

# **Attendance and Punctuality Procedure**

Livingstone Academy,  
Bournemouth

September 2023 - August 2024

## **CONTENTS PAGE**

<b>Attendance</b>	<b>3</b>
<b>Why is attendance important?</b>	<b>3</b>
<b>Parents/Carers</b>	<b>3</b>
<b>Students</b>	<b>4</b>
<b>Attendance Officer</b>	<b>4</b>
<b>Morning Roll Call</b>	<b>4</b>
<b>Academy Target</b>	<b>4</b>
<b>All students have a 97% attendance target and a 99% punctuality target. To encourage excellent attendance from all students we offer the following rewards:</b>	<b>4</b>
<b>Family Holidays</b>	<b>5</b>
<b>Non-Attendance</b>	<b>5</b>
<b>Types of Absence</b>	<b>5</b>
<b>Exceptional circumstances</b>	<b>6</b>
<b>Persistent Absence</b>	<b>6</b>
<b>Resolving attendance problems</b>	<b>7</b>
<b>Supportive timetables</b>	<b>7</b>
<b>Reluctant attendees and school refusers</b>	<b>7</b>
<b>Partnership Working</b>	<b>7</b>
<b>Punctuality</b>	<b>7</b>
<b>Late Detention System</b>	<b>7</b>
<b>Truancy</b>	<b>8</b>
<b>Recording absences</b>	<b>8</b>
<b>Monitoring attendance</b>	<b>9</b>
<b>Non-Starters and Transition</b>	<b>9</b>
<b>Leavers</b>	<b>9</b>
<b>Home Educating</b>	<b>10</b>
<b>Supporting students with Medical Conditions</b>	<b>10</b>
<b>Children Missing Education</b>	<b>10</b>
<b>Exit Procedures – Removal of students from academy roll</b>	<b>11</b>
<b>Fast Track to Attendance Process</b>	<b>11</b>
<b>Fixed Penalty Notice and the Law</b>	<b>12</b>
<b>APPENDIX 1</b>	<b>12</b>
<b>APPENDIX 2</b>	<b>14</b>
<b>APPENDIX 3</b>	<b>15</b>
<b>APPENDIX 4</b>	<b>22</b>
<b>School Penalty Notice Decision Making Processes - A</b>	<b>22</b>
<b>Student Leave of Absence Request</b>	<b>25</b>

## Attendance

All children of school age have the right to a full-time education, regardless of age, aptitude, ability, or any special need they may have. Regular school attendance and excellent punctuality is essential if a child is to make the most of the educational opportunity available to them. Livingstone Academy Bournemouth takes the responsibility to monitor and promote the regular attendance of all its students seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment, and impedes the child's ability to develop friendship groups within school.

We believe that the whole academy community should take responsibility for attendance. This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and well informed.

The academy has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to ensure that children attend. All academy staff are committed to working with parents and students in the best way to ensure as high a level of attendance as possible.

It is Academy Policy to monitor and maintain attendance to a high level. Every student must attend every lesson of each academy day. The academy encourages a climate where high attendance is the 'norm'. Students are made aware of the vital connection between attendance and achievement. All staff and particularly Advisors have a crucial role to play in this process. Weekly attendance statistics are compiled and an attendance dashboard highlights the top School and Advisory Groups of the preceding week. Significant improvements and high levels of attendance are reinforced in Assemblies. Special Celebration of Achievement Assemblies that take place termly, recognises students with excellent attendance.

**"listen, understand, empathise and support – but do not tolerate".**

## Why is attendance important?

We all have a responsibility to ensure that ALL students attend school regularly. The academy will use all external agencies to ensure that it secures the highest possible attendance for all students to ensure they are given the best possible starting point in life and improving their life chances.

## Parents/Carers

We expect that all parents/carers will:

- Work with and support the academy ensuring that their children attend each day and on time.
- When an absence occurs, the Parent/Carer will contact the academy ([attendance@livingstone-aspirations.org](mailto:attendance@livingstone-aspirations.org)) before 8.30am on the first day of absence, to provide the following information: child's name and advisory group, reason for absence and the anticipated length of absence.
- Provide the academy with medical evidence for any absence extending beyond 5 days.
- Inform the academy immediately if there is any change in contact details.
- Notify the academy of any problems which may affect attendance and punctuality including medical conditions. Medical treatments must be evidenced.
- Arrange medical appointments outside academy hours. When this is not possible, provide the academy with a copy of the appointment letter/card.
- Arrange family holidays during periods when the academy is closed.

## Students

We expect that all students will:

- Attend the academy daily and arrive in their Home Base, with their Advisor by 8:30am. We all have a responsibility to ensure that ALL students attend the academy regularly. The academy will use all external agencies to ensure that it secures the highest possible attendance for all students to ensure they are given the best possible starting point in life and improving their life chances.
- Arrive promptly for the start of each lesson.
- If late, students will be expected to accept a sanction and this will be monitored to ensure improvement is seen.

## Attendance Officer

- Attendance Officer to action first day of absence – Parents/Carers to be contacted by text messaging and/or telephone calls to establish reason and eliminate the possibility of truancy. This is to ensure proper safeguarding action is taken where necessary, and to identify whether the absence is approved or not and identify the correct attendance code to use.
- If no response is received from either texting or phoning the main contact, other listed contacts will be called to find out the reason for non-attendance. This is a safeguarding procedure to ensure that no harm has come to the child, as they may have left home and not arrived at Livingstone Academy Bournemouth.
- Absence letters to be posted/emailed to Parents/Carers who have not responded.
- In the event of an absence of three or more days without contact from the family, a home visit will be considered by a member of the academy Safeguarding team and/or a local authority professional, to ascertain the safety and well-being of the child and the reason for their absence from school.
- Livingstone Academy Bournemouth has a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is missing from education (CME). The Local Authority will be notified to locate the child.
- Maintain accurate records for attendance & punctuality.

## Morning Roll Call

- Any student arriving after 8:30 a.m. will be registered as 'Late' at reception. The Attendance Officer enters the late mark on our MIS system. Any student who arrives after 9.00am will be given an unauthorised absence mark and as such impacting their attendance to the academy.
- Registers will be taken for all periods of the day INCLUDING Morning Meeting Time.
- Teachers do the register electronically.
- Absences will be recorded in the registers and statistically as "authorised" and "unauthorised".

## Academy Target

All students have a 97% attendance target and a 99% punctuality target. To encourage excellent attendance from all students we offer the following rewards:

- Weekly 100% Attendance Raffle - a student is given a raffle ticket, for each week they have 100% attendance. Prizes are drawn for each year group at the end of the half term from the raffle tickets.
- Half termly Breakfast Buffet for the advisory group in each secondary year group, who on average has the best attendance and the least negative points for that half term.
- Termly we host a Celebration of Achievement Assembly and students who have 100% attendance for that half term receive a badge and certificate. Bronze 100% for one term. Silver 100% for two terms and Gold 100% for three terms.

### Family Holidays

Families should not take students on holiday during term time. The academy does not support holidays and the absence is recorded as unauthorised. The law states that schools may not grant any leave of absence during term time unless there are exceptional circumstances. A Penalty Notice will be issued to a parent/carer taking a student out of the academy during term time for a holiday.

### Non-Attendance

Non-attendance at the academy for any reason is an important issue that must be treated promptly and seriously. Every case is different and there is no standard path that can be followed in applying intervention strategies. In some cases, prosecution may be used as the last resort when other intervention strategies have failed to bring about an improvement in attendance. In other cases, prosecution may be the only appropriate response where acting early will prevent problems from worsening. In all cases of non-attendance, it is essential that early action is taken.

### Types of Absence

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness, or there are on-going attendance concerns. If the authenticity of the illness is in doubt, the academy may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card, or other appropriate forms of evidence. If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this. Parents/carers may be invited in to discuss any health concerns that are impacting on attendance. Livingstone Academy Bournemouth will work in partnership with parents/carers and health professionals, to support students in maximising their attendance and achieving their potential.

### Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of the academy for the minimum amount of time necessary and bring in their appointment card or evidence of the appointment.

### Examples of Authorised Absence:

- Valid illness
- Permission from Livingstone Academy Bournemouth Principal
- Educated off site
- Academy authorised work experience
- Treatment for illness supported by medical evidence

- If your child is unwell and sent home from the academy
- Hospital, CAMHS or Orthodontic appointments **supported by appointment letters or cards**
- Unavoidable GP or dental appointments **supported by cards or slips**
- Advance notice of days of religious observance
- A student suspended for a fixed period while remaining on roll with Livingstone Academy Bournemouth

Parents/carers cannot authorise absence. This decision rests with the academy in accordance within the boundaries set by The Education (Student Registration) Regulations 1996 (last amended 2016). Where deemed necessary the academy reserves the right to request medical evidence to support absence due to illness.

#### **Examples of Unauthorised Absence:**

- Truancy during the academy day
- No reason for absence given by parent/carer
- Students who arrive late at Livingstone Academy Bournemouth after 9am when registration has closed
- Term time holiday and day trips
- Parents/carers choosing to keep their child from the academy, or removing them from the academy unnecessarily

#### **Exceptional circumstances**

The Principal may only grant a leave of absence for a student during term time, if they consider there to be 'exceptional circumstances'. The following would be considered as 'exceptional circumstances', and you may be asked to provide written evidence of this.

- Return of parent from active service (Forces)
- Death or terminal illness of a parent, step-parent or sibling
- Young Carers
- Disability or respite leave

The following are examples which may not be counted as exceptional circumstances and may lead to requests not being granted:

- Cheaper holiday dates
- Attendance at a wedding or christening
- Visiting relatives either abroad or in the UK
- Limitations on parents/carers leave

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. If leave of absence is taken without authorisation it will be considered as an unauthorised absence.

#### **Persistent Absence**

Persistent absence is when a student's attendance falls below 90% in any academic year. We acknowledge, in a small number of cases, medical reasons can cause a student's attendance to fall into this category and is beyond the control of parents/carers and students. However, this is very rare and persistent absence is often down to generally poor attendance at the academy, unauthorised holidays or ineffective parenting. The academy and the law are very clear, it is a parental responsibility to ensure that your child attends the academy regularly. When monitoring attendance, we also undertake a trend analysis to identify whether students are more likely to be absent on any particular day. When a student reaches the persistent absence threshold the academy reserves the right to conduct a home visit on the first day of each episode of absence

to verify the absence and identify any further support. If the academy is in receipt of independent medical evidence then we will carry out home visits to support your child's education and welfare.

*The academy will also conduct home visits, at our discretion, where we have concerns over a child's attendance or punctuality at the academy.*

### **Resolving attendance problems**

While the parent/carer is primarily responsible for ensuring their school-registered child attends regularly, where attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent/carer, academy and Local Authority. The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. The Early Assessment Tool (Appendix 1) provides an appropriate framework for identifying the issues. This should be the first assessment used unless there are concerns that suggest an urgent need for a specialist assessment.

### **Supportive timetables**

Upon completion of The Early Assessment Tool, students may be placed upon supportive timetables, due to a variety of different reasons. The Head of Secondary will communicate daily with the staff working with the child to ensure that registers and student attendance records are accurate.

### **Reluctant attendees and school refusers**

Parents/carers should do everything possible to encourage school attendance. However, if the reason for reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the Academy at the earliest opportunity and Livingstone Academy Bournemouth will do everything possible to resolve the issue. Colluding with a child's reluctance to attend is likely to make the matter worse.

Please speak with your child's Advisor or a member of the Safeguarding Team ([safeguardingteam@livingstone-aspirations.org](mailto:safeguardingteam@livingstone-aspirations.org)), if your child starts to become reluctant to attend school.

### **Partnership Working**

As per our safeguarding policy it is vital that we work in partnership with parents/carers to ensure that we achieve the highest level of attendance possible for every child. The academy will go to all lengths to ensure students attend the academy as we believe it gives them the best opportunity to achieve in life, which is at the heart of our core vision.

### **Punctuality**

Due to the need to ensure punctuality to both the academy and lessons, students must realise lateness is totally unacceptable. If students are late to lessons, the Teacher will follow this up. If the lateness persists, it will be referred to the Advisor and the relevant Assistant Principal. Poor punctuality to the academy will be dealt with initially by the Advisor and subsequently through the line management system. Leaders will want to contact parents/carers of perpetual offenders and will also refer them to the Attendance Officer.

### **Late Detention System**

If a student is late on one occasion they will complete a 15 minute late detention the following day.

## Truancy

Truancy is defined, where a student is not present during their timetabled academy activity. If a student is found to be truanting a lesson within or off the academy site, staff will follow our 'Missing Student' procedure (Appendix 2). If a student goes missing during the academy day, a member(s) of staff will search to locate the student. This will mean checking they are not in a meeting, medical room, or music lesson etc. Toilets will be checked and a general sweep of the site will take place. If the student still cannot be located then their parents/carers will be notified. Parents/carers will be asked to try and contact them on their mobile and then contact us back. If we have not heard within 15 minutes we will try to call again, but if we cannot confirm they are safe we will consider contacting the police.

## Recording absences

### Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of the first session of each academy day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. *See appendix 1 for the DfE absence and attendance codes.*

### Checking attendance registers

The Attendance Officer is responsible for checking that all the registers are completed each morning and afternoon during each lesson. It is also the responsibility of the Attendance Officer to ensure that where another code is appropriate to denote an absence, that this is altered and recorded in the electronic registration system.

- Every morning and afternoon if a register is incomplete or inaccurate, the Attendance Officer will send an email to the advisor, assistant principal, copying in the Head of Secondary to rectify the issue.
- It is the Advisor's responsibility to ensure that the registers are completed each morning and afternoon and the Attendance Officer's role is to check not complete.
- The accuracy of the register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required. Livingstone Academy Bournemouth acknowledges that it is an offence not to maintain accurate registers. Principals may be called to Court as witnesses and explain their registration processes and in particular the marking of a register in question. The Student Registration Regulations, Keeping Student Registers (Guidance on applying the Regulations) and Guidance on the use of the Attendance and Absence Codes will all be read and followed by Livingstone Academy Bournemouth (Ensuring Children's Right to Education, DfE).
- Accurate registers are paramount to safeguarding our students during the academy day
- It is also the role of the Attendance Officer to ensure that paper registers for legal regulations are printed and kept to hand for circumstances such as the failure of ICT systems, or a fire alarm/drill. In these instances it is the role of the Attendance Officer to hand the paper registers to the Assistant Principals, collect them in after the agreed time



period taken to complete them and enter the data onto the electronic system at an appropriate time, as close to the closing of the registers as possible.

### Monitoring attendance

Livingstone Academy Bournemouth implements a 6-stage system of escalating support and rewards, in order to ensure that students and parents/carers maintain, and/or improve attendance. In addition to the continuous monitoring of attendance by the Attendance Lead and other members of staff, the Academy's attendance is reviewed/audited every half term by the Head of Secondary.

Stage	Trigger	Monitored by	Support
1	100%	Advisor Weekly	Rewarded
2	Below 96%	Advisor	Advisor discussion with student and their family
3	Below 90%	Assistant Principal	Initial Fast Track Meeting Letter Completion of Early Help Assessment Tool Consider referral to BCP School Inclusion Team
4	Below 80% and / or 3 separate periods of absence	Head of Secondary	Parenting contract
5	Continued decline in absence	Head of Secondary	FPN warning letter Review of Parenting contract
6	FPN warning letter 5-Week window	Principal	FPN issued

### Non-Starters and Transition

Students who are allocated places but fail to start are also treated as CME. If the academy has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the students to the Local Authority for further checks.

Livingstone Academy's attendance officer will be in contact with feeder primary schools prior to Year 7 students joining us in September of each academic year. This will enable us to ensure that those students, who have had attendance concerns prior to joining us, will be supported by the academy in order to facilitate a smooth transition and maintain excellent attendance.

### Leavers

Parents/Carers must inform the academy in writing if they are planning to remove their child from Livingstone Academy Bournemouth. This must include the details of the new school the child is planning to attend or that they are exercising their right to educate their child from home. The local Authority is made aware of any students leaving Livingstone Academy Bournemouth via CME procedures. The local Authority are responsible for monitoring all children who are educated otherwise. If after ten continuous days of absence the academy has been unable to ascertain the whereabouts of a student, they will refer the child's details to the Local Authority, in order to perform further checks that are not available to school.

## Home Educating

Below is guidance from the DFE for parents/carers who intend to 'Home Educate' their child.

'4.2 If your child is currently on the roll of a school you are not obliged to inform the school that he or she is being withdrawn for home education or gain consent for this. However, it is sensible to do so, in order to avoid subsequent misunderstandings as to how you intend to fulfil your parental responsibility for your child's education. The school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.

3.4 Remember that pressure should never be put on you as parents by a school to remove your child from a school to avoid formal exclusion, or because your child is having difficulty with learning or behaviour. This practice - sometimes called 'off-rolling' - is unacceptable, and if pressure of this sort is put on you by any state-funded school you should inform the local authority.'

### ***Elective home education Departmental guidance for parents – DFE April 2019***

## Supporting students with Medical Conditions

Livingstone Academy Bournemouth understands that students with medical conditions may have implications that could affect their attendance to the academy, and/or lessons during the academy day.

Students with medical conditions will be supported, so that they have full access to education, including school trips and physical education. The Aspirations Academies Trust will ensure that arrangements are in place in Livingstone Academy Bournemouth to support students with medical conditions. Ensuring that leaders consult health and social care professionals, students, and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Further information can be found in the Livingstone Academy Bournemouth Medical Policy.

## Children Missing Education

The Children Missing Education statutory guidance for local authorities was last updated in September 2016.

Schools have a statutory duty to refer students to the local authority if they have been continuously absent for ten or more school days. If the school has been unable to successfully contact a parent/carer and student, for a period of ten continuous school days, this will result in a referral. If the school feels there is an urgent safeguarding or welfare concern, they will contact social care immediately. Schools will contact all emergency contacts held for a student, if contact has not made with the primary carer, prior to any such referral being made.

Fundamentally, CME is about safeguarding. The reporting of CME is a statutory duty and there is an expectation on schools to provide as much information as possible.

There is an expectation that schools will provide the following information:

- The full name of the student
- The full name and address of any parent/carer with whom the student normally resides
- At least one telephone number of the parent/carer

It is important that parents/carers check that their information held on the school system is up to date and there is at least three listed contacts.

If contact cannot be obtained within a ten 'regular' school day period it will result in the student being referred to the Local Authority via the CME process as a Child Missing Education.

## Exit Procedures – Removal of students from academy roll

There are various reasons why students may be removed from the academy roll.

- Parents moving away from the area
  - Parents requesting a transfer
  - Students not attending for a long period of time
  - Students permanently excluded
- a) In all cases, advisors should continue to mark the register until instructed to remove the student from the academy roll by the Attendance Officer, following authorisation from the Principal.
  - b) If the student's parents/carers inform the academy, as they should in writing, of the new school and a date for starting, the Attendance Officer will contact the school and on receipt of confirmation of the student being on roll, the student's Head of School will release the student's file to the new school.
  - c) If staff or advisors hear from a student or his friends that he is leaving or has left, the Attendance Officer will make enquiries about the student and then follow (b) if the new school is known.
  - d) If a student does not attend the academy and the reason is a change of school but this cannot be confirmed, then the LEA will be informed by the Attendance Officer and a CAF (common assessment framework) will be completed and investigated. A date will be given for the removal of the student from the Livingstone roll if the student cannot be traced.
  - e) If a student is permanently excluded, the Principal will inform the LA that the student has been removed from the Livingstone roll with the reason. The Attendance Officer will coordinate any correspondence with the appropriate LA.
  - f) If a student has been absent from the academy for the purpose of a holiday and does not return to the academy within 10 academy days following the expiry of the period of the 10 days absence and the Principal is not satisfied that the absence is due to sickness or another unavoidable cause.
  - g) If the student is certified by the academy SENCO as unlikely to be in a fit state of health to attend the academy before ceasing to be of compulsory school age.
  - h) If the student has been continuously absent from the academy for a period of not less than four weeks and all attempts by the academy after reasonable enquiry to locate the student. This includes informing the Child Missing From Education Officer at BCP.
  - i) If the student has died.

## Fast Track to Attendance Process

The criteria for a successful Fast Track is for there to be less than 10% unauthorised absence for the Fast Track period.

Fast Track can still be used when a child is on a reintegration, or reduced timetable, as the key is that they are attending fully, or any absence is unavoidable (authorised).

The Parenting Contract and subsequent reviews are likely to form the backbone of any witness statement if the case were to proceed to Court, either as a direct prosecution following a failed Fast Track, or if a Fixed Penalty Notice is issued because of a failed Fast Track and is subsequently unpaid. For this reason, we will be ensuring clarity of details are included, such as communication between home and the academy, and pinpointing the barriers and potential solutions.

In those instances where attendance doesn't improve, we will proceed to a Fixed Penalty Notice to be issued.

Livingstone Academy Bournemouth will complete a parent contract as per BCP "Fast Track to Attendance Handbook". (Appendix 3)

### **Fixed Penalty Notice and the Law**

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents/carers are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine (£60) which is issued under the BCP Council's Code of Conduct and is payable to the local authority. Each parent/carer will be fined £60 each for each child if the parents/carers allow the child to take unauthorised leave within term time. The regulations make it clear that the Principal may only grant leave of absence in term time under "exceptional circumstances". The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who, although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

Fixed Penalty Fines also apply when an excluded student is found in a public place, during school hours with no justifiable reason.

Livingstone Academy Bournemouth will follow the 'School Penalty Notice Decision Making Processes – A' as set out in the BCP 'Fixed Penalty Notice Information Handbook', November 2022. (Appendix 4)

## **APPENDIX 1**

# Early Assessment Tool

Person completing form.....Date.....

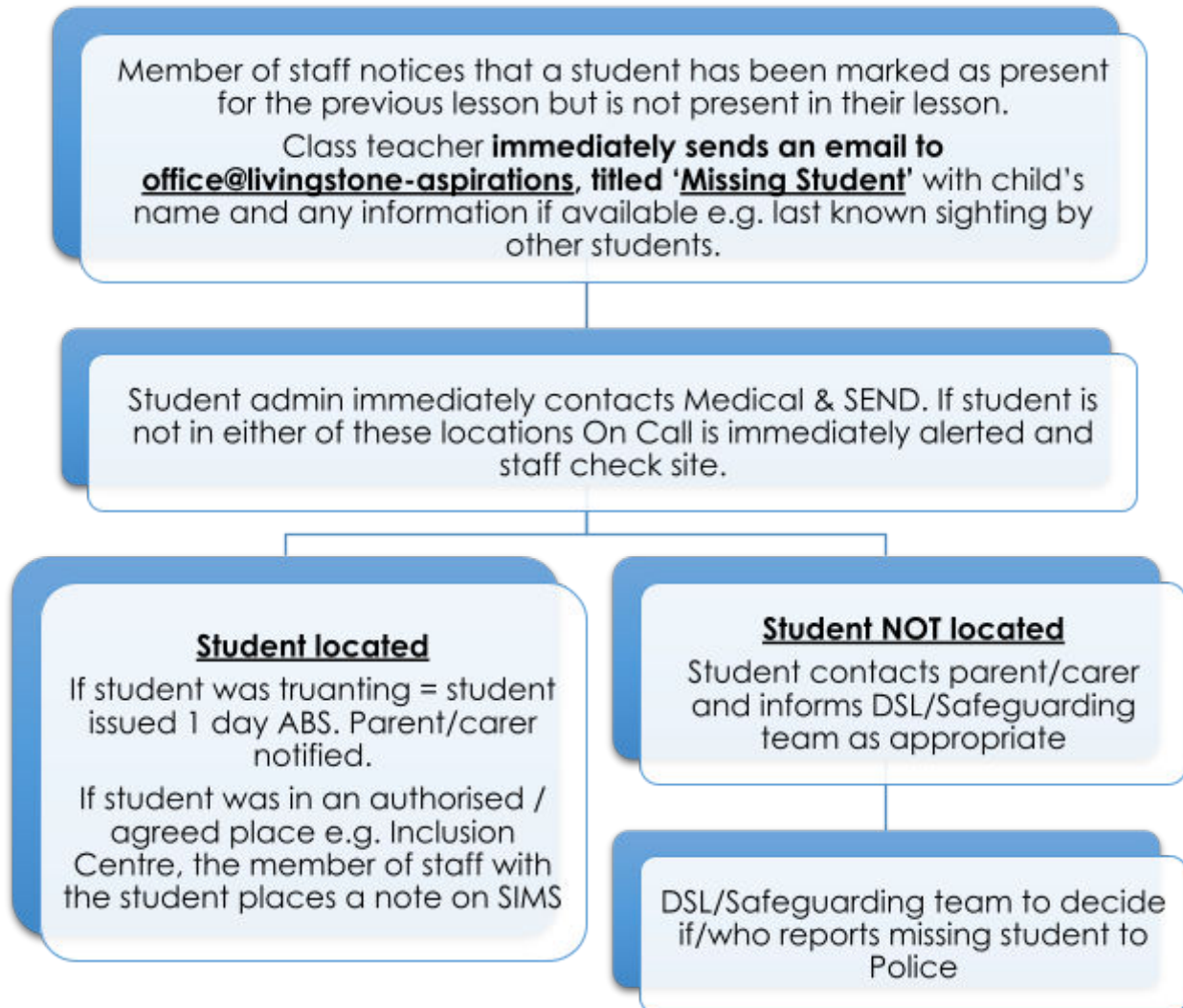
Parent/Care.....Pupil.....

<b>Health</b> Identified health issues? Yes / No ..... Issues surrounding sleeping? ..... Issues surrounding eating? ..... Routines in place at home? ..... Independent/self-care skills? Y/N ..... Any other strengths/concerns? ..... .....		<b>Safety</b> Does the child place themselves or others at risk? Yes / No ..... Experienced any alleged bullying or reported as a bully? Yes / No ..... Any concerns regarding home environment? Yes / No ..... Any parental concerns regarding mental health, substance misuse or domestic violence? Please state ..... History of family issues? Yes / No ..... Any other strengths/concerns? ..... .....	
<b>School Life</b> Positive interactions with peers and staff? ..... Attainment: on target? ..... Chronological reading age? ..... Enjoying school? ..... Homework completed – any concerns or issues? ..... Unmet learning needs? ..... Any other strengths/concerns? ..... .....	<b>Child / Young Person's Views:</b>	<b>Economic Wellbeing</b> Please indicate if there are any concerns regarding the following and provide details: Housing – Yes / No ..... ..... Employment – Yes / No ..... ..... Finance – Yes / No ..... ..... Any other concerns? ..... .....	
<b>Relationships/Family Dynamics</b> Who does the child live with? ..... Are there any historic or current concerns regarding the child's relationship with their family/caregivers? ..... Home life: does the child partake in any extra-curricular activities? Yes / No ..... Do they see friends outside of school? Yes / No ..... Is the child (for younger children) having one-to-one reading time outside school? Yes / No ..... Any other concerns? ..... .....			



## Missing Student

***ALL registers must be taken within the first 5 minutes of the lesson***



## APPENDIX 3

### **A Letter template for inviting a parent/carer to first Fast Track to Attendance Meeting**

Dear

#### **Re: Initial Fast Track Meeting**

Due to ongoing concerns regarding (Name)'s attendance I am inviting you to a 'Fast Track to Attendance' meeting.

The Fast Track process is a 12-week period in which clear attendance targets are set at the initial meeting. This provides a clear supportive framework and is an opportunity for you and (child's name) to discuss how you feel attendance can improve, and what we can all do to support this. There will be a Fast Track Review Meeting held in school six weeks after the initial meeting. If attendance remains poor at that point, I must advise you that you will be at risk of prosecution for the absence from school.

**The purpose of this meeting is to look at the support available to you and agree a plan to move the situation forward.**

The initial meeting will be held at (school name) on (date and time) and it is essential that you attend. We would also recommend that you bring with you someone who can support you, either practically or emotionally, in improving your child's attendance. If you have any questions or concerns, please contact me on (school contact details) and I will be happy to discuss further.

Yours sincerely

## Parenting Contract

## Part 1 – Background

Date of Parenting Contract:

This is a Parenting Contract between (parent/s name and dob) and (name of school)

in respect of (name and dob of child/ren) who attends (name of school in case

more than one child with school different from above)

and is in Year

### Details of attendance

Overall %	Authorised absence %	Unauthorised absence %

Details of professionals involved; including staff at school

Name of professional	Role and Agency	Attended Meeting (Please tick)

## Background to Parenting Contract

### What is going well?



--

**What are we concerned about?**

--

**Who is available to support the family (family, friends etc) and what support can they provide?**

--

## **Part 2 - Requirements of Parenting Contract**

	<b>Actions/next steps of Parent(s) and Pupil</b>	<b>Date / Frequency</b>
1		
2		
3		
4		
5		
6		

	<b>Actions/Support from professionals to assist parent(s)/pupil</b>	<b>Date / Frequency</b>
1		
2		
3		
4		
5		
6		

**Review date:**

### **Part 3 - Declarations**

#### **Parents**

I \_\_\_\_\_ being the parent of \_\_\_\_\_

agree to comply with the requirements of this parenting contract, as set out in part 2.

Signature \_\_\_\_\_

#### **Pupil (if age appropriate)**

I \_\_\_\_\_ agree to comply with the requirements of this

parenting contract, as set out in part 2.

Signature \_\_\_\_\_

#### **School**

I \_\_\_\_\_ acting on behalf of \_\_\_\_\_

\_\_\_\_\_ School agree to provide and monitor the support to

\_\_\_\_\_ for the purpose of complying with the

requirements set out in part 2.

Signature \_\_\_\_\_

**Fast Track to Attendance review**

**6 WEEK/12 WEEK**

**Date:**

**Present:**

**Attendance since Fast Track Meeting/6-week review** (attendance summaries to be available including list of reasons for absence)

**Comments regarding attendance**

**Comments regarding Parenting Contract**

**Plan**

<b>AOB</b>

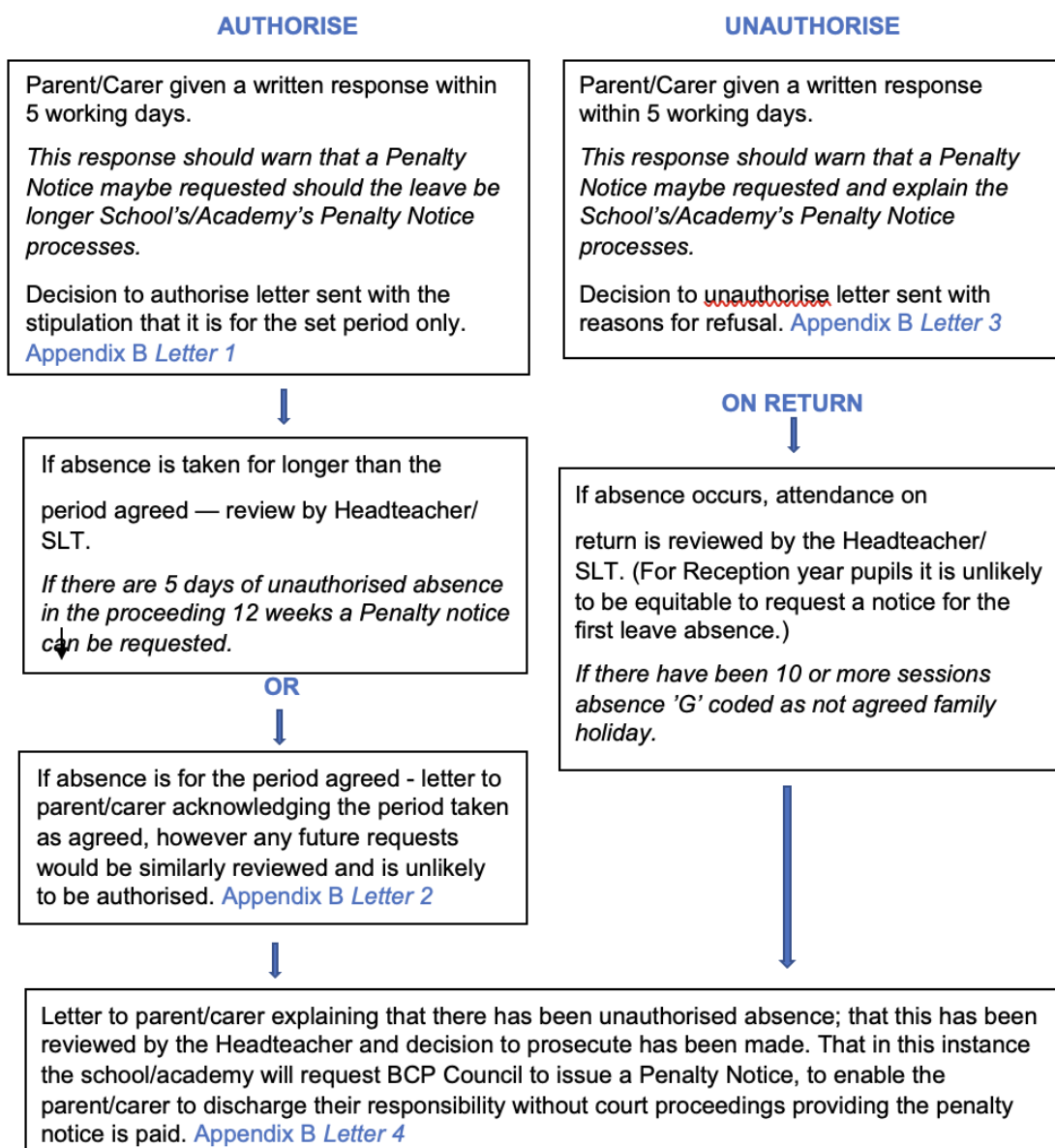
**Date of next review**

## APPENDIX 4

### School Penalty Notice Decision Making Processes - A

School must publish their processes, to all parent/carers both through the school website and the school's attendance policy.

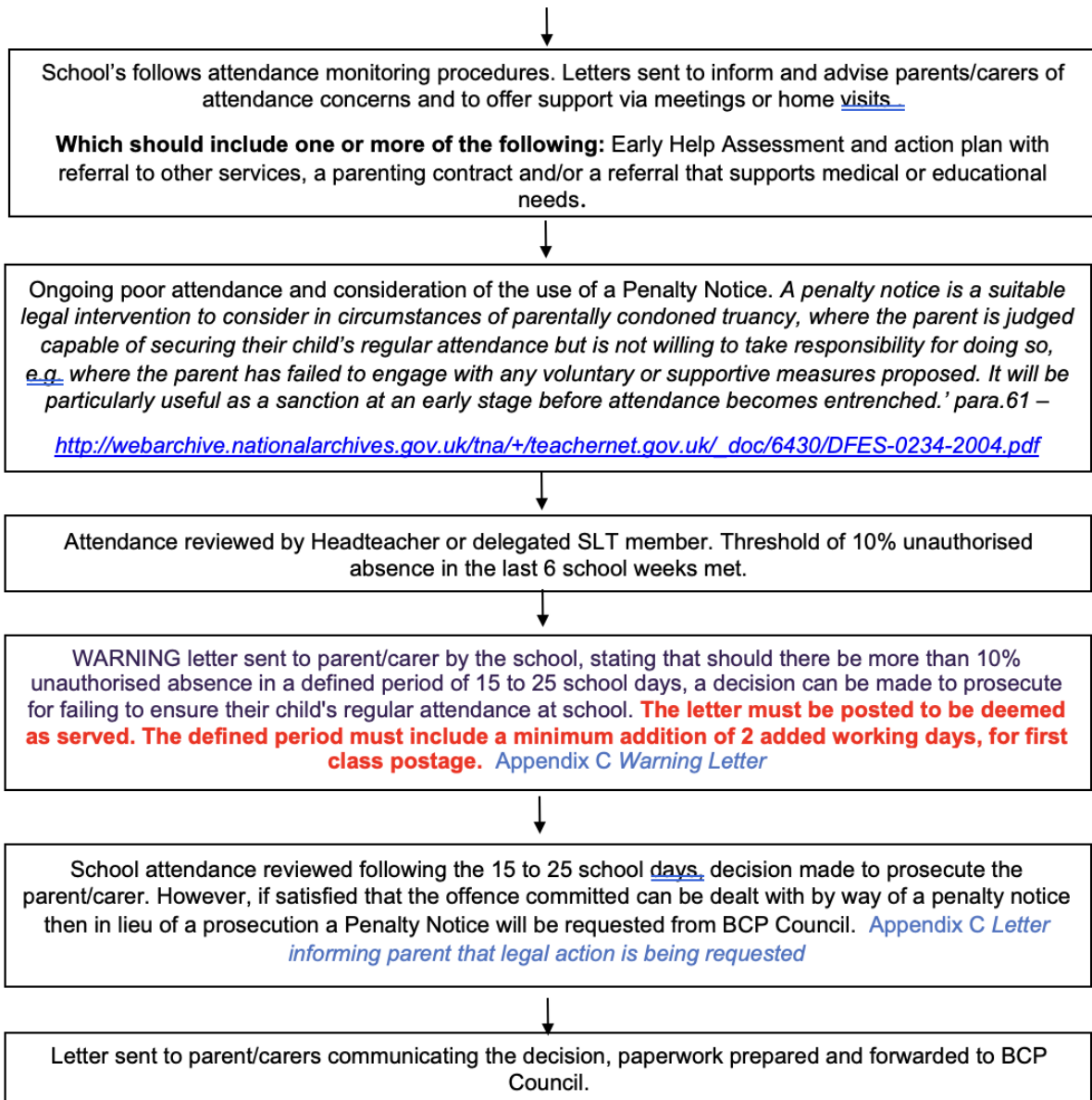
Parent/Carer requests a period of absence during term time - in writing or verbally  
Request reviewed by Headteacher or delegated SLT member and decision made to authorise or unauthorise. *(Based on school's criteria for exceptional circumstances)*



## School Penalty Notice Decision Making Processes - B

School processes published to all parent/carers both through the school website and the school's attendance policy.

Pupil has non regular attendance and below academy expected levels. Attendance data either from the school's own records or information provided from the previous school.



## **APPENDIX A – Exceptional Circumstances**

### **Some examples of exceptional circumstances where leave may be granted during term time.**

- Funeral of a parent/carer, grandparent, or sibling – Headteachers should use their discretion having heard from the parent/carer about travel and funeral arrangements and taking into account the distance to be travelled.
- Sudden loss of housing through eviction or domestic violence – up to a maximum of 3 days.
- Serious illness of a close relative – only if a Headteacher is satisfied that the circumstances are truly exceptional.
- Teenage parent/carer(s) responsible for the care of their own child – at the Headteacher's discretion.
- Out of academy programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate. BCP Council School Inclusion Service can advise School/Academies on individual circumstances if required.
- Time-off relating to Child Entertainment Performances, subject to a licence being issued by BCP Council, School Inclusion Service.
- Religious observance – The Education Act 1996 S444(3)(c), states “on any day exclusively set apart for religious observance by the religious body to which his parent belongs”. This would include the Islamic Eid, as well as religious observance days of the orthodox Christian, Jewish and other religions. Headteachers may specify that only one day will be authorised at a time. Weddings of parent/carer(s) and siblings – weddings can be arranged at weekends or during academy holidays; however, there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time. In difficult family situations the Headteacher may use his/her discretion in granting leave, for example where natural parents are separated, and in new relationships as it may cause a child further difficulty if he/she is excluded from a wedding. Each case should be addressed on its individual merits, considering the overall welfare of the child.

### **Examples of circumstances NOT considered as exceptional:**

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Pilgrimages (e.g. Hajj). These are rare but can result in children being away from academy for significant periods of time (at least 5 days). They are not regarded as exceptional, as children themselves do not perform Hajj, but tend to travel with their parent/carer(s) when they go.
- Holidays taken in term time due to lower cost/parental work commitments.



## Student Leave of Absence Request

### APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school AT LEAST FOUR (4) WEEKS before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Principal or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child).

<b>Child's Full Name:</b>			
<b>Year Group</b>		<b>Class / Advisor</b>	
<b>Address</b>			
<b>Period of absence (inclusive)</b>			
<b>From</b>		<b>To</b>	
<b>Reason Requesting Absence (if request is for a family holiday, please give <u>exceptional circumstances</u> on why it MUST be in term time. Please continue on a separate sheet if necessary)</b>			
<b>Name</b>		<b>Relationship to child</b>	
(Applicant must be the parent carer the child normally resides with)			
<b>Signed</b>		<b>Date</b>	
If you have other children in the family of school age please give details (Use additional sheet if necessary)			
<b>Name</b>		<b>School Attending</b>	