

**FIRST DAY OF ABSENCE**

**AM**

- Phone call made to Parent/carer to obtain reason for absence
- Voice message left if no response.
- CIN & CP Child attendance report sent to SLT by 10am daily & social workers informed of any absences

**PM**

- Parent/carer called again if still no response
- Text message sent to parent/carer
- SLT informed
- Child is marked with 'O' code for unauthorised absence

**SECOND DAY OF ABSENCE**

- Phone call to parents/carers and other emergency contacts on list
- Voice messages left if no response
- SLT informed
- CIN & CP Child attendance report sent to SLT by 10am daily & social workers informed of any absences

**THIRD DAY OF ABSENCE**

- Phone call to parents/carers and other emergency contacts on list
- EWO informed
- Attendance officer to conduct home visit with another member of staff
- Calling card left if no answer, EWO referral made and police called
- EWO informed of internal home visit results and formal visit requested
- The Children Missing from Education Team informed and matter pursued in accordance with LA procedures

**Children Missing From Education**

- A letter will be sent home informing parent/carer that the child should return within 10 days (from the first day of absence)
- A second letter is sent home on day 10 if the child has not returned, informing parent/carer that the child will be removed from our school roll should a total of 21 consecutive days of absence elapse (Nursery to Year 6)

### Authorised Absences

- Appointments are only authorised upon receipt of proof (appointment letter etc.)
- Leave from school to be requested at least 10 days in advance using 'Leave during Term Time Form' which is given to the Head Teacher for consideration. (Holidays during term time are not approved.)

### Unauthorised Holidays

- Parents/Carers will receive a fixed penalty notice if an unauthorised holiday is taken for 3 or more days during term time.
- 21 consecutive days of unauthorised absence of any child in Nursery – Year 6 will result in a child's school place being lost.

### Attendance Monitoring


- If it is known that a child will not return before 21 days or at all a EWO referral is to be completed and sent to EWO.
- Attendance Officer to chase up referrals weekly with SEWO.
- Weekly attendance panel meetings are held to discuss cases of absenteeism.
- The attendance panel meet monthly with the EWO.
- A list of children with attendance under 90% is checked by the EWO monthly.
- **Nursery procedures:** If attendance is at or below 85% a meeting is arranged with the Nursery Lead and Early Years Lead to support and improve attendance. If it remains consistently at or below 85% Nursery children may lose their place.

#### **If attendance falls below 96% (YR-Y6)**

- Notification of attendance (Letter 1) sent to parent/carer and monitored for 2 weeks and record of child's attendance kept in attendance monitoring folder



#### **If no significant improvement**

- Second notification letter (Letter 2) sent to parent/carer and meeting with DHT or HT is arranged. Attendance is monitored for 2 weeks  *If there is an improvement attendance is monitored until it is at 96%*



#### **If still no improvement and attendance falls below 90%**

- Third letter sent (Letter 3) informing parents/carers of EWO referral.
- Meeting arranged with the EWO where monitoring period is agreed



#### **If no significant improvement after monitoring period**

- Following all interventions and support from school a (NPR) letter is issued, Notification of Parental Responsibility letter,
- if no improvement its then a formal school attendance panel meeting.
- If no improvement is made after this, court action may be taken.