DDAT

Derby Diocesan Academy Trust

Scargill Church of England Primary School

Attendance Policy

September 2024

Introduction

Promoting good school attendance is everyone's responsibility.

DDAT strives to ensure that all its schools create an environment which enables and encourages all pupils to reach their full potential. For pupils to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.

DDAT understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, DDAT schools will prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with all pupils and parents.

Contents

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and supporting punctuality in attending lessons

- Ensuring equality and fairness for all.

- Ensuring this attendance policy is clear and easily understood by staff, pupils parents.

- Reducing absence, including persistent and severe absence.

- Ensuring every pupil has access to the full-time education to which they are entitled.

- Intervening early to address patterns of absence and working with other agencies to ensure the health and safety of other pupils

- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school.

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

- Working collaboratively with other schools in the area, as well as other agencies.

- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- Missing Children and Adults - A cross government strategy (publishing.service.gov.uk) (2011)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

- DfE's guidance on Children Missing Education (updated September 2016)

- Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK (www.gov.uk)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Monitoring the implementation of this policy and all relevant procedures across the school.

- Promoting the importance of school attendance across the school's policies and ethos.

- Making sure school leaders fulfil expectations and statutory duties.

- Regularly reviewing and challenging attendance data.

- Monitoring attendance figures for the whole school.

- Making sure staff receive adequate training on attendance appropriate to their role.

- Holding the Headteacher / Executive Headteacher to account for the implementation of this policy.

- Sharing effective practice on attendance management and improvement across schools.

- Ensuring that this policy, as written, does not discriminate on any grounds including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

As best practice, DDAT recommends that schools utilize the Head of School/ Executive Headteacher report to Governors to share attendance figures to report on attendance.

3.2 The Executive Headteacher

The Executive Headteacher is responsible for:

- Implementation of this policy at the school.

- Ensuring all parents are aware of the school's attendance expectations and procedures.

- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

- Monitoring school-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils.

- Monitoring the impact of any implemented attendance strategies.

- Issuing fixed-penalty notices, where necessary.

3.3 The designated senior leader responsible for attendance

The designated senior leader with responsibility for attendance will:

- Offer a clear vision for attendance improvement.

- Evaluate and monitor expectations and processes.

- Have an oversight of data analysis.

- Devise specific strategies to address areas of poor attendance identified through data.

- Arrange calls and meetings with parents to discuss attendance issues.

- Deliver targeted intervention and support to pupils and families.

- Work with the attendance officer to carry out all agreed actions.

The designated senior leader with responsibility for attendance is Sarah Hallsworth and can be contacted via info@scargill.derbyshire.sch.uk

3.4 The attendance officer

The school attendance officer will:

- Monitor and analyse attendance data, as detailed in section 8.

- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports to school staff and reporting concerns about attendance to the Executive Headteacher.
- Work with education welfare officers, and other professionals, to tackle persistent absence.
- Advise the Executive Headteacher when to issue fixed penalty notices.

The attendance officer is Sarah Hallsworth and can be contacted via 0115 9320005, info@scargill.derbyshire.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office using Intergis. Supply teachers will use a paper register and send to the office when complete.

- Class teachers should have initial conversations with parents when attendance starts to dip to encourage attendance and offer support where necessary.
- These conversations will be directed by the Attendance Officer

3.6 School Office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the Head of School in order to provide them with more detailed support on attendance.
- Follow up on any non-attendance using the daily school protocol (appendix 3)

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time. The school start time is 8.55am and the school day ends at 3.20pm for EYFS and 3.25pm for all other children
- Engage with the school to work together to promote good attendance with their child.
- Call the school to report their child's absence before 8.50am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day. The school day is 8.55 am to 3.20pm/3.35pm

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time.

4. Definitions

The following definitions apply for the purposes of this policy:

4.1 Absence

- Arrival at school after the register has closed

- Not attending school for any reason

4.2 Authorised Absence

- An absence for sickness for which the school has granted leave

- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave

- Religious or cultural observances for which the school has granted leave

- An absence due to a family emergency

4.3 Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason

- Truancy before or during the school day

- Absences which have never been properly explained

- Arrival at school after the register has closed

- Absence due to shopping, looking after other children or birthdays

- Absence due to day trips and holidays in term-time which have not been agreed

- Leaving school for no reason during the day

4.4 Persistent Absence (PA)

- Missing 10 percent or more of schooling across the academic year for any reason

5. Recording attendance

5.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.

- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether absences are authorised or not.

- The nature of the activity if a pupil is attending an approved educational activity.

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as possible by contacting the school office staff (see also section 8).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment. Any absence should be requested in writing or via email.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.

- After the register has closed will be marked as absent, using the appropriate code.

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, conduct a home visit. If the pupil is classed as child protection or persistent absentee, a risk assessment is required

- Identify whether the absence is approved or not.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

- If absence continues, the school will consider involving other agencies as appropriate. E.g. Follow local procedures for Children Missing Education CME.

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels in their termly data sheets. Attendance may also be discussed at parents evenings.

6 Authorised and unauthorised absence

6.1 Approval for term-time absence

The Department for Education stipulates that Headteachers / Executive Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the Headteacher's / Executive Headteachers discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, in writing of via email to the school office. The Head of School / Executive Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

6.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher / Executive Headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year.

- One-off instances of irregular attendance, such as holidays taken in term time without permission.

- Where a suspended pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

7. Strategies for promoting attendance

Promoting good school attendance is everyone's responsibility.

To promote good attendance our school uses the following strategies:

Rewards designed by the school council to promote good attendance, these are reviewed by the council, annually.

8. Attendance monitoring

8.1 Monitoring and analysing attendance

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM.
- Pupils who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils at risk of PA.
- Pupils at risk of SA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly, and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. Specifically, where there is a safeguarding concern for a pupil absent or missing from education, the attendance officer will alert the DSL in accordance with the school's established safeguarding recording and reporting processes.

The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Body will regularly review attendance data, including examinations of recent and historic trends, and will support the Head of School/ Executive Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to

identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Attendance data will also be monitored via FFT by the Trust and fed back to the Trust Board throughout the year at the Education and Standards Committees.

8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

8.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school.

Severe absence is where a pupil misses 50% or more of school.

The school will:

- Ensure notes are added to their MIS system i.e. Integris to generate an evidence trail that can be cross referenced with safeguarding software
- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

School systems and procedures to manage absence issues

Missing Children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Head of School immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Head of School.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - All communal spaces
    - The library
    - The school grounds

- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The Head of School will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Head of School will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.
  - Creating attendance clinics.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

A half-termly Attendance Triage Meeting will be conducted. At this meeting the school will consider what actions to take for any child with concerning attendance. This will consist of 4 levels of intervention

Level 1

An informal discussion about attendance with the parents of the child causing concern. The member of staff doing this will be chosen by the Attendance Office.

Level 2

An offer of support for the parents and/or child whose attendance is causing concern.

Level 3

First Attendance warning letter*

Level 4

Second Attendance warning Letter*

*See appendix 2.

If attendance has not improved after level 4, external advice will be sought.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Head of School in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Head of School and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8.55am** and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:50am**.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:05am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:20am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:20pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:30pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Absence procedures

Parents will be required to contact the school office via telephone (01159320005), in person or by email (info@scargill.derbyshire.sch.uk) before **8.55am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

The school staff will follow the procedure detailed in appendix 1.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If no contact is made by 10.30am, a home visit may be carried out.

If a child has been absent for 3 days and has not been seen by a member of staff, the attendance officer may conduct an unannounced home visit.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. If absence due to sickness is causing concern, for example attendance is at or below 95% and the absence pattern is unexplained or made up of several isolated days, a child may be referred to the school nurse and will be referred to The Education Welfare Service. The Head of School may decide that they will only authorise the absence on receipt of suitable medical evidence. This could include a prescription form, appointment card or conversation with health personnel. Parents will be notified about this requirement by letter.

If a pupil's attendance drops below **90 percent**, the attendance officer will be informed, and a formal meeting may be arranged with the pupil's parent.

If absence is below 85%, the school may exercise the option of not authorising any further absence unless the reason for absence can be verified.

Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days preparations can be made to remove from the admission register when the school and Educational Welfare Services have failed, after jointly making reasonable enquiries, to establish the whereabouts of the pupil. This only applies if the school does not have reasonable grounds

to believe that the pupil is unable to attend because of sickness or unavoidable cause. The pupil can only come off roll once Educational Welfare Services have confirmed that they can be removed.

The Head of School will regularly remind parents of the importance of good attendance and punctuality (e.g. on the school website, in newsletters).

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the trust. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Safeguarding and child protection policy
- Behaviour policy
- Children Missing Education policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration

****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

Code	Definition	Scenario
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	**Definition**	**Scenario**
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Key Local/ National Contacts

Safeguarding Role	Name and Role	School contact details
Education Welfare and **Local Authority Children Missing Education (CME) Officer**	• Jonathan Howie educationwelfare@derby.gov.uk • CME: 01332 641448 or cme@derby.gov.uk • See Children Missing Education for further information and CME referral form and for notification forms for child on roll, removal from roll and removal from roll to Elective Home Education (EHE)	• Cs.ewscee@derbyshire.gov.uk • CME: CS.CMECoordinators@derbyshire.gov.uk • See Children missing from education (CME) policy and guidance and removal from school roll for further information
SENCo	Julie Clutterbuck Sarah Hallsworth	senco@scargill.derbyshire.sch.uk
Governor for Attendance	Sarah Hanson	info@scargill.derbyshire.sch.uk
Designated Safeguarding Trustee:	Mark Emly	via DDATAdmin@ddat.org.uk
DDAT Safeguarding Officer:	Heather Hogg	Heather.hogg@ddat.org.uk
DDAT CEO	Dr Sarah Clark	via info@ddat.org.uk
DDAT Attendance Lead	Jonathan Gallimore	exechead@hardwick.derby.sch.uk

Other Key Local Attendance Contacts

Designated Safeguarding Lead	Sarah Hallsworth (DSL)	01159320005 safeguarding@scargill.derbyshire.sch.uk
Deputy Designated Safeguarding Lead	Malc Hetherington Julie Clutterbuck Kay Chisholm (Deputy DSLs)	
Attendance Officer	Sarah Hallsworth	info@scargill.derbyshire.sch.uk 01159320005
Designated Safeguarding Governor	Rachel Dean	

Designated Safeguarding Lead	Sarah Hallsworth (DSL)	01159320005 safeguarding@scargill.derbyshire.sch.uk
Designated Teacher for Looked After/ previously Looked After Children	Julie Clutterbuck	senco@scargill.derbyshire.sch.uk 01159320005

National Contacts

Organisation	Description and contact details
NSPCC helpline for adults	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: • Text 88858 • 0808 800 5000 • help@nspcc.org.uk
NSPCC helpline Report Abuse in Education	Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance: • 0800 136 663 • help@nspcc.org.uk
NSPCC Whistleblowing Advice	Free advice and support for professionals concerned about how child protection issues are being handled in their organisation: • 0800 028 0285 • help@nspcc.org.uk
UK Safer Internet Centre professional advice line	Helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care: • 0844 381 4772 • helpline@saferinternet.org.uk
Police Anti-Terrorist Hot Line number	0800 789 321
National Domestic Abuse Helpline	Hosted by Refuge, Helpline 0808 2000247
Operation Encompass	Resources for schools include free advice from an Education

Organisation	Description and contact details
	Psychologist about how best to support children via National Helpline 0204 513 9990
Report harmful online content	• UK Safer Internet Centre – report online harm. A national reporting centre that has been designed to assist anyone in reporting harmful content online • CEOP – to report online sexual abuse or the way someone has been communicating online
Report Abuse in Education helpline	• Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email help@nspcc.org.uk
Harmful Sexual Behaviour Support Services	• SWGfL Harmful Sexual Behaviour Support Service for the children's workforce 0344 2250623 or email hsbsupport@swgfl.org.uk • Stop it now! For worries about a child's sexual behaviour, 0808 1000 900

Appendix 3

Morning Protocol

Time		
8.40	Gates unlocked. Rec gates first then Hallam way	Caretaker
	Children walk into school via normal point of entry.	Supervised by SLT
8.55	Register taken	Class teacher
8.55-9.00	Rec gate locked first	Caretaker
	Hallam way gate locked immediately after	
	Children arriving in class registered as present	Class teacher
9.05	Register closes	Class teacher
9.05-9.20	All children now recorded as L	Admin team
	All children entering via reception recorded as late.	
9.20 +	All children arriving from this time, until the end of the session recorded as U	
Admin Team		
Before 9.00	Take parent absence messages	Nominated member of admin team
By 9.30	Text sent to first parental contact.	
By 10.00	Phone call to first parental contact.	
	Any non-responses will necessitate calls to other contact numbers.	
from 10.30	Conduct a safe and well check (S&W)	2 members of staff (including most senior member of staff on site)
Consideration will be made to conduct an earlier S&W check if there are safeguarding concerns.		
If no response to S&W	Call 999 or 101	

Appendix 4- Warning Letters

Moments Matter, Attendance Counts

First Attendance Reminder

Dear Parents / Carers

We are concerned about your child's attendance at school name.

A good level of attendance is 96%. Your child's attendance is currently ??%.

If your child cannot attend school, please ring the school office on school phone number by 9:00am to let us know why.

If you require any help or support with the reasons for your child's absence, please come and speak to us.

If your child's attendance does not improve, we may have to make a referral to the Education Welfare Service who may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine.
- Prosecution under s444 (I) Education Act 1996, where if convicted you may be fined up to **£1000.**
- Prosecution under s444 (I) (a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks' imprisonment**.

Regular attendance at school is vital for your child to make good progress in their learning and benefit from the many opportunities that our school offers.

If you have any further questions, please contact us at school on school phone number we will be happy to help.

Yours sincerely,

Head of School

Moments Matter, Attendance Counts

Dear Parents / Carers

We are concerned about your child's attendance at school name.

A good level of attendance is 96%. Your child's attendance is currently ??%.

We are writing to you because your child's attendance is now below 90% or has not improved since we last contacted you. We would like to invite you to join us for a meeting on date at time / We will be contacting you shortly to arrange a meeting. The meeting will be an opportunity to discuss how we can work together to improve your child's attendance. You will also be asked to sign our Attendance Agreement which sets out what we have agreed and the support from both parents and school.

If your child's attendance does not improve, we will have no alternative but to make a referral to the Education Welfare Service who may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine.
- Prosecution under s444 (I) Education Act 1996, where if convicted you may be fined up to **£1000.**
- Prosecution under s444 (I) (a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks' imprisonment**.

Please note that **no** further absences will be authorised without agreement from the school's leadership team or Attendance Officer.

Regular attendance at school is vital for your child to make good progress in their learning and benefit from the many opportunities that our school offers.

If you have any further questions, please contact us at school on school phone number we will be happy to help.

Yours sincerely,

Moments Matter, Attendance Counts

Third Attendance Reminder

Dear Parents / Carers

We are writing to you because your child's attendance is now below 50% and/or has not improved since we last contacted you. We would like to invite you to join us for a meeting on date at time / will be contacting you shortly to arrange a meeting. If for any reason you are unable to attend this meeting, please inform the school office as soon as possible for an alternative appointment.

A good level of attendance is 96%. Your child's attendance is currently ??%.

The meeting will be an opportunity to discuss further how we can work together to improve your child's attendance. We will review your Attendance Agreement and agree any additional support from both parents and school.

If your child's attendance does not improve, we will have no alternative but to make a referral to the Education Welfare Service who may take legal proceedings against you for failure to comply with the Law. This may result in:

- A Penalty Notice payable up to **£120** fine.
- Prosecution under s444 (I) Education Act 1996, where if convicted you may be fined up to **£1000.**
- Prosecution under s444 (I) (a) Education Act 1996, where if convicted you may be fined up to **£2500 and/or 12 weeks' imprisonment**.

Please note that **no** further absences will be authorised without agreement from the school's leadership team or Attendance Officer.

Regular attendance at school is vital for your child to make good progress in their learning and benefit from the many opportunities that our school offers.

If you have any further questions, please contact us at school on school phone number, we will be happy to help.

Yours sincerely,

Appendix 5

<u>Child Not Collected from School Protocol</u>

Statement of intent

We believe it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school.

Our intention is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

Late collection procedure

> Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.

> The school allows for a 10-minute window for late arrival.

> If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office before trying to contact the pupil's parents.

> If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.

> The school will continue to try and contact the parents.

> The pupil will join the after-school care club and the parents are liable to pay the cost for this service.

> All staff members, including those in charge of after-school activities, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

> Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the 'Statutory framework for the early years foundation stage' where necessary.

> Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

> If the parents cannot be contacted, the **non-collection procedure** will be followed.

Recurrence of late collection

> The length and frequency of late collections are monitored by the school.

> Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

The school will keep a record of incidents on myconcern where parents are late with no reasonable explanation.

In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

Non-collection procedure

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.

A detailed record of the action taken, and the calls made, will be kept.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time –children's services and the police will be contacted.

A member of staff will stay with the pupil until children's services arrives.

Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

An Equality Impact Assessment has been completed for this policy.