


Meriden Church of England Primary School



Attendance Policy

Approved by Governing Body	December 2020		
Signature of Chair		Date	7 th December 2020
Review Cycle	Three years	Review Date	December 2023

Updates:

July 2016	Responsibility table (Appendix 1) Children missing Education (Appendix 4,5) Alteration to absence request form (Appendix 7)
June 2019	Change to letters (Appendix 2,3)
Autumn 2020	Adjustments to policy in light of Covid

This policy applies to all parents/carers and pupils who attend this school.

Even though nursery children are below statutory school age, having accepted a place we expect parents to ensure that their child attends regularly and on time. Consequently all aspects of this policy apply.

What we believe (supported by research studies)

- Poor attendance and persistent lateness disadvantages children;
- Good attendance enables children to take full advantage of the educational opportunities available;

Attendance Policy

In the early stages of education pupils' attitudes are strongly influenced by those of parents/carers. It is therefore essential that parents set a good example to children by actively valuing good attendance and punctuality. Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to make sure that children of compulsory school age attend school on a regular and full time basis.

If the reasons given for your child's irregular attendance at school are not satisfactory and your child continues to accumulate unauthorised absences, then the Educational Welfare Service may take legal proceedings against you for failure to comply with the law. This may result in:

- A Penalty Notice payable up to £120 fine
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to £1000
- Prosecution under s444(1a) Education Act 1996 where if convicted you may be fined up to £2500 and/or receive up to 3 months imprisonment.

Aims of the Policy

- To effectively safeguard all our children.
- To maintain at least above the national average attendance.
- To improve children's achievement through good attendance.
- To encourage parents to ensure that children arrive at school on time.
- To make attendance a priority for all those associated with the school including parents, pupils, staff and governors.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community
- To provide an environment that complies with DFE and Public Health England Guidance regarding coronavirus (COVID-19)

Responsibility for attendance issues in school (see Appendix con1)

- A named group of staff (including senior school leaders, Learning Mentor and attendance secretary) has responsibility for attendance issues;
- All members of school staff (both teaching and support) have responsibility for attendance issues in school;
- Attendance matters are reviewed by the Attendance Group;
- The Attendance Group will issue letters to parents if attendance causes concern (Appendices 2,3)
- Attendance issues are reported monthly to the Governing Body.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, 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 are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Designated Safeguarding Lead Handbook pathway on children missing from education is in Appendix 4. This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

The attendance lead and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly. Schools use the Solihull Multi-agency Thresholds Criteria (www.solgrid.org.uk/safeguarding) which is summarised in Appendix 5 to identify the level of concern and provide the appropriate level of support.

Responsibilities of Parents

Absence:

- If a child is absent from school parents should contact the school by 9.00 am on the 1st day of absence via a phone call to the office and leave a voicemail and maintain contact with the school throughout the absence. Please note for the 1st day absence e-mail is not suitable as we cannot guarantee the message will be read before 9.00 am;
- If school does not receive a message then parents will be telephoned;
- Schools are required to hold more than one emergency contact per child (KCSIE 2020) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.
- For cases of illness further evidence may be requested (see appendix 6);
- Other reasons for absence must be discussed with the school on each occasion;
- Proof of appointments will be required.

The school will follow DFE guidance and for example not authorise absences for shopping, birthdays, child minding, holidays and other similar activities. Parents are expected to make appointments for dentist, doctor or optician outside of school hours. In the case of a medical emergency then an absence will be authorised.

Parents can support regular school attendance by:

- Making sure their child leaves home early enough in order to arrive on time at school;
- Supporting and encouraging their child by attending parents' evenings and other events;
- Contacting the school to discuss any concerns regarding their child's attendance;
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.

Illness

Children should not attend schools if:

- they or a household member are unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell or
- they have had a coronavirus (COVID-19) positive test result themselves;
- they live with someone who has had a positive test for coronavirus (COVID-19)
- or because they are a close contact of someone who has coronavirus (COVID-19);

In these circumstances parents must follow government advice on test and trace, and self isolating. **Parents must keep school informed of the results of any testing.**

If you are unsure if your child should attend school please contact the school who will offer advice and guidance or signpost you to the relevant service.

Where children are absent from school because their travel to or presence at school would conflict with guidance on self isolating (issued by Public Health England or the department for education) or legislation related to the incidence or transmission of coronavirus (COVID-19) they will be marked in the register accordingly; this is not counted as an absence in school census (with the exception of absence due to diagnosed

Covid-19 which is absence due to illness) See appendix 7 for further information.

Lateness:

- Children must attend on time to be given a 'present' mark for the session.
- Arriving between 9.00am & 9:20 am will have an 'L' code recorded (*late*).
- Where a pupil arrives after the register closes this will be classed as an unauthorised absence. School registers close at 9.20am and therefore a 'U' (*unauthorised*) code is recorded after 9.20 am.
- Regular late arrivals will trigger communication from school.

Late arrival for school disrupts a child's learning and the learning of others around them. Teaching begins when school starts at 9.00am and walking into a classroom or assembly late can be scary and embarrassing for a child.

Poor Attendance:

- Those children whose attendance falls below 96% will be closely monitored and further action considered. School will challenge the attitude of those pupils and parents who give a low priority to attendance.
- All registers will be checked and absences monitored on a daily basis.
- Schools will analyse individual pupil data to identify quickly any patterns of absence which cause concern and parents will be informed by the school when that is the case.
- Pupils with persistent absenteeism will be identified (pupils with less than 90% attendance) and an action plan will be put in place to address the underlying reasons for the absence level.

Procedure for requesting a planned absence

- All planned leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 7) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer. Only exceptional circumstances may be granted by the Headteacher and evidence of the exceptional circumstance will be required.
- A letter confirming that the exceptional request has been authorised/unauthorised will be sent to the parent/carer. (Appendices 8,9)
- DfE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- Where the head teacher is satisfied that there are exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the pupils attendance record, they may use the absence leave calculator
- If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.
- As usual parents should plan to take their holidays in school break, and should consider that their child may need to self-isolate following trips abroad that require a period of quarantine. If a pupil is required to Quarantine on arrival in or return to the UK code X will be recorded in the register.

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Pupils and families who are anxious about return to school

We are aware that many pupils, parents and households may be reluctant or anxious about returning to school especially if they have been shielding previously but have been advised that this is no longer necessary.

Parents should contact school to discuss concerns and school can give you more details regarding the measures we have put in place to reduce the risk in school.

School will be working closely with other professionals as appropriate to support all our pupils return to school, this includes CSAWS who may contact you if there are attendance related issues.

Religious Observance

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Use of Attendance Data

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of

the annual publication of school statistics.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

Covid Addendum:

- If school is open but children are absent through Covid related reasons, the following codes apply:
 - 7 Illness due to COVID-19
 - 8 For a pupil who is Self-isolating due to COVID-19
 - 9 For a pupil who is Shielding due to COVID-19
 - Y EHCP risk assessment has concluded that it is not safe for the pupil to be in school. Includes vulnerable children who are shielding or self isolating.
 - C Where a pupil does not attend school and none of the above codes are applicable
- All legal action which was in process when schools closed in March has been terminated. This includes penalty notices and court action. Effectively all children will start the 2020/2021 academic year with a clean slate.
- As directed by the DfE no penalty notices or prosecutions will be instigated for Covid 19 absence, past or future. More detail about future 'covid 19 absence is set out in the Covid Absence Guidance notes.
- The 5 month period between March 2020 and the July 2020 can be discounted when considering absence.

Appendix 1

Roles and Responsibilities for School Attendance

Role	Responsibilities
Schools Governors	<ul style="list-style-type: none">• Ensure compliance with relevant legislation (eg pupil registration, attendance registers)• Setting Attendance targets• Reviewing school attendance• Agreeing and Reviewing School Policy• Chairing attendance panels
Head Teacher	<ul style="list-style-type: none">• Compliance with relevant legislation• Putting into practice school policy• Authorising/unauthorising absences• Leave of absence request• Line management• Contact with parents : overview of clear and escalating interventions• Responsibility for links with Education Enforcement Team• Attendance at attendance panels
Senior member of school staff /Attendance lead	<ul style="list-style-type: none">• Compliance with relevant legislation• Putting into practice school policy• Line management• Contact with parents• overview of clear and escalating interventions• recording and evaluation of interventions• Data analysis• Responsibility for links with Education Enforcement Team• Promoting school attendance• Management of reward scheme• Pupil Profiles• Planning attendance panels
Support Staff :	<ul style="list-style-type: none">• First day calling• Late arrivals• Attendance targeting• Day to day responsibility for escalating approach
Class teachers	<ul style="list-style-type: none">• Marking registers• Promoting importance of regular schools attendance• Providing early warning of attendance concerns• Positive role modelling• Following policy and procedures
School Office	<ul style="list-style-type: none">• Maintaining registers• First day calling• Late arrivals• Attendance targeting<ul style="list-style-type: none">• Process for clearing registers• Day to day responsibility for escalating approach

Appendix 2

Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

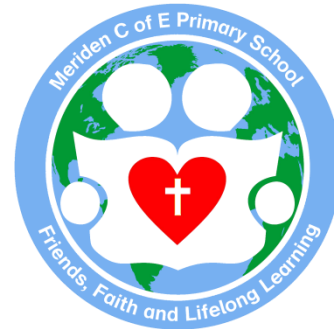
01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.com

@meridenprimary

Headteacher: Mrs Lucy Anderton



Dear Parents and Carers,

RE: Attendance- _____

I am writing to raise a concern over the continued level of absence that _____ has had from school so far this year.

School's expectation is that children attend school on time every day. The average attendance here at Meriden School is 96% and we become concerned when a child's attendance falls below this figure.

Government guidance has changed, which means that any pupil whose attendance is under **90%** is classed as a **persistent absentee**, and there is a clear expectation that efforts are to be made to improve attendance. _____'s attendance is _____% and therefore below this level.

Here at Meriden school we work in partnership with CSAWS, our Attendance and Welfare service, to raise attendance across the school. If _____ attendance does not improve a referral may be made to our Attendance and Welfare Officer.

As a parent/guardian, it is your legal responsibility to ensure that your child attends school regularly and on time every day.

We would like the opportunity to work with you and your child in raising attendance, therefore if you need further support with this matter then please do not hesitate to contact us. Your child's attendance and punctuality is important to us. The more time they are absent the more it will impact on their education and future life chances.

Yours faithfully,

Mr Beamond
Deputy Head Teacher



Meriden C of E Primary School
Fillongley Road, Meriden CV7 7LW
01676 522488
office@meriden.solihull.sch.uk
www.meridenceprimaryschool.com
@meridenprimary
Headteacher: Mrs Lucy Anderton



Dear Parents and Carers,

We have very good attendance at Meriden CE Primary School (96%) where children love to come to school. **We believe that good attendance enables children to take full advantage of the educational opportunities available, positively impacting on their education and future life chances.**

It has come to our attention that your child's attendance has dropped **below 92%** and would therefore like to make you aware of this.

As I'm sure you will be aware, government guidance has changed, which means that any pupil whose attendance is under 90% is classed as a persistent absentee, and there is a clear expectation that efforts are to be made to improve attendance.

We would like the opportunity to work with you and your child in raising attendance, therefore if you need further support with this matter then please do not hesitate to contact us. Your child's attendance and punctuality is important to us. The more time they are absent the more it will impact on their education and future life chances.

Kind regards,

A handwritten signature in black ink, appearing to read 'S. Beamond'.

Mr Beamond
Deputy Head Teacher

Appendix 4

Children missing from education pathway

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

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. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

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 in their area.

All education providers should:-

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

School Requirements

The **law** requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11).

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work.

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

It is essential that 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, CSE, forced marriage.

Involving other agencies and signposting:

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

Email: educationwelfare@solihull.gov.uk or telephone 0121 779 1737.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Solihull Children's Services:

MASH (0121) 788 4300

Out of Hours (EDT) (0121) 605 6060

Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care

http://solihulllscb.proceduresonline.com/chapters/p_ch_missing.html

Solihull MBC LSCB procedures for Children Missing Education

http://solihulllscb.proceduresonline.com/chapters/p_safeguard_educ.html

If the school do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

School Action: (1)	Email address childrenmissingeducation@solihull.gov.uk
	Telephone: 0121 704 6145
(2)	Complete CME notification form_
	https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

Families of members of the Armed Forces

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school.

Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support schools to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20\(2\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc)

Solihull Local Authority Penalty Notice Code of Conduct

- 1 Where a request for **leave of absence** has been made and the school have sent written notification to parents that the absence will be unauthorised **a penalty notice** will be issued where **the trigger of 10 sessions** of unauthorised absence is met.
- 2 In all other cases of unauthorised absence accrued over time, a **Warning letter** will be issued by the CSAWS / SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at **least 10 sessions** of unauthorised absence.
A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences.

Relevant paperwork can be found at

<https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS>

Education Enforcement Team contact details:

Email: educationwelfare@solihull.gov.uk

Telephone: 0121 779 1737

CSAWS (Central School Attendance and Welfare Service Ltd) contact details:

Email: vholloway@csaws.co.uk

Telephone: 07943 018 640

Deletion of pupil from the admission register

Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

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

- have been taken out of school by their parents and are being educated outside the school system, eg: elective home education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period
- have been permanently excluded

Additional Guidance

Guidance including an additional letter for when parents do not request a leave of absence but school become aware they have taken a holiday in term time is available at

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20\(2a\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20(2a).doc)

Resources, Guidance and Legislation on CME

Removing Pupils from Roll: Guidance for Schools (SMBC, September 2011)

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

School attendance: Departmental advice for maintained schools, academies, independent

schools and local authorities (DfE, October 2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

Ensuring a good education for children who cannot attend school because of health needs:

Statutory guidance for local authorities (DfE, January 2013)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf

Exclusion from maintained schools, academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf

SMBC Exclusions Documents

<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC model attendance policy

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC attendance toolkit

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC CME notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Solihull MBC removing pupil from roll notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Keeping Children Safe In Education (2015)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children missing education: Statutory guidance for local authorities (DfE January 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf

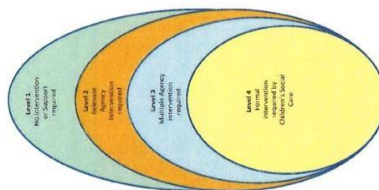
HMCI Advice Letter (July 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_letter_from_HMCI_on_the_latest_position_with_schools_in_Birmingham_and_Tower_Hamlets.pdf



Solihull Local Safeguarding Children Board

Supporting Professional Judgement: Thresholds



All staff who are aware of concerns about the welfare or safety of a child should know:

- ◇ What services are available locally
- ◇ How to gain access to services
- ◇ Who to contact in what circumstances
- ◇ When and how to make a referral to Children's Social Care

If you believe a child is suffering, or is at risk of suffering, significant harm always contact the Referral and Assessment Team on 0121 788 4333.

If, once you have taken appropriate action, you are then concerned about the response of another agency refer to Solihull Escalation guidance which supports the resolution of case disagreements: http://solihullscb.proceduresonline.com/chapters/p_resolve_diff.htm

The Multi-agency Guidance on Threshold Criteria to help support Children, Young People and their Families in Solihull can be found on the Solihull LSCB website (detailed below) by clicking the About us/Interagency procedures tabs.



Solihull Local Safeguarding Children Board
The Bluebell Centre, 10 West Mall
Chelmsley Wood Shopping Centre
North Solihull B37 5TN
Phone: 0121 788 4325 (General) & 0121 788 4478 (Training)
Fax: 0121 788 4414
E-mail: lscb@solihull.gov.uk (General) or E-mail: lscbtrain@solihull.gov.uk (Training)
Website: www.solihull.gov.uk/staysafe

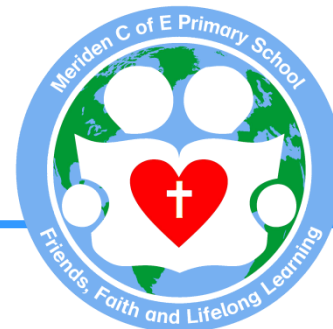
We acknowledge Herefordshire Safeguarding Children Board

For the full document:

<https://solihullscb.co.uk/media/upload/fck/file/Tools/May%202020%20Threshold%20Doc%20with%20links.pdf>

Appendix 6a

Meriden C of E Primary School
Fillongley Road, Meriden CV7 7LW
01676 522488
office@meriden.solihull.sch.uk
www.meridenceprimaryschool.com
@meridenprimary



Headteacher: Mrs Lucy Anderton

Dear Parents/Carers of _____

It has come to our attention that your child has an attendance percentage of _____% since September. We know that this is due to continued bouts of varying sickness.

However, we will be unable to authorise any future absence unless it is supported by a doctor's note or medical appointment slip. You need to be aware that high levels of unauthorised absences will be reported to the Education Welfare Service. Please refer to Meriden School's attendance policy which is accessible at <https://www.meridenceprimaryschool.com/info-and-policies>

Children displaying Covid-19 symptoms must not attend school and should self-isolate at home. Parents are to request a test for their child as soon as possible. Please communicate with school if this is the case.

Your child's attendance and punctuality is important to us. The more time they are absent the more it will impact on their education and future life chances.

Please contact the school office if you would like to arrange a meeting with Miss Parker or myself to discuss the matter should you feel that you need additional support.

Yours sincerely

Mrs Lucy Anderton

Headteacher



Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

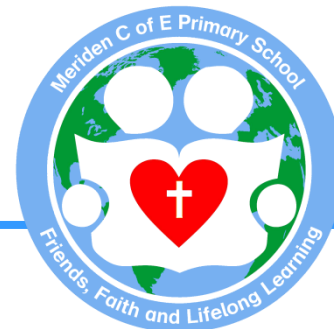
01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.com

@meridenprimary

Headteacher: Mrs Lucy Anderton



Appendix 6b

Dear Parents/Carers of _____

Your son/daughter's attendance is (insert %) and they have been absent from school on (insert number of sessions). This level of attendance gives serious cause for concern and may have a negative impact on your child's progress and attainment.

Due to our concerns regarding the frequency and amount of absences your child has had from school, you may be required to provide some form of medical evidence on future occasions of absence in order for them to be authorised. School will assess each absence as it occurs and inform you if medical evidence is required on that occasion.

Medical evidence may include; a GP appointment card, a copy of a prescription or a copy of any medication which has been prescribed by your GP. We are **not** requesting medical notes you must pay for.

Where medical evidence has been requested and not provided, absences will be recorded as unauthorised absences.

Children displaying Covid-19 symptoms must not attend school and should self-isolate at home. Parents are to request a test for their child as soon as possible. Please communicate with school if this is the case.

As parent/guardian, it is your legal responsibility to ensure that your child attends school regularly and on time every day. We will continue to monitor your child's attendance and consider legal action where appropriate.

I look forward to seeing an improvement in your son/daughter's attendance.

If you would like to discuss any issues that are impacting on your child's attendance, please contact the school at the earliest opportunity.

Yours sincerely

Mrs Lucy Anderton

Headteacher

Appendix 7

Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.com

@meridenprimary

Headteacher: Mrs Lucy Anderton



SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances. Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for

consideration which could result in a Penalty Notice.

Name of Pupil Date of birth	Class
<p>Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the <i>(please insert appropriate member of SLT)</i></p> <p>(please attach your supporting evidence)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Leave of absence from date:..... to date</p> <p>Number of schools days that your child will be absent from school</p>	

Signature	Date
Name of Parent/Carer	

For School Use:

Previous requests for leave of absence Yes / No Attendance..... %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

Authorised

☐

Unauthorised

☐

By Headteacher

Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.com

@meridenprimary

Headteacher: Mrs Lucy Anderton



Dear

Thank you for your recent absence request.

Due to the exceptional circumstances, I am able to authorise the request on this occasion.

However, may I take this opportunity to remind you that from 1st September 2013 the government regulations were changed meaning parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. The regulations do state that Headteachers may, in certain exceptional circumstances, grant up to 5 school days leave, but there are strict guidelines to adhere to and evidence will be requested. These guidelines apply to children in FS2 – year 6.

Yours sincerely

Lucy Anderton
Headteacher



Appendix 9

Meriden C of E Primary School

Fillongley Road, Meriden CV7 7LW

01676 522488

office@meriden.solihull.sch.uk

www.meridenceprimaryschool.com

@meridenprimary

Headteacher: Mrs Lucy Anderton



Dear

Thank you for your recent absence request.

Unfortunately I am unable to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

If you decide to go ahead with your proposed leave of absence, _____ absence will be marked as unauthorised. These unauthorised absences are referred to Solihull MBC and this may result in a Penalty Notice payable up to £120 fine for failure to comply with the law.

If you wish to discuss this matter further please contact myself or the Education Welfare Service on 0121 779 1737

Yours sincerely

Lucy Anderton
Headteacher



Appendix 10

PARENTS MEDICAL EVIDENCE LEAFLET

Reasons for requesting medical evidence:

It is a school's (Headteacher) decision whether or not to accept a reason given by a parent/carer for a child's absence and whether to authorise that absence. In the majority of cases a parent's note explaining that their child was ill can be accepted without question or concern.

However, schools can challenge parents' statements if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness; this may include agreements about accessing additional services in order to provide appropriate support to pupils suffering from a long term illness.

The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent 'odd' days absences due to reported illness

Headteacher's decision is to authorise the leave of absence.

Parents are notified in writing of decisions.

Absence when taken is marked in the register using a H code

Headteacher's decision is to unauthorise the leave of absence.

Each parent is notified in writing of decision.

- Bottles/packets of medicine prescribed by a Doctor
- Copies of the prescription prescribed by a Doctor
- Appointment cards
- Appointment letters
- Doctor's notes

Appendix 11

Leave of absence process Flow Chart

Parent makes request for leave of absence using request form and providing any supporting evidence at least 2 weeks prior to the period of leave requested



Headteacher makes decision as to whether there are exceptional circumstances and authorises or unauthorised accordingly

Authorised

Unauthorised

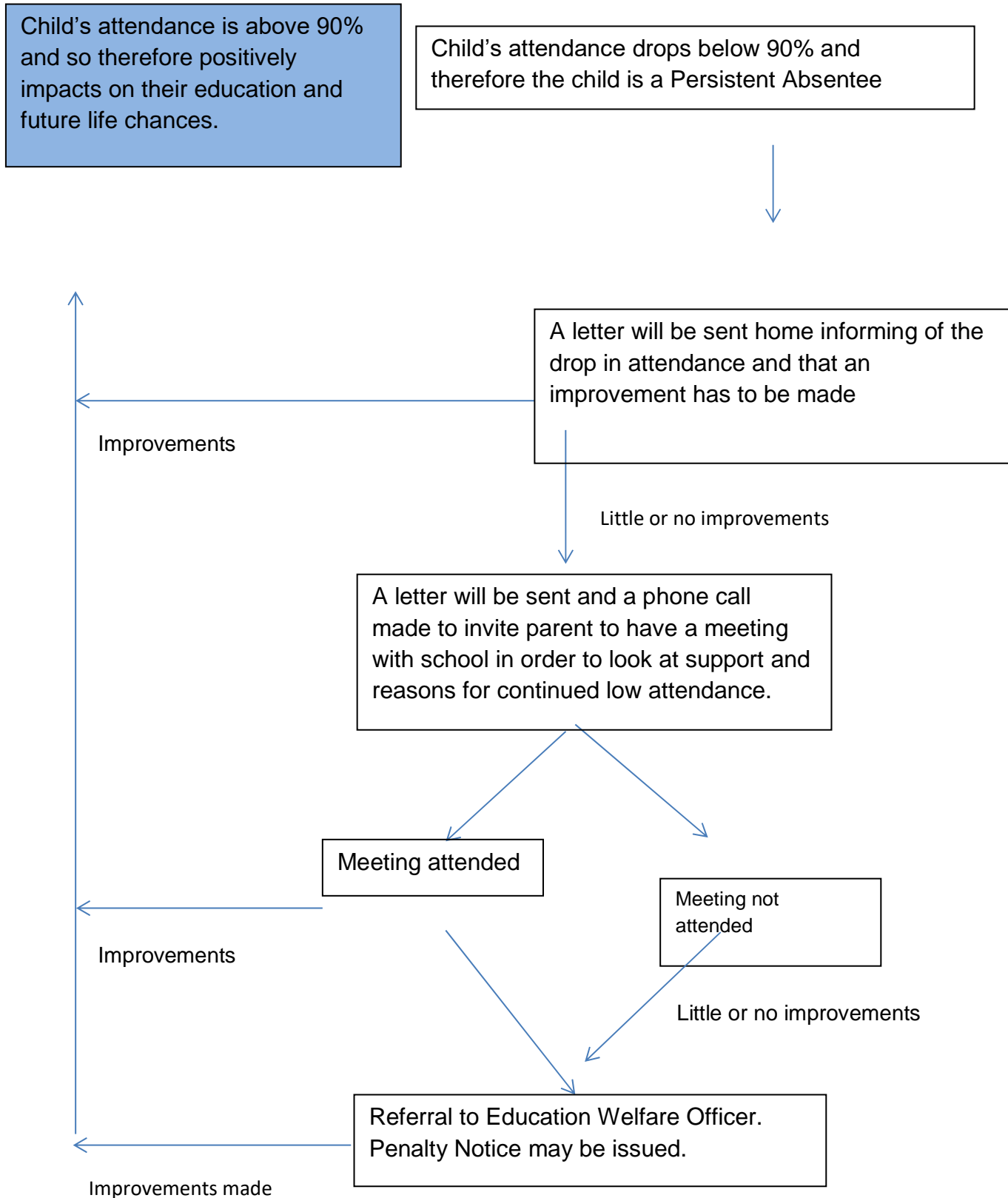
If leave of absence is taken then register to be marked as a G code by school

If there are 10 G sessions (equivalent to 5 days),

- a copy of the attendance certificate,
- A copy of the parental request for leave of absence
- a copy letter advising of the decision to unauthorise,
- and the penalty notice application form

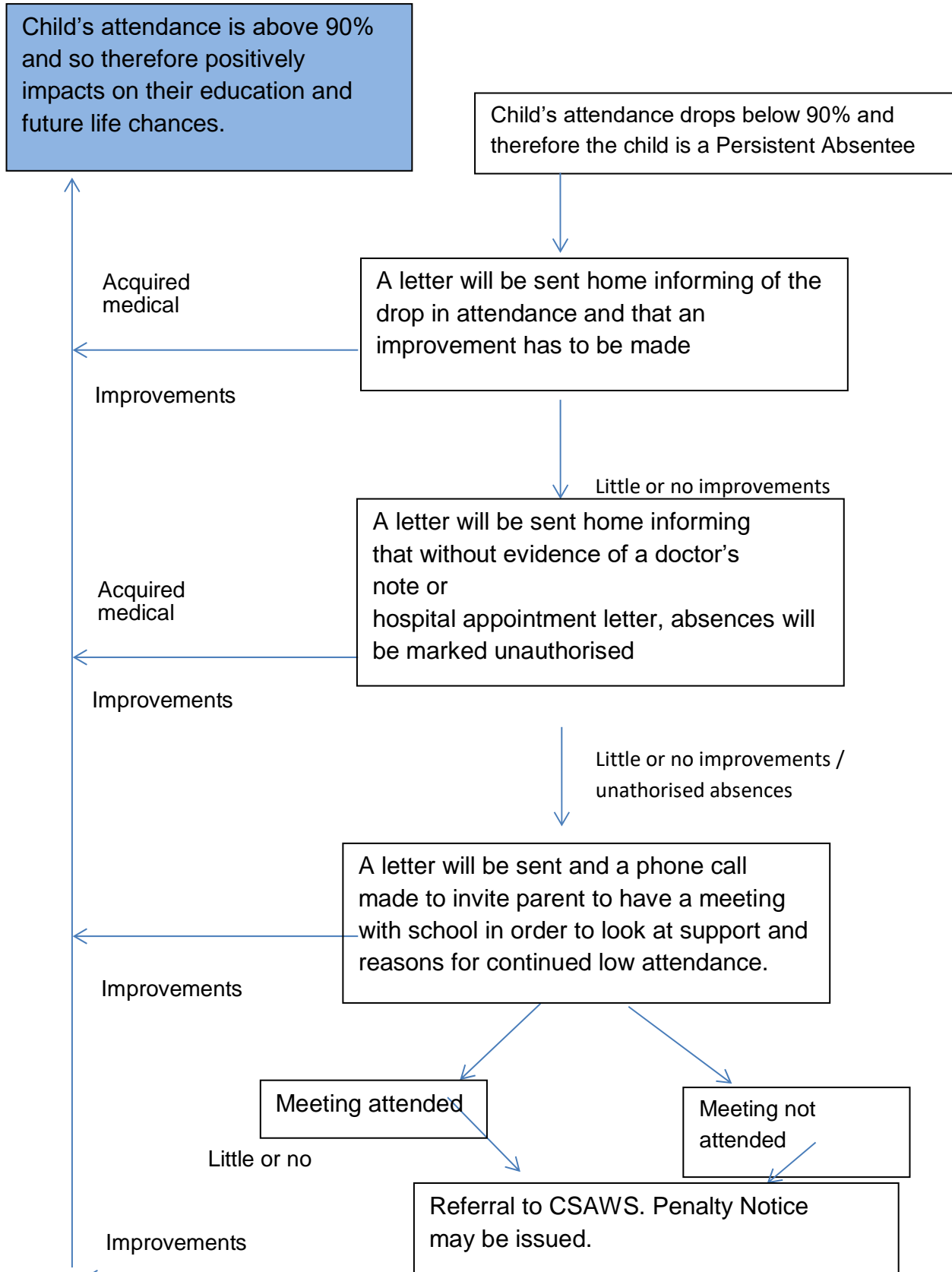
will be emailed to educationwelfare@solihull.gov.uk with in two weeks of the leave being taken.

The issue of penalty notice will be considered.

ATTENDANCE POLICY: FLOW CHART

ATTENDANCE POLICY: MEDICAL REASONS

Appendix 13



Appendix 14
Attendance Profile

Name:

Form:

Date:	Att. % (attach registration certificate)	Siblings :
SEN ?	EHCP ?	Young Carer ?
FSM Y/N	Exclusion no days :	LAC Y/N
Current school interventions: <input type="checkbox"/> Learning mentor <input type="checkbox"/> Curriculum support <input type="checkbox"/> Exclusions <input type="checkbox"/> Report <input type="checkbox"/> Other		Other agencies currently involved: <input type="checkbox"/> Education Welfare Service <input type="checkbox"/> Youth Offending Team <input type="checkbox"/> Child and Adolescent Mental Health Service <input type="checkbox"/> Child Protection Plan <input type="checkbox"/> Specialist Inclusion Support Service (<i>i.e.</i> ESBD, Hearing Impairment <i>etc.</i>) <input type="checkbox"/> Families First <input type="checkbox"/> CAF Other please specify.....
Key Issues (including reasons for absence if known): Pupil Developmental Needs (for example, Educational Needs, Behavioural Needs, Social Relationships, Health Needs) Parenting Capacity (parental engagement, attitude towards education, routine and boundaries, parental issues such and drug and alcohol misuse)		

Family and Environmental Factors (Housing, Finance,)

Historical Attendance Concerns ?

Action Plan:

Profile completed by:

Review date: