

MOSELEY

CHURCH OF ENGLAND
PRIMARY SCHOOL



Primary Attendance and Absence Policy

Date policy last reviewed: November 2021

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Moseley CofE Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The Aims of our School

- To ensure that the children remain at the heart of everything we do
- To ensure that all pupils feel safe and secure and enjoy coming to school
- To deliver innovative and effective high quality teaching and learning experiences for all pupils; promoting high standards and accelerated progress for all pupils across the whole curriculum.
- To promote a love of education for all learners and to equip them with the tools to be responsible for their own learning.
- To embed our shared, distinctively Christian values in all aspect of daily life at our school.
- To offer regular opportunities to all pupils and adults to grow spiritually including through encountering high quality inclusive, invitational and inspiring collective worship.
- To promote children's self-efficacy, their rights and responsibilities.
- To nurture a welcoming sense of community where all pupils, staff, families and visitors feel valued.
- To have shared high expectations for all within our community to ensure that we demonstrate the very best standards of conduct, moral purpose and integrity.
- To establish and work in local, national and global partnerships in order to strengthen our curriculum, promote an awareness of the wider world for the benefit of our pupils, their families and the wider community.
- To promote a Growth Mindset culture where children have the confidence and resilience to have a go and challenge themselves as learners and learn through their mistakes.
- To engage families in their children's learning and the development of good behaviour linked to moral purpose.

Statement of intent

Moseley C of E Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Moseley C of E Primary School is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Children Missing Education Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency
-

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absenteeism:

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

4. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

5. Pupil expectations

Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, **97%** throughout the year.

6. Pupils at risk of persistent absence (PA)

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Implementing the FAST Track Process (See appendix 1).

The governing board will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of PA, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establish plans to remove barriers and provide additional support.
- Lead **weekly** check-ins to review progress and the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND

7. Absence procedures

Parents will be required to contact the school office via telephone or via email on enquiry@moseleyce.bham.sch.uk by 8:45am on the first day of their child's absence. They will also be required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent. This is required even if the parent has already contacted the school. Alternatively, parents may call into school and report to the **school office** where arrangements will be made to speak to a member of staff.

A **telephone call** will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school from 9:15am onwards.

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

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

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

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

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

8. Parental involvement

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

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

9. Attendance register

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- = Unauthorised absence

- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

Recording non-attendance related to coronavirus (COVID-19)

The Department for Education have defined a set of sub codes for schools to use to consistently record non-attendance related to COVID-19. See appendix 2.

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for **three years**.

10. Attendance officer

If a child is persistently absent (with attendance less than 90% or there is a pattern of absence) pupils will be referred to the attendance officer who will implement the FAST Track procedure. (See appendix 1)

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence, and will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

11. Lateness

The school will regard punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at **8:55am**. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by **9:00am**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time.

- After lunch, registers are marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **1:10pm**. Pupils will receive a mark of absence if they are not present.

Parents will receive a helpful punctuality letter if their child arrives late on 6 or more occasions (letter in appendix 3)

If lateness persists, the school will implement the FAST Track process to support improvement of punctuality.

12. Term-time leave

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

13. Leave during term time

- 1.1. At **Moseley C of E Primary School**, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 1.2. The headteacher is unable to authorise holidays during term-time.
- 1.3. A Pupil's absence is marked as unauthorised absence for families taking holidays within term-time. Concerns will be raised where a pupil has been absent either:
 - a) For a minimum of 5 school days of unauthorised days AND has had 5 school days of other unauthorised absence in the previous 12 calendar months; or
 - b) For at least 10 school days of unauthorised absence, where there have been no other unauthorised absence in the previous 12 calendar months.

- 1.4. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- 1.5. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.
- 1.6. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 1.7. Requests for leave will not be granted in the following circumstances:
 - Immediately before and during assessment periods
 - When a pupil's attendance record shows any unauthorised absence
 - Where a pupil's authorised absence record is already above **10%** for any reason

14. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **8:55am** and **1:00pm**, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

15. Missing children

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

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

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

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

16. Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals. Parents will be required to inform the school in advance if absences are required for days of religious observance.

17. Appointments

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the **school office**.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible.

18. Modelling, sport and acting performances/activities

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below **96 percent**. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

19. Young carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

20. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent** – full details of the school's absence levels can be found on the **school website**.

This policy will be reviewed every **two years** by the Headteacher. The next scheduled review date for this policy is **01/12/2023**.

Any changes made to this policy will be communicated to all relevant stakeholders

Appendix 1

Attendance Monitoring Procedures: Fast-Track

Moseley C of E Primary School has adopted the **Fast-Track** monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard. This process is only applied to children who are of compulsory school age. It is not applied to LAC (Looked After Children).

1. A spreadsheet is sent to the senior leadership team (SLT) by the **attendance officer** detailing weekly attendance (termly data will be reported the Governing Body via the Headteacher Report).
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT and Attendance Officer.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. If a pupil's attendance falls below **95%**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached advice leaflet outlining how parents can work with the school and their child to improve attendance.
5. If a pupil's attendance falls below **90%**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the **attendance officer** contacts the parents to discuss this, inviting them in for a meeting with the Headteacher. If parents decline this offer, this will also be recorded. At this point, any future medical appointments in school time or any sickness will require medical evidence. This can be in the following formats:
 - Copy of a prescription;
 - Surgery compliment slip with date, pupil's name and surgery stamp, signed by Receptionist;
 - Medical appointment card with one appointment entered;
 - Letter confirming a hospital appointment;
 - Print screen of medical notes;
 - Doctor's medical certificate;
 - Doctor's letter;

- Medication prescribed by a Doctor;
- Letter from another relevant professional.

When a pupil's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are NOT acceptable as medical evidence.

6. The Headteacher initiates Early Help procedure and will speak directly to the pupil to ascertain their perspective on their attendance and how they feel about. The attendance officer also makes a phone call home to discuss this with parents, if necessary. Other Early Help methods that may be used are School Nurse, James Brindley School (if appropriate) and the Children Missing in Education team. An informal action plan will be devised – this will then be monitored over the given time scale (determined by the Headteacher).
7. Following Early Help procedures, if there is another UNAUTHORISED absence, OR if Early Help has been refused by the parent(s) or carers OR if families did not meet the criteria for external Early Help process, then step two in the Fast-Track process will be initiated, with parents being invited to attend a SARM (School Attendance Review Meeting). The Headteacher and Attendance Officer will be present.
8. Parents/Carers will receive a letter inviting them to a SARM. At this meeting, a formal action plan will be devised and agreed by the AO, Headteacher and parents/carers. Parents/Carers will receive a copy of this plan BEFORE they leave the meeting. If parents/carers are not able to attend, they must inform school to enable the meeting to be rearranged. Without prior notification of non-attendance, the meeting will be recorded as 'non-attendance'.
9. Following the SARM, should a pupil then have further unauthorised absence adding up to at least 10 sessions (NOT days) in total over the previous 12 calendar months, then stage 3 of the Fast-Track programme will be initiated.
10. Stage 3 of the process is the Final Warning Notice. Each person with parental responsibility for the child will receive a letter via the post. This letter will include an attendance printout for the child (ren) question.
11. Following this, should a pupil have at least 10 further sessions of unauthorised absence within 12 school weeks of the warning notice being issued, then step 4 of the Fast-Track programme will be initiated and the case will be referred to ELIT. ELIT will then determine, based upon evidence provided by the school, whether to:
 - a) Issue a Penalty Notice;
 - b) Issue a Single Justice Notice;
 - c) Issue a summons where parent pleads not guilty;
 - d) Prosecute in court (Section 444 1a)

Appendix 2

Recording non-attendance related to coronavirus (COVID-19)

Set of sub-codes

The set of sub codes to record non-attendance related to COVID-19 are:

Code X01: Non-compulsory school age pupil not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

This code is used for pupils who are self-isolating because they have symptoms of COVID19 but they have not yet had a positive test.

Code X03: Not applicable for this academic year

Code X04: Not applicable for this academic year

Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK.

Code X06: Pupil who is clinically extremely vulnerable if shielding is advised

Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England

(PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government advice

This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.

Code X08: Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management

This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

Code X09: Pupil or student required to self-isolate as a close contact of a confirmed case

This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months. There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.

Code I01: Illness

This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

Code I02: Illness confirmed case of coronavirus (COVID-19)

This code is used for pupils who are absent because they have tested positive for COVID19.

Management information software suppliers are implementing these changes at their earliest convenience.

Where schools are using these sub-codes they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- Contrary to guidance relating to the incidence or transmission of COVID-19 from either Public Health England (PHE), the UK Health Security Agency (UKHSA) or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

Where a pupil's non-attendance does not meet these requirements it should not be recorded as Code X and schools should consider whether another code can be used.

Appendix 3

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School_name» School. As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)

Minutes late per day during the school year	21. Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an Early Help Assessment.

Your child's punctuality must now improve or the school may have no option but to take further action against you. If you call and I am not available please leave a message and telephone number.

Yours sincerely,

«School_Representative»

Job Title