



Budmouth College

Attendance and Lateness Policy for Budmouth College

Governors' Committee responsible:	Curriculum and Student Welfare
Link Senior Leader responsible:	Jayne Simmonite
Adopted	
Date reviewed by Governors :	June 2017
Next annual review date:	June 2018

Working Together, Creating Opportunities

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents
Code of Conduct	The Medical Advice for Schools and Early Years Settings (Dorset County Council)
Safeguarding and Child Protection Procedures	Learning and Inclusion Service Guidance Ensuring a good education for children who cannot attend school because of health needs (Statutory Guidance) (December 13)
Supporting Children with Medical Conditions and Managing Medicines	Chesil Education Attendance Process
First Aid	Chesil Education Partnership Attendance Statement
Chesil Education Partnership Attendance and Lateness	Equality Act 2010
	The Education Act 1996 – sections 434 (1)(3)(4)&(6) and 458(4)&(5) 444 (1)
	Dorset County Council Penalty Notice Code of Conduct (Revised August 2013)
	Students with Medical Needs Briefing for section 5 inspection Ofsted (April 2013)
	Managing Medicines in Schools and Early Year Settings 2005
	Pan-Dorset Multi-Agency Safeguarding Policies and Procedures Manual
	Child missing education Statutory guidance for local authorities September 2016
	Schools Forced Marriage/Honour Based Violence Briefing 2014
	Keeping Children Safe in Education September 2016
	Female Genital Mutilation Guidance for Schools
	School Attendance Information Pack September 2016
	The Education (Pupil Registration) (England) (Amendment) Regulations 2016
	Working together to safeguard Children (statutory guidance)
	Information sharing advice for safeguarding practitioners
	Education and Inspections Act 2006

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Budmouth College Attendance & Lateness Policy
Students, parents/carers, staff, Governors, outside agencies.

2. Upon whom will this impact?

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups		Y	
Gender		Y	
Disability		Y	
Religion, Faith or belief		Y	
Sexual Orientation		Y	
Transgender		Y	
Age (N/A to pre-school and school children)		Y	
Rurality		Y	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		Y	
Gender		Y	
Disability		Y	
Religion, Faith or belief		Y	
Sexual Orientation		Y	
Transgender		Y	
Age		Y	
Rurality		Y	

Does the initial screening highlight potential issues that may be illegal? YES / NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES / NO

Initial screening carried out by J. Simmonite

Signed Date 25/05/17

Comment by Principal:

Date.....

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1 Introduction and Background

Budmouth College recognises that positive behaviour and good attendance are central to raising standards and student attainment and of helping equip them with the necessary skills for life.

This policy is written with the above statement in mind and this policy underpins our College ethos to:

- Promote children's welfare and safeguarding;
- Ensure every student has access to the full time education to which they are entitled;
- Ensure that students succeed whilst at College;
- Ensure that students have access to the widest possible range of opportunities when they leave College.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at College, on time, every day the College is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at College is a parental responsibility and permitting absence from College without a good reason creates an offence in law and may result in prosecution. For further information on the Local Authority, parent and school responsibilities please see the Children Missing Education, statutory guidance for local authorities September 2016.

1. Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, students and all members of College Staff.

To help us all to focus on this we will:

- Give parents/carers details on their child's daily and annual attendance and punctuality via FROG, our virtual learning environment which all parents/carers are given a password to access.
- Contact parents/carers should their child's attendance fall below the College's target for attendance. Our target is for every student to achieve a minimum of 95% attendance.
- Celebrate good attendance by giving each student who achieves 100% attendance a certificate on a termly and annual basis. Tutor Groups with the highest attendance and least number of lates also receive certificates and prizes. Please see the Code of Conduct for details on how the rewards points system links to good attendance levels.

2. Understanding Types of Absence

Every half-day absence from College has to be classified by the College (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are morning or afternoons away from College for a good reason like illness, medical/dental appointments which unavoidably fall in College time, emergencies or other unavoidable causes.

Unauthorised absences are those which the College does not consider reasonable and for which no “leave” has been given. This type of absence can lead to sanctions and/or legal proceedings. This includes:

- Parents/Carers keeping children off College unnecessarily
- Absences which have never been properly explained
- Children who arrive at College too late to get a mark
- Day trips and holidays in term time which have not been agreed
- Shopping, looking after other children or birthdays
- Truancy before or during the College day

Whilst any child may be off College because they are ill, sometimes they can be reluctant to attend College. Any problems with regular attendance are best sorted out between the College, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend College then we will work with that family to understand the root of the problem. We can use outside agencies to help with this such as the Early Intervention Worker or the Parental Support Adviser.

See Appendix 1 for current Government figures

3. Persistent Absenteeism (PA)

A student becomes a ‘persistent absentee’ when they miss a significant amount of schooling across the College year for whatever reason. Absence at this level causes considerable damage to a child’s education and we need parents/carer’s fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any student who is seen as a Persistent Absentee or is at risk of becoming a Persistent Absentee’s parents/carers will be informed immediately. Persistent Absentee students are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment.

4. Absence Procedures

If your child is absent the parent/carer must follow the following procedures:

- Contact us as soon as possible on the first day of absence before 9.00am on 830500
- Or call into College and report to Reception
- At the end of the absence we ask that students bring in a note with the dates they were away and explaining the reasons for their absence so that it can be authorised.
- Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the student that may require further investigation, then notes may need to be retained for a longer period.

If your child is absent we will:

- Telephone or text you regarding absence if we have not heard from you;
- Invite you to discuss the situation with the Tutor or Progress Leader if absences persist;
- Follow the Chesil Education Partnership Attendance Process;
- Please see our website for further details of the range of Pastoral Support available at Budmouth.

The Registration System

The College uses a computerised system for keeping the College Attendance Records. National Codes are used to record attendance information. Registers by law must be kept for 3 years.

See Appendix 5 for National Attendance Codes

The College must inform the Local Authority of any student who fails to attend College regularly or has been absent without the College’s permission for more than 10 days.

5. Students who cannot attend College because of health needs

- Students who have to take time off will have alternative education provided. This will be overseen by the Director of Inclusion and the relevant Progress Leader. The College follows the guidance from:
 - The Medical Advice for Schools and Early Years Settings (Dorset County Council)
 - Learning and Inclusion Service Guidance Ensuring a good education for children who cannot attend school because of health needs (Statutory Guidance) (December 13)

6. Chesil Education Attendance Process

Parents are expected to contact the College at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the College will follow the Chesil Attendance Process and may refer the child to the Local Authority Early Intervention Team.

Full details of the options open to enforce attendance at College are outlined in the Chesil Attendance Statement given to all parents and full details are available from the College, the Chesil Partnership or from the Early Intervention Team.

7. Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their Tutor getting vital information and news for the day.

5 minutes late every day adds up to 3 days lost each year

15 minutes late every day adds up to 2 weeks lost each year

Late arrivals disrupt lessons, they can be embarrassed or anxious and this can also encourage absenteeism.

Good time keeping is a vital life skill which will help our children as they progress through their College life and out into the wider world. It can also influence our ability to write a positive reference for post-16 study/work.

How we manage lateness:

The College Day starts at 08.40am. The College Doors are open from 7.30am. We strongly recommend that all students arrive at College by 08.30 at the latest to ensure punctuality and to make a calm start to the day. Afternoon registration starts at 13.50 and finishes at 13.55.

Registers are marked by Tutors and your child will receive a late mark if they are not in the Tutor Room by 08.40am.

In accordance with the Regulations, if your child arrives after registration they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

If a student arrives late they should sign in at the main office so that we know they are on the College Site in case of an emergency. Equally if a student needs to leave the College Site during the day they should seek permission from the relevant member of staff and sign out at the main office so that we know they are not on site.

If your child has a persistent late record you will be asked to meet with the Progress Leader or Assistant Principal to resolve the problem, but you can approach us at any time if you are having problems getting your child to College on time.

It is a legal requirement to ensure your child attends College and this means to arrive on time.

Lateness without good reason will result in us following our Punctuality Process.

See Appendix 2 for further details of the Punctuality Process

See the Code of Conduct for further details regarding punctuality, bullying and truancy.

8. Holidays or time off for events in Term Time

Please be aware that in line with the Chesil Education Partnership common approach to attendance holidays and time off during term time will not normally be authorised.

See Appendix 3 for further details.

9. Summary

The College has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

All College Staff are committed to working with parents/carers and students as the best way to ensure as high a level of attendance as possible.

Appendix 1

As of September 2016

- Attendance is expected to be 95% or above
- A Persistent Absentee is one with an attendance of 90% or below - *for any reason*

Appendix 2

Punctuality Process Letters

Punctuality Letter 1

Dear Parent/Guardian

Punctuality Process

You will be aware of the importance of good punctuality at Budmouth College. We are determined to ensure that all students have the opportunity to achieve success and to have an excellent punctuality record, which increases their employability opportunities and improves their experience of College life.

We have, therefore, set up the Punctuality Process in partnership with the Locality Team (a team that work with families on supportive strategies employed by the County Council). This aims to ensure that students and parents take College punctuality seriously.

All schools have to record attendance twice every day as a legal requirement and the College records attendance depending on the student's degree of lateness. If a student is repeatedly arriving over half an hour later for the commencement of the school day, they cannot be marked as being present for that entire half day session. Repeatedly missing registration causes safeguarding issues and unnecessary work for all College staff. Parents quite rightly expect the College to be absolutely certain whether a student is in College or not.

Parents of students in Years 7 to 11, whose punctuality is a cause for concern will receive letters informing them that their child's punctuality will be closely monitored as part of the Punctuality Process.

The expectation will be that for six weeks following receipt of the letter, the student will not be late to registration more than twice. If this level of punctuality is not achieved, parents will be asked to attend a meeting at the College. At this meeting the student's punctuality will be discussed, and strategies to support the student in improving punctuality will be agreed.

Parents will be informed at the meeting that unless their child's punctuality improves during the next 6 weeks, several outcomes could be considered. In most cases it will result in a period of close monitoring with specified targets for punctuality. In very serious circumstances the following may also be considered; applying for an Education Supervision Order, using a £60 Penalty Notice, a parenting order or seeking prosecution which could ultimately result in a fine of up to £2,500 and/or custody.

Once your child is on the Punctuality Process we will continue to monitor them. We hope this will not be needed and that all students have a good record of punctuality.

Our aim is to work together to give our young people the opportunity to benefit from their time at Budmouth and for them all to be happy and successful.

Yours faithfully

Principal

Punctuality Letter 2

Date:

Parental Name and Address

Dear ??????????"

Pre Punctuality Process Letter Re: Student Name and Tutor Group

We have noticed that ?????? has had recurring issues with punctuality to College. The Tutor takes the register each morning and afternoon.

I have enclosed a registration certificate for you to look at. Please see the attached attendance register for evidence of the times ?????? has been late. Lates are marked with an L.

We will monitor ?????'s punctuality over the next 6 weeks. ?????'s punctuality must improve over this period (e.g. no more than 2 lates over 6 weeks) otherwise we will have to seriously consider putting ????? on the Punctuality Process Scheme.

There are many reasons why students may have poor punctuality. If there are specific circumstances that have contributed to poor punctuality that you feel we have not considered, please contact me on 01305 830500. The College will consider seriously all notes/information explaining lates.

We would prefer that ?????'s punctuality improved in the next 6 weeks, and that it won't be necessary to take any further action. We think that punctuality is a key requirement towards achieving excellence and certainly one that employers value highly.

Budmouth is very proud of the many types of pastoral support we offer students and parents. Please contact me if you would like advice on the support we can offer.

Yours sincerely

?????????????????
Year Progress Leader

cc Miss J Simmonite, Assistant Principal

Punctuality Letter 3

Date:

Parental Name & Address

Dear

Punctuality Process Re: (Student Name and Tutor Group)

We wrote to you earlier this year about our Punctuality Process. We have noticed that ????? punctuality has not improved to the required level, so ????? will be included in the Punctuality Process. I have enclosed a registration certificate for you to look at.

There are many reasons why students may have poor punctuality. If there are specific circumstances that have contributed to ?????'s poor punctuality that you feel we haven't considered, please contact Mrs Sanders or ?????? Progress Leader on 01305 830500. The College will consider seriously all notes/information explaining lates before deciding whether or not to authorise the late. **If being late is due to medical reasons we need evidence this can take the form of sight of prescription, doctor's appointment card or hospital letter.**

Budmouth is also very proud of the many types of pastoral support we offer students and parents. Please also contact me or the appropriate Progress Leader if you would like advice on the support we can offer.

Over the next six weeks ?????'s punctuality must improve (e.g. no more than 2 lates to registration in 6 weeks), otherwise we will ask you to attend a meeting at Budmouth to discuss this matter and this could lead to legal proceedings being taken.

We would prefer that ?????'s punctuality improved in the next 6 weeks, and that it wouldn't be necessary to take any further action. It is only through excellent attendance that ????? will achieve all that he/she is capable of achieving, and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

Miss J Simmonite
Assistant Principal

Punctuality Letter 4

Date:

Parental Name and Address

Dear ??????

Punctuality Process Re: Student name and Tutor Group

Following our letter to you earlier this academic year and ??????'s Progress Leader speaking to you regarding ??????'s lateness, we regret to inform you that ??????'s lateness has not improved. ?????? has been late ?? times since September.

Therefore, it is **ESSENTIAL** that you to attend a meeting at school with Miss J Simmonite, Assistant Principal, Mrs L Sanders, Attendance Officer, and ??????????????, Progress Leader, on ?????????????? at ???am/pm. Please telephone to confirm receipt of this letter by contacting Liz Sanders on 01305 830500.

We look forward to seeing you on ??????????. We ask that ?????? also attends the meeting in order to discuss the issues affecting timekeeping and strategies for resolving these issues, to avoid legal proceedings. Please ask ?????? to meet you in the foyer/reception.

Yours sincerely

Miss J Simmonite
Assistant Principal

**Invitees: Parents
Student**

Appendix 3

Holidays in Term Time

Amendments to the 2006 regulations remove reference to family holidays and extended leave as well as the statutory threshold 10 College days. The amendments make clear that the Principal may not grant any leave of absence during term time, unless there are exceptional circumstances. The Principal should determine the number of College days a child can be away from College if the leave is granted.

The Principal must decide what he/she will accept as “exceptional”. When making the decision the following factors should still be taken into consideration and each case should be looked at individually:-

- The student’s absence/attendance record **and attainment record.**
- Amount of time requested and when it was made **e.g. advance notice.**
- General welfare of the student, impact on the child and ability to catch up.
- Circumstances of the request.
- Frequency of the request.
- Proximity to public examinations.
- Purpose of the leave and its educational value.
- Religious holiday and festivities.
- Could this request for leave take place during normal school holidays? If yes this is not an exceptional circumstance.
- The Department for Education is clear that there is no parental/carer right for a family holiday and that cost, experiences for the child or overlapping with school holidays are not factors on which the decision should be made.
- The Principal does not have to approve a leave of absence even if the reason is exceptional.
- The Principal should ensure that the College is not discriminatory in their decision to approve leave in exceptional circumstances for Gypsy, Roma and Traveller children who may request this in addition to the extended leave covered by the T code. The decision to approve the leave should be made without consideration for leave taken for employment, but schools should take into account the child’s overall attendance rate, which may include other absences.

Parents could be issued with a Penalty Notice if they take unauthorised absence in relation to taking a holiday in term time.

If you require any further advice on whether something could be classed as exceptional circumstances then you ring the Department for Education (DfE) on 0370 0002288, and keep a log of when you made the call and the advice that was given. Alternatively you can email them or check their website on www.education.gov.uk/help/contactus.

If a parent/carer wishes to request a leave of absence, they should contact the main office for a leave of absence in exceptional circumstances form or access this from the Budmouth Website.

If Parents/Carers take their child away without permission or even fail to apply for it the absence should be recorded as ‘unauthorised’.

The appropriate register symbol should be used.

F – Extended family holiday (agreed)

H – Family holiday (agreed)

G – Family holiday not agreed (or days in excess of agreement)



Committed to Learners

Budmouth College
Chickerell Road
Weymouth
DT4 9SY
Telephone: 01305 830500

Chesil Education Partnership
Weymouth Children & Young People's Services Hub
307b Chickerell Rd Weymouth DT4 0QU
Telephone: 01305 225777

Date

REQUEST FOR CHILD'S ABSENCE FROM SCHOOL DURING TERM TIME DUE TO EXCEPTIONAL CIRCUMSTANCES

Child's Name: _____

Home Address: _____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school: _____

Date of return to school: _____

Total number of school days missed: _____

Reasons for absence from school: _____

Sibling/s details:

Name:	School:	Year:

Parent /Carer:

Please Print Name: _____

Signature: _____

Request for absence accepted

Yes

No

V. C. Prior

Principal
Budmouth College

Vicky Prior
Chair, Chesil Education Partnership

Working Together, Creating Opportunities



Budmouth College
Chickerell Road
Weymouth
Dorset
DT4 9SY
Telephone: 01305 830500



Committed to Learners

Chesil Education Partnership
Weymouth Children & Young People's Services Hub
307b Chickerell Rd Weymouth DT4 0QU
Telephone: 01305 225777

Date

Dear

Request for Absence From School Due to Exceptional Circumstances

I regret to inform you that I am unable to agree to your request for xxxxxxxxx to be absent from College for the purpose of taking a family holiday.

I do not feel that the reasons given by you for requesting a term time holiday indicate exceptional circumstances.

I am sure that you will agree that it is in xxxxxxxxx's best interest to attend College regularly in order to ensure that achieves full potential.

Whilst I understand that you may be disappointed by my decision, I trust that you understand that it has been taken with xxxxxxxxxxxx's best interest in mind.

I would remind you that any periods of absence from school are closely monitored to assess whether further action is appropriate. In line with the Chesil Attendance Statement regarding absence in term-time a Fixed Penalty Notice for £60 will be issued to each parent when a child is recorded as having had 10 half day unauthorised absences.

Yours sincerely

Yours sincerely

Principal
Budmouth College

Vicky Prior
Chair, Chesil Education Partnership



Committed to Learners

Mobile: 07890526752

www.chesil.org.uk

amythrower@chesil.org.uk

REQUEST FOR A HOLIDAY DURING TERM TIME FINE.

Childs name:

Date of birth:

Home address:

.....

Parent 1 full name:

Address if different:

.....

Parent 2 full name:

Address if different:

.....

PLEASE RETURN THIS FORM ALONG WITH THE SUPPORTING EVIDENCE TO REQUEST A FINE TO amythrower@chesil.org.uk

Extended Trips Overseas During Term Time

Amendments to 2006 regulations not only removed reference to family holidays but extended leave as well. As stated previously any leave of absence during term time can only be given where there are exceptional circumstances, and again if further clarification is needed on exceptional circumstances the DfE should clarify this for you.

While it is for the Principal to determine what exceptional circumstances are you may find the following helpful:-

- A visit involving family overseas has an entirely different significance than the normal associations with a holiday.
- Visits may be very important in terms of a child's cultural identity and self-esteem as they grow up.
- Parents/carers may feel that the reasons for their visit outweighs the importance of their child's uninterrupted attendance at school – maintaining family links in extended family situations may involve greater significance and greater pressures in some cultures than it does currently in many western cultures.
- The reasons for parents/carers making a visit may be, for example, family illness or bereavement. It is less easy for parents to undertake these normal and necessary activities where long distances and high costs are involved.
- If it is possible to include College holidays in the leave of absence so as to limit the amount of term time the student is absent.
- Governing bodies may wish to consult with local minority groups.

Due to the impact of prolonged absence on student achievement, the Principal is highly unlikely to take mitigating circumstances into account, other than in the most exceptional of cases.

If leave of absence is agreed the College should consider:

- Explaining the work the student will miss how it can be made up on return and how the parents/carers could help the student.
- Whether work can be given to the student while he or she is away.
- Preparing a study pack.
- Asking the student to make notes and observations on a class topic.
- Going through any work done by the student on return.
- Sharing experiences in a positive way with the class and teacher on return.

Parents/carers should be informed of the regulation on removal from the College roll if the child does not return on the agreed date. Parents/carers should be asked to contact the College if the return is delayed. The College should ensure that they have a contact number in the UK so that they can make enquiries if the student does not return at the agreed time.

Failure to Return on the Agreed Date

When granting leave of absence for an extended trip overseas, the College should ensure they have a date when the student will return to College. Regulation 8 (f) details in what circumstances students may be removed from roll if they do not return by the agreed date.

The Education (Student Registration) Regulations 2006

– Regulation 8 (f) states that this applies -

'In the case of a student granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —

- i. the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- ii. the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
- iii. both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the student is.

Appendix 7

Gypsy and Traveller Families

Existing legislation (set out in Section 444 (6) of the 1996 Education Act) protects mobile Gypsy and Traveller families from prosecution for their children's non-attendance provided that:

- they are engaged in a trade of business of such a nature that requires them to travel from place to place;
- the child has attended at a school as a registered student as regularly as the nature of that trade permits; and
- any child aged six or over has attended school for at least 200 half day sessions during the preceding year.

This is to recognise the fact that some occupational Travellers, such as Showmen, are required to move around with their families during school term time. The caveat is that there should be at least 100 days attendance across the year, and that the travelling is not for other purposes - e.g. visiting family.

The Government is considering repealing this part of the Education Act (1996) and carried out a consultation on the matter last year but as yet no further guidance has been issued.

Appendix 8

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Appendix 9

Other Strategies

The Attendance Process

The Attendance Process is a time-focused Early Intervention approach for dealing with absence from College, and where appropriate to commence legal action. The aim of the Attendance Process is to ensure that the College and, when necessary, Local Authorities deal with attendance cases quickly and in the most effective way to get the young person back to College.

It is a mechanism for ensuring that, where appropriate, parents and carers are prompted to focus on their responsibilities to ensure their child's regular attendance at College.

The approach aims to ensure that rapid and appropriate action is taken to tackle absence problems as soon as they become apparent.

It is NOT a process to be used where non-attendance is already embedded. Research has illustrated that the most effective use of the Attendance Process is as an early intervention tool but only when utilised alongside robust recording systems and other interventions.

Penalty Notices.

In certain circumstances Penalty Notices can be an effective alternative to prosecution for poor or non-attendance and enable parents/carers to discharge potential liability for conviction for that offence by paying a penalty.

Amendments to the 2007 regulations in education (penalty notice England) amendment (regulations for 2013). The 2007 regulations set out procedures for issuing Penalty Notices (fines) to each parent/carer who failed to ensure their children's regular attendance at College or fails to ensure their excluded child is not in a public place during the first 5 days of exclusion.

While Penalty Notices are initiated by the Local Authority, the Principal must gain agreement from the governing body as stated in the College's Attendance Policy before such action can be agreed.

Non-payment of a Penalty Notice will lead to prosecution. It is important therefore that all appropriate procedures and actions have been carried out before a Penalty Notice, including consideration of a Common Assessment Framework.

The College needs to ensure that accurate records of all actions taken and registration at the College are maintained and kept up-to-date. These records should include any details of contact with the parent/carer in relation to the absence, and these should be kept in SIMs or on the student's file. Staff who are completing registers should be made aware that, if any student is subject to a fixed penalty warning period or the Attendance Process, there may be requirements to validate illness or other absences such as those agreed on compassionate grounds.

All correspondence will take account of different languages assisted by using the translation service via Dorset Direct. This contact can act as a broker and put callers in touch with appropriate translators.

Looking at Individual Circumstances

Policies and procedures, while very important, are only part of the picture in relation to improving College attendance. For example:

- Talking to the student about your concerns may highlight other issues that are going on.
- Who might be the best person to speak to them?
- Inviting parents/carers in to a meeting may again highlight issues which staff were not previously aware of which may be affecting the student's attendance.
- What support can the College offer?
- What other agencies are involved?
- Is a Common Assessment Framework appropriate and a positive step?

Guidance from the Local Authority Regarding Penalty Notices and Prosecution

The decision to issue a penalty notice or prosecute the parent is taken by the Local Authority, in most cases after extensive work with the family by the school, Locality Team and other agencies.

Circumstances where Penalty Notice may be issued are:

- Penalty notices can only be issued in cases where a pupil of compulsory school age has been absent and the absence has not been authorised by the school or where the pupil has persistently arrived late after the register has been closed.
- The level of absence that is necessary before a penalty notice can be issued is 10 or more half day sessions of unauthorised absence.
- The key consideration in deciding whether to issue a Penalty Notice will be whether it can be effective in helping to get the pupil who is missing education back into school.

A Penalty Notice of £60 (from September 1st) may be issued as an alternative to prosecution. This rises to £120 if unpaid after 28 days. Failure to pay will normally lead to prosecution. The decision to use Penalty Notices rests with the Locality Social Worker supported by their Team Leader. A range of issues will be taken into account, particularly how engaged and compliant the parents/carers are.

The Local Authority is required to publish a protocol with regard to Penalty Notices. This is in the process of being updated due to the structural changes that have taken place and the Government introducing an increase in the fine from September 1st 2012. We are currently waiting for further guidance on this matter from the Department for Education.

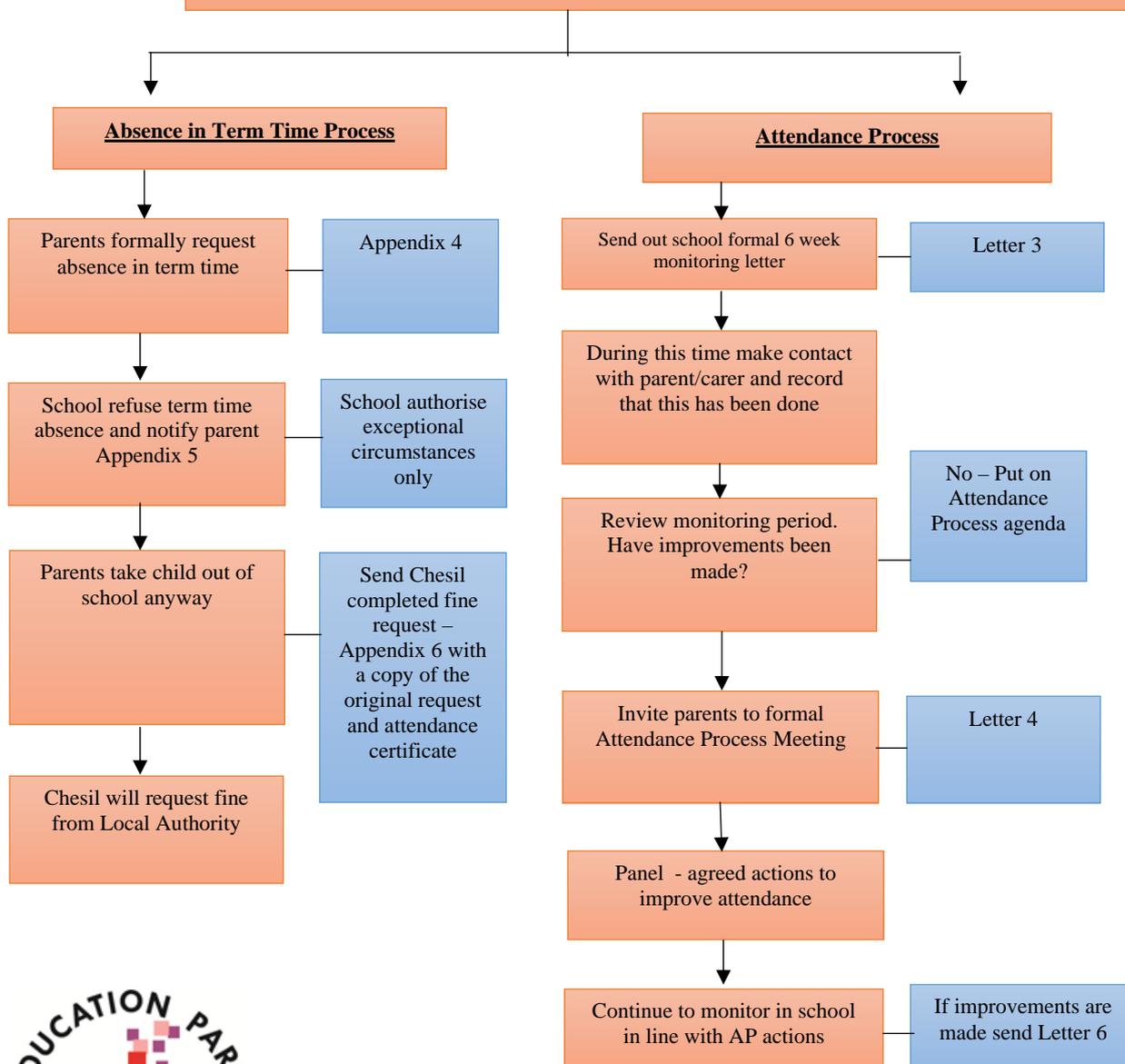
Parents can be fined up to £2,500 or imprisoned for failing to ensure that the child attends school regularly.

Magistrates can also enforce a Parenting Order, which means that the parent has to attend a parenting class.

The Local Authority may apply for an Education Supervision Order (ESO) instead of or as well as prosecuting parents. This would be heard in the Family Proceedings Court. An ESO is made in respect of a child and makes the Local Authority responsible for advising, supporting and giving directions to a child and his or her parents in order to make sure that the child attends school regularly. There are sanctions against parents who fail to cooperate; Magistrates may also direct the Local Authority to consider applying for an ESO following a prosecution.

Attendance Process Flow Chart - Secondary

At the beginning of the new school year Chesil Attendance Statement (Appendix 11) and Absence in Term Time Statement (Appendix 10) sent out to all parents/carers.



PLEASE NOTE:
Absences For pupils on the Attendance Panel process must only be authorised by the Progress Leader/Attendance Officer on receipt of appropriate evidence.

Budmouth Attendance Process

Abbreviations

Assistant Principal	Ast P
Attendance Manager	AM
Attendance Officer	AO
Attendance Process	AP
Child Protection	CP
Director of Learning – Inclusion	DoL
Locality Social Worker	LSW
Education Supervision Order	ESO
Fixed Penalty Notice	FPN
Parent Support Worker	PSW
Progress & Behaviour Co-ordinators	PBC
Progress Leader	PL
School Medical Officer	SMO
Special Educational Needs	SEN
Student Support Centre	SSC

Annual and Fortnightly Focus by the Progress Leader

To be done each year by all Progress Leaders (PLs).

- Annual letter. Letter 1 – for September Years 7 - 11 to be sent to all parents explaining the Attendance Process Procedure. This should also be put out on Budmail, FROG and the Budmouth Website. See the template letter on page 10.
- Year 6 Letters to go into Yr 6 packs (a copy of this procedure to go to Lucy Vincent).

Fortnightly Focus

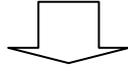
PL to monitor the attendance of the year group fortnightly looking at any student with attendance below 95%. Students that are late need to be monitored and action taken (see Code of Conduct and Punctuality Process for details).

If a Tutor is identified as not completing registers correctly, the identified Tutor needs to be talked to by the PL. The PL may observe the Tutor taking the register and check that they are using the History Button, asking relevant students for a note and adding a comment to this effect on the register.

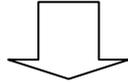
- If improvements are not made this may be passed to the Line Manager (LM).
- If there are still issues this may be passed to the Principal.

Attendance Process Flow Chart

PL look at the SIMS Marksheet and to consider all available data (TOPS, Academic Report, 0s, 9s, 4s, staff feedback and any outside agencies involved) for students concerned. The Progress Leader should also check if the student is listed as a Child Protection (CP) concern on SIMS.



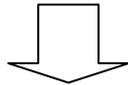
PL to analyse the data and record action on the SIMS Marksheet.



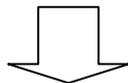
If the student is just below 95% the Tutor should discuss this with the student and the Tutor should phone home to discuss the situation and make a record of this. If there is still a concern following this conversation the first Pre-Attendance Process Letter (PAP) should be sent. If the student is closer to 90% or just below and the first PAP letter has not yet been sent then the second version of the PAP Letter should be sent. These actions will be recorded on the SIMS Marksheet.

NOTE: If absence is due to illness it will be marked as unauthorised unless medical evidence in the form of a signed doctor's appointment card or a copy of the prescription is provided.

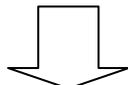
If the issue is stated as illness then a referral to the School Medical Officer (SMO) or in some cases the School Nurse may be made. PBC to send copy to the LSW.



If there is no improvement as a result of the PAP letter the PL should discuss the attendance with the student and parents and make a note of this on the SIMS Marksheet. The PL should work with relevant staff/agencies and put an action plan into place with a maximum of a 6 week review date.

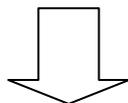


PL to continue to monitor attendance fortnightly and, if necessary, bring review date forward if attendance gets worse. Record any update or actions on the SIMS Marksheet.

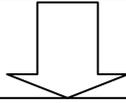


PL to review the action plan after a maximum of 6 weeks from the PAP letter being sent. If attendance has improved and is back over 95% the PL can continue to monitor.

If not the action plan needs to continue with new strategies where relevant and the Attendance Process (AP) letter should be sent. If after a maximum of 6 weeks there is no improvement the PBC will send a letter inviting parents in for a meeting with the Progress Leader, using the Progress Leader Attendance Process Meeting template. A copy of this will be sent to the parents and the Tutor by the PBC. The PL will update the SIMS Marksheet.



PL to consider referral to the Family Support Team using a CAF.



PL to continue to monitor the student's attendance working with the Tutor who will alert the PL as soon as the student is absent. PL to follow up on agreed actions from the AP Meeting and communicate with key staff and agencies. Update SIMS Marksheet with date

The Attendance Officer (AO) will do first day calling for these students.

Review meeting to follow the same procedure.

If the student is in Year 11, in most cases, they will be placed straight onto the Attendance Process; no Pre-Attendance Process Letters should be used. Parents should be contacted by the Progress Leader/Tutor by phone in the first instance to explain the process.

PL to consider the Attendance Process straight away if parents are not co-operating and unauthorised absences come to 10%.

Attendance Process Meetings

See checklist for Attendance Process Meetings – page 38.

AP to chair meeting. See page 35.

All legal options may be considered.

- Fixed Penalty Notice (FPN)
- Education Supervision Order (ESO)
- Prosecution

We may also consider:

- School Medical Officer Referral (SMO)
- Family Support Service Referral
- Other agency referral.

Action Plan to be agreed and reviewed in 6 weeks or less.

(Appendix 10) This letter will be sent to all parents in the CEP during Summer Term 15



To work together to ensure all learners aspire & achieve their full potential.

Information for Parents/Carers: Chesil Statement regarding absence in term-time

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. The schools in the Chesil Education Partnership are committed to working together to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent/carer's responsibility to ensure that their children attend school.

Mainstream schools within the Chesil Education Partnership have agreed the following:

- From September 2015 no requests for a 'Leave of Absence' during term time will be granted, except in exceptional circumstances.

We are therefore informing parents/carers that, should you wish to take your child out of school for any leave of absence, holidays or otherwise, requests made from September 2015 will not be routinely granted. Any absence which has not been authorised by your child's school will be recorded as 'unauthorised' and this has the potential to impact on your child's overall absence figure. A Fixed Penalty Notice for £60 will be issued to each parent when a child is recorded as having had 10 half day unauthorised absences. Non-payment of a Fixed Penalty Notice within 21 days will result in the fine doubling to £120. A criminal prosecution can be commenced if a fine remains unpaid after 28 days.

The Chesil Education Partnership is committed to ensuring that every learner has the opportunity to thrive and achieve and recognises that good attendance is central to this. All schools, colleges and academies within the partnership will be applying this protocol from September 2015.

Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school or college regularly.



**Produced by the Chesil Education Partnership,
Weymouth Locality Hub, 307b Chickerell Road,
Weymouth, Dorset. DT4 0QU**

**We can be contacted on:
01305 225777**

or through our website www.chesil.org.uk





Committed to Learners (Appendix 11)

- **To work together to ensure all learners aspire & achieve their full potential.**

Information for Parents: Chesil Attendance Statement.

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. The schools in the Chesil Education Partnership are committed to working together to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent/carers responsibility to ensure that their children attend school.

Schools within the Chesil Education Partnership have agreed the following:

No Leave of Absence will be granted during term time, except in exceptional circumstances.

- The schools in the Chesil Education Partnership will monitor the attendance of our pupils and work closely with the Locality Early Intervention Teams to support children and young people whose attendance levels are causing concern.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. Schools have the right to request evidence of illness and will do so if a child builds up considerable absence through illness over a period of time. If a child's health continues to affect their education schools are obliged to make a referral to the School Medical Officer to ensure that all that can be done, is being done.
- If your child is ill it is the responsibility of the parent/carers to ensure that they inform the school. Chesil Education Partnership schools all operate a targeted 'First Day Call' system, which means they will contact you to ask why your child is not in school and when they are expected to return.
- It is important that pupils are in school on time. Good punctuality is not only important in obtaining maximum benefit from education, it is also a key skill for adult life. Lateness is monitored by schools in the Chesil Education Partnership and contributes to absence rates.
- Because we recognise the importance of education and value good attendance, all schools in the Chesil Education Partnership celebrate good attendance.

Children only get one chance at school, and your child's chances of a successful future may be affected by not attending College regularly



Produced by The Chesil Education Partnership,
The Wey Valley School, Dorchester Road
Weymouth, Dorset. DT3 5AN
We can be contacted on:
01305 817021
or through our website www.chesil.org.uk



Annual Letter for September Years 7 – 11



Committed to Learners

Chesil Education Partnership
The Wey Valley School, 436 Dorchester Road
Weymouth, DT3 5AN
Telephone: 01305 817021



Budmouth College
Chickerell Road
Weymouth
DT4 9SY
Tel: 01305 830500

Date

Information for all parents and carers on the importance of attendance and the Attendance Process

Dear Parent or Carer

The schools within Weymouth and Portland regularly work together through the Chesil Education Partnership (CEP). Members of the partnership are committed to ensuring the best for all our learners and work together to support children and families. All schools are working very hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level. The Chesil Education Partnership support schools to deal with situations when a child's attendance fails to improve and continues to be below acceptable levels.

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and in establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement. Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent achieve five or more GCSEs at grades A* to C including English and Maths, but 73 per cent of pupils who attend 95 per cent of school will achieve this. (DfE June 2012)

If a child has an attendance level of below 95% this means they will have missed an average of one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five year period it would mean half a school year would have been missed.

Across the CEP if a school is concerned about a child's attendance they will talk to the parents and write to them to explain why. They will then monitor attendance expecting to see an improvement. The Early Intervention Service will be made aware of the school's concerns. If no improvement is made, the family will be invited to attend an Attendance Panel.

Here at Budmouth College we are determined to ensure that all our students have the opportunity to achieve success and have an excellent record attendance. All students' attendance is monitored. Where there is cause for concern you will be contacted and attendance closely monitored for the next six weeks. If attendance has not improved sufficiently - usually at least 95% you will be invited to an attendance panel.

The panel is an opportunity for the College, family, other agencies and the Dorset Attendance Officer to meet together to discuss why a child has such high absence rates and to hopefully come up with solutions to any problems.

The panel can recommend several outcomes including a further six week period of close monitoring with specified targets for attendance, issuing a £60 Penalty Notice, a parenting order or seeking prosecution which could result in a fine of up to £2,500 and/or custody.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves monitoring will continue and if it falls the attendance process will be resumed.

All schools hope that the Attendance Panel will not be needed and that all pupils will have a good record of attendance. Budmouth College and the Chesil Education Partnership's aim is to work together to give your child the opportunity to benefit from their time at school and for them to be happy and successful.

Yours sincerely

Miss J Simmonite
Assistant Principal

Yours sincerely

A handwritten signature in black ink that reads 'V. C. Prior'.

Vicky Prior
Chair, Chesil Education Partnership

Letter 2 – Pre-Attendance Monitoring Letter (Below 95%)



Committed to Learners

Chesil Education Partnership
The Wey Valley School, 436 Dorchester Road
Weymouth, DT3 5AN
Telephone: 01305 817021



Budmouth College
Chickerell Road
Weymouth
DT4 9SY
Tel: 01305 830500

Parent's Name
Parent's Address

Date

Dear Parent's Name

Re: Attendance Concerns, child's name - DOB: child's date of birth

At the beginning of the school year you received a letter informing you about the importance of regular school attendance and our aim to ensure good attendance for all students.

Your child has been identified as having an attendance level below 95% which means their attendance will be closely monitored as part of our Attendance Process. I have enclosed a registration certificate for you to look at.

You will appreciate that parents/carers have a legal responsibility to ensure that their child is educated and parents/carers may be liable to prosecution under (s) 444 Education Act 1996 (as amended) if they fail to ensure that a child of compulsory school age attends regularly at the school at which the child is registered.

Over the next six weeks attendance must improve and be over 95%, otherwise we will ask you to attend a meeting in school to discuss this matter. If attendance continues to be below 95% following this meeting you could receive a letter informing you of an Attendance panel. This panel may recommend further action such as a penalty notice, parental order, further monitoring or seeking prosecution through the magistrates court.

There are many reasons why students may have poor attendance. If there are specific circumstances that have contributed to _____'s poor attendance that you feel we haven't considered, please contact xxxx. The College will consider seriously all notes/information explaining absences before deciding whether or not to authorise the absence.

Budmouth is very proud of the many types of pastoral support we offer students and parents. Please contact the appropriate Progress Leader if you would like advice on the support we can offer.

PLEASE NOTE: During this six week period, any sickness absences should be supported with evidence such as a GP's appointment card or prescription slip, or hospital letter.

We hope this will not be necessary and that, instead, we see a significant improvement in school attendance. It is only through excellent attendance that _____ will achieve all that he/she is capable of achieving, and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

Miss J Simmonite
Assistant Principal

Yours sincerely

A handwritten signature in black ink that reads 'V. C. Prior'.

Vicky Prior
Chair, Chesil Education Partnership

Letter 3 – Attendance Process Letter



Committed to Learners

Chesil Education Partnership
The Wey Valley School, 436 Dorchester Road
Weymouth, DT3 5AN
Telephone: 01305 817021



Budmouth College
Chickerell Road
Weymouth
DT4 9SY
Tel: 01305 830500

Parent's Name
Parent's Address

Date

Dear Parent's Name

Re: Attendance Concerns, child's name – DOB: child's date of birth

At the beginning of the school year and in communications with your child's school you were informed about the importance of regular school attendance and our aim to ensure good attendance for all students.

Your child has been identified as having an attendance level below 95% which means their attendance will be closely monitored as part of our Attendance Process.

You will appreciate that parents/carers have a legal responsibility to ensure that their child is educated and parents/carers may be liable to prosecution under (s) 444 Education Act 1996 (as amended) if they fail to ensure that a child of compulsory school age attends regularly at the school at which the child is registered.

Over the next six weeks _____'s attendance must improve and be over 95% during the 6 weeks, otherwise we will ask you to attend an Attendance Panel Meeting in the presence of the College, a Schools Social Worker and the Dorset Attendance Officer, and this could lead to legal proceedings being taken.

There are many reasons why students may have poor attendance. If there are specific circumstances that have contributed to poor attendance that you feel we haven't considered, please contact your child's school. The school will consider seriously all notes/information explaining absences before deciding whether or not to authorise the absence.

PLEASE NOTE: During this six week period, any sickness absences should be supported with evidence such as a GP's appointment card or prescription slip, or hospital letter.

Budmouth is very proud of the many types of pastoral support we offer students and parents. Please contact the appropriate Progress Leader if you would like advice on the support we can offer.

We hope this will not be necessary and that, instead, we see a significant improvement in school attendance. It is only through excellent attendance that your child will achieve all that they are capable of achieving, and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

A handwritten signature in black ink that reads 'V. C. Prior'.

Vicky Prior
Chair, Chesil Education Partnership

Yours sincerely

Miss J Simmonite
Assistant Principal

Letter 4 – Invite to Attendance Process Meeting



Committed to Learners

Chesil Education Partnership
The Wey Valley School, 436 Dorchester Road
Weymouth, DT3 5AN
Telephone: 01305 817021



Budmouth College
Chickerell Road
Weymouth
DT4 9SY
Tel: 01305 830500

Parent's Name
Parent's Address

Date

Dear Parent's Name

Re: Attendance Concerns, child's name – DOB: child's date of birth

Following our letter to you earlier this academic year regarding _____'s attendance we regret to inform you that attendance has not improved to the required level and is currently at ___%.

It is a legal requirement that all children should attend their educational provision and it is the parent/carer's responsibility to ensure their child attends College. You also have a responsibility to contact the school each day should your child be unable to attend for any reason.

You are therefore invited to attend an Attendance Panel on **date at time at venue**. You are welcome to bring a friend/colleague to support you.

Present at the meeting will be a representative from the College, a Schools Social Worker and the Dorset Attendance Officer. It is important you attend this meeting so that any issues or concerns which may be contributing to _____'s non-attendance can be discussed.

As explained in earlier letters this meeting is an opportunity for the College, family, other agencies and the Dorset Attendance Officer to meet together to discuss why a child has such high absence rates and to hopefully come up with solutions to any problems.

The panel can recommend several outcomes including a further six week period of close monitoring with specified targets for attendance, issuing a £60 Penalty Notice, a parenting order or seeking prosecution which could result in a fine of up to £2,500 and/or custody.

Please telephone to confirm receipt of this letter, and your intention to attend the meeting by contacting our Attendance Officer, Mrs Sanders on 01305 830500.

Yours sincerely

A handwritten signature in black ink that reads 'V. C. Prior'.

Vicky Prior
Chair, Chesil Education Partnership

Yours sincerely

Miss J Simmonite
Assistant Principal

Letter 5 - Attendance Process 2nd Meeting Letter

Date:

Dear Mr and Mrs ???????

Attendance Process Re: ????????????????????

Following our recent meeting earlier this term regarding your child's attendance we regret to inform you that ??????????????????'s attendance has not improved to the required level and is currently at ??????????????% % since last meeting and overall attendance is ???% since September.

Therefore, you are required to attend another meeting at College on ?????????? with J Simmonite Assistant Principal, ??????????? Progress Leader, J Drew Dorset Attendance Officer on ??????????????? at ??????????am. Please telephone to confirm receipt of this letter by contacting Liz Sanders on 01305 830500.

We look forward to seeing you on ????????????????. We ask that your child also attends the meeting in order to discuss the issues affecting attendance and legal proceedings. Please ask ?????????????? to meet you in the Foyer/Reception.

Yours sincerely

Miss J Simmonite
Assistant Principal

Invitees:

Letter 6 – Attendance Improvement Letter



Chesil Education Partnership
The Wey Valley School
436 Dorchester Road
Weymouth
DT3 5AN

Telephone: 01305 817021

www.chesil.org.uk

Parent's Name
Parent's Address

Date

Dear Parent's Name

Re: child's name – DOB: child's date of birth – Attendance Improvement

Following the Attendance Panel on xxx we are pleased to note that _____'s attendance has improved significantly/slightly and is currently __%.

If _____'s attendance continues to improve, you will not need to attend future Attendance Panels. We will continue to closely monitor _____'s attendance with a view to re-instating the attendance process should it be necessary.

Budmouth College together with the rest of the Chesil Education Partnership's aim is to work together, with the support and co-operation of parents and carers, to give all children the opportunity to benefit from their time as students at our schools and for them to be happy and successful. There are many reasons why students may have poor attendance. If, in the future, there are specific circumstances that may contribute to poor attendance that you would like to discuss with the school college please do not hesitate to contact your child's school. It is much better to resolve potential problems before they become an issue.

We thank you for your support with this process to date, and look forward to your continued support in the future.

Yours sincerely

A handwritten signature in black ink that reads 'V. C. Prior'.

Vicky Prior
Chair, Chesil Education Partnership

Letter 7 - Continued Attendance Process (From September)

Date:

Dear Mr & Mrs

Continued Attendance Process re: ??????

We wrote to you during the last academic year about.....being placed on our Attendance Process Scheme. This year, we have noticed that ?????'s attendance has not yet improved to the required level, so we are still including ???? in this Scheme for continued monitoring. I have enclosed a registration certificate for you to look at and see the recorded absences.

There are many reasons why students may have poor attendance. If there are specific circumstances that have contributed to ?????'s poor attendance that you feel we haven't considered, please contact Mrs Sanders or????Progress Leader on 01305 830500. The college will consider seriously all notes/information explaining absences before deciding whether or not to authorise the absence. **If absence is due to medical reasons we need evidence this can take the form of sight of prescription, doctor's appointment card or hospital letter.**

Budmouth is also very proud of the many types of pastoral support we offer students and parents. Please also contact me or the appropriate Progress Leader if you would like advice on the support we can offer.

Over the next six weeks ?????'s attendance must improve and be over 95% during the six weeks, otherwise we will ask you to attend a meeting at Budmouth in the presence of the Dorset Attendance Officer to discuss this matter and this could lead to legal proceedings being taken.

We would prefer that ?????'s attendance improved in the next 6 weeks, and that it wouldn't be necessary to take any further action. It is only through excellent attendance that ????? will achieve all that ????? is capable of achieving, and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

Miss J Simmonite
Assistant Principal

Attendance support available

Budmouth has a wide variety of attendance support available.

Student Support Centre: For students who have particular difficulties, normally behavioural within their lessons.

Special Educational Needs: Specialist support for students who have an identified and in many cases statemented educational need.

College Counsellors: Professionally qualified counsellors who can work in depth with students that have severe emotional concerns, whether these are home or College-based.

Tutors: Every student has a tutor, who is available to give support and encouragement.

Progress Leaders: With responsibility for all aspects of the care of students in a year group, Progress Leaders are very experienced teachers, and are available to give advice, support and encouragement.

Attendance Officer: Our Attendance Officer has a very wide experience of working with students with poor attendance. She has extensive contact with both students and parents, and has a key role in monitoring the attendance of target students.

Parent Support Worker: With responsibility for working with parents to support them and let them know what support is available in the wider community.

Checklist of things to do before the Attendance Process Meeting

- PL to analyse data and decide which students to invite to the Attendance Process Meeting (in liaison with other key staff) – students to review and new students in line with the attendance procedure. Record on the SIMS spreadsheet with date.
- PL to discuss with AO a minimum of 2 weeks before the AP Meeting and get agreement from AP.
- AO agree schedule with AP and inform all attending and other interested parties of schedule including PSW, College Nurse and any relevant outside agencies e.g. Social Workers.
- AO to send out letters to parents and agencies.
- AO to organise refreshments and book room.
- PL to organise:
 - Round Robin
 - Os Report
 - 9s Report
 - 4s Report
 - TOPS
 - Most recent academic report via PBC
 - Yr 6 attendance and context

PL circulates the above to the people attending the meeting via PBC electronically (Academic Report will not be circulated).

- PL to inform Tutor and discuss student.
- PL to inform any staff that work closely with the student including outside agencies and ask for feedback where appropriate (e.g. WAD, SSC, etc).
- PL to check Child Protection on SIMS.
- PL to consider who the best person to attend the meeting. In the majority of cases this will be the PL but in some cases there may be another professional (e.g. WAD/SSC/BSL) who would be better placed to represent the college view.
- AO to bring attendance reports from Yr 7 onwards to date if it is the first AP Meeting. If a follow up meeting bring previous attendance reports from file plus most recent attendance report.
- **PL - If a review AP Meeting bring previous paperwork as listed above and the minutes with actions.**

Progress Leader Attendance Process Meeting on

Student: DOB: 00/00/00 Address: Tel: 01305 000000 School: Budmouth College SEN: Educational Psychologist: Disability: Any other details/special requirements/medical condition:	Ethnicity: White British Gender: First Language: English Contact: Yr and Tutor Group: Code of Practice: Behaviour Support: Young Carer:
--	--

<u>Parental Details (including partners)</u>	
Name: DOB: Address: Tel: Parental Responsibility Details: Names of any other significant adults and details of their involvement?	Name: DOB: Address: Tel: Parental Responsibility Details:

<u>GP Details:</u> Name: Address: Tel: Any other details:	<u>Social Worker (if applicable)</u> Name:
Attendance % to date this academic year: % Attendance % at last meeting where relevant: % Attendance % last academic year: %	

Attended by:
Apologies: None

Comment from College/Parent/Child

	Agreed Action	Person	Date	Review / Comments

Date of Review Meeting:

Copies of minutes to:

Attendance Process Meeting on

Student: DOB: 00/00/00 Address: Tel: 01305 000000 School: Budmouth College SEN: Educational Psychologist: Disability: Any other details/special requirements/medical condition:	Ethnicity: White British Gender: First Language: English Contact: Yr and Tutor Group: Code of Practice: Behaviour Support: Young Carer:
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<u>Parental Details (including partners)</u>	
Name: DOB: Address: Tel: Parental Responsibility Details: Names of any other significant adults and details of their involvement?	Name: DOB: Address: Tel: Parental Responsibility Details:

<u>GP Details:</u> Name: Address: Tel: Any other details:	<u>Social Worker (if applicable)</u> Name:
--	---

Legal Introduction given by the Dorset Attendance Officer		
Attendance % to date this academic year: %	Attendance % at last meeting where relevant: %	Attendance % last academic year: %

Attended by:
Apologies: None

Comment from College/Social Worker/Dorset Attendance Officer/Parent/Child

Agreed Action	Person	Date	Review / Comments

Date of Review Meeting:
Copies of minutes to:

Locality Date assessment started

Notes for use: If you are completing form electronically, text boxes will expand to fit your text. Where check boxes appear, click to insert an 'X' in those that apply



Identifying details

Record details of unborn baby, infant, child or young person being assessed.
If unborn, state name as 'unborn baby' and mother's name e.g. unborn baby of Ann Smith

Given name(s) <input type="text"/>	Family name <input type="text"/>
Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown <input type="checkbox"/>	AKA ¹ /previous names <input type="text"/>
Address <input type="text"/>	Date of birth or EDD ² <input type="text"/>
	Contact tel. no. <input type="text"/>

Postcode

Ethnicity

White	Black or Black British	Asian or Asian British	Mixed/Dual Background	Chinese & Other
White British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
White Irish <input type="checkbox"/>	African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White & Black African <input type="checkbox"/>	
Traveller of Irish Heritage <input type="checkbox"/>	Any other Black background* <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other ethnic group* <input type="checkbox"/>
Gypsy/Roma <input type="checkbox"/>		Any other Asian background* <input type="checkbox"/>	Any other Mixed background* <input type="checkbox"/>	Not given <input type="checkbox"/>
Any other White background* <input type="checkbox"/>				

*If other, please specify

Immigration status

Child's first language

Parent's first language

Is the child or young person disabled? Yes No

For a child aged 0-5 who is disabled and/or has complex health needs – refer to Early Support <http://www.dorsetforyou.com/earllysupport>

If 'yes' give details

1 'Also known as'
2 Expected date of delivery

Checklist (record evidence and comments in the white boxes below, where relevant)

Does the unborn baby, infant, child or young person appear to be:

Healthy? Yes No Not Sure

Safe from harm? Yes No Not Sure

Learning and developing? Yes No Not Sure

Having a positive impact on others? Yes No Not Sure

Free from the negative impacts of poverty? Yes No Not Sure

If you answered 'no' or 'not sure' to any of the above questions, what additional services may be required?

Initiators Details

Name Contact tel. no.

Address Role

Organisation

Postcode:

Appendix 12

Guidance from the Local Authority Regarding Removing Students from School Roll

Removing a pupil from the school roll is a very important decision and may have far reaching consequences if the correct procedures are not followed. For instance:

- A school could fail in its legal duty
- Children could become missing from the education system
- The safeguarding of children can be affected
- Children could be denied access to education

The same applies if the school does not follow the correct procedures when admitting a child to school.

The Education (Pupil Registration) England Regulations 2016 means that all schools now have a duty to inform the LA in all circumstances when a pupil is deleted from the register. The only exception is when a pupil has completed their final year in education.

Regulation 5 specifies that pupils joining the school roll (i.e. must be listed in both the admissions and attendance registers on the expected first day of attendance) therefore if a pupil does not arrive on the expected day, and in fact does not arrive at all, they should not be deleted from the register but appropriate procedures should apply and if necessary this may lead to a “child missing education” procedure. It is vital for the safety of those pupils that you inform the Admissions Team where pupils have been allocated a place but do not arrive. Pupils have been found to be out of school for a significant amount of time where these regulations have not been followed.

Regulation 8 sets out the only circumstances in which pupils of compulsory school age can be deleted from the register and schools may not delete pupils from the attendance register until they are deleted from the admissions register.

- The school is replaced by another school on a school attendance order as the pupil is now registered at the other school
- The school attendance order is altered or revoked by the Local Authority
- Completion of compulsory school age
- Permanent exclusion
- Death of the pupil
- Transfer between schools
- The pupil has ceased to attend and the parents have satisfied the LA that he or she is receiving fulltime education suitable to his or her age, ability and aptitude otherwise than at school.
- Transfer of the pupil’s ordinary residence makes attendance at the school unreasonable (i.e. he or she has moved out of the area).
- The pupil has failed to return to school within 10 days of the expiry of extended leave of absence for the purpose of a holiday unless the absence is because of sickness or some unavoidable cause and both the proprietor and the LA have failed, after reasonable enquiry, to ascertain where the pupil is. For further information on what a “reasonable enquiry” is please see Children missing education September 2016 pages 12 -14.
- The School Medical Officer has certified that the pupil’s health is such that he or she is unlikely to be fit enough to attend before becoming legally exempted from attendance. A medical condition prevents their attendance and return to school before the ending of compulsory school age.
- The pupil has been continuously absent for at least four weeks and, after reasonable enquiry, neither the school nor the LA has been able to locate the pupil (Note: this means that the School Attendance Team and school must agree. One cannot act alone.
- The pupil is known to have died.
- The pupil will cease to be of compulsory school age before the school next meets and he or she intends to leave.

- The pupil has been permanently excluded but only when the school appeal process has been concluded or the parent decides not to appeal.
- A pupil has served a custodial sentence of more than four months (not on Remand)

For further guidance on grounds for deleting a pupil from the school admission register please see Children missing education September 2016 , Annex A, pages 20 – 21.

The Local Authority and the schools are required to ensure safeguarding policies and procedures are in place to ensure that all children remain safe and fully engaged in education provision.

Appendix 13

Guidance from the Local Authority Regarding Children Missing Education – CME

This refers to children who stop attending school, and school have been unable to contact and are believed to have left the area without parents notifying the school.

The flowchart on page 45 is easy to follow and as you can see it is imperative that the appropriate actions are followed as there are potentially significant safeguarding issues. If the College has any safeguarding concerns the Safeguarding Policy and Child Protection Procedures should be followed. The Designated Safeguarding Lead will refer to the Multi Agency Safeguarding Hub immediately if there is risk of significant harm (01202 228866).

For further guidance please see the Pan-Dorset Multi-Agency Safeguarding Policies and Procedures Manual at:

http://pandorsetscb.proceduresonline.com/chapters/p_ch_missing_care_hme_edu.html

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation (FGM) and forced marriage.

The law requires all schools to have an admission register and an attendance register. All pupils must be placed on both registers.

All schools must inform the LA of any pupil who is going to be deleted from the admission register. For a list of when this may occur and who to contact at the LA please see the School Attendance Service Information Pack, September 2016, Dorset County Council, page 12. Please also see Appendix 12 Guidance from the Local Authority Regarding Removing Students from School Roll in this document pages 42 – 43.



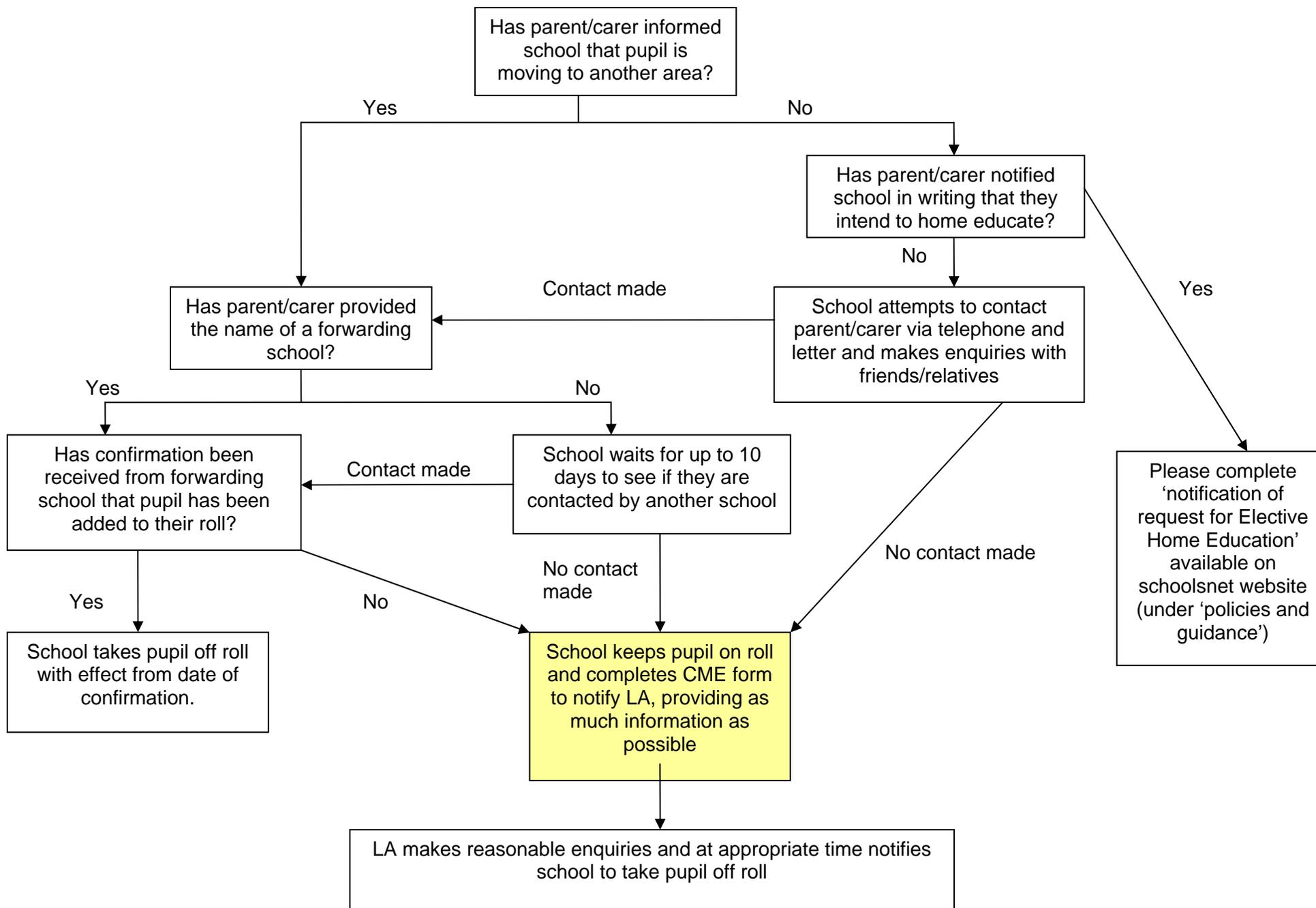
CHILDREN'S SERVICES
Referral Form for Child Missing Education

Please complete all sections of this form

Section 1: Core information - please complete all sections	
Name (include any alternatives / nicknames/AKA)	Date of Birth
	UPN (unique pupil number)
School Last Attended	Last known address
Date Last Attended	
Name(s) of parent/carer	Telephone No(s) Home Mobile Work

Section 2: Referrer details
<p>Referrer name:</p> <p>Role:</p> <p>School:</p> <p>Phone number:</p> <p>e-mail:</p>

Section 3: Reason for referral
<p>What has led you to believe the child/young person is missing education?</p>



Appendix 14

An Explanation from the Chesil Family Partnership Zone

Early help means providing support and services to children and families as soon as problems start to emerge or when there is a strong likelihood that problems will emerge in the future. Early help is not just for young children; family situations change and problems may emerge at any point throughout childhood and adolescence. The Service is concerned with issues pre-birth to 19 years of age or 25 if a young person has a disability. Fundamental to early help is integrated/partnership working to ensure an effective response, effective use of resources and so families only tell their story 'once'. Achieving better outcomes for children, young people and families will only be achieved by a range of universal and targeted provision.

The following reflects the priorities identified in current plans:

- Targeted support at points of transition, including work with schools and early years settings.
- Support for children and young people and their families with emerging attendance issues, including working with Health to identify those families who miss significant appointments.
- Children making good progress
- Children being ready for adulthood
- Families making positive choices.

While the Local Authority no longer has targets set by the Government for School Attendance we remain totally committed to the importance of Attendance. We are looking at 'Attendance' in its broadest sense as it is rarely a single issue and it is important that we promote the notion that 'Attendance' is everyone's business. There is rarely one solution to the underlying issues, therefore a multi-agency approach and where appropriate the use of the CAF can be very effective in achieving better outcomes.

This guidance has tried to provide ideas and examples of good practice. However, if you feel you would like some help and advice on your overall policies/practices/incentives etc, please email your Early Help office making it clear what sort of advice you need (see the flow chart on page 51). We ask you to do this in the first instance so that work can be allocated to our teams effectively and equitably. The number of schools necessitates a systematic approach. Where you have a Team Around the School (TAS) model then this may well be something you discuss in your meetings.

chesilfamilypartnershipzone@dorsetcc.gov

As a Local Authority we still have some significant responsibilities in terms of attendance including Penalty Notices and prosecution, Elective Home Education and maintaining a robust system for Children who move out of the area/missing children.

Troubled Families Initiative

The Dorset Families Matter project is the local name for the national "troubled families initiative", which aims to turn around the lives of 120,000 of the country's most troubled families by 2015. In Dorset, we are in the process of identifying those families that may be eligible to take part in the Dorset Families Matter project, based on a series of measures, one of which is non-attendance at school. To date, we have identified 260 families who are eligible for taking part in the project in Dorset. The Dorset Families Matter project is unique in that it is funded using a payments by results model where success in turning around a family is rewarded with funding. One of the goals associated with the project, and as a result with securing funding, is reducing non-attendance at schools amongst our identified families. Further information will be made available with regard to this new area of work.

Appendix 15

Advice from the Local Authority Regarding Cross Border Issues.

Cross border issues continue to be problematic. Trying to maintain an early intervention strategy when children and young people attend our schools but live out of the County is becoming more difficult in the current financial climate. While we are able to support school based issues if for example 'parenting' is an underlying issue, this would need to be resourced by the Authority in which the child resides. Some of the surrounding Authorities do not have an Early Intervention Service or equivalent and this can disproportionately affect some of our schools who are on the borders of the County.

In relation to prosecution for non-school attendance, this responsibility remains with the Authority where the pupil goes to school but of course before going to court we need to be able to evidence that a range of support and interventions have taken place. It is this particular issue, including home visits that we are discussing with our neighbours. In the meantime your Locality Team will be able to inform you of potential routes of support from your neighbouring authority which you may need to develop.

Appendix 16

Information from the Local Authority regarding Elective Home Education

Legal Context

Article 289 of the UNCRC - United Nations Convention on the Rights of the Child - recognises the right of the child to an education. Education is compulsory in England and it can be provided at school or 'otherwise'. The responsibility for the provision of a child's education rests with the parents who have also a duty to ensure that any education provided is 'efficient' 'full time' and 'suitable'. This is set out in Section 7 of the Education Act 1996. The terms 'efficient' and 'suitable' are not defined in law. Case law has broadly described an 'efficient' education as one that 'achieves that which it sets out to achieve. A 'suitable' education is one that 'primarily equips a child for life within the community of which he is a member, rather than the way of life in a the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if he wishes to do so'.

Reasons for Elective Home Education

Parents may choose home education for a variety of reasons, e.g. Philosophical or ideological views, or a child's unwillingness to go to school, but for many parents the decision to home educate is a positive one whilst for others it may reflect a lack of confidence in the system. The local authority's primary interest should lie in the suitability of parents' education provision and not their reason for doing so.

Parents Responsibility

Parents may decide to exercise their right to home educate their child from a very early age and so the child may not have been previously enrolled at school. They may also elect to home educate at any other stage up to the end of compulsory school age. Parents are not required to register or seek approval from

the local authority to educate their children at home. Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations. However, local authorities are encouraged to provide support where resources permit.

While any parent or carer is entitled to make the choice it is obviously a very serious commitment. Inevitably parents will at times state they are going to do this rather than sort out the issues with a school but this is obviously not a good starting point.

Our Locality Social Workers do visit families who have elected to home educate and the focus of the assessment is on the child or young person's access to the five 'every child matters' outcomes. These visits are not compulsory and parents are not legally required to give the LA access to their home. Visiting Local Authority inspectors offer support in relation to the education provision. It is really important therefore that as stated on the flowchart you complete the notification of request for Elective Home Education available on the schoolsnet website (under 'policy and guidance').

Appendix 17

Information from the Local Authority Regarding Flexi Schooling

Flexi-schooling is not the same as Elective Home Education. Parents/carers who request flexible attendance are asking for a pattern of provision which will involve both attendance at school as well as times when the child will receive educational provision at home.

In November 2007 the DCSF issued "Elective Home Education - Guidelines for Local Authorities" which contained the following paragraph (5.6):

"Flexi-schooling" or "flexible school attendance" is an arrangement between the parent and the school where the child is registered at school and attends the school only part time; the rest of the time the child is home educated (on authorised absence from school). This can be a long-term arrangement or a short-term measure for a particular reason. "Flexi-schooling" is a legal option provided that the head teacher at the school concerned agrees to the arrangement. The child will be required to follow the National Curriculum whilst at school but not whilst he or she is being educated at home. Local authorities should make sure that head teachers are made familiar with flexi-schooling and how it may work in practice.

The flexi schooling guidance can be found on the following link:

[Flexi Schooling](#)

Part Time School Time Table

There are rare occasions when temporary or part time provision may be considered an option. This may be when there are identified and specific medical issues which mean that the child is unable to attend school full time. Other examples might be a time of transition or induction to ensure that the child may experience success.

The 'Protocol for Attendance of Children and Young People on a Part Time School Timetable' can be found on the following link:

[Policies & Guidance for Schools](#)

[Inclusion Guidance & Templates](#)

Appendix 18

Request for Involvement from your Family Partnership Zone

As set out earlier in this document, before making a request for involvement you need to have considered the following good practice.

- The school should have in place a robust attendance policy which is regularly reviewed.
- A range of interventions should be evident such as first response, general letters to parents, and incentives such as certificates etc.
- Evidence of monitoring of interventions and data e.g. emerging patterns such as certain times or days, siblings with similar patterns or not.
- Discuss with pupil/parents/carers to ascertain what the underlying issues might be.
- Discuss with school staff in relation to any current welfare issues - who has got the whole picture?
- Setting of targets with pupil/parents/carers about expected improvement which is monitored over time.
- Where appropriate a letter should be sent to parents/carers expressing concern and expectation of improvement in the following two weeks. If there is no improvement and all other strategies have been tried you may then want to request the involvement of the Chesil Family Partnership Zone. Please ensure that you provide information of what has happened to date including records of attendance. An example of a request for involvement is provided within the Resource Section which gives an illustration of the kind of information we need.
- Where other issues are identified such as financial, caring responsibilities and there are other agencies involved consideration should be given to initiating a CAF.
- Where you have a TAS you may wish to gain advice and discuss individual pupils at your meeting as well as filling in the Request for Involvement.

How do I get Support?

- If you would like some support and advice in relation to school policies and procedures please email your Family Partnership Zone or discuss at your TAS. This is so that work can be allocated appropriately and efficiently within the team. Family Partnership Zone MASH email: MASH@dorsetcc.gcsx.gov.uk Or for Early Help call: 01305 225750
- An action from the TAC/CAF may require a request for involvement (Pre-CAF Form) for example for a parent with issues to do with domestic abuse etc. The lead professional would need to do the request for involvement.
- On rare occasions often to do with prior knowledge of a family, a member of the Early Help team may be the lead professional because the family/agency/young person requests this. However this will be time limited and will involve supporting where necessary the next person who becomes the lead professional. Given the potential number of CAFs and the number of schools you can see why this would be necessary.
- If you have concerns for example, about the home environment, or wish to investigate the possibility of some individual support for the pupil, you need to send in a request for involvement (Pre-CAF Form). Please ensure that you put all relevant detail on the form as well as attendance data. Failure to do so will inevitably lead to a delay. An example of a Request for Involvement is provided for you in the Resource Section.
- If you have serious concerns with regard to neglect and other safeguarding issues then you should contact the Multi-agency Safeguarding Hub (MASH) on 01202 228866.

Appendix 19

Employment of children and young persons

For a useful guide to the law in regard to the employment of young people please see the School Attendance Service Pack September 2016 from Dorset County Council page 8.

How to Get Support from Your Family Support Team

