



## Poplar Farm School Attendance Policy

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### **1) Mission Statement**

Poplar Farm School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

*Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child / children receive(s) regular education suitable to their age, aptitude and abilities.*

**Article 28** - You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

### **2) Implementation & evaluation**

This policy was reviewed & evaluated by the Head Teacher. The Head Teacher will monitor the implementation of this policy and update policy and practice as necessary.

### **3) Aims**

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- It is the responsibility of parents / carers to ensure daily attendance at school as required by law.
- Many pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

### **4) Expectations:**

We expect the following from all pupils:

- Children attend school daily.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents / carers:

- To ensure their children attend school daily and on time, 8.45am.
- Parents contact the school before 8.50am to notify the school of any absence.
- To ensure that their children arrive in school well prepared for the school day and to check that they have the correct equipment, uniform and work for the day ahead.
- We have up to date contact numbers of all parents/carers.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance/attendance in school.
- Leave of absence forms are to be requested and completed in advance. Please note leave of absence will only be granted under exceptional circumstances and is at the discretion of the Head Teacher.
- Other planned absences/appointments must be notified before the absence is taken. Proof of appointments such as copies of appointment cards / letters will be requested.
- Parents may be invited to meetings to discuss attendance concerns (where necessary), and attend parents' consultation meetings to discuss progress or problems.
- To avoid taking leave of absence during term time. Term time absences, especially during SATs and assessment periods, may seriously affect the progress of your child.

Parents / carers and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Timely action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education

**5) School organisation**

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education. In addition there may be specific responsibilities allocated to staff or governors such as the following:

Local School Board Members:

- Local school board members may be given a specific role/interest in monitoring attendance and/or policies.
- Local school board members can play a valuable role through representation at school attendance panels, parents' evenings etc.
- Request regular attendance progress reports for Local School Board Meetings.

Head Teacher to:

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to local school board members, pupils and parents.
- Set challenging but achievable targets to reduce levels of absence.
- Monitor pupil attendance <90% on a weekly basis and all pupil's attendance on termly basis.

- Monitor number of 'lates' recorded.
- Respond to concerns raised by staff.
- Initiate phone calls to parents and arrange School Attendance Panel meetings.
- Liaise with the EWO.
- Co-ordinate attendance reward systems.
- Ensure staff are kept up to date with the latest DFE Attendance guidance as set out in the publication 'School Attendance'. [www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

Class Teacher to:

- To complete registers accurately (indicating all authorised/unauthorised absence) and on time. Registers are to be submitted to the school office by 9am (morning session) and within 15mins of the start of the afternoon session.
- To challenge parents /carers about suspicious or inappropriate reasons for absence and inform the Head Teacher (DSL) immediately of any serious concerns.
- To celebrate attendance with weekly class attendance register. This then results in overall reward for the class with the best attendance during that week.
- To keep all evidence of absence on the register system and written evidence to be filed in the child's personal file.
- To inform senior staff of concerns in a timely manner, and record on CPOMS.

School administrator to:

School administrative staff play a vital role in supporting the school's attendance and absence management strategies.

- To input attendance data onto the Integris system using the correct codes as recommended by the DFE in their publication '**School Attendance**'.
- Produce updates from weekly registers when required.
- To keep all evidence of absence on the register system and written evidence to be saved in the 'notes' section for each pupil on Integris.
- Late 'L' code to be used for arrivals between 8.50am and 9.10am. The 'L' code denotes a present mark. Late 'U' code to be used for arrivals after 9.10am where no other code is appropriate.
- Follow up immediately any unexplained absence by contacting parents/ carers. Staff to ring if the pupil has not arrived by 9.10am after the register has been returned to the office.
- To challenge parent /carer about suspicious or inappropriate reasons for absence and inform the Head teacher (DSL) immediately of any serious concerns, and record on CPOMS.
- Inform the Head Teacher if there is no response to attempted contact.
- Send out letters to parents / carers at the request of the Head Teacher.

### **Administration: 'School Attendance'**

Schools must ensure that the policy complies with the Race Relations Amendment Act (2000) and the Human Rights Act (1998). This means providing information that is accessible and understandable to parents, including translation and interpretation. This is particularly important for parents new to the country that may not be aware of the importance of school attendance and of the law relating to school attendance. Lack of knowledge or understanding may result in lower school attendance rates for some ethnic groups. Schools should analyse their data, and that provided by the Local Authority, to determine whether particular groups may be disadvantaged and require specifically targeted support.

### **Publication of Attendance Data in School Prospectuses and Annual Reports**

All children on a school roll, including those above and below statutory school age, may be included as statistics in the school prospectus.

The prospectus should make reference to the school's attendance policy and point the reader to the most recent performance data, which could include attendance. This could be either contained within the document or reference made to the performance tables website.

### **Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification, which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

### **Symbols to be used in Registers (Categories)**

All schools are required to use a common set of codes to record pupil attendance and absence. The DfE believes that these codes are best used within electronic systems for recording attendance and absence of pupils. Such electronic systems are capable of producing the data necessary for absence returns to DfE without time consuming counting up of possible attendances and actual absences.

The use of fixed codes will also assist both LAs and DfE in monitoring not only whether pupils are absent with or without the permission of the school, but why pupils are absent from school.

- Guidance on Absence Codes can be found on the DfE website: DfE in their publication *'Working Together to Improve School Attendance'*.  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

### **Authorised and Unauthorised Absence**

Absences which are classified as authorised may be authorised on the basis of evidence from several sources e.g. school, parents, prospective employer, and health services etc. In addition to identifying truancy, it is the purpose also to identify parentally condoned absence, which may adversely affect a child's education. A parent sending a note to school stating the child has been absent through illness may well be "authorising" the absence, but this may not make the absence

valid within law unless authorised by the Head Teacher. Schools will need to continue to be vigilant regarding authorised absence patterns, in order that parentally condoned absence is dealt with effectively. Absence from school, for any reason, can have a negative impact on a child's educational progress. Absence due to prolonged illness / medical grounds <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions> may require referral to The Pilgrim Hospital School. <http://www.pilgrim.lincs.sch.uk/> The responsibility for determining whether or not any absence is to be authorised rests ultimately with the Head Teacher.

### **Unauthorised absence**

Includes any day when a child should be in attendance at school and they are absent without the authorisation of the school (unauthorised absence) and includes unauthorised holidays during term time and persistent late arrival at school beyond the registration period.

### **Persistent Absence**

The DfE's definition of Persistent Absence is:

*"any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions **regardless of whether or not any of it is authorised**"*

The DfE use the school census data to identify individual schools that have high rates of persistent absence. The Education Welfare Service can provide casework and strategic support to schools to address Persistent Absence.

### **Leave of absence during term time**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application.

What amounts to "exceptional circumstances" is a matter for the discretion of the Head Teacher and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday can only be afforded in term time or that a parent is unable to take leave during school holidays (this is a matter between the parent and their employer). The Head Teacher will also consider asking for evidence of the circumstances that has arisen where appropriate.

### **Reduced timetable arrangements**

For some children, in agreement with parents it is necessary for a child to attend school on a reduced timetable. A plan will be agreed, and weekly meetings between school and parents will be held to agree the next stage of the plan.

### **6) Encouraging attendance through good practise and rewards:**

- Weekly newsletter to show the percentage of attendance for the highest attending class, the whole school attendance for the week and the whole school attendance for year to date.
- Attendance certificate for the class that achieves the highest attendance in a week.

- Identifying and supporting pupils who have attendance problems in advance of transition into or out of the school.
- Working with parents who are concerned that their children may be experiencing difficulty in attending school.
- Lincolnshire County Council's Certificate, for 100% attendance achieved throughout the year. (Attendance is 100% if there has been no absence).

### **7) Responding to non attendance:**

#### **When a pupil does not attend the school the following procedures are in place:**

- If there are Child Protection concerns then the Lincolnshire Area Child Protection Procedures should be followed immediately.
- If a note or telephone call is not received from parents/carers, the parents/carers will be contacted on the day of the absence by phone call.
- Where there is no response, two members of staff could complete a home visit to determine a reason for absence.
- Where there is still no response, a phone call will be made on the following day, or a letter sent to attempt to identify a reason for the child being absent. Where there is no response, a further letter will be sent after three days of unexplained absence; or there may be another visit from a member of the school staff or the Education Welfare Officer (EWO) where the Service is involved.
- Should a child be absent with no explanation given for a period of 5 days a referral will be made to the Children Missing From Education Team via an email to [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk) or [attendance@lincolnshire.gov.uk](mailto:attendance@lincolnshire.gov.uk) . Should a child be absent for a total of four weeks without any explanation, and after due investigation, the school is entitled to remove this child from the register. Parents would then have to re-apply for a place in the school should they wish their child to return.
- Where non-attendance continues the case will be discussed with the Education Welfare Officer for the school and further action planned. This could, in appropriate cases, result in a formal referral to Education Services. Parents may be invited to attend a meeting in school. This meeting will include the appropriate staff, EWO, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- School will monitor attendance where it has been less than 90%, or if a child has more than 10 'lates' recorded. In some situations (regular non-attendance / identified patterns of absence etc) attendance letters are sent home, with an invitation to attend a school attendance panel meeting.
- The initial School Attendance Panel meeting will be with the Head Teacher. Targets for a time period will be set.
- Should this target not be reached you will be invited to a 2nd School Attendance Panel meeting which will give you further opportunity to meet a new attendance target.
- If the 2<sup>nd</sup> School Attendance Panel set target is not met an Educational Welfare Officer may become involved in the monitoring.
- All information regarding attendance below 90%, 10 or more 'lates', letters sent home, attendance panel meetings, the issuing of a FPN letter will be recorded on the CPOMS school recording system, and paper copies in pupil files.

- If at the end of this monitoring period there are on-going unauthorised absences these could result in a parenting contract being requested or legal options being considered such as, Education Supervision Orders, Fixed Penalty Notice letter, or a Formal Legal Warning Letter being issued in regards to prosecution.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

#### **Effect of Penalty Notice being issued**

- The penalty notice is presumed to be served on the parent / carer to whom it is sent on the second working day after it is posted.
- If a parent / carer pays the penalty notice within 21 days from the date it is served the sum due from the parent to discharge the penalty notice is £60.00
- The parent / carer can still pay the notice after 21 days but the payment increases to £120.00 and this must be paid before 28 days have passed from the date of service.
- If a parent / carer pays the amount due within the times set out above then no further action will be taken against that parent for the offence on the date(s) set out in the penalty notice.
- Once a penalty notice has been issued no prosecution for the offence detailed in the penalty notice can be brought against the parent until the payment period has passed and the fixed penalty has not been paid.
- All payments must be made to the Local Authority.

#### **Procedure for Issuing Penalty Notices**

Penalty Notices will only be issued within the terms of the Code of Conduct. Lincolnshire County Council is responsible for the administration and issue of penalty notices in Lincolnshire. The Local Authority will ensure that penalty notices are properly issued and will only issue them for offences where the Local Authority is satisfied that the matter meets the threshold for a prosecution.

Further information including copies of the code of conduct can be found on Lincolnshire County Council's website.

When requesting a FPN it is important to include the details of those parents/carers who have day-to-day care of the child (meaning those who reside with the child). Equally it is important that warning letters go separately to each parent, this is so that if the case does go to prosecution we can clearly evidence that both parents have been clearly informed.

#### **Use of Fixed Penalty Notices**

- Regulations allow both the Local Authority and schools to issue fixed penalty notices. Payment is always made to Local Authority.
- Fixed penalties are only one of the tools available to the Local Authority in tackling school attendance and anti-social behaviour issues and where thought appropriate alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the Local Authority.



- If a penalty notice is issued whether paid or not it may be used in evidence in subsequent criminal proceedings in relation to either non-school attendance or being in a public place during school hours whilst excluded from school.

### **Where a Penalty Notice may be issued**

Fixed term penalties will only be issued in circumstance where the LA is satisfied that the criteria for prosecution would be met if the option of a fixed penalty notice is not taken up by the parent. The circumstances in which a notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 10% or above over a six week period.
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion.

### **Procedure for Issuing Penalty Notices**

- Penalty Notices will only be issued within the terms of the Code of Conduct. The Local Authority Inclusion and Attendance Team are responsible for the administration and issue of penalty notices in Lincolnshire. The Local Authority will ensure that penalty notices are properly issued and will only issue them for offences where the Local Authority is satisfied that the matter meets the threshold for a prosecution.
- Requests for fixed penalty notices can be found on Lincolnshire County Council's website, <https://www.lincolnshire.gov.uk/school-attendance/school-fines>
- Once the application is completed it should be emailed with the correct supporting information to [fpn@lincolnshire.gov.uk](mailto:fpn@lincolnshire.gov.uk). The Inclusion & Attendance Team will acknowledge receipt of the application and notify school once the period of 28 days has passed and advise whether or not the fine has been paid.
- Requests for the issue of fixed penalty notices will be accepted from Schools in Lincolnshire and the Lincolnshire Police and from within the Local Authority and must be in writing.
- Where an application for a formal warning or fixed penalty notice is accepted the Local Authority will issue the warning or notice in writing to the parent(s) concerned and where there is more than one parent a separate written notification will be sent to each parent for each child that the notice relates to. The notice will be sent to the parent by first class post.

### **Appeal against the Penalty Notice**

There is no right of appeal against a penalty notice and a parent can either accept and pay the same or decline payment subject to them being aware that further action as set out below may be taken by the Local Authority if the penalty notice remains unpaid.

However, the Local Authority has the discretion to withdraw the notice if they are satisfied that:

- The fixed penalty notice has been sent to the wrong person
- It contains a material error (in these circumstances a fresh amended penalty notice could still be issued).
- If for any other reason the Local Authority are of the opinion that it should not have been issued.

### **Non-Payment of the Penalty Notice**

- Non-payment of a fixed term penalty notice is not of itself an offence. The fixed penalty notice is issued as an alternative to bringing a prosecution in the magistrates' court for the offence set out in the notice. However, if the offer of dealing with the offence as a fixed penalty matter is not taken up by payment of the sum due within the 28-day period then consideration will be given to issuing criminal proceedings against the parent in the magistrates' court.
- If a fixed penalty notice has not been paid after 28 days from the day it is taken to be served then the Local Authority will contact the school or police officer who made the application for the penalty notice to be issued and discuss with them the available evidence to bring proceedings in the magistrates' court for the alleged offence under Section 444 of the Education Act 1996 or Section 103 of the Education and Inspection Act 2006.
- If it is the view of the Local Authority that prosecution is a viable option then a request will be made that the school or police officer concerned submits a report to the Inclusion and Attendance Team for a formal decision to be taken to proceed with the matter by issuing criminal proceedings before the magistrates' court.
- Prosecution of offences is a matter within the discretion of the local authority and a decision will be taken in line with the Local Authority prosecution policy for these matters and proceedings, where commenced, will be issued by the Local Authority
- If a prosecution is brought and the parent is found guilty or pleads guilty then a conviction for an offence under Section 444(1) of the Education Act 1996 or for an offence under Section 103 of the Education and Inspection Act 2006 both carry a fine of up to a maximum of £1000 and in addition the Local Authority will seek to recover costs in respect of bringing the proceedings. Further, a successful prosecution will result in a parent having a criminal record, which could be disclosed should they apply for a position where a DBS check is required.

### **Reintegration following absence or reduced timetable:**

- The return to school for a pupil after long-term absence or reduced timetable requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme.
- The SENDCO should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the Pastoral Teaching Assistant or SENDCO may be required.
- The Children and Families Act 2014 places a duty on maintained schools and academies to make arrangements to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical

needs of such pupils. Where children and young people also have SEN, their provision should be planned and delivered in a co-ordinated way with the healthcare plan. Schools are required to have regard to statutory guidance 'Supporting pupils at school with medical conditions

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the morning briefings.

### **Identifying children at risk of missing education**

The Education and Inspections Act 2006 placed a duty on all Local Authorities in England and Wales for them to make arrangements to identify children missing education in their area. The duty applies to all children of compulsory school age, in any school, who are not on a school roll and are not receiving a suitable education.

As part of its attendance strategy and duty, the Local Authority seek to identify all children who are missing education or at risk of missing education. As a school we must support this process. As outlined in the Children Missing Education policy (June 2012), a child at risk of missing education is defined as;

- *Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term*
- *Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term*

The Local authority will identify children who meet these criteria based on the data we provide through the school census.

If our school has children who meet the criteria, we will receive an email at the requesting information regarding the attendance of these children.

The local authority will then track the attendance of these identified children through to the next census to monitor improvements.

### **Elective Home Education (EHE)**

- As soon as a school is informed that a child is to be withdrawn to be electively home educated they need to phone 01522 782111 and liaise with the EHE Co-ordinator.
- Schools are reminded that a child should not be assumed to be electively home educated until a letter has been received from the parents informing them of this decision. This letter must be sent to the Inclusion and Attendance team via [EHE@lincolnshire.gov.uk](mailto:EHE@lincolnshire.gov.uk).
- There have been some recent cases of parents assuming that a tutor will be provided if they choose to electively home educate their children. Schools should ensure that parents/carers are fully aware of their responsibilities to home educate their child if they choose this route.

### **Admission Register - Deletions**

Schools cannot delete pupils from the register if the circumstances do not meet the criteria in The Education (Pupil Registration) (England) Regulations 2006. All other deletions are illegal and

could result in court proceedings against the person responsible. Further details on each of these criteria can be found in the "Guidance on The Education (Pupil Registration) (England) Regulations 2006. Please refer to these prior to the deletion of a pupil from the admission register.

<http://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

### **Frequent school moves - Individual Child Records**

Frequent school moves can have a significant impact on the developmental needs and welfare of a child. Schools have an important role to play in identifying, monitoring and raising concern about frequent school moves.

- When an admission date has been agreed, the school must immediately request the child's records from their previous school/educational establishment.
- Upon receipt of the records it is essential that they are examined in order to retrieve important information in relation to the child's background. The school must consider the frequency of school moves and assess the significance of this in relation to the child's educational attainment and welfare and as a potential cause for concern. This is necessary for all moves and not just those between Authorities. Consideration should also be given to frequent house moves even though a child may not have moved schools. Where the records indicate that there have been 2 or more moves during a 12-month period, the school must make contact with the previous schools to ascertain further background information to understand the child's situation.
- Where concerns exist this should be discussed with the parents and where necessary an Early Help Assessment should be completed to initiate a TAC meeting.

### **8) Liaising with external agencies**

#### **Education Services - Welfare & Parenting:**

Lincolnshire County Council Education Services will strive to provide a service that recognises the uniqueness of the school and the community it serves.

In accordance with the Education Services Remit and Procedures they will support the school in the following ways:

- Liaise with identified school staff.
- Where a referral is accepted, they may undertake home visits, either pre-arranged or without notice as considered necessary.
- They will accept referrals that meet the EWS referral criteria, initiate contact with parents or carers and undertake assessments.
- They will plan and review casework and provide feedback to schools.
- They will offer strategic/policy advice and support in relation to matters of attendance, e.g. irregular attenders, young people involved in performing arts.
- Where necessary they will instigate legal proceedings on behalf of the Local Authority including parental prosecutions in the Magistrates' Court and / or applying for Education Supervision Orders through the Family Court.

## Other Agencies

Referral to other agencies is to be used where appropriate. Examples of agencies include;

- Families Working Together
- Family Action
- Targeted Youth Support
- Young carers
- ESCO
- The Pilgrim Hospital School
- School Nurse / Local Health Services / CAMHS
- Educational Behavioural and Support Services.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Care.
- Anti Social Behaviour team / Youth Offending / Local Police
- Housing

Each agency may have its own referral criteria but for those involved in the TAC process further information can be found on the website link below:

<https://www.lincolnshire.gov.uk/keeping-children-safe/team-around-child>

<https://professionals.lincolnshire.gov.uk/team-around-child>

## References

Policy refers to;

**The Department for Education's statutory guidance publications for schools and local authorities.**

<https://www.gov.uk/government/collections/statutory-guidance-schools#behaviour-and-attendance>

<https://www.gov.uk/government/collections/departmental-advice-schools#behaviour-and-attendance>

**Parental responsibility measures for school attendance and behaviour** - Statutory guidance for maintained schools, academies, local authorities and the police.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

**Supporting pupils at school with medical conditions Sept 2014**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

**The statutory special educational needs and disability (SEND) system for children and young people aged 0 to 25 from 1 September 2014.**

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

**A guide for schools on the support system for children and young people with special educational needs and disabilities.**

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

**Preventing and tackling bullying**

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

**LCC School Administration Handbook** - The purpose of the handbook is to assist schools in dealing with a variety of topics relating to pupil and school management issues.

#### Reference Points

- The Education (School Attendance Targets)(England) Regulations 2006
- The Education (Pupil Registration) (England) Regulations 2006 as amended  
The Education Act 2002
- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Ensuring Regular School Attendance - Guidance on the Legal Measures Available to Secure Regular School Attendance (DfES)
- Code of Conduct and associated Guidance on the Use of The Education Related Provisions within the Anti- Social Behaviour Act 2003The Education Act 1996
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education Act 2005
- The Education and Inspections Act 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007
- The Education (Penalty Notices) (England) Regulations 2007 as amended
- The Education and Skills Act 2008

#### **See separate guidance**

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**APPENDIX 1**

**General whole school letter**

Dear Parent / Carer

**SCHOOL ATTENDANCE**

I am writing to all parents and carers to remind you of the importance of regular school attendance, which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them getting any qualifications at the end are much lower.

**Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school career means over one year's absence!**

To improve attendance we have to work together. If something is stopping your child coming to school, please come and talk to us about it.

Our school and a representative from Children's Services Education Welfare meet regularly to discuss ways of improving attendance and achievement and with your help we aim to make a real difference.

From the beginning of this year we will look at the attendance of every pupil in our school. We aim to review each child's attendance every term.

Poplar Farm School and the Local Authority are determined to make attendance and achievement a high priority. We are sure you will help us with this.

Yours Sincerely,

Mrs K Hodson  
Head Teacher

**APPENDIX 2**

**Poplar Farm School**

**SCHOOL ATTENDANCE PANEL RECORD & ACTION PLAN**

Name of pupil:			Date of Meeting:	
Date of Birth:			Venue:	
Class / Year:			Panel Members:	
Med Evidence Req'd	Yes / No		Attended by Parent?	Yes / No
EWO referral	Yes / No		Attended by pupil?	Name(s):
Current Attendance:	%	Lates:	Attended by pupil?	Yes / No
• Authorised	%		Attended by pupil?	
• Unauthorised	%		Attended by pupil?	
				<ul style="list-style-type: none"> <li>• L =</li> <li>• U =</li> </ul>

**Issues Discussed:** (What is going well, what we are concerned about, what needs to happen?)

Absences due to illness may require evidence from a medical practitioner in order to enable school to authorise the absence. (This may take the form of prescription labels, appointment letters / cards, letters from GP, Hospitals etc.)



## School Attendance Panel Action Plan

<p><b>Key Actions:</b></p> <p>Absences due to illness may require evidence from a medical practitioner</p>	<p><b>By Whom:</b></p> <p>To be obtained by the parent</p>	<p><b>Timescale:</b></p> <p>Immediately following any absences or in advance where possible.</p>
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Overall target: to attend school every day and arrive to registration and lessons on time.  
 Your child's attendance will be reviewed at the next Attendance Panel meeting on:    /    / 2020.  
 You will be notified if further action is to be considered.

<b>Signed by:</b>	
<b>Pupil</b>	
<b>Parent</b>	
<b>Education Welfare Officer</b>	
<b>Head Teacher</b>	
<b>Local school board member</b>	



## Appendix 4

### **The Education Service - Welfare & Parenting:**

County Offices, Newland, Lincoln, LN1 1YQ Telephone 01522 553621

Email: [schoolspurchasing@lincolnshire.gov.uk](mailto:schoolspurchasing@lincolnshire.gov.uk)

Shelley Kingston, Education Services Manager, Telephone 01522 553072

Email: [shelley.kingston@lincolnshire.gov.uk](mailto:shelley.kingston@lincolnshire.gov.uk)

Strategic support and casework support for schools regarding school attendance concerns:

[www.lincolnshire.gov.uk/parents/schools/welfare](http://www.lincolnshire.gov.uk/parents/schools/welfare)

### **The Inclusion and Attendance Service**

County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

**Legal Proceedings/Fixed Penalty Notices:** 01522 55462

[fpn@lincolnshire.gov.uk](mailto:fpn@lincolnshire.gov.uk) / [legalpanel@lincolnshire.gov.uk](mailto:legalpanel@lincolnshire.gov.uk)

**Child Missing Education:** [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk)

**Elective Home Education:** [ehe@lincolnshire.gov.uk](mailto:ehe@lincolnshire.gov.uk)

**Children in Entertainment and Employment:** 01522 554990 [CEE@lincolnshire.gov.uk](mailto:CEE@lincolnshire.gov.uk)

**Ethnic Minority & Traveller Education Team:** 01427 787190

**Safeguarding in School:** [safeguardingschools@lincolnshire.gov.uk](mailto:safeguardingschools@lincolnshire.gov.uk)

**Education Out of School Team:** 01522 554525 [out\\_of\\_school@lincolnshire.gov.uk](mailto:out_of_school@lincolnshire.gov.uk)

This policy was adopted on:	October 2020
Review Cycle:	Every 2 years
This policy was subsequently reviewed on:	February 2023