are on school holidays.
- 6.8. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request, for example:
- The overall pattern of attendance
  - The age of the child
  - The phase of education
  - The time of the year and any examinations that the child may need to complete
  - The length, destination and purpose of the leave and whether it is likely to be a rare event in the life of the child
  - The family circumstances and the Parent Carers reasons for wanting to take a holiday during term time.
- 6.9. Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via a request from the school office. The Head Teacher may require evidence to support any request for leave of absence.

## **7. Sanctions**

- 7.1. Chadsgrove will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty Notices**

- 7.2. The Headteacher (or someone authorised by them), Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.
- 7.3. If the school issues a penalty notice, it will check with the Local Authority before doing so, and send it a copy of any penalty notice issued.
- 7.4. Before issuing a penalty notice, the school will consider the individual case, including:
- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
  - Whether a penalty notice is the best available tool to improve attendance for that pupil
  - Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- 7.5. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the Parent Carer(s) who allowed the absence.
- 7.6. The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.
- 7.7. If issued with a first penalty notice, the Parent Carer must pay £80 within 21 days, or £160 within 28 days
- 7.8. If a second penalty notice is issued to the same Parent Carer in respect of the same pupil, the Parent Carer must pay £160 if paid within 28 days.
- 7.9. A third penalty notice cannot be issued to the same Parent Carer in respect of the same pupil within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.
- 7.10. A penalty notice may also be issued where Parent Carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the Parent Carer must pay £60 within 21 days, or £120.

## **Notices to Improve**

- 7.11. If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.
- 7.12. Notices to improve will be issued in line with processes set out in the [local code of conduct for Worcestershire](#).
- 7.13. They will include:
- Details of the pupil's attendance record and of the offences
  - The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
  - Details of the support provided so far
  - Opportunities for further support, or to access previously provided support that was not engaged with
  - A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
  - A clear timeframe of between 3 and 6 weeks for the improvement period
  - The grounds on which a penalty notice may be issued before the end of the improvement period

## **8. Strategies for Promoting Attendance**

- 8.1. The following strategies are in place to support school attendance
- Parents are able to login to Arbor, the schools Management Information system; this will provide them with real time information with regard to their child's attendance
  - All parents are requested to read and sign attendance guidelines/contract prior to their child starting at the school
  - Chadsgrove works closely with the multi-disciplinary team including health professionals and social care to ensure that a child and their family get the support that they need to attend school
  - Expectations, with regard to attendance and punctuality, are made clear to Parent Carers in the Home School Agreement, School Prospectus and on the School website
  - Opportunities to maintain awareness through newsletters, Parent Carers' evenings and pupil reports are regularly used
  - The ethos of the school promotes good attendance and this is reinforced to pupils, for example, during assemblies and tutor time

## **9. Supporting Pupils who are Absent or Returning to School**

### **Pupils Absent due to Complex Barriers to Attendance**

- 9.1. School staff will work closely with members of the multi-disciplinary team, Parent Carers and the pupil to mitigate or remove any barriers that prevent school attendance. This may include:
- Providing homework or access to online learning resources
  - Referral for Early Help Family Support
  - Signposting to Chadsgrove's or the Local Authority's Early Help/Supporting Families offer

- Engaging specialist support through Chadsgrove School Support services or CAMHS

### **Pupils Absent due to Mental or Physical ill health**

- 9.2. Chadsgrove School aims to support pupils who are absent from school due to ill health by:
- Providing homework or access to online learning resources
  - Liaising with hospital schools if the child is a long-term inpatient Multi-Disciplinary teams meetings
  - Child in Need Meetings (if the child has a social worker)
  - Maintaining at least weekly contact with Parent Carers to offer or signpost support should this be required
- 9.3. Additionally, where a pupil has an Education, Health and Care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the Local Authority.

### **Pupils Returning to School after a Lengthy or Unavoidable Period of Absence**

- 9.4. Chadsgrove is happy to support pupils back into school through phased returns, in liaison with the multidisciplinary team as necessary.
- 9.5. If a child has had surgery, or has been absent for a significant period of time, any return to school is preceded by a meeting with Parent Carers in order to update the pupil's risk assessment

## **10. Monitoring and Analysing Attendance**

- 10.1. Chadsgrove monitors attendance and absence data monthly, termly and yearly across the school and at an individual pupil level.
- 10.2. Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- 10.3. Chadsgrove will compare attendance data to the national average, and share this with the Governing Body, though it is recognised that, due to the complex health needs of the majority of the pupils in school, school-level absence data will be greater than other schools.
- 10.4. Chadsgrove will:
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
  - Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence and provided targeted support
  - Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends and make this available to staff and the Governing Body
  - Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
  - Monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **11. Reducing Persistent and Severe Absence**

11.1. Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

11.2. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with [Keeping Children Safe in Education](#)
- Hold regular meetings with the Parent Carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove any barriers to attendance
- Request Child in Need meetings if a child is subject to a Child in Need Plan
- Request Team Around the Child Meetings with the multi-disciplinary team in order to ensure all professionals are working together to put in place the support that a child may need in order to attend school
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

## **12. Safeguarding and Children Missing or Absent from Education**

12.1. Attendance, absence and exclusions are closely monitored. A child missing or absent from education is a safeguarding concern as it is a potential indicator of abuse or neglect. School staff are expected to follow the schools' procedure for dealing with children that are absent or missing from education as this helps to identify the risk of abuse and neglect (including sexual exploitation and female genital mutilation).

12.2. Children Missing from Education are defined as children of compulsory school age who are:

- Not registered at a school
- Not receiving suitable education otherwise than at a school

12.3. Children Absent from Education are defined as children of compulsory school age who are:

- Registered at a school but not attending for significant periods of time

12.4. The Attendance Lead and the Designated Safeguarding Lead work closely to manage risks and ensure multi-agency collaboration, where necessary, so that pupils receive the appropriate level of help or intervention in order to ensure that they attend school regularly.

12.5. Chadsgrove will ensure that it reports children missing education to the Local Authority CME officer, in line with statutory requirements. This is achieved through the completion of an online form on the Worcestershire Children's portal.

- 12.6. There may be particular concerns with regard to the absence of pupils who are subject to Child In Need or Child Protection Plans and the school office are made aware of any pupils whose absence needs to be escalated immediately rather than progressing through the usual absence procedures. The Designated Safeguarding Lead makes a decision with regard to who these pupils are and informs both the office staff, class teachers and the Senior Leadership Team accordingly.
- 12.7. If a new pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

### **13. Removing a Pupil from the Register**

- 13.1. The guidance in the [Education \(Pupil Registration\) Regulations 2006](#) will be followed with regard to deleting pupils from the Admission Register and the Local Authority will be informed of every student deleted from it. This is currently completed by filling in an on-line form via the Worcestershire School's Portal.
- 13.2. Chadsgrove will notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations (See Appendix 3), as soon as the ground for removal is met. The school will provide the local authority with the:
- Full name of the pupil
  - Full name and address of any Parent Carer with whom the pupil lives
  - At least one telephone number of the Parent Carer with whom the pupil lives
  - Full name and address of the Parent Carer who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
  - Name of pupil's destination school and the pupil's expected start date there, if applicable
  - Ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- 13.3. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil will be removed from the admission register once both the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- 13.4. Where a Parent Carer notifies the school in writing that they are home educating, Chadsgrove will delete the child's name from the admission register and inform the local authority. However, where Parent Carers verbally indicate that they intend to withdraw their child to be home educated, the school will not delete the child's name but will notify the local authority at the earliest opportunity.
- 13.5. On all occasions, where a pupil is potentially going to be removed from the register, SEND services at the pupil's local authority will also be consulted. This is standard procedure where a pupil has (or is likely to require) an EHC plan.



#### **14. Monitoring Arrangements**

- 14.1. This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum [every 2 years by the Attendance Officer At every review, the policy will be approved by the full Governing Body

#### **15. Links with Other Policies**

- 15.1. This policy links to the following policies:
- Health and Safety (Policy Number 44)
  - Behaviour (Policy Number 56)
  - Child protection and safeguarding (Policy Number 73)

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Full name	Description
<b>The student is counted as present.</b>		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
<b>The student is counted as present, at an Approved Educational Activity.</b>		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
<b>The student is counted as absent, authorised.</b>		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.

I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
<b>The student is counted as absent, unauthorised.</b>		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
<b>These codes are not counted so will not affect attendance figures.</b>		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1 January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupil	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

## **Appendix 2**

### **Guidance Notes for Parent Carers requesting Leave in Term Time**

Parent Carers wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Head teacher the request form below. This form should be sent to the school in time for the request to be considered well before the desired period of absence.

Parent Carers are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.

The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire Children First policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Head teacher should decide if there are exceptional circumstances.

Each case will be considered individually and on its' own merits. Parent Carers need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of the: -

- Exceptional circumstances stated that have given rise to the request, specifically in relation to the pupil that the request has been made for
- Age of the child
- Stage of the child's education and progress and the effects of the requested absence on both elements
- Overall attendance pattern of the child;
- Nature of the requested absence

Pupils due to take examinations will not normally be granted leave of absence.

Where Parent Carers have children in more than one school a separate request must be made to each school. The Head teacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises Parent Carers will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.

Where requests for a grant of leave of absence are received from only one Parent Carer, the response letter – agreeing or refusing – will be either addressed to both Parent Carers where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both Parent Carers are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each Parent Carer will receive a penalty notice.

Should the school decide to grant leave of absence but, the child does not return to school at the time they are expected to (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, their place at the school could be lost.

Should the School decide not to grant leave of absence and Parent Carers still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice fine.



**CHADSGROVE SCHOOL**  
**Request for Leave during Term Time**



To: The Headteacher of Chadsgrove School

Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name).....

for the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are:

.....  
.....  
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) ) .....School(s) attended .....

.....  
.....

(Signature of 1<sup>st</sup> Parent/Carer(s).....Print Name.....

(Signature of 2<sup>nd</sup> Parent/Carer(s) ..... Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

---

**For Office Use Only**

Current Attendance.....%

Last Year's Attendance.....%

Number of school sessions taken as leave during term time .....(this Academic Year)

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed ..... Date .....

Notification of decision: Date letter sent to parent .....

### **Appendix 3**

#### **Grounds for deleting a pupil from the school admission register**

1. Arrangements have been made for the pupil to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2. The pupil has been registered as a pupil at another school.
3. The pupil is registered at more than one school, has ceased to attend the school and the Head Teacher or the other school at which he/she is registered has given consent to the deletion.
4. The pupil has ceased to attend the school and the Head Teacher has received written notification from the Parent Carer that the pupil is receiving education otherwise than at school.
5. The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
6. In the case of a pupil granted leave of absence:
  - The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
  - The Headteacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - The Headteacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
7. The pupil has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their Parent Carer has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8. The pupil has been continuously absent from the school for a period of not less than twenty school days and:
  - at no time was his absence during that period authorised by the Head Teacher;
  - the Head Teacher does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - the Head Teacher and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
9. The pupil is detained in pursuance of an order made by a court and the Head Teacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10. The pupil has died.
11. The pupil will cease to be of compulsory school age before the school next meets and
  - the relevant person has indicated that the pupil will cease to attend the school; or
  - the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12. In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.

13. The pupil has been permanently excluded from the school.
14. Where the pupil has been admitted to the school to receive nursery education, he/she has not transferred to a reception, or higher, class at the school.