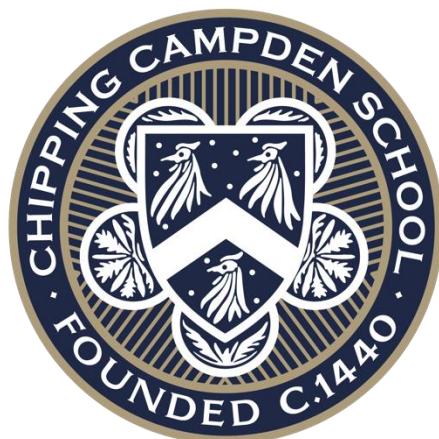


Attendance Policy



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Author	Assistant Principal: Behaviour and Attitudes
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Aims and Objectives

Chipping Campden School are committed to achieving a high level of student attendance. We believe that it is vitally important for the attainment, life chances and employment prospects of our students. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and outcomes. Absence can also make children vulnerable to safeguarding issues.

Chipping Campden School aims to work together with families to ensure the right support is in place at the right time to promote good attendance. This is a collaborative approach between all staff in school, parents/carers, students, Gloucestershire County Council and other local partners. The aim is to remove any barriers to attendance by building strong and trusting relationships.

We aim to promote good attendance, ensuring every student has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

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

National and Chipping Campden School Expectations

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Any student attending less than 90% of the time will be designated as a "persistent absentee" (PA). If a child is at risk of becoming a PA, parents/carers will be informed and preventative action taken to remove barriers to attendance.



Principles:

- All attendance will be recorded according to the DfE school attendance guide.
- Parents will be kept informed about school strategy for promoting attendance and managing absence.
- Data will be monitored by the School Attendance and Welfare Officer (SAWO), Pastoral DOLS, Assistant Principal, SENCO, Vice Principal: Pastoral and trustees where appropriate
- Staff will make appropriate arrangements for individuals returning to full time education after periods of absence.
- The Pastoral team will be notified immediately of any potential long-term absence and to any absence relating to a student for whom there are safeguarding concerns.
- All absences are followed through and if absence becomes regular and/or falls below the school's target of 97%, intervention will be initiated.
- Key groups of students who are vulnerable will be particularly closely monitored so that intervention can be timely and effective; Early Help referrals will be considered on a case-by-case basis (e.g. Aim High students, Young Carers).
- Attendance and punctuality data will be used to target improvement – this will be particularly so for SEND and Aim High students.

Strategies for promoting and rewarding regular attendance:

We are committed to working with parents and students to support outstanding attendance. We will:

- Provide attendance information on all progress summaries and full reports sent home
- Encourage all students to engage with their attendance data through the data review exercise as part of the Learn-to-Learn booklets
- Celebrate improved, good and outstanding attendance through letters home, assemblies and rewards
- Attendance is always discussed as part of EHCP and My Plan reviews
- Promote the importance of attendance at school information evenings, parents' evenings, assemblies
- Educate families using relevant GCC/NHS resources e.g. Is my child too ill to attend school
- Proactively seek the support of parents who don't regularly engage with school systems through increased contact home especially prior to key events

Types of Absence

1) Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.



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

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

Any request should be submitted as soon as it is anticipated and where possible, at least two weeks before the absence, and in accordance with the school's leave of absence request form accessible (Appendix 1). The Principal may require evidence to support any request for leave of absence.

2) Authorised Absence

Valid reasons for **authorised absence** include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age pupil not required to attend school (Code X)
- Compulsory school age pupil subject to a part-time timetable (Code C2)
- Exceptional circumstances (Code C)
- Parent travelling for occupational purposes – The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

The school will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt or illness is persistent, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.



3) Unexplained absence

When a student's absence is unexplained the school will

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will *insert your process here*.

Notifying school of absence

If your child cannot attend on a particular day, please message the school to let us know, if possible by 9.30am, giving a reason for the absence. We have a dedicated facility within the EdulinkOne app for reporting absence and for those without e-mail an Absence line option on the main telephone number.

If your child cannot attend on a particular day, please contact the school via EdulinkOne to let us know, if possible by 9.30am, giving the child's name, Tutor Group and the reason for absence. For those without access to EdulinkOne, please telephone the main office, and select Option 1 for the absence line, leaving a message with the details as noted above, together with a contact telephone number for you in case of query. Please contact us on each day that your child is absent.

In the event of no contact being made by the parent, the Attendance & Welfare Officer (AWO) will endeavour to make contact by sending an e-mail to you. If nothing is heard in response, the home number will be tried, followed by the work telephone number.

First day of absence: Parent should report via EdulinkOne or telephone the school on the absence line before 9.30am. If no contact is made to the School, the AWO will make every effort to contact the parent.

Second day of absence: Parent should report via EdulinkOne or telephone the School on the absence line to update on progress. Depending on individual circumstances, and the information received, the AWO will call home if the parent has made no contact.

Third day of absence: Parent should report via EdulinkOne or telephone the School on the absence line to update on progress. If no contact is made, the Pastoral Year Lead will follow up with parents. Medical confirmation may be requested if there is a history of regular absence for appointments or illness.



Five days of absence, without an authorised explanation, will be a serious cause for concern. Any 5-day or more absence for illness will require medical authorisation.

- If there are safeguarding concerns, all school contacts will be followed up to secure a reason for absence. If circumstances give cause for concern, the police will be contacted for advice by accessing their 101 service, or multi-agency services called upon. The school may undertake a home visit.
- Leave of absence taken without request will not be authorised, unless evidence can be provided of exceptional circumstance, within two weeks of the absence taking place.
- To support the authorisation of some absences, the school may request the completion of a Parental Permission Consent Form (appendix 3), giving permission to the AWO to contact the health care provider directly.
- If a child is considered to be too unwell to attend school by their consultant, then a referral to Hospital Services may be actioned after the fifteenth consecutive day of absence if the child resides in Gloucestershire Cross County arrangements will be activated as appropriate to the relevant county.

Absence in Exceptional Circumstances

Any family holiday taken in term time will not be authorised.

Parents may request a leave of absence during term time where there are exceptional circumstances.

Requests for leave of this type must be made in writing to the Principal (see appendices) a minimum of 14 days in advance of the leave being taken, wherever possible. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered and this time taken will be processed as an unauthorised absence. The Principal may only grant such requests in exceptional circumstances and the decision is final on whether the request is approved and the length of absence approved.

All requests for authorised absence will be responded to outlining the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Principal's decision whether to authorise any request for absence during term time.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the school or prosecution by the local authority.



Frequent/Regular Absences

The AWO monitors the “patterns” of attendance of all pupils. Therefore, if absences become regular or “patterns of absence” emerge, these will be discussed with the parent and by the pastoral team to ensure appropriate support is in place.

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

The aim will always be to avoid students falling below expected attendance and fitting into the persistently or severely absent categories.

Attendance Support could include:

- Recognition and reward for improved attendance
- Letter sharing school standards/expectations
- Letter indicating monitoring of child attendance and offer of support to family
- Tutor welfare conversation with student
- Tutor welfare conversation with parent
- PYL/PDOL Intervention – consideration of timetable, patterns, hot spots, triggers
- Referral to in school support e.g school counsellor/executive function support
- Time Out card
- Increased home/school contact
- Temporary Reduced Curriculum
- Advisory Letter: When a student’s attendance drops to 94% an advisory letter will be authorised by the Attendance and Welfare Officer, in most cases.
- Letter One – initial warning letter: This will identify the concern and detail the possibility of prosecution by the Local Authority. Monitoring of attendance will continue.
- Letter Two: Will be actioned if improvement has not been noted. The parent will be invited to attend a meeting in school to identify and address any barriers in school with the pastoral team.
- Should significant progress not be made, an Attendance My Plan will be instigated
- Multi agency support may be requested to support improved attendance.
- Alternative Provision

The school will work closely with the local authority to bring about an improvement.

Improved attendance, meeting the agreed targets and strong parental engagement will be expected to avoid the possibility of prosecution

Legal Sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met.



In accordance to the latest Government framework, this includes a fine if your child misses 10 sessions (half days) of unauthorized absence in a rolling period of 10 school weeks

Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](http://Attendance-Schoolsnet(gloucestershire.gov.uk))

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

Child Missing Education

A child going missing from education is a potential SAFEGUARDING CONCERN and the Vice Principal/DSL will be notified as soon as there are any concerns, to assess if a multi-agency referral would be appropriate.

All schools must inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

All schools must inform their local authority of any pupil who is going to be removed from the admission register where the student:

- has been taken out of school by their parents **and the school has received written notification** from the parent they are being educated outside the school system e.g. home education;
- has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- has been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority must be notified when a school is to remove a student from its register for any of the five grounds above. This should be done as soon as these grounds for removal from the register are met, and in any event no later than removing the student's name from the register. It is essential



that schools comply with this duty so that local authorities can, as part of their duty, identify children of compulsory school age who are missing education and follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Roles and responsibilities

Parent/Carers are responsible for:

- Making sure their child attends school every day on time
- Calling 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
- Providing the school with more than one emergency contact number for their child
- Ensuring that, where possible, appointments for their child are made outside of the school day
- Proactively engaging with support offered informally or formally to help their child overcome any barriers to attendance

Students are responsible for:

- Attending school every day on time
- Attending all lessons as stated on their timetable

Academy Trustees are responsible for:

- Recognising the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Hold the headteacher to account for the implementation of this policy
- Ensuring that they have an accurate view of school attendance
- Monitoring the effective use of resources e.g. Aim High funding for example, to promote excellent attendance

The Principal is responsible for:

- Implementation of this policy at the school
- The decision whether to authorise any request for absence during term time.

The Assistant Principal for Behaviour and Attitudes (Attendance Champion – Rebecca Dunn) is responsible for:



- Monitoring school-level absence data and report to those as required
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed-penalty notices, where necessary
- Championing and developing whole school approach to improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintaining effective systems for tackling absence and make sure they are followed by all staff
- Having a strong grasp of absence data to focus the collective efforts of the school, informing senior staff and trustees where relevant
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating whole school messages to students and parents regarding attendance
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention
- Monitoring through line management, attendance procedures in Lower, Middle and Upper School
- Review the attendance Policy annually, or earlier, if a response is needed to statutory changes

The Pastoral DOL is responsible for:

- Input into all attendance meetings for year group(s)
- Co-ordinate actions following from the meetings and produce timely returns for the Attendance and Welfare Officer.
- Work directly with their tutor teams on all aspects involving student attendance, punctuality, and trends.
- Deliver (in conjunction with Pastoral Year Leads) targeted intervention and support to pupils and families e.g. Telephone call to parents, invitation to meeting, Attendance My Plan, Early Help
- Ensure that clear messages are communicated to students about the links between attendance and attainment, wellbeing and wider outcomes, via assemblies, tutor time and parent information evenings
-

The school Attendance Officer is responsible for:

- Recording daily on the school system



- Transfer information from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Monitor and analyse attendance data in conjunction with Pastoral DOL for lower, middle and upper school
- Benchmark attendance data to identify areas of focus for improvement in particular considering SEN/Aim High and those doubly disadvantaged
- Provide regular attendance reports to relevant school staff
- Work with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Work with the Assistant Principal for Behaviour and Attitudes as to when to issue fixed-penalty notices
- Liaise with the Local Authority, making returns and signing up to the electronic data sharing programme
- Monitor and analyse weekly attendance
- Keep up to date with local/regional/national benchmarking to support on-going revision of strategies and monitoring impact
- Endeavour to make contact with a parent if they have not contacted the school on the first day of absence and follow up on instances of unexplained absence, irregular attendance and lateness
- Update registers daily to appropriately reflect reasons for authorised absence, school trips, educated off site, lateness.
- Report to an appropriate member of SLT any members of staff who regularly fail to meet the requirement to register, both tutor registration and lesson attendance.
- Attend multi agency meetings as appropriate
- Monitor attendance reports from Abbey View and other Alternative Provision arrangements and action any follow up required in line with Chipping Campden School policy.
- Inform Local Authority of whole school data, as appropriate

The Office Manager will:

- Transfer requests for absence (dentist and medical appointments – checking for evidence of appointment) and inform the Attendance Officer
- Respond to student requests for leave of absence, in liaison with Principal and Personal Assistant to the Principal, updating the Attendance Officer



The school SENCO will:

- Work with parents to develop specific support for students with SEN/disabilities
- Establish individualised strategies to remove in school barriers to attendance for students with SEN/disabilities
- Liaise with pastoral staff where students with SEN/disabilities require a time- limited phased return to school
- Monitor and respond strategically to SEN/ disabilities attendance data

Tutors are responsible for:

- Actively promoting strong attendance among the tutor group
- Support students to reintegrate positively after an absence, taking care to welcome students back and discuss any barriers with them
- Lead low level attendance interventions by liaising with students and families regarding attendance concerns as directed by the Pastoral DOL

The class teacher is responsible for:

- Recording attendance accurately at the beginning of each lesson
- Ensure that lateness to lessons is challenged
- Where possible emphasize the link between attendance and attainment
- Support the reintegration of students returning after a period of absence
- Alert Attendance and Welfare Officer if a vulnerable student is absent from their lesson
- Promote next lesson sequencing in their planning to motivate students to attend



Chipping Campden School

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Appendix 1 – Leave of absence request form

[Request-for-a-Leave-of-Absence-Form.pdf \(campden.school\)](#)

Appendix 2 – Attendance Contract

[draft-attendance-contract.docx \(live.com\)](#)