



# Attendance Policy

January 2021

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## Knowle CE Primary Academy

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# Knowle CE Primary Academy

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## Attendance Policy

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### Rationale

Poor attendance disadvantages children.

Parents/carers of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents/ carers may be reported to the Education Authority if problems cannot be resolved by agreement.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. A pupil's absence disrupts teaching routines and may also affect the learning of other children in the same class. At Knowle CE Primary Academy we keep a record of attendance that is inspected at regular intervals by the Attendance Officer.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

### Who is responsible for attendance issues at Knowle CE Primary Academy?

- The Academy has a named member of staff with responsibility for attendance issues, who works closely with the designated safeguarding lead and /or the SENCO where there are attendance concerns.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues at the Academy. **See Appendix 1 for a detailed breakdown of these roles and responsibilities.**
- Attendance matters are reviewed by the Principal and the Child Protection Monitoring Group at least half termly.
- Attendance issues are reported at least termly to the Governing body.

### School attendance, Safeguarding, Children Missing Education and Home Educated Children

A child going missing from education is a potential indicator of abuse or neglect. Academy staff should follow the Academy's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Designated Safeguarding Lead Handbook pathway on children missing from education is in [Appendix 2](#). This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

The attendance lead and the Designated Safeguarding Lead will work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children receive the appropriate level of early help or statutory intervention to ensure they attend school regularly. Schools use the Solihull Multi-agency Thresholds Criteria ([www.solgrid.org.uk/safeguarding](http://www.solgrid.org.uk/safeguarding)) which is summarised in [Appendix 3](#) to identify the level of concern and provide the appropriate level of support.

### Home Educated Children

On receipt of written notification to home educate, the Academy will notify the Elective Home Education Team at the Local Authority (0121 704 6959) that the pupil is to be deleted from the Admission Register.

## Procedures

### Registers

Knowle CE Primary Academy procedures for maintaining registers:

Procedure	Person responsible
1. Registers are taken electronically and <b>must</b> be taken at the start of the morning session and once during the afternoon session	Class Teacher
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity.	Class Teacher
3. Pupils should only be marked present if they are in the room when the register is called.	Class Teacher
3. Spaces must not be left in the register	Class Teacher
4. Registers are taken promptly at 8.55am.	Class Teacher
5. Pupils arriving after the register has closed must be taken by their parents / carers to the Main Office to sign in. Children arriving unaccompanied should present themselves at the Main Office.	Main Office Personnel

The Academy complies with and uses the DFE compulsory national attendance codes.

#### Attendance Codes, Descriptions and Meanings

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

**See Addendum: Recording Attendance in Relation to Coronavirus (Covid 19) during the 2020 - 2021 academic year. See attached.**

#### Management of Absence

Every half a day of absence from the Academy has to be classified as either authorised or unauthorised. Authorised absence is where the Principal has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence.

All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by the Principal. [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)].

The Academy rigorously pursues outstanding reasons for unexplained absences and aims to resolve them within two weeks.

## **Working in partnership with parents**

### **Notification of Absence:**

If a child is absent parents / carers should contact the Academy on the **first day** of absence and maintain contact throughout the absence.

### **Illness:**

It is for the Academy to decide whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill will be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested as schools are entitled to challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

### **The types of scenario's when medical evidence might be requested include:**

- Attendance is less than 90%
- There are frequent odd days' absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there are particular medical problems and the Academy may need evidence to seek additional support/provide support.

## **Leave of Absence – the legal position**

Government Legislation makes it unlawful for the Principal to authorise an absence from school for the purpose of a holiday. In very rare circumstances the Principal may consider a written request made by a parent two weeks in advance for a leave of absence due to exceptional circumstances which would not normally include holidays. The Principal may ask for evidence to substantiate the request. The Principal will take this into consideration when making her decision. A reply will be sent home within one week. Leave of absence will not be granted retrospectively. Where a leave of absence is granted the Principal will determine the number of days a pupil can be away from school. If the Principal does not authorise a leave of absence but the Parents/Carers still take the child out of school, or the child is kept away for longer than was agreed, the absence will be unauthorised. If the trigger of 10 unauthorised absences (sessions) is met then these unauthorised absences may be referred to the Education Enforcement Officer at the Local Authority, and this may result in a Penalty Notice payable up to £120.00 for failure to comply with the law (please see Stage 4, 'Penalty Notice').

Work will not be set for holidays and extra reading books will not be issued.

### **Procedure for requesting a planned absence**

A parent/carer should complete an absence request form ([Appendix 4](#)) and submit this to the Academy at least two weeks prior to the date required. The Academy will respond to the request within two weeks. ([Appendix 5](#)).

### **Parents can support regular school attendance by:**

Making appointments (eg medical, dental) out of school hours whenever possible. If children need to leave school for appointments please inform the class teacher in writing beforehand and arrange for your child to be collected and returned inside school via the main entrance so that registration is accurate. All children must be signed in and out of school by their Parent/Carer.

Contacting the Academy to discuss any concerns regarding their child's attendance.

Working in partnership with the Academy to resolve any issues that are impacting on their child's attendance.

### **Lateness**

Please ensure that your child is punctual. It is unsettling and upsetting for them to be late and can also be disruptive for other pupils. Children arriving after the doors have closed at 8.55am must be signed in by their Parent/Carer (if your child is on our 'Walk to School' register they may sign themselves in) in the late book in the main office. If your child arrives after the register has closed they will be marked with an absent code. If your child is late on a regular basis we will seek an explanation and ask for an improvement to be made. If no improvement is made you may be invited into school to meet with the Principal/Vice Principal to discuss ways in which we may be able to help you. Within school we actively encourage pupils themselves to be punctual.

### **Late Collection**

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Please collect your child punctually at the end of the school day. We keep a record of all pupils who are regularly collected late with a view to arranging an appointment with the Principal to discuss how we may be able to support improvements in this area.

### **Procedure for Uncollected Children**

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In the event of a child not being collected at the end of the school day, every effort will be made by the Academy to contact the parents and emergency contacts. In the event that contact with parents and emergency contacts cannot be established and the child remains uncollected, the police will be contacted.

### **Walking to School**

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The Parents/Carers of children who are on our 'Walking to School' register are required to telephone the school by **9.30am** each day to confirm their child's absence. If contact is not made by the Parent/Carer the school will attempt to make contact. Failure to confirm the reason for non-attendance will result in the Police being informed.

### **We take the following steps to address absenteeism:**

All registers will be checked and absences monitored on a regular basis.

The Academy will analyse individual pupil data to quickly identify patterns of absence and parents will be informed by the Academy should their child's attendance cause concern.

#### **Stage 1**

- If a child's attendance continually falls below 90% parents will receive a letter from the Academy making them aware of this and asking for an improvement to be made.

#### **Stage 2**

- If no improvement is made Parents/Carers will be invited to meet with the Principal/Vice Principal to discuss ways in which we may be able to help.

### **Stage 3**

- If no improvement is made after Stage 2 the Principal may make a home visit and an Attendance Improvement Plan will be set up so that the situation can be resolved by working with the family.

### **Stage 4**

- If all other ways of trying to improve the child's attendance have failed and unauthorised absence persists, a referral will be made to the Education Enforcement Officer (EEO).

The EEO can issue a **Penalty Notice** in accordance with the most recent regulations. Failure to comply with the Penalty Notice could render the parent/carer liable to prosecution. From 1 September 2013 absence due to holidays taken in term time will result in action taken in line with national legislation on attendance which could incur a fine. The fine would be £60 per parent per child if paid within 21 days and £120 if paid after 21 days but within 28 days.

### **Reward for Good Attendance**

Any pupil who has 100 per cent attendance for a whole school year will be rewarded with a Gold Award from the Principal on their end of year report.

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This policy should be read in conjunction with:

- The DfE School Attendance - Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities, August 2020 .
- SMBC 'Penalty Notice Code of Conduct' 2015
- The Education (Pupil Registration) (England) (Amendment) Regulation 2013
- DfE School Attendance parental responsibility measures - January 2015
- DfE School Attendance November 2016
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DfE documents can be downloaded at: [www.education.gov.uk](http://www.education.gov.uk)



## Appendix 1

### Roles and Responsibilities for School Attendance

Role	Responsibilities
Academy Governors	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation (eg pupil registration, attendance registers)</li> <li>• Setting Attendance targets</li> <li>• Reviewing school attendance</li> <li>• Agreeing and reviewing Academy Policy</li> <li>• Chairing attendance panels</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Putting into practice Academy policy</li> <li>• Authorising/unauthorising absences</li> <li>• Leave of absence request</li> <li>• Line management</li> <li>• Contact with parents</li> <li>• Overview of clear and escalating interventions</li> <li>• Attendance at attendance panels</li> </ul>
Attendance lead	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Putting into practice Academy policy</li> <li>• Liason with Class teachers</li> <li>• Contact with parents</li> <li>• Overview of clear and escalating interventions</li> <li>• Recording and evaluation of interventions</li> <li>• Data analysis</li> <li>• Responsibility for links with Education Enforcement Team</li> <li>• Data analysis</li> <li>• Promoting school attendance</li> <li>• Attendance targeting</li> <li>• Pupil Profiles</li> <li>• Planning attendance panels</li> </ul>
Class teachers	<ul style="list-style-type: none"> <li>• Marking registers</li> <li>• Promoting importance of regular attendance</li> <li>• Providing early warning of attendance concerns</li> <li>• Positive role modelling</li> <li>• Following policy and procedures</li> </ul>
School Office	<ul style="list-style-type: none"> <li>• Maintaining registers</li> <li>• First day calling</li> <li>• Late arrivals</li> <li>• Attendance targeting               <ul style="list-style-type: none"> <li>• Process for clearing registers</li> <li>• Day to day responsibility for escalating approach</li> </ul> </li> </ul>

## Appendix 2

### Children missing from education pathway

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing in their area.

All education providers should:-

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

### School Requirements

The law requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)). Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11).

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. The local authority model attendance policy and attendance toolkit are useful resources to support this work. <https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

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

#### **Involving other agencies and signposting:**

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk) or telephone 0121 779 1737.

**Pupils at risk of harm/neglect** - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

#### **Solihull Children's Services:**

MASH (0121) 788 4333

Out of Hours (EDT) (0121) 605 6060

#### **Solihull MBC LSCB procedures for Children who have Gone Missing from Home or Care**

[http://solihulllscb.proceduresonline.com/chapters/p\\_ch\\_missing.html](http://solihulllscb.proceduresonline.com/chapters/p_ch_missing.html)

#### **Solihull MBC LSCB procedures for Children Missing Education**

[http://solihulllscb.proceduresonline.com/chapters/p\\_safeguard\\_educ.html](http://solihulllscb.proceduresonline.com/chapters/p_safeguard_educ.html)

If the school do not know where the child (and family) are and have made reasonable enquiries (including liaising with the police and Social Services), they can refer to the Child Missing Education team for further checks and advice.

School Action: (1) Email address [childrenmissingeducation@solihull.gov.uk](mailto:childrenmissingeducation@solihull.gov.uk)

Telephone: 0121 704 6145

(2) Complete CME notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

#### **Families of members of the Armed Forces**

Families of members of the Armed Forces are likely to move frequently - both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

#### **Children of Gypsy, Roma and Traveller (GRT) Families**

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils'

education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

### Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support schools to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20\(2\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc)

### Solihull Local Authority Penalty Notice Code of Conduct

- 1 Where a request for **leave of absence** has been made and the school have sent written notification to parents that the absence will be unauthorised a **penalty notice** will be issued where **the trigger of 10 sessions** of unauthorised absence is met.
- 2 In all other cases of unauthorised absence accrued over time, a **Warning letter** will be issued by the SMBC Enforcement Team prior to a penalty notice. The trigger for a warning letter will be at **least 10 sessions** of unauthorised absence.

A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences.

Relevant paperwork can be found at

<https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS>

Education Enforcement Team contact details:

Email: [educationwelfare@solihull.gov.uk](mailto:educationwelfare@solihull.gov.uk)

Telephone: 0121 779 1737

### Deletion of pupil from the admission register

Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system, eg: elective home education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period
- have been permanently excluded

### **Additional Guidance**

Guidance including an additional letter for when parents do not request a leave of absence but school become aware they have taken a holiday in term time is available at

[https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20\(2a\).doc](https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Family%20Holiday%20Requests%20FPN%20Schools%20Sept%202015%20EEO%20version%20(2a).doc)

### **Resources, Guidance and Legislation on CME**

Removing Pupils from Roll: Guidance for Schools (SMBC, September 2011)

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (DfE, October 2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Ensuring a good education for children who cannot attend school because of health needs:

Statutory guidance for local authorities (DfE, January 2013)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf)

Exclusion from maintained schools, academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion (DfE, 2012)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

SMBC Exclusions Documents

<https://extranet.solgrid.org.uk/management/exclusions/Shared%20Documents/Forms/AllItems.aspx>

Solihull MBC model attendance policy

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC attendance toolkit

<https://extranet.solgrid.org.uk/schoolissues/behaviourattendance/Behaviour%20and%20Attendance%20Toolkit/Forms/AllItems.aspx>

Solihull MBC CME notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Solihull MBC removing pupil from roll notification form

<https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx>

Keeping Children Safe In Education (2015)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children missing education: Statutory guidance for local authorities (DfE January 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

HMCI Advice Letter (July 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444746/Advice\\_letter\\_from\\_HMCI\\_on\\_the\\_latest\\_position\\_with\\_schools\\_in\\_Birmingham\\_and\\_Tower\\_Hamlets.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444746/Advice_letter_from_HMCI_on_the_latest_position_with_schools_in_Birmingham_and_Tower_Hamlets.pdf)

If you believe a child is suffering, or is at risk of suffering, significant harm always contact the Referral and Assessment Team on 01788 4333.

Once you have taken appropriate action, you are then concerned about the response of another agency refer to Solihull Escalation guidance which supports the resolution of case disagreements: [http://nullscb.proceduresonline.com/chapters/p\\_resolve\\_diff.htm](http://nullscb.proceduresonline.com/chapters/p_resolve_diff.htm)

Multi-agency Guidance on Threshold Criteria to help support Children, Young People and their Families in Solihull can be found on the Solihull B website (detailed below) by clicking the About us/Interagency procedures tabs.

Solihull Local Safeguarding Children Board  
Bluebell Centre, 10 West Mall  
Mansley Wood Shopping Centre  
Solihull B37 5TN  
Phone: 0121 788 4325 (General) & 0121 788 4478 (Training)  
0121 788 4414  
Email: [lsqb@solihull.gov.uk](mailto:lsqb@solihull.gov.uk) (General) or E-mail: [lsqbtrain@solihull.gov.uk](mailto:lsqbtrain@solihull.gov.uk) (Training)  
Website: [www.solihull.gov.uk/staysafe](http://www.solihull.gov.uk/staysafe)

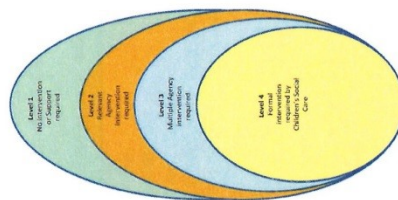


**We acknowledge Herefordshire Safeguarding Children Board**



**Solihull Local Safeguarding Children Board**

## Supporting Professional Judgement: Thresholds



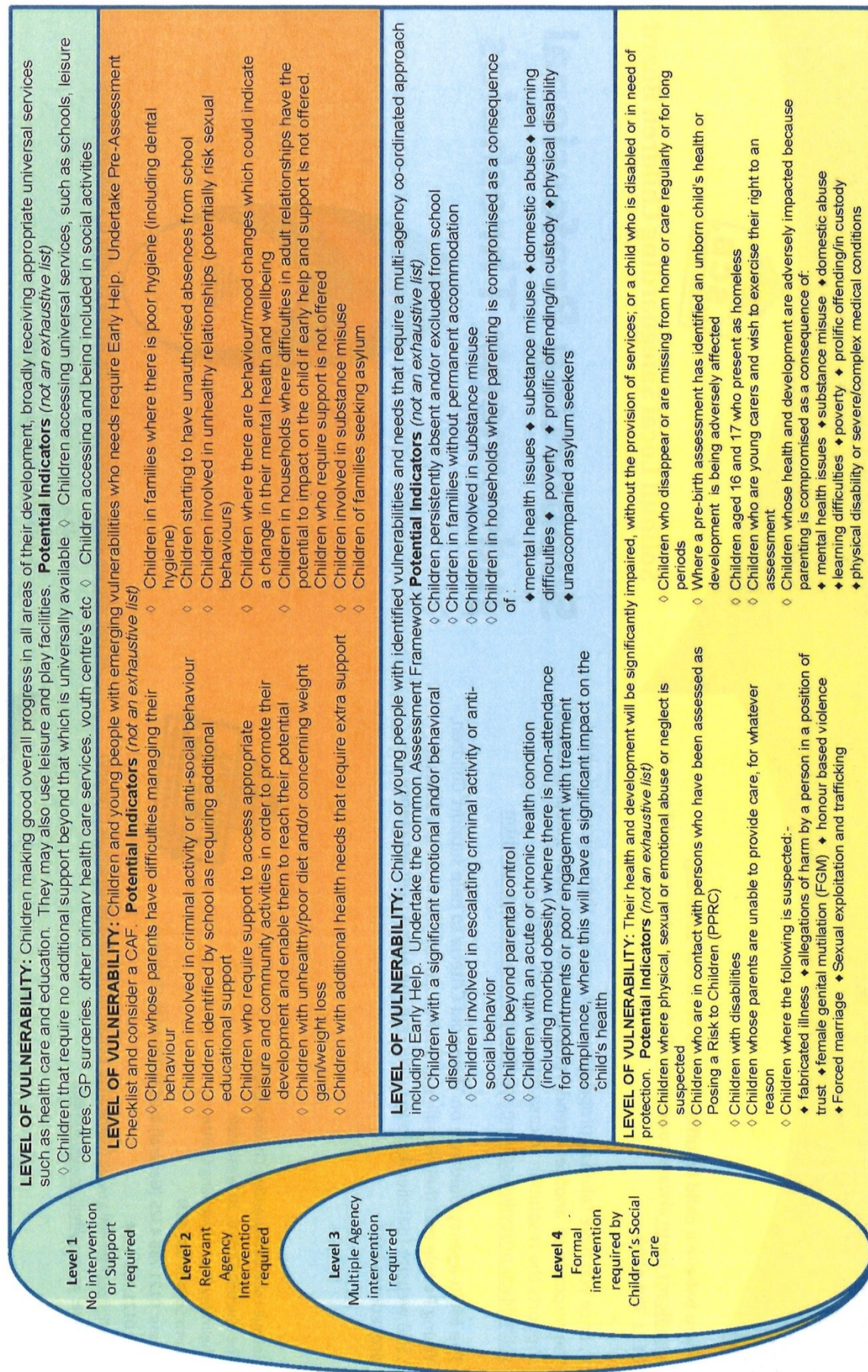
All staff who are aware of concerns about the welfare or safety of a child should know:

- ◇ What services are available locally
- ◇ How to gain access to services
- ◇ Who to contact in what circumstances
- ◇ When and how to make a referral to Children's Social Care



# Levels of Need

## Supporting Your Professional Judgement





# Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull B93 0JE

Tel: 01564 776209

[www.knowle.solihull.sch.uk](http://www.knowle.solihull.sch.uk)

Email: [office@knowle.solihull.sch.uk](mailto:office@knowle.solihull.sch.uk)

Principal: Miss J Godsall

Vice Principals: Mrs E Clarke, Mr M Stonehill

Business and Facilities Manager: Mrs E Lynch



## LEAVE OF ABSENCE REQUEST FORM

Requests for authorised leave will only be considered where there are exceptional circumstances. Leave of absence which has not been agreed will be marked as unauthorised. Unauthorised absences may be referred to the Education Enforcement Officer (EEO) for consideration which could result in a Penalty Notice.

Child/s Name: .....	Class: .....
.....	.....
.....	.....
Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child/ren out of school (please attach additional notes if necessary). You may be invited into school to discuss your request with Miss Godsall.	
.....	
.....	
.....	
.....	
First day of absence:..... to last day of absence:.....	
Total number of schools days that your child will be absent from school: .....	
Name of Parent/Carer: .....	Date: .....
Signature: .....	

Form to be returned to the school office with a minimum of two weeks' notice.

### For School Use:

Previous requests for leave of absence: Yes / No      Arrange to meet with Parent/Carer: Yes / No

Authorised

☐

Unauthorised

☐

Signed: .....Principal

**Appendix 4**

# Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull B93 0JE

Tel: 01564 776209

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Principal: Miss J Godsall

Vice Principals: Mrs E Clarke, Mr M Stonehill

Business and Facilities Manager: Mrs E Lynch

Date:

Dear Parents and Carers

## Leave of Absence

Child/s Name/s:

..... Class: .....

..... Class: .....

..... Class: .....

On this occasion I am not able to authorise your request for leave of absence.

If you decide to go ahead with your proposed leave of absence your child's absence will be marked as unauthorised in accordance with Academy policy.

Yours faithfully

MISS J GODSALL

Principal

Date:

Dear Parents and Carers

## Leave of Absence

Child/s Name/s:

..... Class: .....

..... Class: .....

..... Class: .....

On this occasion I am not able to authorise your request for leave of absence.

If you decide to go ahead with your proposed leave of absence your child's absence will be marked as unauthorised. Even though nursery education is not statutory, if parents have accepted a place at our nursery we expect them to make the same commitment to our attendance policy as other parents.

Yours faithfully

MISS J GODSALL

Principal



# Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull B93 0JE

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Principal: Miss J Godsall

Vice Principals: Mrs E Clarke, Mr M Stonehill

Business and Facilities Manager: Mrs E Lynch

---

Date:

Dear Parents and Carers

## Request for Leave of Absence

Child/'s Name/s:

..... Class: .....

..... Class: .....

..... Class: .....

On this occasion I am able to authorise your request for leave of absence from:

..... to .....  
(first day of absence from school) (last day of absence from school)

Yours faithfully

MISS J GODSALL

Principal

Appendix 5

## **Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year**

### **Purpose of this document**

This document is an addendum to the non-statutory [school attendance: guidance for schools](#). It replaces temporary guidance documents on recording attendance during the outbreak.

For ease of reference, it explains and illustrates changes made to regulations<sup>1</sup> governing school attendance registers in relation to coronavirus (COVID-19) from 24 August 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force.

### **Attendance expectations**

From the start of the autumn term 2020 pupil attendance will be mandatory 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

### **New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)**

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, we have made changes to the regulations<sup>2</sup> governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related 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>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.

### **Attendance codes**

## **Attendance Policy – Revised January 2021**

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X<sup>4</sup>
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

#### **Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply**

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

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

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Pupils who have symptoms should self-isolate and get 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 school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I - illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

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 school 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 should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

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 school. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children 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)**

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance.

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 14 days if they have had recent close contact with a person who has 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 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

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

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine<sup>5</sup>. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

#### **Pupils who are clinically extremely vulnerable in a future local lockdown scenario only**

View [guidance on shielding and protecting extremely vulnerable persons from Covid-19](#).

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should 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 school. Code X should not be used for sessions after the pupil has been advised to return to school.

#### **Local lockdown**

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

## **Attendance Policy – Revised January 2021**

### **Remote education**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

### **Data collection**

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

Further information will follow on what, if any, additional attendance data will be required during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) and support the government's planning.



# Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year

This document is an addendum to the non-statutory [school attendance: guidance for schools](#). It replaces temporary guidance documents on recording attendance during the outbreak.

For ease of reference, it explains and illustrates changes made to regulations<sup>[\[footnote 1\]](#)</sup> governing school attendance registers in relation to coronavirus (COVID-19) from 24 August 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force.

## Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory 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
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## New for 2020 to 2021 – not attending in circumstances related to

# coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, we have made changes to the regulations<sup>[footnote 2](#)</sup> governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related 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.

## Attendance codes

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)), in addition to the new category of ‘not attending in circumstances related to coronavirus (COVID-19)’:

- pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (COVID-19)’ should be recorded using code X<sup>[footnote 4](#)</sup>
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

# Examples in which ‘not attending in circumstances related to coronavirus (COVID-19)’ could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

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

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Further information will follow on what, if any, additional attendance data will be required during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) and support the government's planning.

1. [The Education \(Pupil Registration\) \(England\) \(Coronavirus\) \(Amendment\) \(No. 2\) Regulations 2020 ↵](#)
2. [The Education \(Pupil Registration\) \(England\) \(Coronavirus\) \(Amendment\) \(No. 2\) Regulations 2020 ↵](#)
3. And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there. [↵](#)
4. Code X is not counted as an absence in the school census. [↵](#)
5. [The Health Protection \(Coronavirus, International Travel\) \(England\) Regulations 2020 ↵](#)