



DUDLEY ACADEMIESTRUST

Attendance Policy

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Our mission: Working together we will develop inspirational schools which instil ambition and desire in young pupils, open their minds, widen their horizons and equip them to succeed in a challenging world.

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Aims

Blowers Green Primary is committed to meeting its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

The school will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Excellent attendance at school is crucial if pupils are to reach their full potential. If they are 'dreaming big' they need to attend school on time every single day.

Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) 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)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#).

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

School Procedures

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will begin at **8:50am** each school day. It will mark whether every pupil is:

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

Your child will receive a late mark if they are not in school by **9:00am**.

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 I](#) for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils are expected to arrive on school premises by **8:40am** to ensure that they are punctual for the start of the school day.

Removal of pupils of compulsory school age from the register

If all pupils of compulsory school age do not return to school on the expected date of return and no contact has been received from the parents/carers to explain the reason for the continued absence, this absence shall then be marked as unauthorised. After a period of **10 consecutive days** of unauthorised absence the pupil will be referred to the [Education Investigation Service](#) for further investigation. After a further 10-day period of consecutive absence the pupil may, under [Regulation 8 of The Education \(Pupil Registration\) \(England\) Regulations 2006](#), be removed from the school roll in consultation with the Education Investigation Service.

Unplanned absence

Parents/carers must notify the school, as soon as possible, on the first day of an unplanned absence (see a '[Attendance monitoring](#)' section).

Absence due to illness will be 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 parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school 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 (registration code O) and parents/carers will be notified of this in advance.

Medical or dental appointments

The school encourages parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the school asks that pupils attend school before and after the appointment, only taking the minimum time needed away from school.

Missing registration for a genuine reason such as illness, (please note parents/carers may be asked to provide medical evidence for their child before this can be authorised), medical or dental appointments, which unavoidably fall in school time, emergencies or other unavoidable cause, is counted as an authorised absence.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in the [‘Authorised and unauthorised absence’](#) section.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the code ‘U’.

If a pupil is persistently late to school, the school may have no alternative but to make a referral to the [Education Investigation Service](#).

Managing illness during the school day

If a pupil is unwell or has an accident and the decision made by the school is that the pupil is considered unfit to continue in lessons, parents/carers will be contacted to collect their child from the school reception. In exceptional circumstances emergency services may be contacted due to the welfare of the child and parents/carers will be informed as soon as is reasonably practical in the circumstances. Any child who is sent home ill, the parents/carers will still be required to contact the school with regards to the reason as to their child’s absence. **Note.** it is the decision of the school as to whether a child is ill enough to be sent home.

Managing education off school site

On occasion pupils may be involved in educational activities off the school site such as field trips. If a pupil fails to attend any education off site, it will be treated in the same way as if the pupil was in school with regard to authorising or un-authorising the absence.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use (see [Appendix 2](#) ‘Attendance Protocols’).

Authorised and Unauthorised Absence

Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent/carer is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parents/carers or child’s rehabilitation from a medical or emotional issue.

- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – [The Education Act 1996 S444\(3\) \(c\)](#), states “on any day exclusively set apart for religious observance by the religious body to which their parents/carers belongs”.
- To attend a wedding/civil partnership or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; leave to attend weddings/civil partnerships should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding/civil partnership during term time and there will be an onus on parents/carers to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case will be addressed on its individual merits, taking into account the overall welfare of the child.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher’s discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (with evidence).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents/carers belong. If necessary, the school will seek advice from the parent’s/carers religious body to confirm whether the day is set apart for religious observance.
- 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.

There is no automatic entitlement in law to time off in school time to go on holiday and amendments to the governments [Education \(Pupil Registration\) \(England\) Regulations 2006](#) make clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

The Governors of Blowers Green Primary School have made the decision that leave of absence, including holidays, taken during term time will not be authorised, irrespective of the child’s overall attendance. Therefore, any period of absence taken will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice or prosecution in the Magistrate’s Court.

In some cases, the child may lose their school place if there is a period of unauthorised absence, due to extended leave.

Truancy

Pupils are not allowed to leave the school site at any time during the school day including break and lunchtime without prior permission from a parent/carer and the Headteacher. Any pupil leaving the school grounds during the school day must be collected by an adult known by the school. Regular lesson checks are made to identify post registration truancy. Any identified truants will be investigated and parents/carers will be contacted and sanctions will be in line with those outlined in the Dudley Academies Trust (DAT) Behaviour policy. Parents/carers may be required to attend a meeting at school depending on the nature of the truancy.

Any pupil leaving the school grounds during the school day must be collected by the parent/carer or by an adult who has been nominated by the school and knows the child's password. Legal sanctions

Schools are able to make referrals to the [Education Investigation Service](#) (EIS) who can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

[Section 444A of the Education Act 1996](#), as amended, and its associated regulations specify the cases of unauthorised absence that can result in a Penalty Notice being issued to a child's parents/carers. Under these provisions the Penalty Notice is £60, if paid within 21 days of receipt, rising to £120, if paid after 21 days, but within 28 days of receipt.

The EIS will ensure that the rights of the individuals affected are not compromised by complying with [Article 6 and 8 of the Human Rights Act 1998](#). The issue of a Penalty Notice affords parents/carers the opportunity of discharging their liability to conviction for a criminal offence under [Section 444 of the Education Act 1996](#).

If parents/carers fail to pay the fine after 28 days this may result in them being prosecuted for their child's absence from school and receiving a fine of up to £2,500.00, a community order or a jail sentence up to 3 months. The Court also gives parents/carers a Parenting Order.

The decision on whether or not to refer to EIS to issue a penalty notice ultimately rests with the Headteacher, following the [local authority's code of conduct](#). This may take into account:

- A 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 an excluded pupil is found in a public place during school hours without a justifiable reason

Strategies for Promoting Attendance

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the school. Each school will identify effective strategies for rewarding and celebrating attendance and punctuality and will actively share these with

parents/carers. Each term, letters are sent home to all pupils' parents/carers informing them of their child's attendance.

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents/carers, pupils and teachers:

- Parents/carers may be required to attend attendance clinics at school to support the school in raising their child's attendance.
- If there are two or more continuous school days of absence without the pupil being seen in school for two days or more, and to those whose absence is an immediate cause for concern, the school may carry out an informal home visit. If the school have no contact for two days from a parent/carer, the school may conduct a safety and wellbeing check. The school will also take into consideration which day of the week the child was last in school and how that impacts on the length of time there has been no contact (for example if a weekend has fallen in between attendance/ if a weekend has occurred since last day of attendance).
- If after a period of ten continuous school days no reason has been provided the absence will then be unauthorised and a referral to Children's Services may be made.

When your child's attendance percentage falls **below 95%** the school will write to you and inform you. **NB: The national expectation for primary school attendance is 96%.**

- When your child's attendance percentage falls **below 93%** the school will write to let you know. At this level of absence, the school will request that medical evidence is provided in order for any future absences to be authorised.
- When your child's attendance percentage falls **below 90%** the school will write to let you know. Your child is now within the Persistent Absence (PA) bracket. PA pupils are tracked and monitored carefully through our pastoral system.
- If absence deteriorates further, the school will advise whether the school should no longer authorise the absence. A letter to parents/carers will be sent reiterating the concern and in some cases asking parents/carers to attend a meeting regarding their child's attendance.
- If a pupil accrues 10 sessions (5 full days) unauthorised absence within a period of six weeks or 10% unauthorised absence the school will refer to the [Education Investigation Service](#) which could lead to prosecution and/or a fixed penalty notice.

Attendance Monitoring

The school will monitor pupil absence and information may be shared with the Local Authority and other agencies if pupil's attendance is a cause for concern.

A traffic light letter system is used by the school to report to parents/carers on a termly basis of how well their child is attending. Below is an explanation of the colour coding system:

- **Green** – pupils with attendance 96% and above (attendance will be recognised and celebrated in school)
- **Amber** – pupils with attendance 95% (pupil's attendance is being closely monitored)

Red- – below 95% (pupil's attendance is of concern) The school recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

The school also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, and looked after children.

Support offered to families will be child-centred and planned in discussion and agreement with both parents/carers and pupil.

If after contacting parents/carers a pupil's absence continues to rise, the school will consider involving the [Education Investigation Service](#).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school compares its attendance data to the national average, and shares this with Local Advisory Committee members.

Roles and Responsibilities

The Board of Trustees

The Board of Trustees is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The Senior Leadership Team

The Senior Leadership Team is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to Local Advisory Committee members.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and supports any referrals made to the EIS for fixed-penalty notices, where necessary.

The Attendance Officer

Part of the attendance officer's role is to:

- Monitor attendance data across the school and at an individual pupil level
- Report concerns about attendance to the Headteacher
- Work with education welfare officers to tackle persistent absence
- Arrange calls and meetings with parents/carers to discuss attendance issues
- Advise the Headteacher when fixed-penalty referrals have been made.

Class Teachers

Class teachers are responsible for recording attendance on a daily basis.

Teaching Assistants

Teaching assistants are responsible for supporting pupils who need additional help to develop their social, emotional and behavioural skills, or to improve their attendance and punctuality.

School Admin/Office Staff

School admin/office staff are expected to take calls from parents/carers about absence and record it on the school system using the correct codes.

All Staff

All staff (teaching and support) at Blowers Green Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. **All staff have a responsibility to set a good example in matters relating to their own attendance and punctuality. This is now part of the [National Standards for Teachers](#) and [National Standards for Teaching Assistants](#):**

- Actively promote good attendance to pupils and their families.
- Ensure attendance officers are kept up to date with any issues which may affect attendance.
- Ensure they are following the correct procedures for monitoring and recording attendance in registration periods.

Parents/Carers

Parents/Carers will:

- Ensure their child attends school regularly and punctually.
- Inform school of any reason for lateness and expected time of arrival.
- Contact school **before 9.00am** on the first day of absence to inform school of the reason for absence and the length of time it is anticipated they will be absent.
- Ensure that unless absolutely necessary, any medical or dental appointments in respect to their child are made outside of school and when this is unavoidable evidence of these are provided to the school.
- Ensure pupils attend school prior to or after any unavoidable medical appointments.
- Co-operate with school staff and respond to calls and correspondence from the school in relation to their child or children.
- Positively engage with school and inform the school of any problem which may hinder their child's attendance to school. The school can arrange for support via the school Nurse, if required.
- Keep all contact details held in school up to date.
- Avoid booking holidays during term time.

Appendix I: Attendance Codes

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

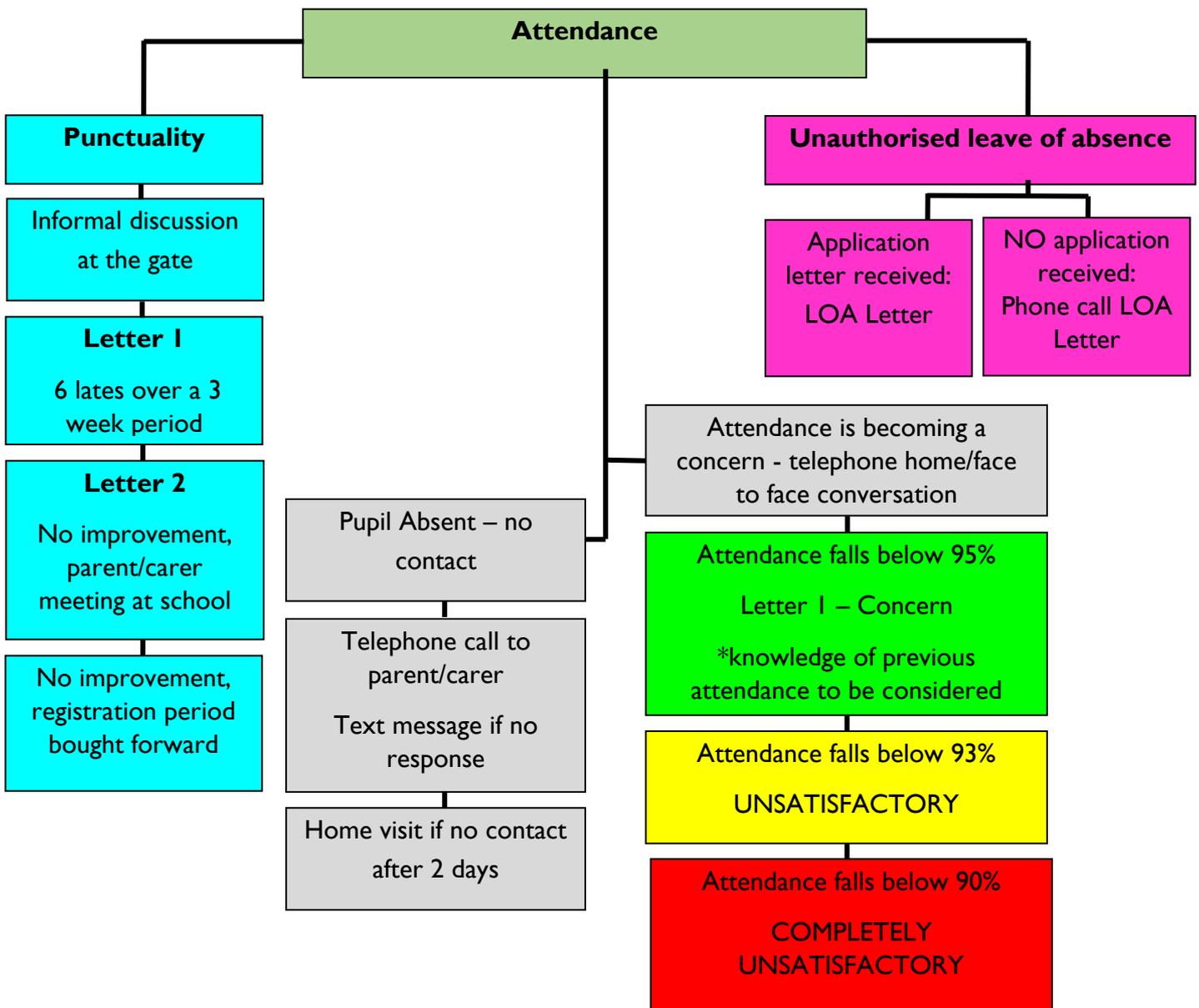
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the 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 (not accessible at school level)	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
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: Attendance Protocols



Detail for Punctuality:

Attendance officer to have an informal discussion on the gate with parent/carers (this needs to be logged on the school system).

6 lates over a 3week period: Punctuality letter 1 is sent home (this is logged on the school system).

No improvement– Punctuality letter 2 is sent to invite parents/carers into the school for a formal meeting with the attendance officer and a phase leader/member of SLT.

No improvement – Registration period is bought forward. Parent/carer is informed that the punctuality will be monitored and if there is not significant improvement to punctuality then late attendance will be recorded as a U code on the register.

Attendance Policy: Coronavirus Addendum

Aims and Scope

Blowers Green Primary are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus.

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

The school may need to amend or add to this addendum as circumstances or official guidance changes. The school will communicate any changes to staff, parents/carers and pupils.

Guidance and Definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

Where the school refers to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

Attendance Expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see below)

Where 'Non-Attendance in Relation to Coronavirus' Applies

The school will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission

- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus.

Pupil Develops Symptoms or Lives with Someone Who Does

The pupil's parents/carers must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person, the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

Pupil or A 'Close Contact' Of Theirs Receives a Positive Test Result

The pupil's parents/carers must notify the school about the positive test result as soon as possible.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 10 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

Pupil Has to Quarantine After Travel Abroad

The parents/carers must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 10 days on their arrival to the UK and return to school thereafter.

Pupil Is Required to Shield During a Local Lockdown

The parents/carers will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to info@blowers.dudley.sch.uk or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, the school will contact the pupil's parents/carers to set the expectation that they can return to school.

Remote Learning Provision

If a pupil is not attending school because of circumstances related to Coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy.

The school will keep a record of, and monitor, pupil engagement with remote learning, but the school will not track this information in the attendance register. Parents/carers will be contacted if engagement declines.

Recording Attendance

The school 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’ (as defined in our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see [Appendix 3](#) for the relevant absence codes and when the school will use them).

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken by **9:00am** and will be closed at **9:30am**.

Following Up Absence

Where any child expected to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parents/carers
- Notify their social worker, where applicable.

If a pupil does not attend because they, and/or their parents/carers are concerned about returning to school because of Coronavirus, the school will arrange a phone call/video meeting/in-school appointment between the parents/carers and a member of the SLT to explain the protective measures the school is taking to keep pupils safe.

Legal Sanctions

The school’s normal rules on legal sanctions apply.

Monitoring Arrangements

This policy will be reviewed as guidance from the Local Authority or Department for Education is updated, and as a minimum every 2 months during term time. At every review, it will be approved by the Board of Trustees.

Appendix 3: Pupil Absence Codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
X	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 10 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown