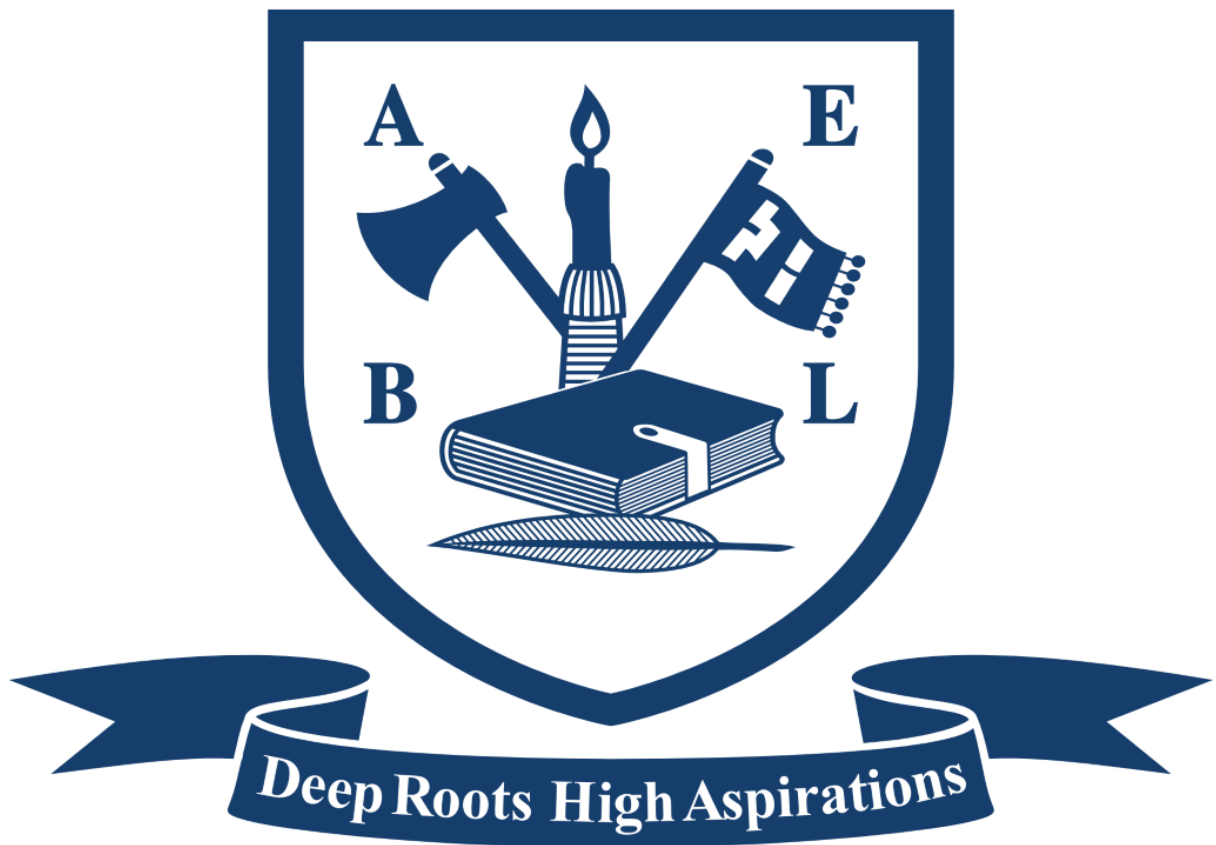


KNEBWORTH

Primary and Nursery School



Attendance Policy (Pupils)

*This policy is reviewed on an annual basis
Next review date: September 2023*

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Principles, aims and objectives

- To promote children's welfare and safeguarding as a priority, demonstrating that attendance is everyone's responsibility.
- To emphasise the importance of maximum attendance for all children.
- To develop and maintain a whole school culture that promotes the benefits of good attendance and is an integral part of the school's ethos.
- To make explicit to all relevant parties Knebworth's expectations of attendance.
- To work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships.
- Clarify the roles and responsibilities of all parties with respect to attendance.
- Communicate to all relevant parties the legal position with respect to attendance.

Introduction

At Knebworth School, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our children. Regular attendance at school is vital. It is a legal requirement that children of compulsory school age receive full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school.

Irregular attendance and/or lateness leads to missed learning and, as a result, the learning process becomes fragmented and unsatisfactory. This means children are at risk of not fulfilling their true potential. Additionally, it disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without an exceptional reason creates an offence in law and may result in prosecution.

Inclusion

The policy should be applied fairly and consistently but in doing so Knebworth School will always consider the individual needs of pupils and their families who have specific barriers to attendance.

What is an acceptable attendance rate?

[National data](#) clearly shows a correlation between high attendance rates and high attainment. It is a key indicator of an effective school and, as such, will be scrutinised by OFSTED. The vast majority of our children achieve over 95% attendance and this is what we expect from all of our children regardless of age as a minimum. Our ambitious aim is for all children to attain 98%+ attendance with the expectation for whole school attendance to be above 95%.

Attendance Registers

The rules governing the maintenance of registers, including removal from roll, are contained in the [Education \(Pupil Registration\) \(England\) Regulations 2006](#). Attendance registers are legal documents that may be required as evidence in court cases.

Attendance codes and explanations are laid out from paragraph 203 of [Working together to improve school attendance](#).

Encouraging Good Attendance

Knebworth School encourages good attendance by:

- Making it clear to all stakeholders the importance of good attendance and the impact this has on learning.
- Using clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. We ensure these systems are inclusive and appropriate for all pupils.
- Publicising good attendance during our values assemblies and weekly newsletters.
- Recognising and praising good attendance to pupils and parents

- when they have achieved 98%+ attendance at the end of each term.
- Offering other school incentives to celebrate good attendance e.g. certificates.
- Keeping parents informed on a regular basis of their child's attendance and absence record. This is at least termly via reports.

Reporting Absence

If your child is absent, notify the school by 09:00 on the first day of absence by phoning the school office on 01438 812184 (Option1) with details of the reason for absence and an estimation of the likely length of absence. If you leave a message on the answerphone, then a member of the office team may phone you back or contact you via Arbor for further details. If the period of absence exceeds one day/your estimation, please make further contact with the admin team to update the school.

Authorised Absences

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. The decision to authorise or not authorise an absence lies solely with the Head Teacher.

The school cannot legally authorise any leave of absence unless there are exceptional circumstances. The Department for Education (DfE) has issued guidelines to all schools detailing valid reasons for authorised or justified absences:

- (i) A child is ill or receiving medical attention (routine medical and dental appointments should be arranged out of school hours wherever possible)
- (ii) Days of religious observance, notified in advance

- (iii) Absence due to family circumstances (e.g. bereavement, serious illness)

There are other absences, such as approved sporting activities that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from school; professional discretion will be used in these cases to determine whether the absence can be authorised. We may ask for evidence at any time to support the reasons provided for any absences.

One indicator of concerning attendance is broken weeks. Regular broken weeks are a cause for concern and will be followed up by the school. To ensure our records are accurate, we may ask for medical evidence.

Unauthorised Absences

These are absences where:

- No letter or acceptable explanation/evidence is provided by parent(s)/carers;
- The reason for the absence is not deemed by the school to fall into one of the categories of authorised absence above.

See the attendance table in appendix 1 which shows the impact of learning hours lost from regular absence and details some of the interventions and strategies in place.

Unexplained Absences

It is a parent's responsibility to inform the school on the first day of absence by 10.00am. When a child is absent from school and this absence is unexplained, this can become a safeguarding concern. We will follow-up any unexplained absences using our 'Unexplained Absence Protocol' (see Appendix 2) to ensure all children are safeguarded. As a result, please ensure that we have up-to-date contact details for parents as well as an additional contact.

Leave of Absence/Holidays

Leave of absence can be applied for in advance using the Absence Request Form (Appendix 3) at least four weeks in advance of the proposed date, explaining the circumstances. It is the school's decision as to whether this is granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).

Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued requires the Head Teacher's permission. HCC will not issue a child performance licence where absence is required without the written permission of the Head Teacher.

We do not authorise holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child.

In line with other schools, we ask parents who feel it is absolutely unavoidable that they take a leave of absence for any proposed special occasions during term time to notify the school, using the absence request form (Appendix 3 and available on the school website), at least four weeks in advance of the proposed date, explaining the circumstances.

It would be very rare to authorise a holiday during term time. The DfE guidelines clearly state that, in the final analysis, it is the school that judges whether an absence is authorised or not.

Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of 10 school days. These amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Head Teacher to determine what constitutes exceptional circumstances and

for them to determine the number of school days a child can be away from school if the leave is granted.

Concerning Absence

Attendance that falls below 95% can become concerning to a school if there are unauthorised, unexplained or questionable absences. Attendance will be regularly reviewed and the necessary actions taken as per our attendance procedures.

If your child has concerning attendance, we will write to you and inform you. At this point, we may ask you to meet with us to see how we can support you. We may also ask you to provide evidence for any further absences and will not authorise these absences without appropriate evidence. It is for the school to determine whether to authorise the absence based on the evidence provided. Sometimes children can be reluctant to attend school. If a parent/carer thinks their child is reluctant to attend school then we will work with that family to understand the root problem. We can use outside agencies to help with this such as the School Nurse. Your child's class teacher should be the first contact under these circumstances.

Pupils who are persistently absent

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason (DfE, 2018). Absence at this level causes considerable damage to any child's education and we need the parent/carer's fullest support and co-operation to tackle this.

At Knebworth, pupil attendance, all absence and the reasons given are monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will contact the parents/carers and action strategies accordingly.

All our PA pupils and their parents are supported; this support may include: school-based support, allocation of additional support through the School Nurse, Local Authority Attendance Team or other outside agencies. We may also use circle time, action planning and individual targets and participation in group activities around raising attendance.

Pupils who are severely absent

Severe absence occurs when a child's attendance is at or falls below 50%.

Knebworth School will:

- Continue support as for pupils who are persistently absent.
- Agree a joint approach for all pupils who are severely absent with the Local Authority.

Missing in Education

All schools have a safeguarding duty in respect of their pupils and as part of this should investigate any unexplained absences. We will make reasonable enquiries to establish a child's whereabouts but then have a duty to inform the local authority of any pupils who are regularly absent from school, have irregular attendance, or have 10 or more consecutive school days absence without the school's permission.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil may be removed from the admission register (DfE, 2016).

Attendance Procedures

A summary flow chart of attendance procedures guidance from Working together to improve school attendance (2022) is provided in Appendix 4 for reference as well as Hertfordshire guidance (Appendix 5). Both of these documents have been used to guide our school approach.

What happens at Knebworth if your child's attendance falls below the expected level?

Daily Monitoring

Daily, the admin team will follow up any absences and contact families, as required. Full details of reasons for absence should be obtained alongside estimated return. Any concerns at this stage will be monitored and passed on to the attendance team.

Weekly Monitoring

Weekly, the attendance team will meet to review unauthorised absences and any unexplained or questionable absence that week. They will complete actions accordingly as a result of these meetings and monitor pupils of concern.

Half-Termly/Termly Monitoring

Weekly monitoring will contribute to half-termly and termly monitoring of children causing concern. Actions will be taken as required and improvements in attendance will be expected.

Attendance Reminder Email

If attendance begins to fall below 95% at the end of each term, an attendance reminder email will be sent to parents to bring it to their attention.

Persistent Absence Email

If attendance is below 90%, a persistent absence email will be sent where we are concerned e.g. broken weeks, continuing to fall, patterned. Parents may be asked to provide evidence for previous or future absences. Parents may be invited to meet with their child's class teacher (see Attendance Meeting, below).

Warning Letter

If absence is unauthorised, a warning letter will be sent in-line with Herts County Council attendance procedures.

Follow-up Letter/Email

If a child's attendance does not improve, continues to fall or concerns continue (e.g. unauthorised absence, no medical evidence), a follow-up letter/email will be sent. Parents will meet with SLT and may be asked to provide evidence for previous or future absences. There may be a referral to the Local Authority Attendance Team. See Follow-up Attendance Meeting, below.

Attendance Meeting

If attendance becomes a concern, parents will be invited to attend a meeting with their child's class teacher to understand any barriers to attendance and put in place actions and targets to support improving attendance.

Follow-up Attendance Meeting

If attendance continues to be of concern, parents will be invited to attend a meeting with their child's class teacher and SLT. The support plan from the previous meeting will be reviewed and a referral to outside agencies will be considered if it is felt this will support improving attendance.

Fixed Penalty Notice (FPN)

Unless there are extenuating circumstances (as decided by the Head Teacher), as soon as 15 sessions of unauthorised absence have been reached in the current and previous term, a Fixed Penalty Notice will be issued.

Knebworth School follows Hertfordshire County Council's Penalty Notice for Truancy Code of Conduct and procedures.

- We expect parents/carers to work with us to address attendance problems.
- If a pupil has at least 15 sessions (**half day = 1 session**) of unauthorised absence in the current and/or previous term (including unauthorised holidays), a Penalty Notice may be issued.
- The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.

- There is no right of appeal by parents against a Fixed Penalty Notice.
- If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

Local Authority Attendance Team

(Formerly Attendance Improvement Officer, AIO)

When these steps have been taken or tried and there is still no improvement in attendance, Knebworth School will contact the Local Authority Attendance Team and a Local Authority Attendance Officer will provide further support.

Report to Local Authority

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, a report will be made to the local authority and the pupil may be removed from the admission register.

A summary of attendance procedures guidance from Working together to improve school attendance (2022) is outlined in Appendix 4.

Punctuality

Poor punctuality is not acceptable. Good time keeping is a vital life skill, which will help our children as they progress through their school life and out into the wider world.

- The school day starts promptly for each Key Stage: 8:40 for Rec & KS1, 8:50 for KS2 and 9:00 for Nursery.
- **Children arriving after these times should enter the school via the office.**
- School finishes at 15:00 for Nursery, 15:10 for Rec & KS1, and 15:20 for KS2.
- A pupil will be marked as late (L) when the teacher has completed the whole register and a pupil arrives after the register has been "sent" (electronically).

- Lates (L) are counted as present when the data is collected; however, parents have been successfully prosecuted for failing to get their child to school consistently on time. Therefore we will take a robust response to those who are regularly arriving late.
- Pupils arriving after 9:10 will be marked as 'Late' (U) and this code counts as an unauthorised absence unless a valid reason is provided such as a medical appointment with supporting evidence, if necessary.
- Lates (U) will be counted as an unauthorised absence and all systems for monitoring absence/improving attendance will apply in these cases. This means that parents could face the possibility of a Fixed Penalty Notice if the problem persists.
- Expect good attendance and punctuality from all members of the school community and make sure that pupils understand its importance.
- Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Have a designated attendance champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Make sure staff receive training/professional development and support to deploy attendance systems effectively.

Part-time Timetables

Knebworth School follows HCC guidance when considering the use of a part-time timetable to support a pupil's wellbeing.

Roles and Responsibilities

Attendance is everyone's responsibility as part of our safeguarding duty. The information below outlines some of the responsibilities of relevant parties.

Governing Body

- Ensure an effective whole school culture of high attendance is underpinned by clear expectations, procedures and responsibilities.
- Offer a clear vision for high attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
- Regularly review and understand attendance data, discussing and challenging trends and helping school leaders to focus improvement efforts on individual pupils or cohorts who need it the most within school.
- Ensure school leaders fulfil expectations and statutory duties.

Head Teacher

- Have a clear, written school attendance policy.
- Ensure the attendance policy is applied fairly and consistently.
- Ensure every member of staff knows and understands their responsibilities for safeguarding and therefore, attendance.
- Develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND).
- Ensure accurate completion of admission and attendance registers.
- Have clear processes in place to address persistent and severe absence.
- Ensure that all staff adopt a consistent approach in dealing with absence and lateness.
- Monitor and analyse data and trends.
- Report to the Governing Body the attendance figures and progress to achieving the set targets.
- Remind parents of their commitment to this policy.
- Build and model respectful relationships with staff, pupils, families

and other stakeholders in order to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.

- Model open and honest communication with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Share information on and work collaboratively with other schools in the area, LA's and other partners when absence is at risk of becoming severe or persistent.
- Ensure implementation and robust monitoring of arrangements to identify, report and support children missing education (CME) or at risk of becoming CME.

Attendance Champion (SLT)

Knebworth School's Attendance Champion is: Gemma Rajiah and can be contacted via senco@knebworth.herts.sch.uk

- Implement the attendance policy with the Head.
- Offer a clear vision for attendance improvement.
- Champion and improve attendance.
- Ensure practice in place to address persistent and severe absence is robust.
- Evaluate and monitor expectations and processes.
- Have oversight of data analysis.
- Ensure a positive working relationship with the LAAO.
- Communicate respectfully with pupils and parents.
- If required, hold regular meetings with the parents of pupils who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Undertake home visits in line with school's safeguarding responsibilities to engage families and ensure children are safe.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.

- Make sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.
- Ensure that the Local Authority is notified of any pupil who fails to attend school regularly.

Teachers

- Set an example of punctuality and good attendance.
- Implement the policy and ensure it is applied fairly and consistently.
- Ensure that the registers are taken at the start of the morning session the afternoon session and are accurate and up to-date.
- Review class and individual attendance patterns.
- Inform the school attendance champion/line manager of any concerns.
- Emphasise with pupils the importance of punctuality and good attendance.
- Remind parents of their commitment to this policy.
- Build respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school.
- Communicate openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Hold regular meetings with the parents of pupils who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.

Business Manager/admin team

- To ensure the recording of attendance and absence data is accurate.
 - To ensure robust day-to-day processes are in place.
 - To track and follow up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures).
 - Provide appropriate support and challenge to establish good registration practice.
 - Carry out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding (follow Unexplained Absence Protocol).
 - Identify any absences that are not explained for each session and contact parents to understand why and when the pupil will return.
 - Where absences are recorded as unexplained in the attendance register the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
 - Where reasonably possible, ensure the school holds more than one emergency contact number for each pupil.
 - Support the Attendance Champion and SLT to undertake their role e.g. data analysis, communication with parents, completing paperwork.
- Inform the school on the first day of absence, by 09:00am at the latest, providing the school with an explanation for the absence. See 'Reporting Absence' section.
 - Inform the school of any changes to their contact details and provide details of an additional emergency contact.
 - Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.
 - Communicate as early as possible circumstances which may affect absence or require support. Work in partnership with the school to resolve issues and help the school to understand their child's barriers to attendance. Get in touch at an early stage about any concerns they have about their child's attitude towards school by contacting your child's class teacher. This can be done by phoning the school office to make an appointment or via Class Dojo. You can contact the school SENCo directly for concerns related SEND or ongoing medical issues at senco@knebworth.herts.sch.uk
- If you require further support or wish to discuss more confidential matters, you can contact the Senior Leadership Team directly at support@knebworth.herts.sch.uk

Parents/Carers

- Parents whose children are registered at Knebworth School are legally responsible for ensuring that their children attend and stay at school every day the school is open.
 - Ensure that their children are punctual and know the importance of good attendance. The school day starts promptly for each Key Stage: 8:40 for Rec & KS1, 8:50 for KS2 and 9:00 for Nursery.
 - Instil in their children an appreciation of the importance of attending school regularly.
- Proactively engage with the support offered by school to prevent the need for more formal support.
 - If formal support is needed, proactively engage with this support to prevent the need for any legal intervention.
 - Book any medical appointments around the school day where possible.
 - Only request leave of absence in exceptional circumstances and do so at least 4 weeks in advance.
 - Treat staff with respect, actively supporting the work of the school.

Local Authority Attendance Team

- Knebworth school works in partnership with the Statutory Attendance & Participation Team to devise a strategic approach to attendance.
- The Head Teacher or Attendance Champion (SLT) will meet with the link LAAO when required to discuss and improve attendance for all persistently absent or severely absent pupils.
- Action Plans will be developed for all persistently and severely absent pupils. The school may request support from the LAAO for advice and guidance with the implementation of these action plans.
- If parents do not proactively engage with support offered through the action plan, then formal intervention may be requested from the LAAO.
- If parents do not engage with formal support, the school may request statutory intervention from the Local Authority.
- Statutory intervention can include:
 - Parenting Contract
 - Fixed Penalty Notice application from school
 - Parenting Order
 - Education Supervision Order
 - Prosecution

Coronavirus

During the Covid-19 pandemic, Knebworth School followed Hertfordshire and government guidance on attendance. This has now ended and the full school attendance policy now applies.

Summary

We feel attendance levels are an indicator of how effective and caring a school is. Failure to attend can be an indication that all is not well at home. This means that there is a welfare aspect to attendance and poor attendance can be a safeguarding concern. Equally, it is clear that regular, consistent attendance is an essential pre-requisite for effective learning. Our community is aspirational: we are ambitious for all of our children and give the same level of attention to attendance as to other matters concerning their wellbeing and achievement in school. We look forward to your cooperation.

Evaluation of the policy

This policy is reviewed regularly and evaluated against the aims stated in the policy.

Further information

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Statutory guidance

- [School behaviour and attendance: parental responsibility measures](#)
- [Children missing education](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping children safe in education](#)
- [School exclusion](#)

Appendix 1: Attendance Table

This table shows the impact of learning hours lost from regular absence and details some of the interventions and strategies in place.

Descriptor	Percentage attendance	Actual attendance (days)	Whole days absent	Learning hours lost	
Excellent	100%	190	0	0	Preventative
each term 98%+ congratulated	99%	188	2	10	
Good	98%	186	4	20	
Identify students of concern and send attendance prompt email	97%	184	6	30	
	96%	182.5	7.5	37.5	
Becoming Unsatisfactory	95%	180.5	9.5	47.5	
Identify students of concern and send letter 1 . A meeting is arranged between parents and class teacher to discuss concerns and identify support (record on CPOMS). A referral may be made to the Local Authority Attendance Team.	94%	177	13	65	
Identify students of concern and send follow up letter . Continue to engage with parents to discuss concerns and identify support. A meeting will be arranged between parents and SLT. As soon as 15 sessions of unauthorised absence is reached, 'Fixed Penalty Notice' paperwork will be issued.	92%	175	15	75	Legal
Cause for Concern (Persistent Absence)	90%	171	19	95	
After identifying students causing concern, parents will be invited to an action-planning meeting. Attendance will be closely monitored over the next 6 weeks. A referral may be made to the Local Authority Attendance Team.	Below 90%	169	21	105	
During the 6 weeks monitoring period and at any time following, attendance will meet the set target. If attendance does not meet target and absence is unauthorised, a referral will be made to the Local Authority Attendance Team and legal intervention may be taken.	89% and below	167 and below	23	115+	

Appendix 2: Unexplained Absence Protocol

To be followed and completed when no reason has been provided for a child's absence and parents have not responded to the follow-up message on Arbor.

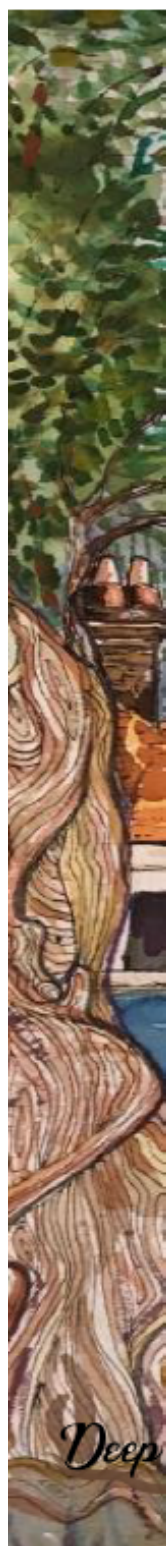
Unexplained Absence Protocol
Child's Full Name:
Year group and class:
Date:

Action	Script Guidance	Time	Response?	Completed by (full name)
Follow-up message sent via Arbor				
If not heard back by 9am				
Phone call 1 to primary contact	<p>If they answer: "Hello, this is _____ from Knebworth School. I am calling because _____ is absent today and we have not yet received a reason for this absence."</p> <p>If no answer, leave a message: "Hello, this is _____ from Knebworth School. Please call back and provide a reason for _____'s absence. If we have not heard from you within the hour, we will call again and then call the next contacts on the list."</p>			
If not heard back by 9.45am				
Phone call 2 to primary contact and then other contacts on their list in order.	<p>If they answer: "Hello, this is _____ from Knebworth School. I am following up our previous call regarding _____'s absence as we haven't heard from you."</p> <p>If no answer, leave a message: "Hello, this is _____ from Knebworth School. I am calling because we haven't heard from you regarding _____'s absence. As we haven't heard from you, I will now need to contact the next people on _____'s contact list. When you receive this message, please call us back as a matter of urgency."</p>			
Phone call 3 to other contacts on list (work down the list until you receive a response) Text message sent from pastoral mobile	<p>If they answer: "Hello, this is _____ from Knebworth School. I am calling because _____ is absent today and we have not yet received a reason for this absence. I have tried to contact _____ but they have not responded and you are the next named contact. Please could you tell me why _____ is absent from school today."</p> <p>If no answer, leave a message:</p>			

to primary contact	<p>"Hello, this is _____ from Knebworth School. I am calling to follow up _____'s absence from school. We have tried to contact _____ but have not heard from them, please could you call me back as a matter of urgency."</p> <p>Text message: This is a message from the safeguarding team at Knebworth School. We haven't heard from you regarding _____'s absence. When you receive this message, please call the school on 01438812184 or message back on this number as a matter of urgency."</p>			
If not heard back by 10.15am				
Phone call 4 to primary contact	<p>If they answer:</p> <p>"Hello, this is _____ from Knebworth School. I am following up our previous calls regarding _____'s absence as we haven't heard from you and have not been able to get in touch with any of _____'s other contacts."</p> <p>If no answer, leave a message:</p> <p>"Hello, this is _____ from Knebworth School. I am calling because we haven't heard from you regarding _____'s absence. As we haven't heard from you despite numerous attempts, I will now need to pass this on to SLT who will need to make a home visit. When you receive this message, please call us back as a matter of urgency."</p>			
Inform SLT				

SLT actions				
Action	Dialogue	Time	Response	Completed by (full name)
Visit home address of child (2 adults must attend this visit for safeguarding purposes)	"Hello, it's _____ from Knebworth School. We are following-up _____'s absence from school today. We have tried to contact you a number of times and have not had any response so we just want to make sure that everything is ok. Please can we see _____ to assure ourselves that they are ok."			
If no answer at home address, leave 'Unexplained child absence letter'				
If we are still concerned, phone Consultation Hub for advice				

Appendix 3: Absence Request Form



Please use this form to request any absences that your child may have from school.

The Education (Pupil Registration) (England) Regulations 2006 were made to make it clear that Headteachers may not grant any leave of absence during term time unless it is deemed there are exceptional circumstances.

You should include documentation when requesting absences that you deem to be 'exceptional circumstances' so that the school can consider your request fully and fairly.

I/we request that leave of absence be granted to

Child's Name: _____

Year Group: _____ Class: _____

From: _____ (Date) To: _____ (Date)

For (give reason)

If for holiday, please state why the holiday needs to be taken during school term time:

Have you attached any documentation to support your request? Y/N

If Yes, please provide details:

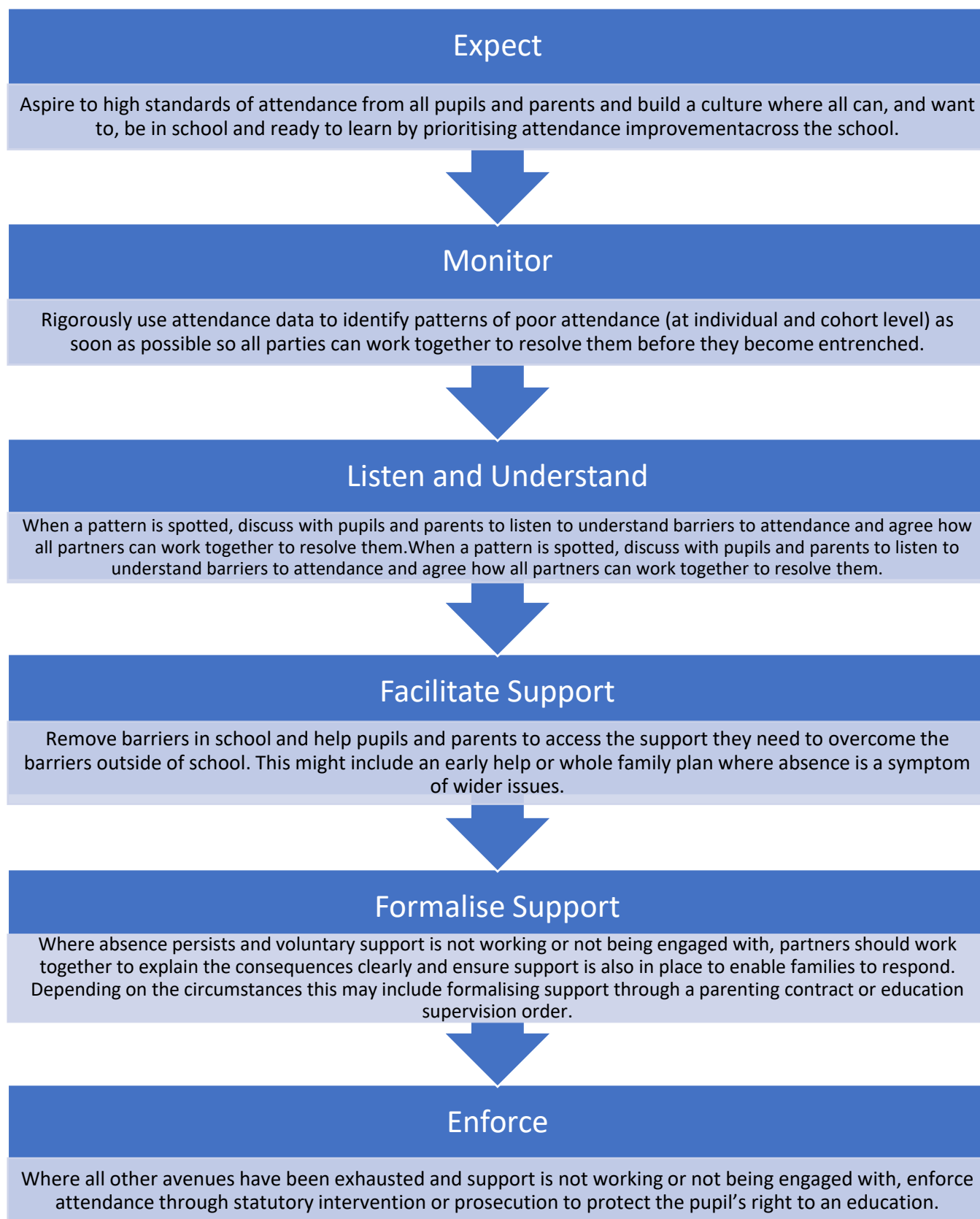
Signed: _____ (parent/carer) Date: _____

Parent/carer name: _____

Parent/carer email address: _____

We will process your request and respond within 10 school days to the email address provided.

Appendix 4: Working together to improve school attendance (2022) guidance flow chart of escalation of procedures.



Appendix 5: Hertfordshire County Council Guidance flow chart for attendance monitoring

ATTENDANCE - FLOW CHART FOR PROCESS:

(At all times consider what the school's educational offer is and ensure reasonable adjustments are made if appropriate)

Letter 1 - send if attendance falls below **school's expected % rate** (95%)

Use individual pupil checklist to support

Send Appendix A - FPN Warning Letter if unauthorised holiday/absence (codes U, O & G) - warning letter should be sent as soon as the first unauthorised absence occurs

PUNCTUALITY

Students who arrive after the registers have closed **at 9:10am** should be unauthorised for that session - code U

(must not be later than 9.30am as per DfE guidance)

After 2 unauthorised sessions an Appendix A FPN Warning Letter can be sent



Letter 2 - send if attendance continues to fall: **93% (as above)** and below

Consider whether medical evidence for absences may be required

Offer meeting to discuss attendance

Use individual pupil checklist to support



Appendix A - FPN Warning letter if non-compliance/non-engagement with strategies recommended by school and absences are unauthorised - evidence will be required by LA if FPN application submitted

Appendix A can be sent after **one** day (2 sessions) of unauthorised absence

Consider whether an Attendance Early Assessment Meeting would be beneficial - evidence will be required that support has been put in place as per strategies on the individual pupil checklist and school have followed attendance processes. All requests received will be assessed and reviewed by the Senior Manager, who will allocate to a LAAO for an attendance early assessment meeting if appropriate. Schools are expected to invite parents to Early Assessment Meetings.



Weekly monitoring -

When 15 sessions of unauthorised absence are reached, apply to Local Authority for FPN to be issued.

Note: a warning letter must be sent in the same term that any application is submitted.



Severely absent pupils - Pupils with 50% attendance or below
Make this group the top priority for support. This may include a whole family plan, consideration for an EHCP, or alternative form of educational provision.
Ensure you have an action plan showing you have followed processes and recommendations listed above.



Consider whether Statutory Casework should be the next step (A request for this is to be used when consideration is required in relation to statutory legal interventions).
Note that before any intervention is considered schools must be able to demonstrate that they have explored and implemented appropriate targeted support to remove barriers to attendance (use Individual Pupil checklist and Assess/Plan/Do/Review approach).



Complete a Service Request Form (brief chronology of support offered & registration certificate) requesting statutory assessment. All Service Request Forms received will be assessed and reviewed by the Senior Manager, who will allocate to a LAAO for an attendance statutory assessment if appropriate.

Decision on who decides what 'regular' attendance is was ruled on in the High Court

Isle of Wight Council (Appellant) v Platt (Respondent) - 6 April 2017

As concluded in this case - "in section 444(1) of the Education Act 1996, "regularly" means "in accordance with the rules prescribed by the school".