



**St George's  
Primary School**

**St George's Primary School**

**ATTENDANCE POLICY  
AND STRATEGY**

**September 2023**

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## 1. Introduction and Legal Framework for School Attendance

We believe that regular school attendance is central to raising standards in education and to improving the life chances of all children. Regular attendance at school enables children to gain maximum benefit from the range of educational and wider opportunities available to them.

**In September 2023, the government and children's commissioner have launched a campaign to restore children's attendance.** It is feared that Covid-19 disruption, strike closures and other recent factors have affected everybody's attitude towards attending school and the impact this has on our children's right to thrive.

This Policy sets out the framework for how the council, parents, carers, local schools (including academies, free schools, independent schools and alternative provision establishments), governors, and partner services can work together to help all children within Wirral to achieve the highest possible levels of attendance.

This policy was updated in 2022 and again in 2023, to ensure alignment with the [government's Working Together Strategy to improve school attendance](#). Flowchart on this page highlights the steps that should be taken to ensure good attendance for children.

**The law** entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Schools and Local Authorities are expected to work together to:

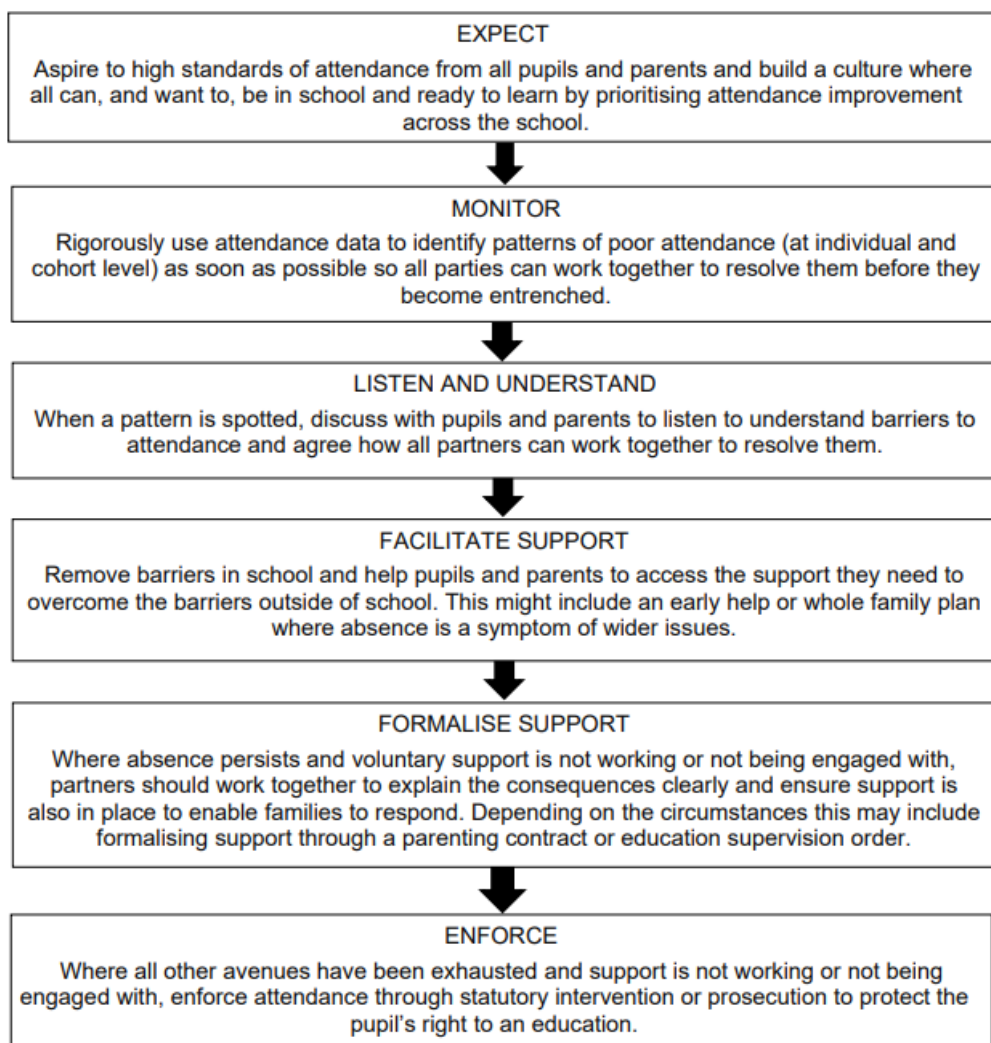
- *Promote good attendance and reduce absence, including persistent absence;*
- *Ensure every pupil has access to the appropriate full-time education to which they are entitled; and*
- *Act early to address patterns of absence*

**This policy sets out the systems and working arrangements that will apply at St George's.**

### 1.1 Regular School Attendance

Good attendance matters. It is an essential, not desirable right for a child. It can have a huge impact on their life chances.

The need for regular school attendance is given a high priority by all Wirral schools.



To address national concerns regarding illness based absence [the chief medical officers wrote an open letter](#) to encourage us all to get children into school even when they are managing mild illness. This can be read by [clicking here](#).

[Working Together \(Updated September 2023\)](#) explains the impact of good and poor attendance:

*This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).*

*For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).*

Unsurprisingly, children who are absent from school or who are persistently late, can soon fall behind with their learning. Research conducted by the Department for Education (DfE 2016) confirmed that, as the level of overall pupil absence increases, the likelihood of pupils achieving what they are capable of decreases.

Supreme Court ruled in April 2017 (Platt v Isle of Wight) that regular attendance is 'in accordance with the rules prescribed by the school'. In Wirral Schools, this is interpreted as every day that the school requires a child to attend, unless the absence has been approved by the Headteacher. Overall we aim for 96.5%

## 1.2 Definition of 'Parent'

For the purposes of this policy and other education related issues, a **parent** is as defined under section 576 of the Education Act 1996:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of their relationship with the child, is considered to be a parent in education law.

## 1.3 Attendance in Early Years

Children must start full-time education once they reach compulsory school age. This is on 31 December, 31 March, or 31 August following their fifth birthday - whichever comes first. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date. **Compulsory attendance is expected once they start school.**

There are arrangements for children who are summer born starting school late. These can be read by clicking [here](#). However, that does not provide exemption from the requirement for compulsory attendance once a child starts school.

Absence data in respect of four and five year olds who are not of compulsory school age is collected and reported upon separately at national level. Data relates only to an overall absence percentage, as children not of compulsory school age cannot technically accrue unauthorised absence. However, it is established good practice for schools to use nationally prescribed registration codes for all sessions that a non-compulsory school aged child is required to attend, as to do so will help staff to monitor attendance and to be alert to any emerging patterns of absence that may be an indicator of wider concern. There should be high expectations in place for this cohort of children in terms of attendance, so that good habits are established from the outset of a child's school journey.

## 2. Expectations to ensure delivery of this Policy

The department for Education's updated 'Working Together to Improve Attendance' guidance establishes expectations for schools, families and the local authority [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1073619/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf).

### 2.1 Responsibilities & Expectations of Parents and Carers:

- ✓ To ensure that their child attends school every day that the school is open, unless there is a genuine and unavoidable reason that prevents them from so doing so. **All absences must be explained.**
- ✓ To ensure that their child arrives at school on time. All lateness must be explained.

	Lower Site						Top Site	
	F1	F2	Y1	Y2	Y3	Y4	Y5	Y6
Enter School/Start of Day	8.40am (via playground)	8.40am (via playground)	8.45am (via playground)	8.40am (Y2-3 Entrance)	8.45am (Y4 entrance)	8.40am (Y4 Entrance)	8.30am	8.30am
End of Day	3.10pm  (collect on playground through car park entrance)	3.10pm  (collect on playground through car park entrance)	3.20pm  (collect on playground through car park entrance)	3.15pm  (road crossing point by main entrance)	3.20pm  (road crossing point by y4 entrance)	3.15pm  (road crossing point by Y4 entrance)	3.00 pm  (Collect from yard. Can walk home from 13 <sup>th</sup> of September with parental permission.)	3.00 pm  (Collect from yard. Can walk home independently with parental permission)

### A reason must be offered for any absence or lateness.

- ✓ To inform school as soon as possible, by 'phone or in person, if their child is unable to attend on any day, together with the reason for absence. Parents and carers can:
  - Send us a message on Scholar –Pack app
  - Call on 0151 638 6014
  - e-mail schooloffice@stgeorges.wirral.sch.uk
- ✓ To trust that school staff will contact them during the school day if a child is ill in school and needs to go home;
- ✓ To ensure that school has at least two sets of full contact details, and that these are kept updated. We store these on Scholar Pack. If there is only one contact named, Designated Safeguarding Lead will have to be aware of this.
- ✓ To make all medical appointments outside school hours whenever possible, and to inform school in advance of any medical appointments that cannot be scheduled out of school time. **For absence to be authorised as a medical absence, schools do require evidence, such as an appointment card or letter;**
- ✓ In the case of a primary school child, to ensure that their child is collected on time at the end of the school day. Children are allowed to walk home in years 5 and 6 with parental permission. We use google forms to record this.
- ✓ To not take family holidays during school holiday periods, and to be aware that there is no entitlement to withdraw children for authorised leave of absence during term time. Any requests for leave of absence during term time should be made in writing and in advance to the head teacher; form available from the school website or the school office. **These will only be authorised in exceptional circumstances.**
- ✓ To be aware of curriculum requirements and to be especially vigilant with regards to attendance during particularly important times such as SATs and other exam periods;
- ✓ To provide evidence and advice from a health professional when needed to enable school to gain a greater understanding of their child's health issues;
- ✓ To talk to school staff as soon as possible should their child be reluctant to come to school for any reason, or if there are any other issues impacting on school attendance. This is so that any problems can be quickly identified and overcome.

### Absence Procedures:

- ✓ It is important that parents / carers keep in touch with school about all absences. This information is used to help determine whether children's absence is recorded in the register as authorised or unauthorised.



- ✓ The head teacher has the ultimate authority to determine whether absences are authorised or unauthorised following the DfE guidance and those under exceptional circumstances. If parents do not communicate with school, and staff are unable to establish contact, the absence will be recorded as unauthorised.

## 2.2 Medical Evidence:

The most common reason for children being persistently absent from school is illness. When pupils are having repeat absences due to reported illness, schools may need more evidence and advice to help decide whether or not the absence should be authorised, and to see whether any additional support is required.

*To address national concerns regarding illness based absence [the chief medical officers wrote an open letter](#) to encourage us all to get children into school even when they are managing mild illness. This can be read by [clicking here](#).*

Children can be reluctant to attend school from time to time, or there may be other issues affecting attendance. It is never advisable for parents to 'cover' for their absence or to give-in to pressure to excuse them from attending. Covering up gives the impression that attendance does not matter, and usually makes things worse. It is always better to get in touch with school, to share concerns, and to plan a way forward.

Schools can accept the following as medical evidence:

- GP certificate
- Letter from health professional
- Appointment card / letter (dated)
- Prescription / Medication in the name of the child
- Text message from GP or NHS confirming an appointment
- Care of the chemist – date stamped slip to show medical advice has been sought

See Appendix 3 for advice in relation to required absence periods for identified health issues.

In situations where a child's attendance record is of concern, usual practice would be for parents / carers to be invited into school to meet with a member of staff. This provides an opportunity for concerns from both home and school to be shared, and for an agreed plan of action to be put in place to address any identified difficulties.

**Please remember that parents and carers are encouraged to contact school at an early point should they have any concerns that are impacting on their child's school attendance.**

We acknowledge that children are at a higher risk of missing school if they have issues around their emotional wellbeing and mental health. This can then lead to further problems in terms of children falling behind with work, and of feelings of social isolation. It is particularly important in these circumstances that parents / carers work together with school to ensure that appropriate help and support is offered to respond to concerns as they arise. Early Help means taking action to support a child, young person, or/and their family as soon as a problem emerges. This is a key strategy in the government's working together to improve attendance guidance.

## 2.3 Responsibilities of School:

- To demonstrate a strong and inclusive whole school attendance ethos that helps pupils feel that they 'belong';
- To promote the importance of good attendance to pupils and their parents/carers at every opportunity (via newsletters, assemblies, and any other communications between school and home);
- To work with council and other external agencies to provide families with support if their children are struggling to maintain good attendance.
- To establish effective procedures that enable staff to record, identify, and address concerns around overall pupil absence;
- To consistently record authorised and unauthorised absences using the correct DfE prescribed registration code (see Appendix 1). This duty also extends to ensuring that N coded absences are resolved in a timely manner. Parents should be made aware that if school cannot establish an acceptable reason for their child's absence, the missed sessions will be recorded as unauthorised absence;
- To have sensitive support systems in place for vulnerable pupils which recognise the complexity of children's lives and family circumstances;
- To inform the local authority of any part-time or flexible education arrangements in place for individual pupils, together with plans for tracking and review (See Appendix 11);
- To identify a senior leader who has overall responsibility for attendance, and who is also responsible for the achievement and wellbeing of all children who are on the school roll, but not accessing education in the usual way, such as those pupils in alternative provision placements. At St George's that person is our head teacher.

- To encourage open communication channels and partnership working between home and school to improve attendance and punctuality. This will include meetings with parents and carers in school, where any support needs can be identified and addressed, together with the joint formulation of realistic plans for improving individual pupils' attendance;
- To develop procedures for the reintegration of long term absentees;
- To have support plans in place to ease pupils' transition between each phase of education when there is a change of school, with particular reference to the needs of more vulnerable children;
- To seek advice from the Authority's designated Locality Attendance Officer (LAO) both in respect of the management of whole school attendance matters, and of individual children whose attendance gives cause concern;
- To have a clear understanding of the roles and responsibilities of the school and other support agencies in relation to the provision of additional support for pupils whose attendance difficulties are symptomatic of wider family issues or / and indicative of safeguarding concerns where a multi-agency response is required;
- To engage in partnership working with the Authority's Attendance Service to ensure appropriate use of legal sanctions in order to reinforce parental responsibility for securing regular attendance;
- To analyse and evaluate a range of accurate attendance data to improve individual pupil and whole school performance, and to identify any vulnerable groups of pupils whose attendance is below what would be expected. There should be robust tracking procedures in place with respect to the attendance of pupils with special educational needs and disabilities, children in receipt of Pupil Premium, and children who are Looked After by the Authority or have an allocated Social Worker;
- To incentivise, reward and celebrate good and improved attendance on an individual, group, and whole school level – creating a positive culture in which good and improved attendance is highly valued. School can encourage ownership of their attendance reward schemes by seeking and acting on pupils' views in this respect;
- To provide governors with sufficient data and information about pupils who are not attending regularly or accessing education in the usual way, so that they can evaluate and challenge the effectiveness of school's arrangements;
- To refer children who are, or who are at risk of becoming, Children Missing from Education (CME) to the Local Authority in accordance with Wirral Policy;
- To notify the Local Authority of any child whose name is deleted from roll at parental request in order to pursue elective home education.

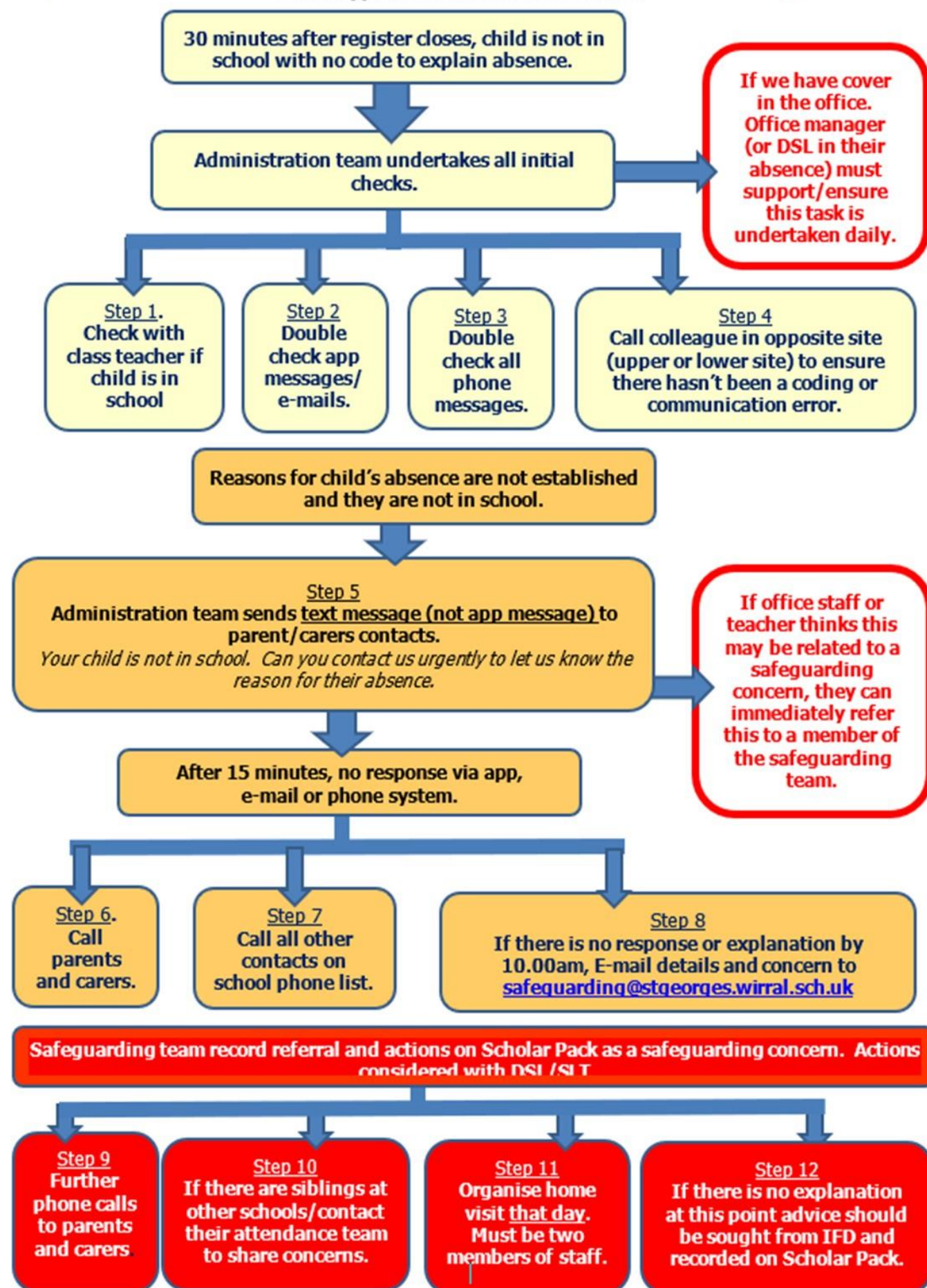
## **2.4 Expectations of School Staff:**

### **First Day Contact**

Parents must contact school on each morning that their child is absent. If a child is absent, and no contact from parent has been received by school:

- School will contact using Scholar Pack messaging service by 9.30am. After this we will endeavour to telephone parents/carers to ascertain a reason for absence in accordance with 'first day contact' procedures.
- School may also telephone any other persons on the pupil's contact list if they are unable to make contact with the parent.
- Home welfare visits may also be undertaken in connection with concerns around a child's absence (particularly when parents do not respond to requests for contact from school staff).
- Priority tracking should take place where safeguarding is a known issue. School's Designated Safeguarding Lead / Children Looked After Lead should be alerted should there be any concerns in respect of the absence of children subject of Child in Need arrangements or Child Protection Plans, or children Looked After by the Local Authority.

# What Happens If A Child Is Not In School

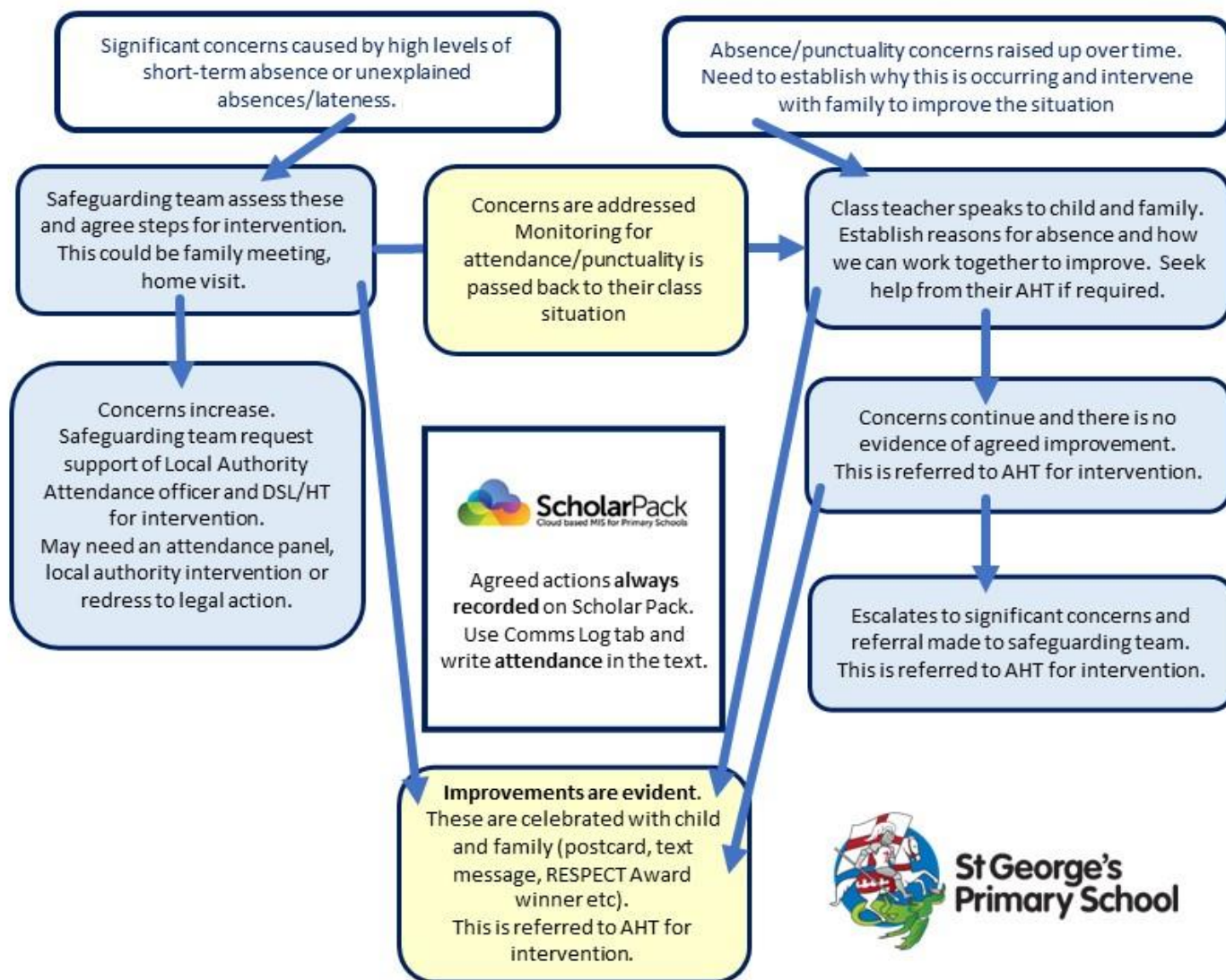




### The Attendance Team are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Making first day response calls to parents of absent children where no contact has been received.
- Informing the Attendance Lead / Designated Safeguarding Lead of any cases where the explanation for absence gives potential cause for concern, and where additional support or intervention may be required.
- Recording details of children who arrive late.
- Sending out letters and emails to parents regarding attendance concerns.
- Administration work around school Attendance Panels (which can also involve the Authority's Locality Attendance Officer).
- Reporting daily and weekly attendance figures.
- Keeping an overview of whole school, class, and individual attendance rates, looking particularly at overall absence, levels of unauthorised absence, and patterns of absence.

### Absence concerns at St George's will be managed as follows:



## Link with Safeguarding / Education Neglect

- Safeguarding and promoting the welfare of children is everyone's responsibility.
- Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- Schools have a key role in ensuring children and young people are kept safe. School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
- Every school has a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and can liaise closely with other services such as children's social care and early help services.
- Schools should be alert to unauthorised absence as being a potential indicator of educational or wider neglect. Neglect is the most common reason for a child to be the subject of a Child Protection Plan in the UK.
- **Working Together 2018** identifies neglect as:

*'The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.'*

## 2.5 Stepped Interventions – ***This Section Should be tailored to the school***

The following are examples of interventions which may be considered by schools to support the promotion of regular attendance:

97% - 94%	Early Warning	<ul style="list-style-type: none"><li>• Early awareness raising, monitored by class / form teachers. Can raise any issues with team leaders or designated safeguarding lead.</li></ul>
94% - 92%	School Monitoring	<ul style="list-style-type: none"><li>• Email of concern (via Scholar Pack), concern escalated to class teacher and Assistant Head.</li></ul>
92% - 90%	School Intervention (stage 1)	<ul style="list-style-type: none"><li>• School letter to raise awareness of Fixed Penalty process.</li><li>• In cases of unauthorised absence, meetings with parents/carers, continued school support</li></ul>
90% and below	Attendance Service and School Intervention (stage 2)	<ul style="list-style-type: none"><li>• Phone call of failure to co-operate</li><li>• 1:1 meetings,</li><li>• Attendance Panel,</li><li>• Parenting Contract,</li><li>• Attendance Report Card,</li><li>• Home Visits,</li><li>• Meeting with Locality Attendance Officer, Education Penalty Warning from LA/Penalty Notice (which could lead to prosecution)</li></ul>

**Unauthorised attendance that falls below 75% can be an underlying risk factor and indicative of a safeguarding concern. All of the above should be underpinned by the offer of ongoing support to address identified difficulties.**

## 2.6 Lateness

Regular and punctual attendance at school is a legal requirement. When children arrive late and miss the start of the school day, they can miss work and vital information for the day. Late arriving pupils also disrupt lessons, and this can be embarrassing and upsetting for the child. Lateness can also encourage absence, as some pupils would rather not attend school at all, than arrive late.

✓ Registers are marked by:

### Lower site

- F1 8:45am
- F2 8:45am
- Y1/Y4 8:50am

### Top Site

- Y5 8:30am
- Y6 8:30am.

If children arrive in class after this time, they will receive a late mark in the register (code L) and minutes late are added.

- ✓ In line with recommendations from the Department for Education (DfE), registers will close at 10.00am. Our preference is note late arrival rather than a blank absence as it will lead to misreporting. If children arrive after this time, they will be recorded as having arrived after closure of registers (code U). This counts as an unauthorised absence for that session.  
Exemptions made for agreed medical appointments.
- ✓ Any pupil arriving late should enter the school through the main entrance and be signed-in in accordance with school's procedures.
- ✓ If a child arrives late and is unaccompanied by a parent/carer, school will make contact to establish the reason for lateness.
- ✓ If lateness becomes a regular occurrence, it will be treated in the same way as unauthorised absence, with parents/carers being contacted and invited into school to discuss the situation.

## **2.7 Children with Medical Needs**

- School's Governing Body must ensure that arrangements are in place to support pupils with medical conditions in school. Individual healthcare plans should be in place, and these should provide clarity about what needs to be done, when, and by whom in order to ensure that children with medical needs may access and enjoy the same opportunities at school as any other child (see DfE statutory guidance issued in April 2014: 'Supporting pupils at school with medical conditions').
- The primary aim of educating children and young people who have medical needs is to minimise, as far as possible, the disruption to their normal schooling by allowing them to continue their education and to progress as much as their medical needs allow. 'Medical needs' encompass both physical health and mental / emotional health issues.
- In circumstances where a child has complex health needs and is medically unfit to attend school, referral may be made to The Home Education Service which is a local authority service based on the Hilbre High School Humanities College site. Medical referrals to the Home Education Service must come jointly from both school and paediatrician, NHS specialist consultant, CAMHS psychiatrist or senior CAMHS therapist/psychologist.

## **2.8 Celebrating Good Attendance**

It is important that schools recognise and celebrate good and improved attendance. This can be done in a variety of ways, and some ideas are listed below (many of these will restart after Covid disruption):

- Attendance Report Card;
- Attendance display in every class room;
- Attendance has a high profile in whole school assemblies each week;
- Praise postcard sent home to recognise and celebrate improved attendance;
- Attendance League
- Prizes/Raffle
- Extra Golden time
- Children choose termly rewards

Locality Attendance Officers from the Authority's Attendance Service are happy to send positive letters to parents to recognise and reinforce progress made in terms of securing their child's attendance. School can also invite Locality Attendance Officers to be involved in celebration assemblies.

## **2.9 Expectations of Pupils**

Pupils are encouraged to participate fully in the life of the school and to obtain maximum benefit from the range of educational and other opportunities available to them.

### **Pupils are expected:**

- To do all they can to attend school regularly and on time;
- To talk with a trusted adult about any issues that are making it difficult for them to come to school, or that are affecting their wellbeing in school;
- To be aware of their attendance targets, and to work towards achieving them.

## **2.10 Expectations of the Local Authority and Wirral Attendance Service**

The Local Authority is expected:

- To promote regular school attendance of children in schools across the Authority, and to work towards breaking the cycle of poor attendance, reduced attainment, and social disadvantage.

- To help schools in their work to reduce overall and persistent pupil absence. This involves working with school staff, parents / carers, children, and various partner agencies to develop and implement practices which can help raise and sustain individual pupils' attendance levels.
- To carry out statutory duties in relation to the enforcement of school attendance.
- To carry out statutory duties in respect of the identification and tracking of children known to be, or at risk of becoming, missing from education (CME).

### 2.11 Persistent Absenteeism (PA)

Pupils are classified as 'persistently absent' if they miss 10% or more of school due to authorised or/and unauthorised absence. This equates to missing at least 19 days of their schooling across the full school year. Absence at this level is of significant concern. Schools will have monitoring systems in place to identify children who are at risk of falling into this category, and will involve parents / carers in formulating specific plans to prevent deterioration and to build-back attendance levels.

### 3. Holidays in Term Time

Changes in Government Regulations mean that, as of 1<sup>st</sup> September 2013, there is no entitlement for parents to withdraw their children for authorised leave of absence in term time. Head teachers can only grant leave of absence during term-time if there are '**exceptional circumstances**' surrounding the request, **and** parents have made **an application in advance**. If a Headteacher is satisfied that there are exceptional circumstances to warrant the granting of leave of absence, the Headteacher will then determine the number of school days a child can be away from school.

The principles for defining exceptional are: 'rare, significant, unavoidable and short', with 'unavoidable' meaning an event that could not reasonably be scheduled at another time.

At St George's we have determined exceptional circumstances as:

- Days leave for a family emergency.
- Leave for military personnel (up to 5 days)
- One days leave for a close family member's wedding.
- Up to 5 days leave if you are not allowed leave from your job and have a letter from your employer.
- Leave due to close family bereavement.

We will not allocate leave under this policy in following circumstances

- Extended leave for a wedding abroad.
- Leave due to needs of non-dependants.
- Any extended period of leave (above 5 days above)
- Leave requests due to cost of a holiday or changes enforced by holiday company.

Taking leave of absence in term time does affect child's educational progress, and parents are strongly discouraged from withdrawing their child from school during term time.

All applications for leave of absence must be made in advance to school. [Leave of absence request form](#) is available at the school office or from the [school website](#).

Any period of leave taken without the agreement of the school, or in excess of the agreed number of days, will be classed as unauthorised absence, and may result in the issue of Education Penalty Notices by the Local Authority (see Appendix 2).

### 4. The Legal Framework

Parents are responsible for ensuring that their children of compulsory school age receive a suitable, full-time education. This can be by regular attendance at school, at alternative provision, or by elective home education. The Local Authority has a range of legal powers to promote and enforce regular school attendance:

- Penalty Notices (Section 444A Education Act 1996)
- Prosecution of Parents / Carers in Magistrates' Court (Section 444 (1) / Section 444(1A) Education Act 1996)
- Application to the Family Court for an Education Supervision Order in respect of the child (Children Act 1989)
- School Attendance Order (Section 437 Education Act 1996)
- Parenting Order (Section 8 of the Crime and Disorder Act 1998)

Each case is considered on an individual basis, but the circumstances in which a Penalty Notice for non-attendance may be issued by the Local Authority include:

- Unauthorised absence from school
- Unauthorised leave of absence during term time



- Unwarranted delayed return from authorised leave of absence, e.g. in excess of the agreed number of days
- Persistent late arrival at school after the register has closed.

Head teachers can submit written requests to the Authority's Attendance Service asking for a formal Warning Letter to be issued to parents in respect of their child's unauthorised absence, and for an Education Penalty Notice to be subsequently served should there be no immediate improvement in the situation.

A minimum evidential requirement of ten (10) school sessions lost to unauthorised absence by any pupil in any one term, or across two half terms, is required to trigger the Penalty Notice process. A session is a half-day.

Where the Local Authority is of the opinion that a pupil's level of attendance is so low that initiating prosecution proceedings in the Magistrates' Court would be more appropriate, the Authority reserves the right not to issue a penalty notice.

#### **4.1 Education Penalty Notices**

The Authority issues Education Penalty Notices by post. Payment of an Education Penalty Notice is £60 if paid within 21 days, rising to £120 if paid after this time, but within 28 days. Education Penalty Notices are issued separately to each parent in respect of each child. A possible exception to this would be where parents are separated, and one parent has taken a child on unauthorised leave of absence without the knowledge / consent of the other parent.

The Local Authority retains any revenue from the Education Penalty Notices to cover enforcement costs.

Non-payment of an Education Penalty Notice will result in the withdrawal of the Notice, and would normally trigger prosecution proceedings at Magistrates Court under Section 444 Education Act 1996. There is no right of appeal by parents/carers against an Education Penalty Notice.

#### **5. Deletion from Roll**

Schools can only lawfully remove a child from their school roll under certain circumstances in accordance with Government Regulations (see Appendix 12). Schools are required to inform the Local Authority of the details of all children who are removed from roll at non-standard transition times.

#### **6. Elective Home Education**

One of the grounds under which a child can lawfully be removed from a school roll is if a parent notifies the Headteacher in writing that they are withdrawing their child from school in order to take full responsibility for provision of the child's education. School must notify the Local Authority, as the Authority will then have responsibility for assessing the suitability of education that is being provided for the child. The Authority must first consent to elective home education when a child has special educational needs and is placed in specialist provision.

Schools and the Authority respect that it is a parental right to pursue elective home education. It is, however, important that when parents opt to home educate, this is a positive choice and in the best interests of the child, rather than the option of last resort. Parents should be aware that elective home education is not a route to obtaining a place in a school of their choice which may have previously been declined, or a way of accessing alternative provision. If a part time home agreement is in place, school will complete a home/school timetable and seek advice from Wirral attendance service.

#### **7. Children Looked After (CLA)**

The attendance of children in the care of the Local Authority is also monitored by the Headteacher and Governors of the Virtual School. Use of the B and C codes should be agreed with the Headteacher of the Virtual School. The use of the N registration code for looked after children should be rare, as reasons for any absence should be obtained as a matter of priority. It is essential that contact is made with a child's social worker and the Authority's LACES team as soon as attendance concerns emerge. Attendance staff should routinely inform school's designated teacher for looked after children of their looked after children's attendance rates.

#### **8. Pupils Attending Off-Site Educational Provision**

Any pupil who is attending off-site educational provision should be marked using registration code D or B by their main school (according to the circumstances of the individual placement).

Code B should be used when pupils are present at off-site educational provision that has been approved by school. School is ultimately responsible for the safeguarding of pupils educated off-site, and use of the B code signifies that the education is supervised and measures are in place to ensure the safeguarding and welfare of the pupil.

School must ensure that the B codes reflect the daily attendance of the pupil at the off-site provision. For example, if a pupil misses a day due to illness, then the main school attendance register will show this day as an I and not a B.

It is important for agreement and clarity to be reached between school and the off-site provision with respect to arrangements for daily tracking and follow-up of any absence. There should be daily communication between school and the off-site provision in respect of individual pupils' absence.

The law allows for dual registration of pupils at more than one school. The D code is used to signify that the pupil was not expected to attend the session because they were scheduled to attend the other school at which they are registered. Again, an agreement must be in place with respect to who has responsibility for the daily tracking of attendance and absence.

### **9. Monitoring and review**

This policy will be reviewed annually by School and the Local Authority and updated in accordance with any new legislation or guidance, or changes to any other relevant procedures or documents. This policy should also be read in conjunction with the Authority's policies on Enforcement Procedures, Children Missing from Education, and Elective Home Education.

## St George's 2022-23 Attendance Strategy and Report

### Overall Attendance Data.

This has improved to a high standard with the biggest increase in vulnerable groups.

	2015-16	2016-17	2017-18	2018-19 Data	2019 -20 Data	2020-21 Data	2021 - 22 Data	2022-23 Data	National Figures	2023-24 Targets
All Children	95.5%	95.9%	95.9%	96.1%	96.3%	97.5%	94.8%	95.1%	92.5% - 94% (primary)	96%
Pupil Premium Children	93.4%	93.6%	93.4%	94.3%	95.1%	96.3%	93.3%	92.9%	88.6%	95.5%
Non-Pupil Premium Children	96.3%	96%	96.4%	96.6%	96.7%	97.8%	95%	95.6%	93.8%	96%
PP GAP	2.9%	2.4%	3%	2.3%	1.6%	1.5%	1.7%	2.3%	5.2%	0.5%
Boys	95.1%	95.7%	95.7%	96.1%	96.4%	97.3%	94.9%	95.2%	92.6%	96%
Girls	95.9%	96.1%	96%	96.1%	96.1%	97.7%	94.7%	95.1%	92.4%	96%
SEND	94.6%	94.1%	93.5%	94%	94.2%	96%	91.7%	92.2%	88.9%	95.5%

Note that although numbers are very low we also monitor attendance for EAL, LAC and service children.

We track every year group for vulnerable groups to analyse trends. Attendance reviews take place with assistant heads and class teachers.

**2022-23 Year Group Attendance Data**

<b>Year</b>	<b>Attendance</b>	<b>Authorised absence</b>	<b>Unauthorised absence</b>
1	95.05%	3.74%	1.21%
2	95.09%	3.58%	1.33%
3	95.38%	3.48%	1.13%
4	95.98%	3.02%	1%
5	93.94%	4.58%	1.48%
6	95.07%	3.56%	1.38%
7	95.05%	3.94%	1.01%



## **Persistence Absence**

In 2016 DfE Changed the persistence absence benchmark to 90%.

	2015-16	2016-17	2017-18	End Of 2019 Data	March 1 <sup>st</sup> 2021 Data	2020-21	2021-22 (X code removed)	2022-23	National Averages	2023-24 Target
All Children	9.6%	8.6%	8.2%	53 pupils 6.5%	46 Pupils 5.5%%	23 pupils 2.9%	70 Pupils 8.6%	96 pupils 11.4%	All pupils 25% Primary 17% (was 8% pre- pandemic)	7%
Pupil Premium Children	20.9%	17.2%	14%	12.4%	9.1%	4.9%	23 Pupils 16.3%	36 pupils 22.3%	37.2% (indicative national. No Primary figure)	8%
Non-Pupil Premium Children	6.8%	7%	4.8%	6.3%	5.2%	2.5%	6.9% 47 Pupils	60 pupils 8.3%	17.5% (indicative national. No Primary figure)	7%
GAP	14.1%	10.2%	9.2%	6.1%	3.9%	2.4%	9.4%	14%	19.7%	1%

There is a difference with this data and IDSR for 2019. We have double checked data with LA data team.

### Punctuality

	2014-15	2015-16	2016-17	2017-18	2018-19	March 2020	2020-21	2021-22	2022-23	2023-24 Targets
<b>All Children</b>	1.32%	1.64%	0.86%	0.28%	0.25%	0.9%	1.2% 1808 lates over school year.	1.3% 2008 Lates over the school year.	2.4% 3708 lates across the school year	1%
<b>Pupil Premium Children</b>	2.88%	5.34%	1.96%	0.7%	0.55%	0.52	0.91%	0.95%	1.7%	1%

**Identified 70 pupils with 10 or more late sessions in 2021-22 are working with families to address this Number of lates has definitely increased since the imposed staggered start times.**

### **Exclusions and Behaviour**

Behaviour at the school is now excellent after a successful 3-year development plan based on our RESPECT framework and positive behaviour policy. Figures below demonstrate this. Governors receive detailed Scholar Pack reports on positive and negative behaviours.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>All Children</b>	1.32%	1.64%	0.86%	0.11%	0%	0%	0.1% One fixed term exclusion	0%	0%
<b>Pupil Premium Children</b>	2.88%	5.34%	1.96%	0.7%	0%	0%	0%	0%	0%

School uses internal tracking systems to monitor positive and negative behaviour awards. These show that ratio is over 20:1 positive to negative. Any negative zones are reviewed daily by SLT using Scholar Pack. Immediately reported to parents using Scholar Pack e-mail communication.

Action	Staff Responsible	Timescale	Success Indicators	Evaluation
<p>1. <b>Promote Positive attendance in the school community. Ensure that we align to new national and local campaign.</b></p> <ul style="list-style-type: none"> <li>• Clear and positive communication to children and families. Align to DfE 'Working Together strategy. Key part of launch newsletter. Update website.</li> <li>• Intervene early with families facing challenges: <ul style="list-style-type: none"> <li>i. Breakfast Club</li> <li>ii. Assisted places at Dragon Club</li> <li>iii. Reward Schemes</li> </ul> </li> <li>• Have a 5 for prize scheme for all children on the monitoring system. Work with LK on certificates and awards.</li> <li>• Retore termly class reward scheme for excellent attendance.</li> <li>• Introduce termly awards for improved attendance, 98%+ and 100% attendance.</li> <li>• AHTs and Mr Cassidy have work with school council on outcomes and incentives for reward scheme.</li> <li>• Organise a celebration for children who achieve 100%.</li> </ul> <p><b>Publish (termly in newsletters) attendance figures for the school.</b></p>	<p>HTs with TSJ, LK and HR Safeguarding/ Pastoral team and AHTs</p> <p>AHTS, LK</p> <p>AHTs and LK</p> <p>BC, AHTs and LK</p> <p>BC and LK</p> <p>SLT and LK</p>	<p>Sept 2023</p> <p>Sept 2023</p> <p>Oct 2023</p> <p>Jan 2024</p> <p>Jan 2024</p>	<p>Sustain or secure improved attendance figures. Aim is 96%. Minimum expectation is above 95%.</p> <p>Improved attendance for children with historic poor attendance (PA) figures</p> <p>Children will show improved understanding of the importance of good attendance (survey and feedback).</p> <p>Parents will communicate improved understanding of the importance of attendance (survey and parents forum)</p>	<p>Termly evaluations shared with the Governing Body.</p> <p>Half termly meetings with LK, TSJ, BC and HR.</p>

Action	Staff Responsible	Timescale	Success Indicators	Evaluation
<p><b>2. Ensure that vulnerable groups are encouraged to have good attendance.</b></p> <ul style="list-style-type: none"> <li>Assiduously implement flow chart for management of attendance concerns.</li> <li>Publish explicit targets.</li> <li>Track vulnerable children daily.</li> <li>Ensure attendance of vulnerable groups are discussed as part of 360 degree reviews and PPR for each class.</li> <li>Target attendance for vulnerable children</li> </ul> <p>Intervene early with families facing challenges (See above)</p> <ul style="list-style-type: none"> <li>Breakfast Club</li> <li>Assisted places at Dragon Club</li> <li>Reward Schemes</li> </ul> <p>Have a 5 for prize scheme for all children on the monitoring system. Started after October Half Term.</p> <p>Work with LA officer if direct intervention is required.</p>	<p>BC and Govs.</p> <p>Admin team and pastoral staff.</p> <p>AHTs</p> <p>Safeguarding/ Pastoral team and AHTs</p> <p>LK, TSJ, BC and HR</p>	<p>Sept 2023</p> <p>Sept 2023</p> <p>Sept 2023</p> <p>Sept 2022</p> <p>Sept 2023</p> <p>Sept 2023</p>	<p>Improved attendance figures. Aim is 96% excluding medical cases. Minimum expectation is 95%.</p> <p>Reduce persistent absence to &lt;10% for vulnerable groups (declining every year pre -covid)</p>	<p>Reporting to governors on vulnerable groups.</p> <p>Monitoring of vulnerable group targets by HT and attendance officer.</p>
<p>Target attendance for vulnerable children through pastoral team and AHTs. Ensure half termly reviews with Wirral Attendance Officer</p>	LK, TSJ with AHTs	Oct 2023	Swift intervention reduces any absence patterns	Attendance reviews. Safeguarding reviews
<p><b>Improve the attendance figures for children causing concern (below 90%) through a dual strategy of support and monitoring for families.</b></p> <ul style="list-style-type: none"> <li>All children with attendance below 90% to be identified through Scholar Pack reports. Deputy Head Teacher and attendance officer to review attendance figures every half term with Wirral Attendance Officer. All Families to be contacted and offered support from the school to improve attendance. This will be at meeting/through phone call with HT, DHT or AHTs. Must agree positive steps forward. Apply new legal process if needed.</li> </ul>	BC, AHTs and LK	Oct 2022	<ul style="list-style-type: none"> <li>Overall improved attendance figures for the school.</li> <li>Reduction in the number of persistent absence cases.</li> <li>Impact of new monitoring cards.</li> <li>Evidence that intervention improves attendance.</li> </ul>	<p>Regular updates to Governors on patterns of absence in school including cases of persistent absence.</p> <p>Wirral Attendance Service meetings</p> <p>Outcomes of attendance plans.</p>



Action	Staff Responsible	Timescale	Success Indicators	Evaluation
<ul style="list-style-type: none"> <li>Ensured daily contact for non-attendance in place (see flow chart).</li> <li>This will be monitored fortnightly by our attendance officer or admin team in absence.</li> <li>All children with attendance below 85% who fail to improve will have to attend attendance panel with HT and Attendance Officer.</li> <li>Consequence of above is individual attendance plans are put in place were required. Also use early help processes when required. Delegate learning mentor time to this.</li> <li>School office to undertake weekly monitoring for persistent offenders.</li> <li>Wirral Attendance Officer to enforce attendance strategies when required. This includes the use of fixed penalty notices for persistent absence and poor punctuality.</li> </ul>	LK, JJ and KMc	Sept 2023		
	TSJ, LK and Wirral Att Officer.	Oct 2023		
	BC, LK, HR	Oct 2023		
	LK and AHTs	Oct 2023		
	LK	Sept 2023		
	TSJ and LK	Oct 2023		

## **10. Appendices**

Appendix 1	Pupil Registration
Appendix 2	Leave of Absence during term time (including Local Authority Application for Parents / Carers)
Appendix 3	Health Advice: exclusion table
Appendix 4	Letter to Parents / Carers: Attendance Expectations
Appendix 5	Letter to Parents / Carers: Attendance below 90%
Appendix 6	Letter to Parents / Carers: Absence reason request
Appendix 7	Letter to Parents / Carers: Home visit, no answer letter
Appendix 8	Letter to Parents / Carers: Attendance Support meeting: letter 1
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Appendix 11	Attendance Report Card
Appendix 12	Guidance for Schools on the use of reduced timetables
Appendix 13	Removal from Roll: Lawful Grounds
Appendix 14	School Attendance: Statutory Guidance
Appendix 15	Addendum: Covid19

## **Appendix 1**

### **Pupil Registration**

Schools must take the attendance register at the start of the first session of each school day, and once during the second session. On each occasion, it must be recorded whether each pupil is:

- Present
- Attending an approved educational activity
- Absent

School must then follow-up on all pupil absences in order to:

- Ascertain the reason for absence
- Make sure that any safeguarding action is taken if needed
- Identify the correct registration code to insert in the electronic register

Nationally prescribed registration codes should be used consistently by all schools. These codes are used to give depth of meaning to the register and to provide statistical meaning to absences. Codes are all collected by DfE via download to the School Census System.

<b>Code</b>	<b>School Meaning</b>	<b>Statistical Meaning</b>	<b>Note</b>
<b>/</b>	Present (AM)	Present	Pupil must be present on school site during registration
<b>\</b>	Present (PM)	Present	
<b>B</b>	Off-site educational activity	Present: Approved Educational Activity	Used for a supervised educational activity that has been agreed by the school. School is ultimately responsible for the safeguarding and welfare of pupils educated off-site (not to be used where a pupil is at home completing schoolwork).
<b>C</b>	Leave of absence authorised by the school	Authorised absence	Exceptional individual circumstances
<b>D</b>	Dual Registered – at another educational establishment	Neither absent nor present for statistical purposes	Pupil scheduled to attend at the other school at which they are registered
<b>E</b>	Excluded but no alternative provision made	Authorised absence	Alternative provision must be in place from the sixth day of any fixed period or permanent exclusion
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher	Unauthorised Absence	Retrospective approval cannot be given
<b>H</b>	Holiday authorised by the school	Authorised absence	Exceptional individual circumstances. Application made in advance.
<b>I</b>	Illness (not medical or dental appointments)	Authorised absence	Parents/carers should notify school on the first day of absence. School can ask parents to provide medical evidence (e.g. prescription, appointment card) if the authenticity of illness is in doubt.
<b>J</b>	At an interview at another educational establishment or employer	Present	Interview (to transfer to another educational establishment, for example)
<b>L</b>	Late arrival before closure of register	Present	

Code	School Meaning	Statistical Meaning	Note
<b>M</b>	Medical or dental appointments	Authorised absence	
<b>N</b>	Reason for absence not yet provided	Unauthorised absence	Amend once the reason is known. If no reason is provided after two weeks, N should be replaced with code O
<b>O</b>	Absent from school without authorisation	Unauthorised absence	Unacceptable, or no, reason provided to account for absence
<b>P</b>	Participating in a supervised sporting activity	Present	Approved by the school and supervised by someone authorised by the school
<b>R</b>	Religious observance	Authorised absence	The day must be exclusively set aside for religious observance by the religious body to which the parents belong. May need to seek confirmation from the religious body
<b>S</b>	Study Leave	Authorised absence	Should be used only sparingly for Year 11 pupils during public exam periods
<b>T</b>	Gypsy, Roma, Traveller absence	Authorised absence	Family travelling for economic / occupational purposes (and child not dual registered with a school in a different geographical area)
<b>U</b>	Late arrival after closure of register	Unauthorised absence	
<b>V</b>	Educational visit or trip	Present	Trips or visits, including residential trips, organised by school or by an organisation approved by school
<b>W</b>	Work experience	Present	Attendance should be tracked and any absence from the work experience placement should be recorded in the register using the appropriate code
<b>X</b>	Not required to be in school	Attendance not required	When non-compulsory school age children are <b>not expected</b> to attend. If a child is expected to attend full time whilst still not of compulsory school age, this code should not be used. Use of this code can potentially hide other safeguarding concerns.
<b>Y</b>	Unable to attend due to exceptional circumstances	Attendance not required	School site is closed partially or fully due to an unavoidable cause/ transport provided by the school or LA is not available / time of local or national emergency resulting in widespread disruption to travel
<b>Z</b>	Pupil not on admission register	Attendance not required	Register set up in advance of pupils joining the school. Schools must put pupils on the admissions register from the first day that the school has agreed, or been notified, that the pupil will attend.
<b>#</b>	Planned whole or partial school closure	Attendance not required	Holiday periods (including bank holidays), INSET days, and use of school as a polling station. This code should also be used to record different term dates that have been agreed for different year groups (e.g. staggered starts for secondary school year groups in the Autumn Term).

## **Appendix 2**

### **Leave of Absence during Term Time**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that leave of absence shall not be granted unless:

- an application has been made in advance to the head teacher by a parent with whom the pupil normally resides; **and**
- the head teacher, or a person authorised by the head teacher, considers that leave of absence should be granted due to the **exceptional circumstances** relating to the application.

This policy clarifies:

- there is no entitlement in law for parents to take their child on authorised leave of absence during term-time without obtaining prior approval from the school;
- the procedures to be followed whereby parents/carers can make applications for their child to be granted discretionary leave of absence during term-time;
- that each application will be considered by head teachers according to the individual circumstances surrounding the request. Head teachers determine the number of days, if any, a child can be away from school.
- the sorts of 'exceptional circumstances' which may warrant the head teacher granting discretionary leave of absence.

Examples of exceptional circumstances which could justify approval include:

At St George's we have determined exceptional circumstances as:

- Days leave for a family emergency.
- Leave for military personnel (up to 5 days)
- One days leave for a close family member's wedding.
- Up to 5 days leave if you are not allowed leave from your job and have a letter from your employer.
- Leave due to close family bereavement.

We will not allocate leave under this policy in following circumstances

- Extended leave for a wedding abroad.
- Leave due to needs of non-dependants.
- Any extended period of leave (above 5 days above)
- Leave requests due to cost of a holiday or changes enforced by holiday company.

### **Education Penalty Notices for Unauthorised Leave of Absence during Term Time**

Headteachers should write to the parents/carers to confirm whether or not their request for leave of absence has been approved. In cases where a request for leave has not been approved, parents should be informed that they face the possibility of being issued with penalty notices for failing to ensure their child's regular attendance at school should they go ahead with their plans.

However, it may not always be possible to issue warning letters in advance of leave of absence in instances where leave of absence is either not requested by parents, or requested with insufficient notice for a warning letter to be sent.

In the case of a pupil granted leave of absence, but that pupil then fails to return to school within 5 school days (10 sessions) of the agreed return date, a request to issue penalty notices to the parents can be made to Wirral Attendance Service (unless the school is satisfied that the pupil is unable to attend by reason of sickness or other unavoidable cause).

Parents should also be advised that if their child fails to return to school within 10 school days of the given return date, and joint enquiries made by school and the authority have failed to locate the child's whereabouts, they run the risk of their child's name being removed from the school roll, with no guarantee of re-admission. Prior to removal of a pupil's name from the school's admissions register, school should discuss the pupil's individual circumstances with their named Locality Attendance Officer or the CME Officer at Wirral Attendance Service. School and the Local Authority are jointly responsible for making all reasonable enquiries to locate a missing pupil prior to removal from roll.

Request s can be made using our [online form](#). Parents/cares should not expect this to be authorised. A paper copy can be completed using form on the next page.



### **Application for Leave During Term Time**

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice.

Parents/Carers wishing to apply for their child to have leave of absence from school should complete this form and return it to school for authorisation at least two weeks before the proposed leave.

<b>PARENT'S/CARER'S SECTION</b>				
<b>Surname of child</b>			<b>First name</b>	
<b>Date of birth</b>		<b>Year</b>	<b>Class</b>	
<b>Full name of parent (1)</b>				
<b>Address of parent (1)</b>				
<b>Postcode</b>			<b>Telephone No.</b>	
<b>Full name of parent (2)</b>			<b>Telephone No.</b>	
<b>Address of parent (2)</b>				
<b>Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why</b>				
<b>Departure and return date</b>				
<b>Would your child miss any national tests or examinations?</b>			<b>Yes / No</b>	
<b>Has she/he had leave during term-time in the last 12 months? (If so, please give dates, reasons, and number of school days leave)</b>			<b>Yes / No</b>	
<b>Are there any other siblings? If yes please state their name and the school they attend</b>			<b>Yes / No</b>	
<b>Parent/Carer signature</b>			<b>Date</b>	

<b>SCHOOL SECTION</b>			
Holiday in Term Time	(i) <b>approved</b> _____ school days	(ii) <b>not approved</b> _____ school days	
<b>Reasons</b>			
<b>Date discussed with parent/ carer and/or date informed of approval/ non-approval</b>			
<b>Headteacher's signature</b>		<b>Date</b>	

## Appendix 3

### Health Advice

Infection	Absence Period	Comments
Athlete's Foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken Pox	Five days from onset of rash and all the lesions have crusted over.	
Cold Sores (Herpes simplex)	None.	Avoid kissing and contact with the sores are generally mild and heal without treatment.
Conjunctivitis	None.	If an out/brake occurs, consult your local HPT.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9.
Diphtheria *	Exclusion is essential. Always consult with your local HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT.
Flu (influenza)	Until recovered	Report breakouts to your local HPT.
Glandular Fever	None	
Hand, Foot and Mouth	None	Contact your local HPT if many children are affected. Exclusion may be considered in some circumstances.
Headlice	None	Treatment recommended.
Hepatitis A*	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of Hepatitis, A, your local HPT will advise on control measures.
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice.
Impetigo	Until lesions are crusted/healed or 48 hours after treatment.	Antibiotics treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered.	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal Meningitis/septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and Pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed.
Meningitis* Viral	None	Milder illness than bacterial meningitis. Siblings or other close contacts of a case need to be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information.
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @

Infection	Absence Period	Comments
		<a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella (German Measles)	Four days from onset	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or Midwife.
Scarlet Fever	Excluded until 24 hours of appropriate antibiotics	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of 2 or more cases please contact your local HPT.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek/fifth disease/ parvo virus B19	None (once rash has developed	Pregnant contacts of case should consult with their GP or Midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult with your local HPT BEFORE disseminating information to staff/ parents/ carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact spread.
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping Cough (Pertussis)*	Two days from starting antibiotics treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, Non-infections coughing may continue for any weeks. Your local HPT will organise any contact tracing.

\*Denotes a notification disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).  
Health protection Agency (2010) Guidance on infection control in schools and other childcare settings.  
HPA: London

## **Appendix 4**

### **Sample Letter Attendance Expectations below 94%**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

If your child's attendance is below 90% they are classed as a 'persistent absentee'. We understand that children can be absent due to illness, however, we need to ensure that all children are accessing the good teaching and learning we offer to succeed, not just at **St Georges**, but when they leave for high school and later on in life.

If your child's attendance falls below 90% and has absence due to illness we will require medical evidence. This could be in the form of a doctor's note or prescription for medication. This is important for us to be able to maintain accurate records. It also helps us identify areas where we can support too. If we fail to receive evidence, the absence will not be authorised.

Please be aware that as part of the ongoing support we are offering parents to improve attendance, we may contact you via telephone, write to you or make a home visit to see how we can work together to improve your child's attendance. If your child's attendance does not improve you are liable to prosecution by the Local Authority, but it is our aim to support you and your family to see that attendance is improved so this does not happen.

We look forward to working with you.

Yours sincerely,

[Insert name]

Headteacher

## **Appendix 5**

### **Sample Letter Attendance below 90%**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Although we appreciate that children do become poorly on occasion, we still need to ensure that all children are accessing the good teaching and learning that we offer and support our parents where we can for them to be able to access this.

Unfortunately, I am writing to you today to inform you that the attendance of (child's name) has fallen below 90% (insert child's percentage attendance). A pupil with attendance below 90% is classed as a 'Persistent Absentee' by the Department for Education.

We believe that it is important that all parents are aware of their children's attendance figures so that we can work together in order to raise attendance for every child as soon as possible.

We will continue to monitor (child's name) attendance closely and keep you updated.

Please do not hesitate to contact our Attendance Leaders, [Name], or our Attendance Officer [Name], for further information or if you would like support and advice in achieving this target.

Yours sincerely

[Insert name]

Headteacher



## **Appendix 6**

### **Sample Letter Absence reason required**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance and punctuality are very important to us here at **St Georges Primary** and we are striving to build firm foundations of both so your child will be ready to start secondary school, further education and employment, understanding their importance.

According to our records **(child's name)** has been absent on the **date/s shown below** and we have not yet received an absence note or telephone call giving the reason. Several attempts were made to contact you without success.

It is your responsibility as a parent to contact school on the first day of your child's absence before 9:30 a.m. to let us know why your child is not in school. We are legally required to record reasons for absence from school, therefore until we hear from you any absence will remain unauthorised.

Will you please enter the reason/s for **(child's name)** absence next to the dates on the slip below and return it to school as soon as possible.

Yours sincerely

Name

[Inclusion Officer / Lead]

• -----

(child's name and class)

(date absent)

I have written the reason/s for absence next to the relevant date/s

Signed \_\_\_\_\_ Parent

## **Appendix 7**

### **Sample Letter Home visit – no answer**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

A member of staff called at your address today.

This was because we had not heard from you by 10:30am regarding the absence of your child. School made several attempts to contact you on the numbers you had provided, but, as we were unable to reach you for an explanation, we attempted a home visit to ensure all was well.

If we are still unable to get a response from you by the end of the school day, we may need to report this to the police as a safeguarding concern.

This procedure is in place to ensure that we know where your child is and that you are all safe.

Please call the school ASAP on **0151 638 6014** to let us know why your child is absent today.

If your child is off in the future, please follow the absence reporting procedure, by calling the school office by **9:30am** on their first day of absence.

Yours sincerely

[Insert name]

Headteacher

## **Appendix 8**

### **Sample Letter**

#### **Attendance Support meeting: letter 1**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

#### **Attendance Panel Meeting**

I am writing to express concern regarding (child's name) level of attendance at school which has now fallen to (%) and to invite you to an Attendance Panel Meeting to discuss how we can improve the situation. The meeting will be with ( ) and ( ) Together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that (child's name) attends school as regularly as possible and makes good progress in school. We would like to meet with you at (time and date). **If you are unable to attend for any reason please telephone me on 0151 638 6014 and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]

Headteacher

## **Appendix 9**

### **Sample Letter**

#### **Attendance Support meeting: letter 2**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

#### **Attendance Panel Meeting**

I wrote to you on (date letter 1 sent) to express concern regarding your child's, (child's name) level of attendance at school which has now fallen to (%) and to invite you to an Attendance Panel to discuss how we can help to improve the situation, but you were unable to attend and the meeting has been rescheduled. The meeting will be with ----- and ----- Together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that (child's name) attends school as regularly as possible and makes good progress in school. We would like to meet with you at (time and date). **If you are unable to attend for any reason please telephone me on 0151 638 6014 and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]  
Headteacher

## **Appendix 10**

### **Sample Letter**

#### **Attendance Support meeting: letter 3**

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

#### **Attendance Panel Meeting**

Further to our Attendance Panel Meeting on (date of meeting) I am writing to arrange a further meeting to review progress as we discussed. The meeting will be with .....and ..... At the meeting we will also review the brief Action Plan we agreed.

We are keen to help you to ensure that (child's name) attends school as regularly as possible and makes good progress in school. We would like to meet with you at (time and date). **If you are unable to attend for any reason please telephone me on 0151 638 6014 and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]

Headteacher



**Appendix 11**

**Attendance Report Card**

LOGO

XXXXX Primary School

Attendance/Punctuality Report Card

Summer 2 Term 20....

Name:.....

Class:.....

**2**

**Summer  
Term  
Week**

**Beginning:**

My Current Attendance:.....%

**Week 1**

	Teacher Signature at Start of Day
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

**Week 2**

	Teacher Signature at Start of Day
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

**Week 3**

	Teacher Signature at Start of Day
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

**Week 4**

	Teacher Signature at Start of Day
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

**Week 5**

	<b>Teacher Signature at Start of Day</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

**Week 6**

	<b>Teacher Signature at Start of Day</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

My New Attendance:.....%

## **Appendix 11**

### **Guidance for Schools on the use of reduced timetables**

#### **1. Purpose**

This guidance is intended to safeguard both pupil and school, should a reduced timetable be required. It is intended to establish agreed approaches for all maintained Wirral Schools, Academy Schools, Free Schools and alternative provision settings, in the appropriate use of reduced timetables (sometimes referred to as 'part-time' timetables).

#### **2. Introduction**

The Local Authority has a statutory responsibility to identify and track any pupil missing from education. Any pupil on a reduced timetable is potentially at risk of missing education and therefore falls within this remit.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The new Local Authority inspection framework now includes the need for each authority to report robustly on school age children who are not in full-time education. This establishes the need for Wirral Council to have guidance in place for all pupils on reduced timetables. It is important to highlight that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, schools may need to implement part-time arrangements in order to support a pupil who cannot attend school full-time for an agreed and time-limited period.

Wirral Council remains committed to supporting all children's entitlement to a full-time education, and makes clear the requirement that a reduced timetable cannot be implemented without written agreement from parent / carer and agreement from the EHCP Coordinator at Wirral Council where appropriate. Where a part-time timetable is in place, this should always be in the best interests of the child.

Schools have a safeguarding responsibility for all pupils on their roll and therefore must be aware that even with parental agreement to any arrangement they make, they are responsible for the safeguarding and welfare of pupils attending any off-site provision during school hours.

#### **3. Full-time Education**

- All education should be suitable to a child's age, ability and aptitude, taking into account any special educational needs.
- There is an assumption that pupils should receive full-time education consistent with their Key Stage. Schools have a statutory duty to provide full time education for all pupils. It is illegal for schools to discriminate against pupils on the basis of their special educational needs and/or disability.
- A timetable is considered reduced when it consists of something less than that which is provided to the majority of the pupil's peers in that setting.
- There is no statutory definition of 'full time' education, but guidance suggests the following periods as full time:

Age	Hours
5–7	21
8–11	23.5
12–14	24
14–16	25

#### 4. When might a reduced timetable be used?

- **As part of an in-school support package:** The school, parent/carer and other professionals agree that a short-term (ideally no longer than 6 weeks) reduced timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behaviour, emotional, or social needs.
- **Medical reasons:** A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Please see Supporting Pupils at School with medical conditions before offering a reduced timetable for this reason. <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- **Reintegration:** As part of a planned reintegration into school following an extended period out of school following exclusion, non-attendance, school refusal, etc. (ideally no longer than 6 weeks). This includes those pupils for whom reintegration after the shutdown of schools due to Covid 19 may be difficult.

#### 5. Good Practice

In circumstances where the school consider that it may be necessary to establish a reduced timetable for a pupil, the school should:

- Notify the Attendance Service of its intention to implement a reduced timetable for a pupil. The appropriate form needs to be completed and submitted via [schoolattendance@wirral.gov.uk](mailto:schoolattendance@wirral.gov.uk).
- Convene a meeting to discuss the proposals for a reduced timetable. This must include parent / carer. This will also include Wirral Council where the pupil is a looked after child (a member of Virtual School), has an allocated social worker, or has a statement of SEN / Education Health and Care Plan (the EHCP Coordinator), and may include Early Help professionals who form part of any Team Around the Family.
- Establish a plan, for example a Pastoral Support Plan, Individual Learning Plan, Personal Education Plan etc., which will contain details of the proposed timetable to get the child back into full-time education.
- Review the schedule of supportive interventions that will accompany this reduction in time at school.
- Develop outcome and exit strategies that will identify to all stakeholders when the intervention has been successful
- Confirm and communicate the named person responsible for the plan within the school.
- Consider safeguarding measures for the duration of the reduced timetable. The school must carry out a risk assessment before implementation and the details recorded.
- Ensure that the parent / carer agrees the plan and teaching hours. A reduction in hours should not be implemented without parental / carer agreement.
- Consider completing an Early Help Assessment Tool to establish if there are wider needs requiring support from other partner agencies.
- Monitor the overall use of this strategy within school and report outcomes to governors each term.
- Ensure effective communication with parents / carers and Wirral Council with regard to progress towards full-time reintegration to school.

#### 6. Monitoring and Review

The school must:



- Report the reduced timetable on the appropriate form to the Attendance Service as soon as it becomes operational by sending a signed copy of the completed and signed part-time timetable agreement form.
- Send a copy of subsequent reviews and any extension plans.
- Record the child's attendance accurately on the attendance register.
- Use the C Code when a pupil has a reduced timetable including sessions which have been mutually agreed not to involve attendance at school or at an alternative provision. The school must be satisfied that appropriate arrangements are in place for the care and welfare of the pupil during the time when they would otherwise be at school.
- Use the B Code if the pupil is receiving off-site provision, which is approved and monitored on a daily basis by school. This code should not be used for any unsupervised educational activity or where the pupil is at home doing school work.
- Use the D Code where a pupil is registered at two schools. The D code only applies where a pupil is attending a school other than their home school and where that school is coding the pupil's daily attendance and absence.
- Monitor the overall use of this strategy within school and report back to governors termly.
- Ensure effective communication with parents / carer and Wirral Council with regard to progress towards full-time reintegration to school.
- **For Census purposes record these pupils as full-time pupils.**

## 7. Wirral Council Responsibilities

Request copies of the agreed plans in relation to part time education.

- Ensure that reduced timetables are appropriately recorded.
- Ensure that copies of part time education plans are shared with Children's Social Care where pupils are subject to Child Protection or Child in Need plans.
- Ensure a copy of the plan is provided to the Virtual School when a pupil is Looked After.
- Discuss any cases with schools when a pupil has been on a reduced timetable for longer than 6 weeks, or longer than the specified period in the original plan

## 8. For advice and support please contact:

Caroline Henderson, Attendance Service Manager  
0151 666 5203 [carolinehenderson@wirral.gov.uk](mailto:carolinehenderson@wirral.gov.uk)

Damian Stormont, Enforcement Officer  
0151 666 4964 [damianstormont@wirral.gov.uk](mailto:damianstormont@wirral.gov.uk)

## Appendix 13

<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>	
1	8 (1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8 (1) (b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8 (1) (c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8 (1) (d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8 (1) (e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	<p>8 (1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) 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;</p> <p>(ii) the proprietor 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</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
7	8 (1) (g) - that he is 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 he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	<p>8 (1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor 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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8 (1) (i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8 (1) (j) - that the pupil has died.
11	<p>8 (1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8 (1) (l) - 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	8 (1) (m) - that he has been permanently excluded from the school.
14	8 (1) (n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8 (1) (o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>

## **Appendix 14**

### **Statutory Guidance:**

- [School behaviour and attendance: parental responsibility measures](#)
- [Children missing education](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping children safe in education](#)
- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)
- [School exclusion](#)

### **Wirral Attendance Service Contacts:**

- School Attendance: [schoolattendance@wirral.gov.uk](mailto:schoolattendance@wirral.gov.uk)
- Enforcement Action: [penaltynotices@wirral.gov.uk](mailto:penaltynotices@wirral.gov.uk)
- Children Missing from Education: [cme@wirral.gov.uk](mailto:cme@wirral.gov.uk)
- Elective Home Education: [eh@wirral.gov.uk](mailto:eh@wirral.gov.uk)
- Children in Entertainment / Child Employment Licensing: [childlicensing@wirral.gov.uk](mailto:childlicensing@wirral.gov.uk)


## Appendix 15:





















### Recording Attendance on Scholar Pack

Scholar Pack is the school's data management system. We take registers and Scholar Pack and share attendance successes and concerns with parents using the communication tools and parental app on Scholar Pack. We also complete a vulnerability indicator.

This updated termly. Ranking indicators are:

#### Vulnerability Indicators

 Occasionally  To Some Extent  At Times  All The Time

Attendance 	Lateness 	Exclusions 	Learning Vulnerability 	Homework And Reading 
General Health Concerns 	Communication 	Age Appropriate Social Skills 	Age Appropriate Emotional Management 	Age Appropriate Behaviour 
Developmental Issues 	Parent Or Carer Engagement 	Parental Involvement With Police Or Prison 	Child Looked After 	Special Educational Needs 
Disability Issues 	Multi Agency Involvement 	Social Care Issues 	Known Substance Related Issues 	Transition Issues 

#### For clarity:

- Punctuality 3 or 4 lates is green
- 5-9 lates is red
- 10-14 lates is orange
- 15+ lates is black

#### Attendance:

- Below 95% is green
- 93 - 95% is green
- 90% - 92% is orange
- 85-90% is red
- Below 85% is black

## **Appendix 16**

### **WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE GUIDANCE**

#### **RESPONSIBILITIES FOR SCHOOL ATTENDANCE**

##### **SCHOOLS**

The table below is a summary of the responsibilities identified for schools from the new Working Together to Improve School Attendance and how the Local Authority, through the Attendance Service, can support schools in ensuring you meet all these responsibilities.

For clarity a **SEVERLEY ABSENT** pupil is any pupil missing 50% of school.

A **PERSISTENTLY ABSENT** pupil is any pupil missing 10%.

<b>Responsibility</b>	<b>How LA may support with this</b>	<b>Any other comments</b>
Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	LA Attendance Policy updated by October 2022 taking account of changes and schools can then adopt this	Each school has a named Locality Attendance Officer who is available for support and advice.  The Attendance Service will also work to have school attendance as a key focus for all frontline council services and have buy in to a Wirral-wide Attendance Strategy
Develop and maintain a whole school culture that promotes the benefits of good attendance.	Attendance Service 360 review of attendance will help schools to ensure that there is a whole school approach to attendance and key messages are given	These can be booked in via your LAO who will undertake the review with one or two other LAOs
Accurately complete admission and attendance registers.	LAOs will support with any queries regarding attendance registers and coding, software support will advise re any technical issues for schools who have an SLA, those who don't may wish to consider this, and Admissions will respond to any admission queries	
Have robust daily processes to follow up absence.	360 review will look at processes and policy gives some ideas of processes to be followed	Regular meetings or contact with LAO can look at processes and cluster meetings will be an option to share ideas or ask questions of other schools

Have a dedicated senior leader with overall responsibility for championing and improving attendance	Senior Leader will be required to meet with LAO at least once per term	These meetings will look at data and come up with support plan for each child who is either severely absent, persistently absent or at risk of being persistently absent.
Proactively use data to identify pupils at risk of poor attendance.	LAOs will support this via the at least termly meetings. LAOs will also be able to access PowerBi for comparison school data. Software Support will provide advice if school staff do not know how to run the relevant reports.	Attendance Service and Software Support continue to work together to ensure schools are supported with relevant reports
<b>Where a pupil is at risk of becoming persistently absent,</b> work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance	LAOs will attend School Attendance Panel meetings, or Attendance Support meetings as some schools are calling them, as and when appropriate but not all panel meetings.	School Attendance Panel Action Plan document has been updated summer 2022.  Schools can also signpost parents to Family Toolbox and Young People to Zillo
Where out of school barriers are identified, signpost and support access to any required services in the first instance	LAOs will link in with Early Help Colleagues to support schools in signposting and also check if families who may not be engaging are already known to services	
If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	LAOs will provide advice and where appropriate be part of any multi-agency approach although the DfE are clear that LA Attendance Staff should not be the lead in the majority of cases	
<b>Where absence becomes persistent,</b> put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.	LAOs will support in identifying partners  Early Help Colleagues will also support in signposting and making referrals	
Where there is a lack of engagement, hold more formal conversations with parents and be	We would hope parents have been invited to meetings before absence becomes persistent,	LA Attendance Service have updated:



<p>clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention</p>	<p>hence the importance of a whole school staged approach to attendance. Where there is lack of engagement the LA will support schools via the issuing of penalty notices and where appropriate prosecution</p>	<p>School Attendance Panel Action Plan</p> <p>EPN request form</p> <p>Request for Parental Prosecution Form for cases where there has been a previous prosecution</p> <p>Pre-Prosecution Meeting Record document</p>
<p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p>	<p>IFD will respond to referrals in accordance with their procedures</p>	
<p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>LAOs will encourage joint working between schools and the cluster meetings provide opportunities for staff to meet each other. LAOs will also assist in identifying the schools of any siblings if unknown and a point of contact within those schools.</p>	
<p>Agree a joint approach <b>for all severely absent pupils</b> with the local authority.</p>	<p>LAOs will discuss severely absent young people in the at least termly meetings.</p>	
<p>Where <b>cohorts of pupils have lower attendance than their peers</b>, Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them</p>	<p>LAOs will Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.</p>	
<p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	<p>LAOs will facilitate the sharing of effective practice where there are common barriers to attendance</p>	
<p><b>Where pupils have a medical condition or SEND and have poor attendance</b> Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p>	<p>LAOs will work with SEND and INCLUSION colleagues and others to ensure joined up approach to supporting families</p>	
<p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the</p>		

provision outlined in the pupil's EHCP is accessed.		
Consider additional support from wider services and external partners, making timely referrals	LAOs will support HCES in ensuring that where attendance/engagement with that service is poor school are aware and make use of all tools available to them to bring about a change. LAOs will also work with SEND and Inclusion Colleagues to ensure that suitable education such as AP is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education	
Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	LAOs will assist with data	
<b>Where a pupil has a social worker</b> Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	The Virtual School Headteacher and colleagues will regularly monitor the attendance of children with a social worker.  LACES staff will ensure personal education plans are in place for looked-after children  LAOs will provide advice and guidance to social workers and schools as and when appropriate	
<b>For all pupils</b> regularly update parents on their child's attendance		