



ALLESTREE WOODLANDS SCHOOL

Attendance/ Children Missing from Education Policy

DATE OF POLICY ADOPTION BY GOVERNORS:	November 2021
AUTHOR/S OF POLICY:	Rachel Brailsford
DATE OF LAST REVIEW:	September 2023
DATE OF NEXT REVIEW:	September 2025

Enabling aspiration and achievement through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR

Attendance Team

Attendance and student support Administrator – Mrs J Habgood

Attendance Officer- Mrs R Lawmon.

Deputy Attendance Officer- Mrs A Wilbraham

Senior Leadership Team Oversight - Mrs R. Brailsford

Allocated Education Welfare Officer for AWS- Ms Rowan Giles

Safeguarding Team

Designated Safeguarding Lead: Mrs R. Brailsford

Deputy Designated Safeguarding Leads: Mrs J Bailey
Mr S Roe
Mrs R Lawmon

Pastoral Team/Heads of Year

Mrs H Curr
Mrs E Pitter
Miss L Colley
Mr D Hammond
Miss H Smith
Mr G Duffy- Head of KS3
Miss Berridge- Head of KS4.

Head of Sixth Form: Miss Catherine Mills

Designated Teacher for Looked After Children: Mrs Rachel Brailsford

SENCO: Mr T Barker

Designated Link Governor for Safeguarding: Mrs H Jefferson

Intent Statement

Allestree Woodlands School seeks to ensure that its students receive an education which maximises opportunities for each student to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will continue with the effective system of incentives which acknowledges the efforts of students who improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives the school will establish an effective and efficient system of communication with students, parents, carers and appropriate agencies to provide mutual information, advice and guidance.

Allestree Woodlands School will provide support for ALL students to attend but for those that fall below 95% further strategies will be explored through the Intervention pathway (see Appendix 3)

Approved by Governors: November 2021

Aims of the Attendance Policy

To improve the overall percentage attendance of students at school.

To make attendance and punctuality a priority for those associated with the school including students, parents, carers, teachers and governors.

To provide support, advice and guidance to parents and students, with individual support plans for students for whom attendance/punctuality is an issue.

To develop a systematic approach to collating and analysing attendance related data.

To further develop positive communication between home and school.

To promote effective partnerships with other services and agencies.

To recognise the needs of an individual student when planning reintegration following significant periods of absence.

To Make Attendance and Punctuality a Priority for All Those Associated with the School, including Staff, Students, Parents & Governors

Produce termly/annual reports for staff/governors.

Hold induction Year 7 evening for parents, carers and students.

Provide Inset training for appointed staff.

Display materials at focal points, form rooms etc.

Discuss attendance issues in relevant staff meetings.

To Provide Support, Advice and Guidance to Parents, Carers and Students

Promote good attendance through assemblies, form time, breakfast clubs etc.

Involve parents and carers from the earliest stage.

Make contact with parents via phone or home visits to monitor regular absence.

Provide accurate and up to date contact information for parents and carers.

Identify Year 6 attendance issues and work with parents and carers at the end of the summer term.

To Further Develop Positive and Consistent Communication between Home and School

Initiate first day absence contact.

Promote expectation of absence communication via phone calls, texts and emails for parents and carers.

Encourage all parents and carers into school to discuss support strategies to help the child attend school.

Have a robust system of selecting and informing families that the school is considering prosecuting.

Encourage good relationships between home and school.

Conduct home visits to support families at home.

Complete home visits after 3 day of absence and no reason given.

To Promote Effective Partnerships with Other Services and Agencies

Designated key staff for liaison with the Derby City Education Welfare Service and other agencies.
Give priority to timetabled attendance meetings if necessary
Carry out initial enquiries/intervention prior to referral.
Gather and record relevant information to assist completion of legal paperwork.
Hold termly attendance review with key school staff.
Complete Early Help assessments to ensure further support is explored.
Establish and maintain a list of named contacts within the local community, e.g. community police officer.
Encourage active involvement of other services and agencies in the life of the school.

To Recognise the Needs of the Individual Student when Planning Reintegration following Significant Periods of absence

Be sensitive to the individual needs and circumstances of the returning student.
Involve/inform all staff of the reintegration process.
Provide opportunities for feedback.
Consider peer support and mentoring.
Involve parents and carers as much as possible.
Agree timescale for review of reintegration plan.
Involve student in the reintegration plan.

Responsibilities

The Governing Body will:

- Approve the policy and any proposed changes.
- Review attendance reports and analysis from the headteacher and senior leaders with responsibility for attendance matters
- Review the working of the policy in the light of the leaders' report.
- Ensure that the policy is promoted and implemented throughout the school and is known by the parents.

The Headteacher will:

- Set attendance targets as part of the School Improvement Plan and target-setting process.
- Monitor progress and ensure governors are updated
- Ensure that strategies are in place to promote and implement the policy throughout the school.
- Determine in collaboration with the Assistant Headteacher (DH/AH) and Head of Year (HoY) whether to authorise proposed absences requested on the school's official form, or absences which have taken place for which no request was made.
- Support strategies to improve attendance.
- Ensure that staff are held to account for their legal responsibilities with the taking of registers.

Assistant Headteacher will:

- Oversee the attendance arrangements.

- Oversee the work of the attendance officer and attendance administrator.
- Work with Heads of Year and other leaders to ensure the efficient running of the system.
- Make periodic checks of registers to monitor pupil absence.
- Ensure that unaccounted for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Assistant Headteacher will immediately inform the Headteacher who will decide what action to take).
- Follow up on issues of inadequate registering providing support and training where required.
- Keep the Headteacher, SLT and governors informed of the progress of the policy.
- Advise the Headteacher of any strategies that could be initiated or improved.
- Conduct or arrange home visits when necessary to support the student and family.
- Make an annual report with statistics to the governing body.

Heads of Year will:

- Ensure that all form registers are completed on time.
- Ensure that all suspected truancy is followed up and dealt with.
- Liaise with form tutors about the attendance data of each form.
- Liaise with directors to monitor truancy from lessons.

Form Tutors will:

- Ensure that all students are registered accurately.
- Follow up cases of unaccounted for absences in conjunction with Admin Attendance Officer.
- Keep the Head of Year/ Attendance Officer informed of any signs of suspected truancy.
- Inform the Head of Year/ Attendance Officer of any possible underlying problems which might account for absences.
- Support their students and discuss any concerns they may have regarding school.

Classroom Teachers will:

- Ensure that all students are registered accurately and timely at the start of the lesson.
- Inform the Head of Year/ on call of any suspected truancy.

Students are required to:

- Attend regularly unless they are ill or have an authorised absence
- Discuss with the tutor any known absences in advance (see notes on leave of absence).

Parents/carers are required to:

- Make any request for leave of absence following the school's guidelines and on the school's official leave of absence form.
- Inform the school of their child's absence on the first day of non-attendance.
- If no reason has been given on the first day of absence parent's/carers must respond to the email sent via Arbor on the day of return to school
- Work with the school to promote good attendance and attend meetings where necessary to help improve their child's attendance if their child's attendance falls below 90%.

Authorised and Unauthorised Absence

When a student of compulsory age is absent from school the register must record when this absence is authorised or unauthorised.

Authorised absence includes illness authorised by the parent.

Students may also be marked absent on an approved educational activity which is defined as:

- One taking place off school premises.
- Approved by a person authorised by the Headteacher.
- Supervised by a person approved by the Headteacher.
- Of an educational nature e.g. field trips, work experience.
- Link courses where pupils attend another school or FE college part time.
- Students receiving part of their education at home e.g. because of illness.
- An approved sporting or cultural activity.

Short-Term Leave

The School can legally grant short-term leave for family reasons. It is for the Headteacher to determine the reasonableness of the exceptional circumstances presented by parents.

In those cases where leave is not authorised and the student still goes on short-term absence, e.g. a holiday, the absence will count as unauthorised and can result in a Fixed Penalty Notice being requested.

Where a student becomes pregnant, leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the student remaining in school as long as possible.

(See Circular 10/99 and Annex A; Reasons for Absence)

Dental and medical appointments constitute authorised absences although the school would urge parents to make appointments where possible outside school hours.

If the student leaves for an appointment after am/pm registration no absence needs to be recorded. The school may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Headteacher will set a time limit for such absences in consultation with the Assistant Head and Attendance officer.

There is no legislation or DfE guidance on absence for religious observance. The Headteacher will review applications reasonably and in consultation.

Holidays

Allestree Woodlands will not authorise absences for holidays.

If leave of absence is required, the parent/carer should complete a Leave of absence form.

It will be at the Headteacher's discretion to grant leave in exceptional circumstances. However the Headteacher will look at previous attendance, behaviour and progress before making a decision.

If leave of absence is not authorised and parents/carers disregard this, then unauthorised absence will be recorded and a penalty given in the form of a fine. This could then lead to further legal proceedings against the parent/carer.

For emergency situations, for example family bereavement or necessary medical appointments (not a requirement on a leave of absence form), appropriate consideration and authorisation will be given

Persistent Absence

Allestree Woodlands School is committed to reducing persistent absence (PA) (less than 90% attendance) and has specific procedures for dealing with this. PA data is monitored to track and review attendance of PA students so that concerns can be addressed. Meetings are held with the Educational Welfare Officer, Assistant Head, Attendance officer and SENCO (where appropriate) to discuss existing cases and any new concerns.

Parents/carers, the child, the Form Tutor, class teachers, relevant pastoral staff and EWS are all spoken to about concerns relating to PA.

Actions/interventions are taken by school staff and the Derby City Education Welfare Service (EWS) in line with the Allestree Woodlands School/ LA policy.

Allestree Woodlands School will provide support for students that fall below 80% further strategies will be explored through the Intervention pathway (see Appendix 3)

When an individual student's attendance level falls below 85% in any term without good reason, a referral to the EWS may be made. Following investigation, any unresolved issues could result in the parent/carer receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s444.

Children Educated off Site

Children educated off site will be subject to the same procedures as all other Allestree Woodlands students.

Allestree Woodlands will regularly check the attendance of students studying off site.

Half-termly visits to off-site provisions will take place and enquiries made about students' attendance.

General

All Service Level Agreements (SLA's) have attendance procedures documented and agreed.

Parents/Carers of students of compulsory school have a legal duty to ensure that their children receive efficient, full-time education by attendance at school (Education Act 1996).

Under the provisions of the Education Act 1996 (s434) and the Pupil Registration (England) Regulations 2006, the school must keep an attendance register.

The school is registered with the Information Commissioner under the Data Protection Act 1998.

Procedures:

Registration

Form begins at 8.45am each morning. Students are also registered in the afternoon session during period 4.

The Form Tutor will take electronic registration, recording a 'mark' for each student present up until 9.00am. Registration closes half an hour after form time finishes, after this point a student who arrives in school will be classed as U (Late)

Any student who is absent when the register is taken and who subsequently arrives late after 9.00am in the morning and lesson 4 in the afternoon should report to Reception to record their late arrival.

Lateness

Students are expected to register with their Form Tutors at 8.45am and class teacher in their period 4 lesson.

Students arriving after 8:50am when the gates close must sign in at Reception. They will be marked in the registers as late.

Punctuality is recorded by the attendance officer and is monitored by the Head of Year.

Reporting Absences/Lateness to Parents/Carers

The school will notify the parents/carers of their child's absence via text or email if they have not been given notification of the absence by 9:30am.

If the school is concerned about the absence of a student and has not received notification from parents/carers, then the school will contact the parent on the telephone and in some cases complete a home visit.

The Admin Attendance Officer will record and monitor those students whose failing attendance is a cause for concern and liaise with Heads of Year and parents/carers.

Truancy from school is treated seriously and parents will be informed at the earliest opportunity.

Enforced Closure

In the event of an enforced closure by the government, school will endeavour to remain open for vulnerable children. These include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with [education, health and care \(EHC\) plans](#).

Allestree Woodlands School will not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Allestree Woodlands School and social workers will liaise with families whether children in need should be attending education provision.

Allestree Woodlands School will keep a record of children of vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and will provide accurate, up-to-date data to the DFE on the number of children taking up places.

Children Who Cannot Attend Academy Because of Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory school age
- are permanently resident in the LA
- who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor and
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required for all the above. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Children in Public Care

Rachel Brailsford is the coordinator who liaises with the LA Children Looked After Team. The Virtual School will be contacted each day to notify whether the pupil is attending or is absent.

Attendance will also be reported as part of the PEP (Personal Education Plan.)

Elective Home Education

A parent has a right to educate their child at home and can request to home educate their child at any point. School will work closely with the family to ensure that all possible support has been offered, so EHE is the final option. We will do this by offering home visits, personal support plans, pastoral and curriculum support.

On receipt of written notification from the parent/carer we will inform the LA and once approval has been received then the student may be taken off roll. Once this is done, you will receive a letter of receipt and confirmation your child has been removed from roll. If your child has never attended school, you should inform us of your decision to educate at home

Missing From Education (And Children Absent from education for a prolonged period of time)

Where a student 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 can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the student. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

There are many circumstances where a child may become missing from education so it is vital that schools make judgements on a case by case basis. Although not exhaustive, the list below presents some of the circumstances that local authorities should consider when establishing their CME policies and procedures:

- a. Pupils at risk of harm/neglect.
- b. Children of Gypsy, Roma and Traveller (GRT) families.
- c. Children of Service Personnel.
- d. Missing children and runaways.
- e. Children and young people supervised by the Youth Justice System.
- f. Children who cease to attend a school.
- g. Children of new migrant families.

We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register. We will adhere to the Children Missing in Education Statutory Guidance for LAs;

www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/children_missing_education_-_statutory_guidance.pdf

Children missing education are at significant risk of under achieving, being victims of abuse and becoming NEET (not in education, employment or training) later in life.

Allestree Woodlands School will investigate any unexplained absences and will:

- Contact parents by telephone on the first day of absence if there is no known reason for the student not being in school. A text will also be sent.
- A further telephone call will be made on day three of the absence if there continues to be no contact.
- If there is no response by day three, the Safeguarding/Attendance team will undertake a safe and well visit at the home address.
- If a student is on our Vulnerable Child Register (VCR- has a social worker) school will endeavour to complete a home visit within 2 days of absence if no reason has been supplied by the parent/carer.
- If a student continues to be absent from school after 20 (school) days and we have been unable to contact a family member and we have no reason for absence we submit a CME referral form to the local authority.

See Appendix 1 and 2 for more information.

Emotional Based School Avoidance (EBSA)

When defining a student with EBSA, we will look at each student's case individually. This will normally include reviewing historic attendance data, consulting with parents and the student and liaising with the Head of Year and/or SENCO. We will discuss each student at fortnightly Attendance meetings and school will explore what strategies have already taken place and who is the link member of staff working with the child- eg- Head of Year, SENCO or Safeguarding and what is the reason/cause of the EBSA. Once this has been established a home visit will take place to build relationships with the family and look at various strategies to support the child. See appendix 3.

Preservation

Every entry in an attendance register shall be preserved for a period of at least three years after the date on which the entry was made.

Related policies and procedures

- Safeguarding policy
- Staff code of conduct
- Behaviour policy

APPENDIX 1

ATTENDANCE LINKS

1.	School attendance order https://sip.derby.gov.uk/apps/eforms/?formid=11
2.	In year transfer https://sip.derby.gov.uk/apps/eforms/?formid=11
3.	Successful managed move https://sip.derby.gov.uk/apps/eforms/?formid=11
4.	EHE https://sip.derby.gov.uk/apps/eforms/?formid=12
5.	Moved out of area – new address and school confirmed https://sip.derby.gov.uk/apps/eforms/?formid=11
6.	CME following authorised leave of absence https://sip.derby.gov.uk/apps/eforms/?formid=13
7.	Medical tuition – confirmed as unfit for school before end of compulsory school age https://sip.derby.gov.uk/apps/eforms/?formid=11
8.	CME Referral – 20 school days of absence https://sip.derby.gov.uk/apps/eforms/?formid=13
9.	Custodial sentence/prison -four months and pupil will not return https://sip.derby.gov.uk/apps/eforms/?formid=11
10.	Pupil has died https://sip.derby.gov.uk/apps/eforms/?formid=11
11.	Sixth form/ Year 11 ends before June https://sip.derby.gov.uk/apps/eforms/?formid=11
12.	Attends an Independent school https://sip.derby.gov.uk/apps/eforms/?formid=11
13.	Permanent exclusion https://sip.derby.gov.uk/apps/eforms/?formid=11
14.	Leaves nursery/ Early Years placement and school not known – CME https://sip.derby.gov.uk/apps/eforms/?formid=13
15.	Left following attending an independent/private boarding and owes fees – CME https://sip.derby.gov.uk/apps/eforms/?formid=13

APPENDIX 2

Supporting guidance for completing a Referral to Children Missing Education Officer

Before a pupil is registered as missing, several investigations must be carried out to locate the pupil and family. Below are the questions that AWS Safeguarding team will consider on a home visit.

Home visit

Below are some key areas to be mindful of:

Is the house empty?

Is there post on the floor?

Is the grass long so could have been empty for a long time?

Is there a 'To Let' sign up?

Contact neighbours to see if they saw the family move out.

Housing Investigation:

Is the property a Derby Homes property?

Contact them to see if it is and to establish if they handed in their notice on the tenancy

Have they got a forwarding address and/or other contact numbers?

School Health Investigation - Key Questions to ask are:

Have they been seen by the GP lately?

Have they been seen by a GP/ Hospital in another area?

Have they got a medical condition which makes it likely that they will return to for their appointment?

Sibling School Checks

Are there any siblings in your school or another?

Have they gone missing or did they put in a request for absence?

Has the school any other contact details/ email address?

Check with the admissions team to see if there are any new applications? →

Speak to family/friends in school – did they say they were going on holiday?

Social Care Investigation - Call the First Contact Team on 01332 641172

Have there been/or are there any reported concerns for this family?

If there are, consider calling the police to report this child as missing (101)

Is the pupil known to Early Help or Child Protection?

Are there any other agencies involved? If there are, contact them to see if they have any information.

APPENDIX 2

ATTENDANCE INTERVENTION PATHWAY AT AWS

	WHO?	SUPPORT/INTERVENTIONS
Foundational strategies	ALL STUDENTS 95% ABOVE	<ul style="list-style-type: none"> • Welcoming, safe school climate • Access to food and other basic needs • Access to tech and internet • Form tutor check-ins and support.
Tier 1 UNIVERSAL INTERVENTION	ALL STUDENTS 90% ABOVE	<ul style="list-style-type: none"> • Clear, concise and consistent communication about school expectations. • School Routines and celebrations related to attendance clearly communicated to students and parents. • Daily personalised communication (phone call) to families when students are absent. • Recognition of good and improved attendance by form tutor and HOY. • Letter 1 to be sent home to ensure parents know of declining attendance. • Home visit on day 3 of absence. • Involvement of Deputy Attendance officer.
Tier 2 EARLY INTERVENTION	85% ABOVE	<ul style="list-style-type: none"> • Discussion with tutor regarding subjects- Traffic light timetable. • Attendance champions • Positive promotion of attendance. • Letter 2 and meeting with parents to discuss any barriers. • Possible peer mentor/buddy/MHFA/ Wellbeing support offered. • Home visit on day 3 of absence. • SEND team involvement
Tier 3 INTENSIVE INTERVENTION	BELOW 80%	<ul style="list-style-type: none"> • Home visits • Student and parent meeting to explore barriers and offer support. • Continued communication from school. • Timetable amendments/possible review of curriculum offer. • Discussion around student social times and alternative arrangements explored. • External services support • Early Help Assessment • Transport support • Letter 3/contract • Involvement of Attendance officer and SLT lead to review strategies. • Involvement of EWO • Letter 3/contract • Alternative provision considered.