



Whipman Woods Flying High Academy



Attendance Policy

Date Policy Written	2nd September 2024
Date Policy to be Reviewed	September 2025
Signed (Headteacher)	Pat Dubas
Signed (Chair of Governors)	Neil Robinson

School Attendance

We listen, understand, empathise and support – but do not tolerate poor attendance

As a result, we expect all our children to attend school every day that school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to ensure this is the case.

At Whipman Woods, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school an environment that is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

As a result, we expect all staff members to:

- treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries.
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively.
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity.
- communicate effectively with families regarding pupils' attendance and well-being.

In return, we expect all parents and carers to:

- treat staff with respect.
- actively support the work of the school with regards to attendance.
- call on staff for help with attendance when they need it.
- communicate as early as possible circumstances which may affect absence or require support.

In addition to school attendance, we will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

We follow the Nottinghamshire County Council policy on absences.

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that your child is reliable.

Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

The schools designated attendance lead is Pat Dubas whose responsibilities are identified within this policy.

The Law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Attendance Monitoring

We have established robust attendance monitoring and escalation procedures which are initiated in an attempt to prevent absence becoming a problem, by:

For all children who are below national expectation and at risk of becoming persistently absent:

- Monthly monitoring of pupils who have fallen below 96% by our attendance lead (the office administrator) and to ensure that support is offered as early as possible to prevent them from becoming persistent absentees.
- Informing parents/carers that their child's attendance has fallen below the national expectation and that their attendance will continue to be monitored in order to ensure they don't become persistently absent from school.
- Outlining to parents/carers the action that will be taken if their child's attendance falls below 90%.

For all pupils who have become persistently absent:

- Weekly monitoring by our attendance lead of pupils who have become persistently absent from school.
- When a pupil falls below 90%, a wellbeing call is made to the parent/carer by our attendance lead to inform parents/carers of their child's attendance and offer support to improve the pupil's attendance.
- Weekly check-ins with the attendance lead and family support worker continue to review progress and impact of support given. Where there is no improvement, the following action is taken:
 1. *If there is no improvement in the pupil's attendance over the next 5 days, this will trigger a letter (Letter 1) to parents/carers offering them a face to face meeting to discuss their child's attendance.*
 2. *If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (Letter 2) will be sent informing them of a given time and date for a face to face meeting.*
 3. *If parents/carers fail to attend the meeting, and there is no further improvement in attendance, a fixed penalty notice warning letter (Letter 3) will be sent informing them that their child's attendance will be monitored over the next 6 weeks and that if their child is absent for 3 or more days, a fixed penalty notice letter (Letter 4) will be sent.*
 4. *If their child is absent for 3 or more days, a fixed penalty notice letter (Letter 4) will be sent, informing them that a request has been made to the local authority to issue a fixed penalty notice.*
 5. *The attendance lead and family support worker will make regular contact via phone and text to continue to offer help/support and to keep communications open.*
- Pupils who have shown a significant improvement in their attendance are given improved attendance certificates to take home to ensure the importance of good attendance is positively reinforced.

For all children who are in receipt of Pupil Premium funding:

- The attendance of all pupil premium children is monitored each week by our attendance lead. Feedback from this monitoring is passed onto our Pupil Premium lead and any actions required are planned.
- The individual needs and vulnerabilities of all our pupils is of great importance to us and taken into consideration when monitoring attendance. Working with members of SLT, the pupil premium lead and family support worker, we seek to proactively engage with pupils who have poor attendance.
- Tailored support and rewards are given to pupils who need an extra incentive to support with creating good attendance habits.
- All members of the SLT have a group of PP pupils for whom they are learning champions. Part of this role involves weekly catch up with these pupils to focus on supporting and encouraging them with good attendance.

Attendance Procedures

- There is a soft start for all classes between 8:40-8:45am

- At 8:45 am, the registers will be taken.
- Children must be seated and beginning their morning starters by 8:45am.
- All class registers must be completed by 9am.
- Attendance or late marks, after 9am, will be recorded by the Office.
- Registers will be closed at 9.15am
- Pupils will be marked as late if they arrive after the class register is completed.
- Registers will be taken again in the afternoon at 1pm.

A full day counts as 2 attendances.

Pupil Absence – Day 1 Procedure

We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:45 am if their child is going to be absent through one of the following methods:

- Phoning school office and leaving a message – the school phone number is 01909 491950.
- Emailing the school office on office@whipmanwoodsfa.co.uk
- Using Arbor to send a message to the office.

Once the register is closed at 9.15am, the office staff will identify any children who we have no reason for their absence and a first text message will be sent to parents/carers to remind them they need to contact the school office. **For pupils who walk to school, a phone call will be made immediately to parents/carers.**

1st Message

“Your child has been recorded as absent today. Please contact the school office to let us know why. Thank you.”

If no contact is made by 10:30am as a result of the first text message, school will make a phone call to the parent/carer of the pupil. If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

If no contact can be made through calling the parent/carer and all other available contacts, a second text message will be sent out to inform parents/carers that if contact is not made by 11am, this will trigger a safe and well home visit.

2nd Message

“We have tried unsuccessfully today to contact you regarding your child’s absence. If we do not hear from you before 11am, we will conduct a safe and well home visit. Thank you”

If contact has still not been made by 1:30pm, the office will inform all DSL’s and SLT. A home visit will be conducted.

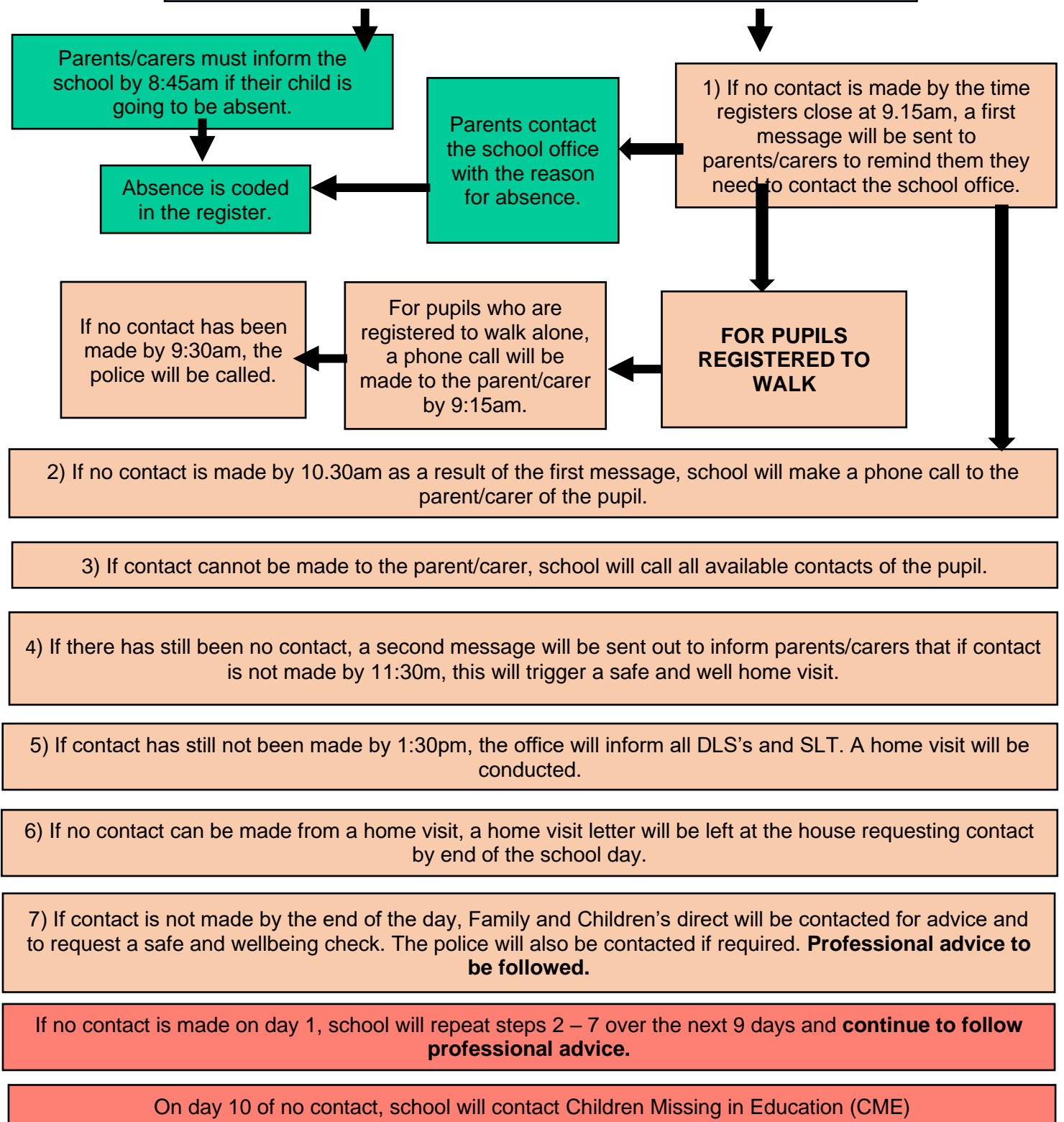
If no contact can be made from a home visit:

A home visit letter will be left at the house requesting contact by end of the school day.

If the child has a social worker, they will be informed that the child has not been in school today and that they have not been seen when a home visit was carried out.

If contact is not made by the end of the day, Social Services will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed. School will do all it can to contact the pupil each day and continue to follow professional advice. On day 10 of no contact the school will contact Children Missing Education.

Day 1 Absence Procedure



Children Missing in Education

- In order to safeguard children who may be at risk of missing education it remains important for all staff in school to take swift action.

- This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:
 - Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the home elective education team.
 - Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
 - Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school.

Guidance regarding procedures for pupils at risk of missing education is provided as an appendices

Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Medical Absence

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Long Term Absence

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home if parents request it and feel that it is appropriate.
- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the targeted support services where appropriate.

Persistent Absence

At Whipman Woods, we are relentless in our pursuit of excellence for pupils. A vital part of our role in ensuring we make every day count for the pupils of our school is the robust approach taken to breaking down barriers that may lead to poor attendance of our pupils.

Our family support worker and attendance lead regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed. The attendance of all pupil premium pupils is monitored weekly. The following action is taken to ensure that persistent absence is kept as low as possible:

Attendance Procedure

Attendance improves- no further actions is taken.

Attendance Falls below 95%

Letter sent to parent/carer informing that attendance is a cause for concern and outlining action for if attendance falls below 90%

Attendance Falls below 90%

1) A wellbeing call will be made to the parent/carer by a member of SLT or FSW. The aim of the call is:

- To make them aware of their child's low attendance
- Find out if any support is required in improving their child's attendance.
- Inform them that their child's attendance will be monitored over the next 5 days.

2) If there is no improvement in the pupil's attendance, this will trigger a letter (*Letter 1*) to parents to:

- Inform them that their child's attendance has not improved and that it will be monitored over the next 10 days.
- Offer a meeting to discuss the pupil's attendance.
- Inform them that any further illnesses will not be authorised without a medical note (*this will be on a case by case basis*).
- Inform them that 3 days unauthorised absence within a 6-week period will result in a fixed penalty notice.
- Inform them of any other further action that may be taken if there is no improvement in attendance.
- Enforcement action the LA may take if their child's attendance falls below 85%, with 15% or more unauthorised.

3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 2*) will be sent informing them:

- Of a given time and date to attend a meeting to discuss the pupil's attendance.
- That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit.
- That a referral will be made to the Local Authority to issue a fixed penalty notice (*if the pupil has had 3 days unauthorised absence within a 6-week period*).
- Enforcement action the LA may take if their child's attendance falls below 85%, with 15% or more unauthorised.

4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:

A fixed penalty notice warning letter (*Letter 3*) will be sent informing them:

- Of their child's current attendance.
- That their child's attendance is being monitored over the next 6 weeks and that if they have 3 or more days off during that time, a fixed penalty notice from the Local Authority will be issued.

If the pupil is absent for 3 or more days, a fixed penalty notice letter (*Letter 4*) will be sent informing parents/carers:

- Of their child's current attendance.
- That a referral to the Local Authority to issue a fixed penalty notice has been made.

5) SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification at least 4 weeks in advance from a parent or guardian.
- Legitimate reasons include illness, medical appointments (only where they cannot be made outside the school day) and some family circumstances.
- Only the school can make an absence authorised.
- The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.

Unauthorised Absence

Absence from school is likely to be recorded as an unauthorised absence when:

- there is no parental explanation.
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecution.

The Law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you have to get permission from the Head Teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). This must be with a minimum of 4 weeks notice. The head teacher will consider the application and decide whether this is marked as authorised or unauthorised in the attendance register.

- Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances.
- This includes where parents decide to take their children out of school for a family holiday during term time.
- If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher.
- Failure to do this could result in a fine or prosecution.
- It is at the discretion of the head teacher to determine how many days your child can be away from school if leave is granted.

Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6-week rolling period, then the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

In Nottinghamshire, you could be fined if your child has either:

- 3 days unauthorised absence over a 6-week period
- 3 or more days unauthorised absence where this is for the purpose of a holiday in term time.

- The penalty is £80 (subject to change by NCC) and it is issued to each parent/carer for each child who was absent without authorisation.
- The fine must be paid within 21 days of issue.
- If it isn't paid within 21 days the fine then rises to £120 (subject to change by NCC) per parent for each child that was absent without authorisation.
- All fines must be paid within 28 days of issue otherwise you may be prosecuted in court.

- If you are prosecuted at court you could get a fine of up to £2,500, a community order or a jail sentence of up to three months. The court also gives you a Parenting Order.
- Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

Where a pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days, schools should follow Nottinghamshire County Council's Attendance Flow chart.

Persistent lateness

- Where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the Head teacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.
- In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:
 - The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts, the sum is reduced to £60.
 - Penalty notices are issued to each parent, for each child.
 - All monies are collected by and retained by the Local Authority.

Rewards and Incentives

We want to reward pupils for high attendance. We do this in the following ways:

- Weekly attendance figures are read out in phase 'Star of the Week' assembly.
- Good attendance built into school rewards, responsibilities and privileges.
- Attendance postcards sent home for pupils with high or improved attendance.
- End of term attendance celebration assembly.
- End of term / year 100% attendance certificates presented to children.

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the Head Teacher or Deputy Head Teacher to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
 - Referral to the schools Family Support Worker Home visits
 - Nurture support
 - Referral to outside agencies

Changing Schools

It is important that if families decide to send their child to a different school that they inform the headteacher as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Attendance Targets

The school sets challenging attendance targets each year. These targets are agreed by the senior staff, the Governing Body, with possible input from the LA representative at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

Monitoring and Review

- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- Therefore, the Governors will examine closely the information provided to them and seek to ensure that the school's attendance figures are as high as they possibly can.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately.
- If there is a longer-term general concern about the attendance of a particular child, this will be reported to the Head Teacher, who may contact the parents or guardians.

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
<p>School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.</p> <p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.</p>	<p>Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottscc.gov.uk</p>	<p>School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottscc.gov.uk http://www.languageshop.org/ (translation support)</p>	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.</p> <p>If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. <i>For children admitted through first admissions round please refer to your summer term guidance.</i></p> <p>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</p>
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</p>	<p>If school does not receive the above a referral should be made to: Children Missing Officer (CMO)</p>	
<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p>	<p>If without a new school within 10 days, a referral should be made to: Children Missing Officer (CMO) providing the families new address, contact details and a summary of efforts made by school to engage the family.</p>	<p>Looked After Children (LAC)</p> <p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	
<p>Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF evidencing the actions you have taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF Child stays on roll.</p>	<p>Referral is made to: Children Missing Officer (CMO) No later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in School's / Academies</p>	
	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p>	<p>Gypsy/Roma/Traveller</p>	<p>If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
	<p>Direct referral to: Children Missing Education (CMO) Providing child's name / DOB / address and details of parent / carers.</p>		
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p>	<p>Child permanently excluded</p>	<p>If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.</p> <p>If they do not return within 4 weeks of the expected return date please follow attendance procedures.</p>	<p>Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk within five days of adding a pupil's name to the admission register.</p>
<p>Request must be made in writing, following a conversation between school and parent/carers, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p>	<p>LA to be notified on the day of exclusion via e-mail.</p>		
<p>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</p>	<p>The LA will respond and continue to work with you through the process.</p>		
<p>Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.</p>	<p>DO NOT remove from your roll until advised.</p>		<p>Family indicate they are returning home for family, cultural or health reasons</p> <p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.</p> <p>If the family do not return on this date attendance procedures should be followed.</p>
<p>Child not in full receipt of education (25hrs)</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>		
<p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</p>			
<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be at risk of or actual harm. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>			
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-way-to-provision (P2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-way-to-provision/early-help-assessment-form (EHAF)</p>			

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A)**. This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

