



# Co-op Academy Clarice Cliff

## **Attendance policy**

# ATTENDANCE POLICY

## Rationale

Coop Academy Clarice Cliff is committed to raising the achievement of all pupils. One of the many ways we do this is by promoting good attendance and punctuality. Regular attendance and punctuality are essential components of a child's education. In order to make the most of the learning opportunities provided within the academy, children need to have the continuity of provision which consistent attendance allows.

Our academy is committed to providing a full and efficient educational experience to all pupils. We believe that if pupils are to benefit fully from education then good attendance and punctuality are crucial.

Our academy will give a high priority to conveying to parents the importance of regular and punctual attendance. Pupils will know that their presence is important and we will offer an environment in which they feel valued and welcome. Academy staff will demonstrate an understanding of an individual's personal circumstances, while encouraging and expecting children to arrive punctually and ready for work. Good personal organisation and time-keeping is part of our academy ethos. We recognise parents play a vital role and we will establish strong home-school links and communications systems with them.

It is the policy of our academy to celebrate success and attendance is a critical contributory factor. We will actively promote and encourage full attendance for all our pupils. There are a variety of reward schemes in place to promote and encourage good attendance and punctuality. The Home School agreement which is signed by staff, parents and the pupil, contains a section which is specifically relating to attendance and punctuality.

Our academy recognises that attendance is a cause for concern with regards to child protection. Regular poor attendance and punctuality is an indicator of specific safeguarding issues including neglect. Where the school has significant concerns with regard to attendance, safeguarding procedures will be followed (please see the school child protection and safeguarding policy). This could potentially result in a referral to social care (ChAD).

This policy has been discussed with, and agreed by the School Council as well as staff, Governors and other agencies.

<b>Attendance team</b>	
<b>Name</b>	<b>Role</b>
<b>Emma Day</b>	Deputy Head Teacher (DHT)
<b>Sam Hudson</b>	School Liaison Officer (SLO)
<b>John Clarke</b>	Safeguarding link governor
<b>Andy Brian</b>	Education Welfare Officer (EWO)

## Aims

- To ensure that whole school attendance is 96%+
- To encourage prompt arrival at the academy
- To encourage excellent attendance
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties

## Responsibilities

All members of academy staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teacher**

Class teachers are responsible for:

- Regularly checking class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and / or unusual explanations for absence offered by children and their parents / guardians.
- Ensuring that registers are completed on SIMS in the morning and afternoon.
- Ensuring that any class cover is able to complete registers.
- Speaking to parents about any pupils who are causing concern.
- Reporting to the SLO any parental contact. This will be added to SIMS by tagging on the register.
- Informing the Deputy Head / SLO where those concerns continue after the initial contact.
- Monitoring any follow-up once actions have been taken to correct attendance concerns.
- Providing attendance information for pupil progress meetings.
- Raising the profile of good attendance by emphasising with their class the importance of good attendance and promptness through a variety of rewards and incentives.
- Discussing attendance issues at parent's evenings / pupil passport meetings.
- Introduce individual incentives where appropriate.
- Good quality teaching and learning and a highly engaging and positive learning environment.

## **Administration staff**

Office staff are responsible for:

- Adding appropriate codes to the registers after teachers have completed their registers on SIMS.
- Contacting families via phone on the first day of absence if not notified.
- Following up specific requests from the Head teacher / Deputy for information about individuals.
- Informing the Deputy / SLO on a formal and an informal basis of patterns of attendance noted.
- Processing and following up holiday request forms.
- Raising unexplained absences of vulnerable pupils with the safeguarding team.

## **The Attendance Team (Deputy Head teacher, SLO, Admin assistant)**

The attendance team is responsible for:

- Including information about attendance trends and class percentages in a half-termly newsletter.
- Informing the Head Teacher on a formal and an informal basis of patterns of attendance noted.
- Providing a point of contact between individual teachers, the Head Teacher and the school's EWO.
- Collating weekly attendance percentages.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Using the persistent absenteeism framework for identification of pupils whose attendance falls below 90%.
- Ensuring that the attendance policy is followed and that the actions from the EWO and school attendance meetings are carried out and minutes are kept.
- Liaising and discussing with parents any issues relating to attendance.
- Feedback and discussions with the class teacher over individual cases.
- Half termly meetings with the EWO.
- Whole school weekly incentives.
- Monitoring of groups of pupils as well as individuals.
- Organising attendance clinics with the EWO for targeted families.
- Sharing attendance information with governors on a termly basis and responding to any challenges.

## **The Head Teacher**

The Head Teacher is responsible for:

- The promotion of good attendance and punctuality across the school.
- Overall monitoring of school attendance and setting of challenging attendance targets for the school.
- Ensuring that the attendance team implement the attendance policy

- Promotion of attendance issues during assemblies
- Report statistics to the Governors as part of the Head Teacher's termly report
- Challenging of the attendance team to ensure that attendance levels remain in line with national expectations.

## Parental Responsibility

Ensuring a child's regular attendance at school is parents legal responsibility and permitting absence without good reason is an offence in law and may result in legal action being taken, or a Penalty Notice being issued.

Under Section 444 (1) of the Education Act of 1996, parents or those with parental responsibility for children of school age, are required to ensure that their children are in receipt of full time education. Children are required to attend and stay at school.

We expect parents and carers to:

- Be responsible for their children's regular attendance, ensuring that they are in a fit condition to learn.
- To notify the academy on the first day of absence when their child is unable to attend with the reason for their child's absence.
- To further inform if the absence is continuing and keep the academy updated in cases of lengthy absence.
- To provide medical evidence if requested in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are illness, medical or dental appointment which unavoidably fall in school time, emergencies.
- Only request leave of absence if it is for exceptional circumstances.
- Parents are responsible for seeing that their children's journeys to and from the academy are safe and that they arrive on time each day.

## Reluctant attenders / school refusal

- Parents should do everything possible to encourage their child to attend. However, if the reason for their reluctance appears to be school-based, such as difficulties with school work, we expect parents to discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out.
- School refusal / school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

Attendance issues will be raised through:

- Parents' Evenings.
- Newsletters.
- The school traffic light attendance coding system (**see appendix A**).
- Weekly whole school text messages giving the whole school attendance total and the class with the highest percentage for the week.
- Individual attendance letters and in cases of non-compliance, via the Education Welfare Service.

Parents will be promptly informed over any concerns regarding attendance and given the opportunity to discuss these matters with the School Liaison Officer and, if appropriate, the Education Welfare Officer.

### **Children's responsibility**

We expect our children to:

- Attend every day unless they are ill
- Arrive on time with the correct equipment
- Inform an adult if something / someone is making them not want to attend
- Set targets each half term to improve their attendance where it becomes a concern

## **Absences**

### **Reporting absences**

It is the parent's responsibility to inform the academy of the reasons for their child's non-attendance as soon as possible on the first day of absence via the school telephone service. School staff will ask for a reason for the absence and an estimate of how long the absence will continue for. Absences reported by text message will NOT be classed as an authorised absence. Medical evidence may be requested for absences longer than three days.

### **Authorised absence**

The Head teacher has the ultimate responsibility for authorising absences and will do so when a valid reason is given for the child's absence. A pupil's absence from school will be considered unauthorised until a satisfactory explanation is received. Absences will only be authorised for up to three days. For absences longer than this, the school will consider attendance trends and may request medical evidence for further absences.

### **Unauthorised absence**

An unauthorised absence will be given when:

- A child does not attend school and a valid reason is not given for their absence
- Medical evidence has been requested but not supplied
- The pupil is being monitored by the school / Education Welfare Service
- The Head Teacher refuses to authorise a holiday request.

### **Medical and dental appointments**

The school expects parents to make medical and dental appointments for their children before or after school or during the school holidays. If this is not possible then authorisation will be given where confirmation of the appointment is received. Children will need to be signed in and out using the Inventory signing in system. Children are expected to attend the academy prior to the appointment and parents are expected to return their children to the academy following the appointment whenever possible.

## **Holidays**

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to support their child's education by not taking children away in school time.

### **Penalty notice for Leave of Absence in term time**

From 1 September 2019, any period of unauthorised leave may result in a parent receiving a penalty notice fine. The Head Teacher will continue to be the only person able to authorise leave in term time but this will only apply in exceptional circumstances. Any leave taken which is recorded as unauthorised absence by the school may be referred by the Head Teacher into the Local Authority and the following actions may be applied:

- A Penalty Notice payable of a £60 or £120 fine.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted, you may be fined up to £1000.

This follows the local authority Code of Conduct to ensure that Penalty Notices are issued consistently and fairly across the local authority area, in accordance with the relevant legislation.

**Remember** that any savings that may be made by taking a holiday in school time are offset by the cost to a child's education.

**There is no automatic entitlement** in law to time off in school time to go on holiday.

A parent must obtain prior written permission from the Head Teacher of the school if they want to take their child out of school during term time. This needs to be done four weeks in advance of the proposed absence. The Head Teacher will discuss this request with a representative from the Governing Body and respond in writing.

**Absence will always be unauthorised for holiday in term time. However, when a child has attendance above 96%, the school may choose not to request a penalty notice.**

A parent can be fined for taking a child on holiday during term time without the prior written permission of the head teacher. Penalty notices are £60 per parent per child, if paid within 21 days of issue, after which they double to £120. Unpaid penalty notices will proceed to court.

## **Special occasions**

A request for a child to attend a special occasion during term time, e.g. family wedding must be made in advance and the Head Teacher will make the decision whether to authorise the absence. Attendance history will be taken into consideration when making these decisions. Parents will be notified of the Head's decision.

## **Bereavement**

The school is sensitive to family requests for a child's attendance at funerals or associated events. The Head Teacher will offer the family advice over absence in this instance.

### **Days of Religious Observance**

Up to two days authorised absence will be granted for religious observance held by a religious body. The Head Teacher should be consulted in advance of the absence. Where more than two days per academic year is required then a leave of absence form should be submitted for authorisation.

### **Children Missing Education**

The school follows the guidelines from the LSCB on Children Missing Education.

*Guidance published by the Department for Education in September 2016 states:*

*“Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.*

The school recognises that children may fall out of the education system due to the following:

- Failure to start appropriate provision and hence never enter the system;
- Ceasing to attend, due to exclusion or withdrawal;
- Failure to complete a transition between providers.

Where children are at risk of missing education, the school works closely with the Education Welfare Service. Pupils will only be “off-registered” from the school records when consent has been received from our Education Welfare Officer.

When a pupil is expected to join the academy and does not arrive, the academy will immediately raise this with the LA admissions team to establish whether the child is known to have registered elsewhere. If not, then the EWO will be consulted.

Children who are looked after (LAC), subject to a Child Protection Plan or Children in Need will be treated with highest priority and will be known to the Pastoral Team. Any unexplained absences will be followed up by a telephone call to the home, a home visit or contact with the family social worker.

Children with Special Education Needs (SEN) will be treated with similar priority in order that their time in the academy can be maximised, and their learning supported to the greatest extent possible.

For further information, refer to SOT Children Missing Education Policy (available via the office and on the academy website).

### **Following up attendance issues – procedures**

#### **Step 1**

The SLO and EWO will monitor patterns of absence on a weekly basis. Any issues will be raised with the class teacher. The class teacher will liaise with the pupil and parent to make improvements with attendance. If little improvements are made over a period of four weeks and a child's attendance is approaching 90% then a first concerns letter will be sent out and the SLO will make contact with parents.
<b>Step 2</b>
If there are little improvements after the first concerns letter has been sent, the SLO will send out a letter to parents requesting medical evidence for any further absences. Where medical evidence is not supplied, the absence will be recorded as unauthorised. The SLO will liaise with the attendance officer to ensure that the register is coded correctly. Parents will be invited to an attendance clinic to discuss any potential barriers to attendance. If parents do not attend, a letter will be sent to parents advising them that attendance will continue to be monitored and will be escalated to the next steps if there are no improvements.
<b>Step 3</b>
At the attendance clinic, a percentage attendance target will be set. The child's attendance will continue to be reviewed on a weekly basis by the SLO and EWO. If attendance drops below the target, the EWO will send out a "20 days" warning letter. The SLO will then make an official referral to the EWS. If the case is accepted, then a penalty warning notice may be issued if the warning period is failed.
<b>Further action</b>
If attendance still does not improve, the EWS will remain involved leading to possible escalation. This could be an Attendance Review Meeting with the LA where targets are set which need to be adhered to. The case may also be taken to court or a fine issued.

### Working with the Education Welfare Service

#### Weekly sessions

The EWO works within the academy for one half day per week. During this time, the EWO liaises with the SLO and monitors patterns of attendance. This includes:

- Attendance record for any child with less than 90% attendance or 20 unauthorised absences
- Attendance record for any child whose absence shows particular trends
- Attendance record for any child who has been frequently arriving at the academy late
- Class percentage totals
- Any requests for unauthorised holidays or unauthorised holidays which have been taken
- Children joining and leaving the academy
- Monitoring registers
- Completing "Late Gates" in order to address punctuality
- Identifying families, alongside the SLO, who would benefit from Early Help
- Holding attendance clinics and working with parents to overcome any difficulties which are preventing good attendance

## **Lateness**

Children can get very easily upset when they arrive late at the academy after the bell has gone. This causes them distress and also leads to them missing key parts of the curriculum.

Children are expected to arrive punctually for the start of the day. The academy doors open at 8.50 a.m. and children can enter the building to settle in to “Wake up Work”. The school day starts at 9 a.m. Registration is between 9.05 and 9.15am. The school gates are locked at 9.00 am and children arriving after this must report to the school office, where they will be registered via the late book and given a late pass. The registers will be closed at 9.30am. Any child arriving after 9.30am will be given an unauthorised absence mark in the register. After persistent late marks, parents will be given an informal warning. The Education Welfare Officer will become involved if the problem continues. In law, lateness constitutes absences and penalty notice fines can be issued in persistent cases. Persistent lateness is also an indicator of neglect and therefore a cause for concern.

Regular “Late gates” will be held by the Education Welfare Officer and School Liaison Officer in order to challenge any lateness and to work with families to ensure that their child is punctual.

## **Rewards and incentives**

### **Encouraging good attendance and punctuality**

It is important to remember that the vast majority of children at Coop Academy Clarice Cliff arrive on time and every day. An important part of our attendance policy is that this good practice is commended and applauded publicly.

<b>Rewards and incentives</b>	
<b>Weekly</b>	<ul style="list-style-type: none"><li>● Class attendance figures are published each week in the school using class charts located on each classroom door.</li><li>● SmartStart points are awarded every day using Class Dojo for being in school, on time and with the correct equipment.</li><li>● The class with the highest attendance from KS1 and KS2 each week gets to keep Benjamin / Bethany bear for a week. This is awarded in a weekly celebration assembly. Children take photos and share with the whole school at the following weeks celebration assembly.</li><li>● The “Attendance Premier League” will be shown every week in Celebration Assembly in order to compare the attendance of classes across the school.</li><li>● A text message will be sent out to parents every week with the whole school attendance and the class with the highest attendance for that week.</li></ul>
<b>Half-termly</b>	<ul style="list-style-type: none"><li>● An attendance trophy will be awarded to the class with the best attendance every half term.</li></ul>

	<ul style="list-style-type: none"> <li>• The academy will hold “know your attendance weeks”. The Deputy Head and SLO will interview children throughout the week to see if they know their class / individual attendance. Right answers will be awarded with a raffle ticket. The class with the most correct answers will receive a treat at the end of the week to share in their golden time.</li> <li>• The class with the highest Smart Start score at the end of half-term earns a non-uniform day.</li> </ul>
<b>Termly</b>	<ul style="list-style-type: none"> <li>• All pupils with 100% attendance will be awarded with a school certificate and sticker in celebration assembly. Their names will then be put into a prize draw to win a £25 voucher.</li> </ul>
<b>Annually</b>	<ul style="list-style-type: none"> <li>• Pupils with 100% attendance will receive a certificate, sticker, £5 voucher and will have their names put into a prize draw to win a large prize.</li> <li>• Pupils with 99% attendance will receive a “Silver” certificate, a sticker and a small prize.</li> <li>• Pupils with 98% attendance will receive a “Bronze” certificate and sticker at the end of the year.</li> </ul>
<b>Other rewards</b>	<ul style="list-style-type: none"> <li>• Attendance postcards will be sent out where attendance improvements have been made.</li> <li>• Individual incentives / rewards may be put into place where appropriate.</li> </ul>

### **Working with governors**

The school governor responsible for attendance is John Clarke as the safeguarding governor. He regularly meets with the Deputy Head / SLO to challenge levels of attendance and how the school is working to improve attendance. He also reports to other governors during Full Governing Body meetings.

### **Monitoring**

The Head Teacher will report the attendance percentage for the academy and on any specific trends and / or difficulties with individuals to the governing body in the termly “Head Teachers report”.

### **Review**

The policy is due for review during the Autumn Term 2021 or before in line with new legislation. Its success should be judged by answers to the following questions:

- Have we reached our attendance target of 96%?
- Is everyone aware of the procedures to be followed?
- Do class teachers and children have high expectations of themselves and others?
- Are forms and records regularly completed?

Signed:..... Date:.....

**Attendance addendum – March 2021 Covid-19 schools reopening**

Following school closures in January 2021 due to the Covid-19 pandemic, all pupils will be expected to return to school on March 8<sup>th</sup> 2021 following guidance issued by the DfE.

*Attendance will be mandatory from 8 March 2021 and the usual rules on attendance will apply, including:*

- *parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil*
- *schools' responsibilities to record attendance and follow up absence*
- *the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct*

(DFE Guidance March 2021)

Therefore, the expectation of all pupils at Coop Academy Clarice Cliff is that they will start to attend the academy from the 8<sup>th</sup> March 2021, following the risk assessment and guidelines put into place to minimise the impact of Covid-19.

### **Attendance expectations**

- It is parents' duty to ensure that their child attends the academy regularly and punctually as per the attendance policy. Our target continues to be 96%+.
- It is the responsibility of the academy to record attendance and follow up any absences as per the attendance policy.
- We will continue to work with the Local Authority Education Welfare Service to issue sanctions, including fixed penalty notices where attendance expectations fall below 90%.

Due to the amount of lost learning time, it is essential that pupils are given the time to be able to catch up academically so that they do not become disadvantaged. Therefore, we will be working closely with parents, governors, the Local Authority and wider agencies to ensure that pupils at Coop Academy Clarice Cliff attend well, on time and are able to achieve their full potential.

### **Not attending in circumstances related to Coronavirus (Covid-19)**

There are some circumstances where pupils cannot attend the academy due to Coronavirus (Covid-19).

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>[\[footnote 3\]](#)</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

These circumstances are:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)
- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)
- Pupils who are required by legislation to self-isolate as part of a period of quarantine
- Pupils who are clinically extremely vulnerable when shielding is advised

**Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)**

Pupils who show symptoms should self-isolate and arrange for a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to the academy. If the pupil remains unwell following the test (such as with a different illness), then they will be recorded as code I – illness, as would usually be the case. Code X will only be used up until the time of the negative test result. Code X does not affect a pupil's overall attendance.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to the academy if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the pupil tests positive they will be recorded as code I (illness) until they are able to return to the academy.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to the academy. Code X will only be used up until the time of the negative test result when the pupil can return to the academy.

If the household member tests positive, the pupil should continue self-isolating for the full 10 days from the day after contact with the individual who tested positive. Code X will be used during this period.

In all cases of self-isolation, the academy requests that parents inform the office immediately about the outcome of a test. The academy does not require evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.

### **Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)**

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 10 days from the day after contact with the individual who tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive. Code X will be used for these pupils during this period.

### **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays outside term time and avoid seeking permission to take their children out of the academy during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

### **Pupils who are clinically extremely vulnerable when shielding is advised**

If shielding has been advised nationally or in a local area by DHSC or PHE, then pupils who are clinically extremely vulnerable are advised not to attend the academy. Non-attendance in accordance with guidance from PHE or the DHSC will be recorded as code X.

The academy will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to the academy. Code X will not be used for sessions after the pupil has been advised to return to school.

### **Pupils and families who are anxious about the return to school**

We understand that some pupils and their families may feel anxious about a return to school after a significant period at home. Therefore, if you have any concerns then a member of the pastoral team will be available to discuss your concerns and share the measures put into place to minimise the risk to your child. A range of pastoral support will be available to your child in order to provide a smooth transition back into school.

**However, we do expect all pupils of statutory school age to be in school unless a statutory reason for absence applies for example:**

- Illness
- Religious observance
- Leave of absence has been granted by the school.

### **Rewards and incentives**

The rewards and incentives linked to attendance and punctuality will remain in place from the whole school attendance policy. However, we do recognise that some pupils may be anxious about coming into school and will therefore be offering additional rewards to support the transition. This includes:

- A Dojo point awarded for every pupil who is in school on time.
- A Dojo point awarded for every day that the child attends.
- Five Dojo points awarded at the end of the week for every child who has attended for the full week.
- Attendance bears to continue to be awarded for the class with the highest attendance for the week.
- Attendance praise postcards at the end of every month to reward high attendance.
- Attendance spot prize checks once per fortnight with instant rewards for pupils with good attendance.
- Attendance ambassadors – two pupils will be selected from each class to be attendance ambassadors to be good role models to the rest of the class and encourage good attendance.

### **Education Welfare Service**

We will continue to receive support from the Education Welfare Officer, Andy Brian, for one half day per week to complete statutory work. The EWO will:

- Monitor persistent absence weekly (pupils whose attendance is below 90%).
- Arrange attendance clinics for families of pupils whose attendance is approaching 90%. This is an opportunity to address any concerns and put an action plan into place to improve attendance.

- Issue warning letters and fixed penalty notices as appropriate from the whole school attendance policy. This could result in monetary fines per pupil and for each parent.

### **Home Schooling**

Where families choose to home school their children due to anxieties around the return to school, school will inform the Education Welfare Officer and try to work with the family. If an agreement cannot be reached, Jo Softley (Elective Home Education Service) will be informed to provide support for the family.

### **Children Missing Education**

Following the return to school, we are aware that some families may have moved home and therefore transferred schools. Where pupils do not attend, the academy will:

- Contact families of pupils who are absent to establish a reason for the absence.
- Ensure that contact addresses, phone numbers and details of transferring schools are received.
- Contact the transferring school.
- Ensure that any relevant information is passed onto the new school.

Where we are unable to make contact with any families, the Children Missing Education Policy will be followed.