

Attendance Policy

SHINE Multi Academy Trust



Management log

| | |
|---|---|
| Document | Attendance |
| Author | CEO |
| Person responsible for the document | CEO |
| Date approved | 31 October 2022 |
| Date issued | 31 October 2022 |
| Review period | Annually |
| Next review | Autumn 2023 |
| Reviewer | Policy committee (with support of DSL Group) on behalf of the Board |
| Signed | Signed |
|  |  |
| Chair of the Board | CEO |

Document history

| Version | Date authored | Author | Date approved | Date issued | Comments |
|---------|---------------|---------------|------------------|------------------|--|
| V1 | July 2018 | Judi O'Leary | 24 July 2018 | 24 July 2018 | To secure an attendance policy to support SHINE academies |
| V2 | 7 August 2018 | Elaine Fox | 7 August 2018 | 7 August 2018 | Chair and CEO received and approved amendments to links in section one from the Scotholme Chair - applied by the Clerk |
| V3 | December 2019 | Judi O'Leary | 13 December 2019 | 16 December 2019 | Annual review to secure context does focus on attendance management |
| V4 | February 2021 | Helena Brooks | 5 March 2021 | 5 March 2021 | Annual review to secure context does focus on attendance management |
| V5 | October 2022 | Judi O'Leary | 31 October 2022 | 31 October 2022 | Annual review to secure context does focus on attendance management |

Related policies

| Policy | Website link |
|---|---|
| Complaints | http://www.shine-mat.com/business/ |
| Educational visits | Contact individual academies ¹ |
| Equality | http://www.shine-mat.com/pupil-welfare/ |
| Exclusions | http://www.shine-mat.com/pupil-welfare/ |
| General Data Protection Regulation (GDPR) | http://www.shine-mat.com/gdpr/ |
| Health and safety | Contact individual academies |

Please note that the version of this document contained at <https://www.shine-mat.com/policies/> is the only version that is maintained.

Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

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Note: Academy specific application of this policy can be sourced from page 9

¹<http://www.ironvillecodnorpark.derbyshire.sch.uk/policies/>
<https://www.johnhuntprimary.co.uk/policies/>
<http://www.langold-dyscarr.org/policies/>
<http://www.ranskillprimary.co.uk/key-information/policies>
<https://www.scotholme.com/policies.html>
<http://www.whitemooracademy.co.uk/policies/>

1. Equal opportunities statement

1.1 The SHINE Multi Academy Trust (SHINE) is committed to promoting equal opportunities and everyone will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

2. Summary of content

Part 1 – SHINE’s statement of intent regarding attendance

(Including SHINE’S vision concerning attendance across the Trust, absences, extended leave, religious observance and parents’ role)

Part 2 – Individual academies’ procedures for attendance

(Including how attendance is monitored, dealing with attendance and punctuality issues and how attendance is rewarded, plus procedures for Children Missing from Education (CME))

3. Part 1 - SHINE’s statement of intent regarding attendance

3.1 SHINE and its member academies seek to ensure that all its pupils receive an education that maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

3.2 SHINE aims to improve its academies’ attendance and punctuality by:

- promoting the value and importance of regular attendance
- providing consistent information to pupils and families
- reducing all forms of unauthorised absence

3.3 The government’s aim for good attendance is 95% for all pupils. However, across SHINE, we will work in partnership with parents² and other agencies to strive towards every child reaching 100% attendance and impeccable punctuality. This will ensure that each child can get the best out of the educational opportunities provided.

² or those with parental responsibility. ‘Parent’ - Section 576 of the Education Act 1996 defines ‘parent’ to include:

- natural parents, whether they are married or not; and
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child’s natural parent can acquire parental responsibility.

3.4 Targets are best achieved by working in partnership with parents and other agencies. We will put clear and robust strategies in place to manage and promote regular attendance and punctuality for all pupils across SHINE. These targets need to be understood and owned by parents, pupils, staff, local governors and trustees alike. This expectation applies throughout the education system from the Early Years through to Primary level.

3.5 In order to manage and promote regular attendance SHINE will:

- monitor individual pupil attendance
- keep parents updated on attendance via letters home, newsletters, meetings and the website
- report to parents on their child's progress and whether this has been affected by their attendance, via regular parent evenings and letters home
- celebrate and reward good and improved attendance through competitions, prizes, certificates and events. Each academy must have clear incentives, which support the drive for good attendance
- review attendance on a regular basis and identify any pupil who is at risk of becoming a persistent absentee. Individual academies will then act upon this, using their own procedures and process (as agreed by their local governing body) to lessen the effects on a pupil's attendance and learning. As SHINE's academies are located in different local authorities, these procedures may differ slightly depending upon the processes the Education Welfare Services operate in each local authority³

4. Absences

4.1 Parents are expected to inform the academy of the reason for absences. However, it is the headteacher that makes the decision on whether to authorise the absence. The headteacher will make this decision based on the information available to them.

³ Nottinghamshire County Council <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Nottingham City Council <https://nottinghamcity.gov.uk/education-and-schools/problems-at-school/school-attendance/>

Derbyshire County Council <https://www.derbyshire.gov.uk/education/schools/attendance-behaviour-welfare/attendance-exclusion-and-support.aspx>

4.2 Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist the headteacher in making this decision.

4.3 Repeated unauthorised absences will be referred to the provision's appointed attendance lead and the individual procedure for each academy, detailed in part two of this policy, will be followed which may result in a penalty notice and subsequent fine.

5. Extended leave

5.1 SHINE's principles on extended leave:

- parents are required to complete an extended leave of absence form (available from the academy office or website)
- on requesting the form, the parent will be notified that only in exceptional circumstances will the absence be authorised, in accordance with the 2013 amendments to the Education Act 2006⁴
- parents will be made aware that if their child is absent without authorisation, they may receive a fixed penalty notice issued through the local authority
- parents will need to provide the academy with travel documents, a date of return should be agreed with the academy prior to the period of leave
- the leave of absence request will be considered, taking individual circumstances into account. The headteacher will make the decision whether to approve the request
- parents will be notified of this decision within 7 days of the request being received at the academy
- leave of absence cannot be authorised retrospectively

5.2 If parents do not complete a leave of absence form, the absence will automatically be classified as unauthorised.

6. Absence and attendance codes

6.1 SHINE ensures that absence and attendance are recorded using the national codes outlined in the Department for Education (DfE), School Attendance: Departmental Advice for

⁴ <http://www.legislation.gov.uk/ukpga/2006/40/contents>

maintained schools, academies, independent schools and local authorities⁵. This ensures that our academies record and monitor attendance and absence in a consistent way that complies with the regulations.

7. Religious observance

7.1 Under our ethos of 'Dare to be Different', we recognise the vibrant and diverse faiths and values of all our communities. We promote and celebrate our varied heritage as one of the strengths of SHINE.

7.2 The Pupil Regulations 2006⁶ states that absence for religious observance should be treated as authorised absence "on a day exclusively set apart for religious observance by the religious body to which the parents belong". SHINE will allow one day for each religious festival, with no more than three days in an academic year. Additional days off for shopping or for extended celebrations will be treated as unauthorised absence.

7.3 In respect to pilgrimages, the academy will request to see copies of the travel information. Dates of return should be agreed prior to the period of leave. Parents should be advised about this policy regarding unavoidable delays in return or taking extended leave that has not been authorised by the academy.

8. Parents' role

8.1 In order to manage and promote the regular attendance of our pupils, SHINE asks parents to:

- impress on their children the importance of regular attendance by keeping absences to a minimum and ensuring that children are only absent when they are too sick to attend
- establish effective communication with the academy and swiftly address any worries their children may have about attending, so that we can work together to resolve this

⁵ Link to DfE guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

⁶ http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf

- inform the academy office on the first day of absence of the reason for that absence and when the child is expected to return
- keep the academy informed daily if the absence is likely to continue so that the academy and partner agencies can ensure that alternative provision can be made to if required
- provide the academy with any medical appointment cards and where possible make appointments out of school hours. Where this is not possible parents will ensure that children attend prior to or following their appointment
- attend any meetings called by the academy and partner agencies to discuss attendance

Scotholme (Primary and Nursery) School Application of the Attendance Policy



**Procedures outlined by Carl Hollis (DHT and Attendance Lead) –
March 2021**

Reviewed and adopted under Chairs Action on behalf of the local governing body on 8 March 2021

Elaine Fox

Signed by Chair of the Board (Elaine Fox)

These procedures will be reviewed Summer 2022

Document history

| Version | Date authored | Author | Date approved | Date issued | Comments |
|---------|------------------|-------------|------------------|------------------|---|
| V1 | June 2017 | Carl Hollis | June 2017 | September 2017 | To secure application of the attendance policy at Scotholme (Primary and Nursery) School |
| V2 | June 2018 | Carl Hollis | 3 August 2018 | 1 September 2018 | Annual review to secure context does focus on attendance management |
| V3 | 1 September 2018 | Carl Hollis | 7 September 2018 | 7 September 2018 | Chair approved amendments to the guidance included in section two from the Scotholme DHT - applied by the clerk |
| V4 | February 2019 | Carl Hollis | February 2019 | February 2019 | Chair approved amendments to section two re; punctuality and CME procedures applied by the Scotholme DHT |
| V5 | 16 December 2019 | Carl Hollis | 20 December 2019 | 6 January 2020 | Annual review to secure context does focus on attendance management |
| V6 | 3 March 2021 | Carl Hollis | 8 March 2021 | 9 March 2021 | Annual review to secure context does focus on attendance management |

Part 2 Scotholme Primary School's Procedures

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DEALING WITH ABSENCE

GETTING STARTED – A GOOD FOUNDATION

Parents choosing to have their children attend in Foundation Stage are under no legal obligation to do so and therefore the child is not of compulsory school age. However, the engagement in education at this stage in a child's development **is crucial**. Regular attendance is encouraged from the outset and helps create good habits for the future.

This early message, communicated to parents, will underpin the expectations of the statutory requirements once the child actually is registered on roll at school, the term following their fifth birthday. This is achieved in the welcome meetings before children start the Foundation Stage.

Scotholme Primary School, SHINE and the Local Authority will work together with other agencies and services to ensure the consistent delivery of this message.

Addressing concerns around non-attendance in Foundation Stage:

The responsibility for each child attending school is solely that of their parent\carer.

- Every attempt will be made to address any concerns, either initially by trying to discuss with the parent /carer any issues when they bring the child to school or by a home visit that may be arranged. Alternatively, this may be by telephone contact/letters or all of these. All information should be logged.
- All absences will be followed up by the school and the school will determine whether an absence is authorised or not, according to the school procedures. Where an absence has not been explained, a series of letters will be sent home to ascertain the reason behind the absence.
- Scotholme Primary School will use the School Comms system and/or a phone call home to contact parents, if their child is absent, even if they are not statutory school age.
- If a child has numerous or frequent absences due to illness, or if the authenticity of illness is in doubt, the school may request parents to provide medical evidence such as an appointment card, doctor's note or prescription to support any absence due to

illness. Medical evidence may also be requested for absences due to illness, if a child's overall level of attendance is of concern.

If evidence is not forthcoming, or if the school is not satisfied that the illness required absence from school, the attendance will be recorded as unauthorised.

Please see 'School Attendance Guidance (November 2016)'

- Any ongoing health issues or bouts of illness will be discussed with the School Nurse so that the correct support can be offered, or a Health Referral will be made.
- Parents will be encouraged to book all medical appointments outside school hours but where this is not possible, we will need to know which health professional is being seen and for what purpose. All children with more long-term medical issues will have any attendance difficulties or issues recorded in their Healthcare Plan.
- Foundation children will be asked to fill out a Leave of Absence form (School form for F2 and Nursery form for F1) to apply for any period of extended leave. The school may agree to this leave or not, please refer to the section concerning granting of extended leave.
- Statutory Attendance will be monitored every half term. For every child whose attendance falls below 90% - a letter of concern will be sent to the parent/carer asking them to improve attendance over the next two weeks. If there is no improvement at this point, a further letter will be sent to the parents asking them to attend a meeting in school to discuss any issues. The school should take full account of all that is known about the child and consider initiating a EHAF (Early Help Assessment Framework); liaising with Social Care or Education Welfare or making a health referral, if no satisfactory reasons for absence have been received. If following a further fortnight, no improvement has been made, the case will be referred to the Education Welfare Services. (See appendix 3) This may well lead to a court appearance and subsequent penalty notice.
- A child who fails to attend nursery for a prolonged period of time, without any good reason or communication, will lose their nursery place, as set out in the Statutory Guidance – Keeping Pupil Registers 2008 reasons for taking non-statutory children off roll.

Addressing concerns around non-attendance in Key Stage 1 and Key Stage 2:

- The responsibility for each child attending school is solely that of their parent\carer.
- Every attempt will be made to address the concern, either initially by trying to discuss with the parent /carer any issues when they bring the child to school or a home visit that may be arranged. Alternatively, this may be by telephone contact/letters or all of these. All information should be logged.
- All absences will be followed up by the school and the school will determine whether an absence is authorised or not, according to the school procedures. Where an absence has not been explained, a series of letters home will be sent to ascertain the reason behind the absence and kept in the child's records.
- Scotholme Primary School will use the School Comms system and/or a phone call home to contact parents, if their children is absent on the first and each subsequent day of absence.
- If a child has numerous or frequent absences due to illness, or if the authenticity of illness is in doubt, the school may request parents to provide medical evidence such as an appointment card, doctor's note or prescription to support any absence due to illness. Medical evidence may also be requested for absences due to illness if a child's overall level of attendance is of concern.

If evidence is not forthcoming, or if the school is not satisfied that the illness required absence from school, the attendance will be recorded as unauthorised.

Please see 'School Attendance Guidance (November 2016)'

- Any ongoing health issues or bouts of illness will be discussed with the School Nurse so that the correct support can be offered, or a Health Referral will be made.
- Parents will be encouraged to book all medical appointments outside of school hours but where this is not possible, we will need to know which health professional is being seen and for what purpose. All children with more long-term medical issues will have any attendance difficulties or issues recorded in their Health Care Plan
- All children will be asked to fill out a Leave of Absence form to apply for any period of extended leave. The school may agree to this leave or not, please refer to the section concerning granting of extended leave.

- Statutory Attendance will be monitored every half term. For every child whose attendance falls below 90% - a letter of concern will be sent to the parent/carer asking them to improve attendance over the next two weeks. If there is no improvement at this point, a further letter will be sent to the parents asking them to attend a meeting in school to discuss any issues. The school should take full account of all that is known about the child and consider initiating a EHAF; liaising with Social Care or Education Welfare or making a health referral, if no satisfactory reasons for absence have been received. If following a further fortnight, no improvement has been made, the case will be referred to the Education Welfare Services. (See appendix 3) This may well lead to a court appearance and subsequent penalty notice.
- Any child who is absent for 10 days or more, without any communication with the school, will be referred to the Missing Children's section of the LA. If no communication is made within the next ten school days, the child will risk losing their place at the school. See Children Missing from Education procedures – appendix 4.

HOLIDAYS AND LEAVE OF ABSENCE

The 2013 Amendments of the 2006 Education Act say that Extended Leave may only be allowed in '*exceptional circumstances*' at the Head Teacher's discretion

At Scotholme Primary School, the Leadership Team will not authorise any request for leave, except in exceptional circumstances, such as a death of close family member or life-threatening illness.

| |
|--|
| Further information can be found in Guidance on applying the Education Pupil Registration Regulation 2006. |
|--|

All applications for leave of absence should be made at least 4 weeks in advance by the parent(s) or carer(s) in writing or on the form available from the school office.

All requests will be treated on a case by case basis taking into consideration:

- a. the circumstances of the leave – it must be EXCEPTIONAL circumstances;
- b. the amount of time requested;
- c. age of the pupil;

- d. the pupil's general absence/attendance record; and
- e. proximity of SAT's and public examinations.

School will respond to all requests for a leave of absence in writing, giving the reasons for the decision. It is particularly important that letters approving a request clearly state:

- a. the expected date of return;
- b. that the parents are expected to contact the school if anything delays the pupil returning to school when expected; and
- c. what action will be taken if the pupil fails to return when expected.

Similarly, a letter refusing a request will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away. Failure to comply with the school procedures will result in further action being taken.

If a school agrees to extended leave, the absence is authorised (use Code H).

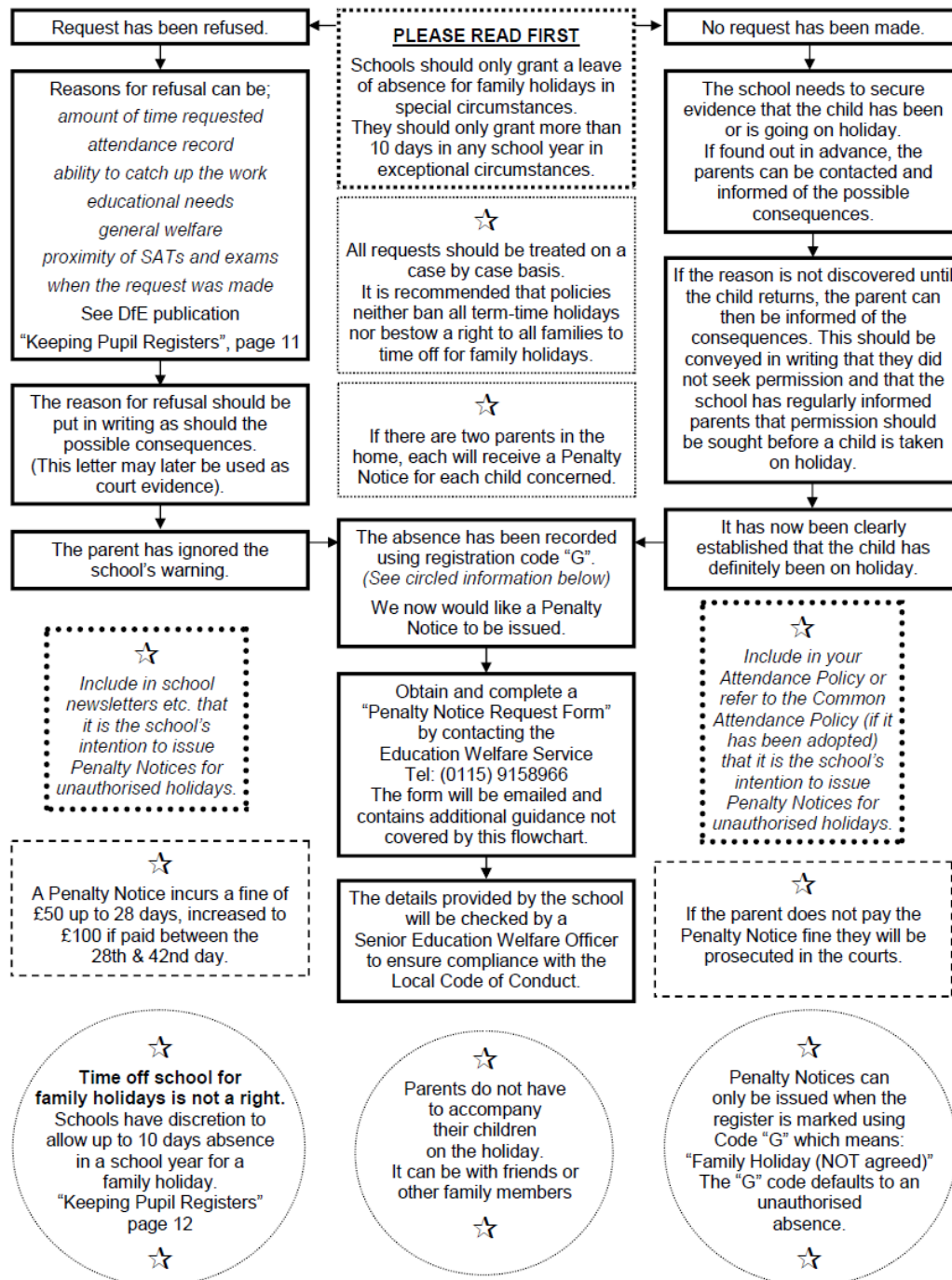
If the parents do not apply for the leave of absence in advance of taking it, the pupil must be recorded as unauthorised absence using code G. This will result in an application for a penalty notice from the Local Authority levied against each parent of each child.

If a school does not agree absence and the pupil goes on extended leave, the absence is unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G). This may result in an application for a penalty notice levied against each parent of each child. The child's school place may be at risk should they not return on the date given.

Effect of any kind of absence on pupil's attendance level

| NUMBER OF DAYS ABSENT FROM SCHOOL | CHILD'S ATTENDANCE AT THE END OF THE YEAR |
|---|--|
| If your child has 1 day off school during the year... | ...their attendance will be 99.5% |
| If your child has 2 days off school during the year... | ...their attendance will be 99% |
| If your child has 5 days off school during the year... | ...their attendance will be 97.4% |
| If your child has 10 days off school during the year... | ...their attendance will be 95% |

PENALTY NOTICES FOR HOLIDAYS IN TERM TIME - SCHOOLS' FLOWCHART



For any additional information contact your school's EWO or telephone (0115) 9158966 (EWS admin)
 The above is taken from the DfE publications - "Keeping Pupil Registers", "Absence and Attendance Codes" and "Penalty notices (Education)".

SAFEGUARDING/HOLIDAYS IN TERM TIME/EXTENDED HOLIDAYS

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern, will be addressed directly to the Social Care Duty Team covering the area where the child lives.

DEALING WITH PUNCTUALITY ISSUES

The Registration period at Scotholme Primary School is at 8.50am (in the morning), 12.45pm for Key stage 1 and 1.30pm for Key Stage 2 (in the afternoon). Registration periods will last for ten minutes after which time the register will close. Any pupil arriving after this registration time will have to report to the school reception, as all school gates will be locked at 9.00am

Any child arriving after 9.00am will be recorded as L for lateness. This will be recorded for all children arriving late regardless of time. The office will ask for reasons for pupils arriving late and this will be recorded. Where parents have either rung school explaining they will be late due a one off (e.g. car would not start) or there is a genuine reason – e.g. traffic accident – this will be noted.

Every four weeks, the Attendance Lead and reception staff will monitor the recorded late marks. Parents of any pupil who is persistently arriving late to school will be invited in to school for a meeting wither with the Attendance Lead or Parent Support Worker, or will receive a letter if they do not attend advising them of the next steps:

- a) The child/family improve their lateness and no further steps will be taken
- b) The child/family continue being late, though from this point onwards their lateness will be recorded a U code. Where this occurs, if 10 U codes are recorded in a 4-week period, school will seek a penalty notice for lateness.

This system allows for both school to try and work with the parents/families through the meeting but also that responsibility falls on the parents for their child's punctuality.

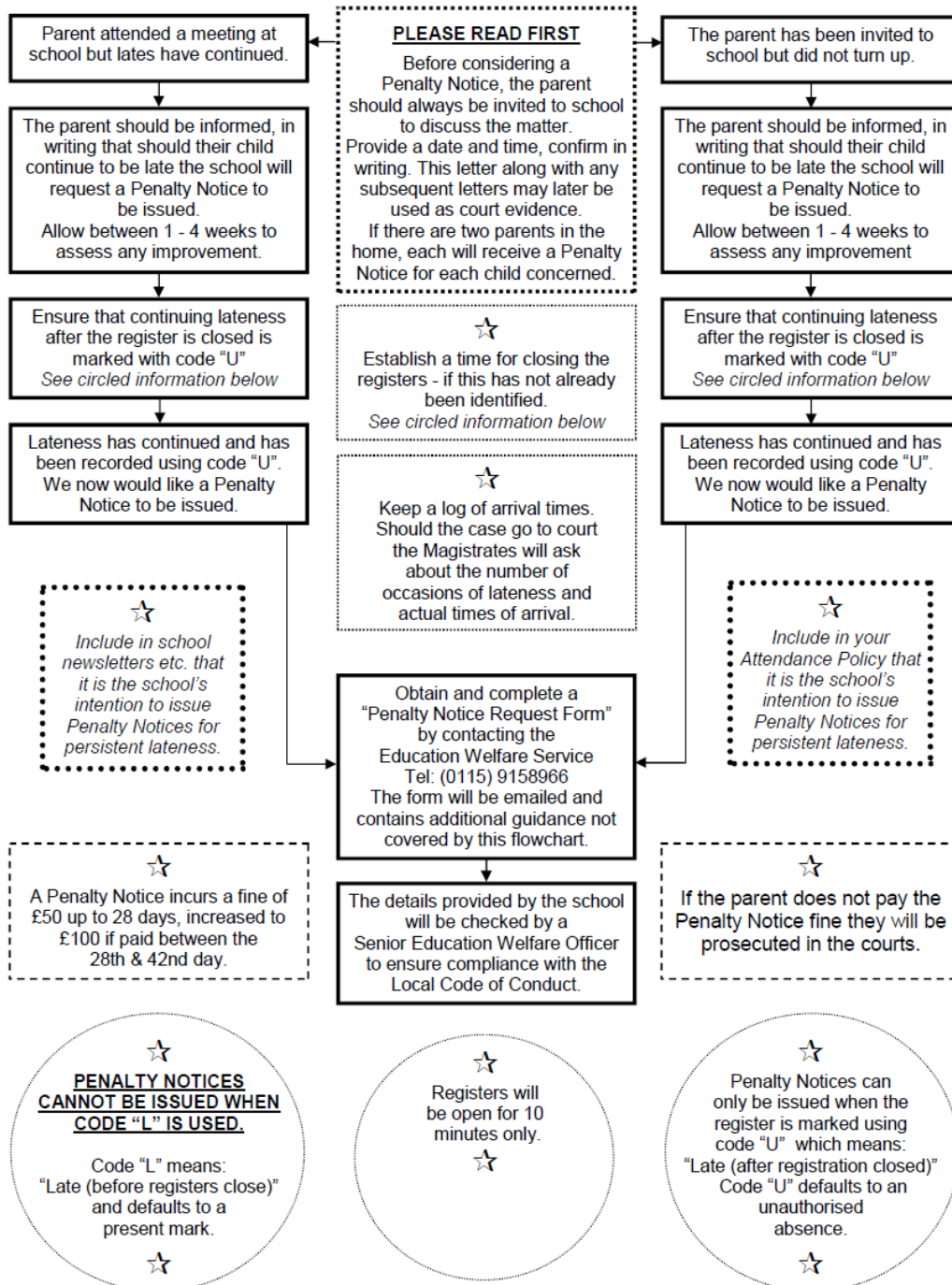
We are fully appreciative of individual family circumstances, especially if the children of the family are in a number of schools and will take these factors in to consideration.

All of the above will be reflected in school brochures, newsletters and on the school website.

The Local Authority will use the following as a trigger that allows schools to request a Penalty Notice. This applies to both Primary and Secondary phase:

Any pupil registered late (recorded as U) at least five times in a four-week period. (Refer to the 'Lates' Penalty Notice Flow Chart)

PENALTY NOTICES FOR LATES - SCHOOLS' FLOWCHART



For any additional information contact your school's EWO or telephone (0115) 9158966 (EWS admin)
 The above is taken from the DfE publications - "Keeping Pupil Registers", "Absence and Attendance Codes" and "Penalty notices (Education)".

RELIGIOUS OBSERVANCE

Nottingham city is a vibrant and diverse city that promotes respect for the faiths and values of all its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the school population. At Scotholme Primary School, we celebrate our diverse heritage as one of the strengths of our school.

It is acknowledged that different schools have different arrangements according to the ages of the children, the type of school and the percentage of pupils from different religious backgrounds. This section promotes community cohesion by recognising the diverse needs of all sections of the school community.

In Nottingham city one day for each religious festival (no more than three days in any one academic year) should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) **'on a day exclusively set apart for religious observance by the religious body to which the parent belongs'**. Additional days off for shopping or for extended celebrations will be treated as unauthorised absence. At Scotholme Primary School, we follow this directive.

In the case of pilgrimages, the school will request to see copies of travel information. Dates of return should also be agreed prior to the period of leave. Parents should be advised about this policy and procedures regarding unavoidable delays in returning or taking extended leave that has not been authorised by the school.

APPENDICES

KEY DOCUMENTS AND REFERENCES

Penalty Notices - Code of Conduct

Appendix 1 - Penalty Notices Code of Conduct NB this is subject to change in accordance with Government Guidelines

CHILDREN AND FAMILIES

Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time-Local Code of Conduct

Introduction

1. This Code of Conduct will govern all Penalty Notices issued in respect of children of compulsory school age who are registered at a maintained school, a Pupil Referral Unit, an Academy, a City Technology College, or a City College for the Technology of the Arts, and those attending alternative provision within the jurisdiction of Nottingham City Council, hence referred to as the LA (Local Authority).
2. In the context of the Local Code of Conduct the term "school" will cover all the above-mentioned educational establishments, including Pupil Referral Units and attendance at alternative provision arranged by the LA.
3. The purpose of the Code is to ensure that Penalty Notices are issued consistently and fairly across the LA.
4. Penalties are set at £60 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.
5. The LA is responsible for the operation and administration of the Penalty Notice scheme. To ensure consistency all Penalty Notices shall be issued by the LA for and on behalf of those persons designated by the regulations as having authority, i.e. schools, limited to Head Teachers, Deputy Head Teachers and Assistant Heads Teachers, authorised LA staff, the Police, Community Support Officers and other accredited persons.
6. An unauthorised absence level of 25% or more over a period of six school weeks will be used as a general trigger guide. However, shorter timescales may be applied depending on the circumstances of the unauthorised absence or truancy.

Penalty Notices that can be issued by the LA on behalf of schools

7. When a child has been absent without the authorisation of the school in accordance with paragraph 6.
8. Holidays taken in term time not authorised by the school.
9. Persistent lateness after the register has closed, where there has been a minimum of 5 Us in a 4 week period
10. Excluded pupils failing to attend provision after the fifth day of exclusion.
11. Excluded pupils seen in a public place within the first five days of the exclusion.

Penalty Notices that can be issued directly by the LA or on behalf of other partners

12. Cases recommended by a *Legal Intervention Officer* following a case recommendation.
13. As part of the LA's fast-track to attendance procedure.
14. Where a pupil has been stopped on more than one occasion during a three-month period by the Youth Issues Team or other accredited persons having authority to do so.
15. On behalf of neighbouring local authorities in accordance with agreed protocols.

Limitations

16. A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve month period.
17. A Penalty Notice shall only be issued in compliance with the Local Code of Conduct. The Education Welfare officer must be informed if they are involved with the case?
18. Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress, unless used within the framework of the LA's fast-track procedure.
19. The LA reserves the right to limit or restrict the use of Penalty Notices at any time if the number of requests or court cases resulting from non-payment compromises the effective administration and/or integrity of the scheme.

Non-payment

20. If the Penalty Notice is not paid in full before the expiry of the period for paying it, the LA shall institute proceedings in accordance with Section 444 of the Education Act 1996.

Withdrawal of Penalty Notice

21. The LA may only withdraw a Penalty Notice where:
- it ought not to have been issued i.e. it has been issued outside the terms of the Local Code of Conduct or where no offence has been committed; or
 - it has been issued to the wrong person; or
 - it contains material errors.

Service of Penalty Notices

22. Service will be by first class post and 2 days are allowed for postal delivery.

Definition of parent

23. The term "parent" used in the code of conduct is that defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989.

**IF YOU HAVE ANY ENQUIRIES RELATING TO THE CODE OF CONDUCT PLEASE TELEPHONE (0115) 876 2965
IF YOU PREFER LARGER PRINT PLEASE TELEPHONE (0115) 876 2965**

APPENDIX -2

ATTENDANCE PROCEDURE – Nursery

For all children:

- There must be a recorded reason (on SIMs) for every absence. The only reason for recording it as an unauthorised absence is if we do not support the reason given – it does not just mean that we do not know why the child was absent.
- All parents must fill in a leave of absence form for nursery age pupils and provide flight information/bookings etc so that we are aware of when they will return.

APPENDIX -3

Alterations to the Register

As the school register is a legally binding document, it is therefore important that it is completed carefully and accurately by ALL members of staff.

As part of their roles in monitoring attendance and absence, the Head Teacher, Deputy Head Teacher and School Business Manager will correct any oversights where the incorrect code has been entered:

e.g. where a U code should have been entered instead of L

or

e.g. where I has been put into the register for illness, after a letter stating the need for medical proof (due to low attendance) has been sent home.

The alteration will be noted in the comments box along with the date. The following abbreviations will be made:

KH – Kate Hall Head Teacher

CH – Carl Hollis Deputy Head Teacher and Attendance LEAD

DGR – Dean Grimshaw – School Business Manager

This appendix was added following discussion with a member of the EWS team Nottingham City Council in a meeting at school on Wednesday 4th May 2016

Appendix 4

Procedure for Children whose attendance falls below 90%

The government has defined a child whose attendance falls below 90% as a persistent absentee. Schools need to do their utmost, working alongside parents and other agencies to ensure that children with this level of attendance improve, in order that their education does not suffer.

These are Scotholme Primary School's procedures for dealing with these children and their families.

1. Attendance will be monitored each week to identify children falling below 90% attendance.
2. A first letter will be sent to the child's parents to highlight the concerns about attendance and ask the parents to improve this over the next fortnight. If attendance improves, no further action will be taken, and regular monitoring will continue.
3. If no improvement has occurred, a second letter will be sent to the child's parents asking them to attend a meeting in school to discuss the attendance and any issues pertaining to it.

School will take full account of all that is known about the child and consider initiating a EHAF; liaising with Social Care or Education Welfare or making a health referral, if no satisfactory reasons for absence have been received.

Furthermore, no absence for illness will be authorised at this point without medical proof, either a doctors' appointment card or prescribed in date medication.

If attendance improves at this point, no further action will be taken, except for regular school monitoring of attendance.

4. If, however, after a further fortnight no improvement in attendance has occurred, the school will refer the child to the Education Welfare Service with all the relevant documentation. This may then lead to a court appearance and subsequent penalty issue being issued.
5. These procedures will be recorded on the school's electronic child protection system – CPOMS for each individual case.

Appendix 5

Scotholme Primary School Children Missing from Education Procedures

Key Principles (from Children Missing Education (DfE) September 2016)

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

Methods Employed by Scottholme Primary School to prevent CME occurring

At Scottholme Primary School, we employ several procedures to help prevent children becoming missing from their education.

- The Office staff daily send text messages (via School CoMMs) and call, if a child is absent from school to all available contacts. If contact is not made the office staff will discuss this with Attendance Lead or other DSL in school, considering the vulnerability of the child and family.
- If a child is still absent on a third consecutive day and no contact has been made, the Attendance Lead/DSL/PSW will then follow up this action by firstly trying to contact the parents and any other contacts and if there is still no contact, by visiting the home address. A letter advising of the visit will be posted at the address.
- All absences are followed up by the Office, firstly through the use of the daily text service and then through a series of three letters asking for an explanation why the child was absent. On reaching the third letter, the Attendance Lead is informed and if no reason is forthcoming, the absence will be recorded as unauthorised.

- If parents are looking to take an extended leave of absence of any kind, they are encouraged to fill out an extended leave of absence form and provide all relevant details and paper work that must accompany this request e.g. flight details. School will then send a letter either sanctioning or denying the request with reasons given.
- Parents are able to discuss leaves of absence with members of the class team and the Leadership Team.
- All information regarding attendance and leaves of absence are sent to the parents at the start of the year and provided in packs for new parents. They are also available as parental leaflets, both at the reception desk and on the school website (www.scotholme.com)
- If after 2 weeks, no contact has been made and there is no response at the home address, the relevant CME referral form will be completed and sent to the Children Missing from Education department of Nottingham City Council.
- The CME of Nottingham LA will then take up the search for the child using their resources and will report back to the school, within the next 2 weeks.
- No child will ever be taken off roll without the permission of the CME LA.

As part of our commitment to ensuring all children remain safe, from September 2017, we will be asking for 3 emergency contacts for each child and children's details will be routinely checked each term.

Also, for families who move from abroad, a previous address from the families' home country will be required, wherever possible

Flow chart for possible CME

| Time Frame | Action |
|-------------------|--|
| Day 1 to 3 | Text messages and phone calls sent via the School COMMs system. Discussion held with Attendance Lead or other DSL |
| Day 3 | Attendance Lead/DSL/PSW informed, follow up call made, and home visit instigated. Letter posted through door at the address. |
| Week 2 | Further texts, calls and home visits undertaken. Attendance Lead will also contact schools where siblings may attend. |
| Day 10 | Referral to the CME Nottingham LA |
| Day 10 – 20 | CME department of Nottingham LA to follow up on missing child, School to continue to monitor |
| Day 20 | CME Nottingham LA make recommendation and report to the school |

If you require this information in an alternative version such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔