



Heronsgate



Attendance & Punctuality Policy

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Policy

This policy is based on the legal powers and duties that govern school attendance.

These requirements are contained in:

- **The Education Act 1996 - sections 434(1)(3)(4)&(6),458(4)&(5) and (7);**
- **The Education (Pupil Registration) (England) Regulations 2006;**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2010; and**
- **The Education (Pupil Registration) (England) (Amendment) Regulations 2011.**
- Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments come into force on 1 September 2013.

This policy is formed in line with the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance and parental responsibility measures.

1.0 Introduction

1.1 Good attendance and punctuality are skills for life. Full attendance is a critical factor in ensuring positive educational outcomes for our pupils. Promoting excellent attendance is the responsibility of the whole school community at Heronsgate.

1.2 A high priority is given to emphasising to parents and pupils, the importance of regular and punctual attendance. We recognise that parents play a vital role and that there needs to be strong home–school links and robust communication systems that can be utilised, whenever there is concern about attendance.

1.3 Attendance is monitored daily and if there are problems which affect a pupil's attendance we will strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the pupil to full attendance at all times.

1.4 If poor attendance continues then fixed notice penalty fines will be imposed or legal action may also be considered. Schools have a duty in law, to refer any absence of 10 days or more when they have been unable to make contact with the parent/child or have general concerns about absence to the Local Authority/Trust.

2.0 Aims

2.1 Safeguarding is the utmost priority of Heronsgate School and ensuring children attend school regularly and on time is vital to ensure their right to education is protected.

2.2 Heronsgate School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

2.3 The school will provide a stimulating curriculum in which to achieve this. We will also strive to provide a welcoming, caring environment in which each member of the school community feels wanted and secure.

2.4 All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

2.5 The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

2.6 Heronsgate School will establish effective communication with pupils, parents and appropriate external agencies to ensure advice and support is provided.

2.7 Effects of non-attendance

The table below indicates how what might seem like just a few days of absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons

It is proven that poor attendance is often linked to poor academic attainment. This can result in children struggling not only academically but also with relationships with their peers, developing low self-confidence and experiencing a disruptive pattern to their education, which significantly affects them.

2.8 Safeguarding and attendance

Heronsgate School monitors trends and patterns of absence for all children as part of our standard procedures. However, we are aware that gradual or sudden changes in a child's attendance may indicate safeguarding issues. We work in collaboration with families to ensure they feel supported with issues they face and promote the best outcomes for all children. As a school, we work closely with other agencies and organisations ensuring concerns are reported for any child who is absent from school and we cannot establish their whereabouts or are concerned about their welfare.

3.0 Roles and Responsibilities

Parents

3.1 Parents have a duty to educate their children "suitable to their age, aptitude, ability and any special educational needs which they may have" either by regular attendance at school or otherwise under Section 7 of The Education Act 1996.

3.2 Parents whose children are registered at school are then responsible for ensuring that they attend punctually, regularly and stay at school.

3.3 Parents are responsible for notifying the school when their child is unable to attend, with a reason, on the first day of the absence and informing school of any subsequent day's absence and the reason.

3.4 Parents should provide medical evidence indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen. Whenever possible all appointments should be made outside of school hours.

3.5 Parents are responsible for ensuring their contact details are up to date for all emergency contacts.

3.6 Parents engaging and working in partnership with the school and other agencies is in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning, attendance and their wellbeing.

3.7 It is recognised at Heronsgate that any child can sometimes be reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and often makes things worse. Permitting absence from school without good reason is an offence by the parent.

School

3.8 Schools are required:

- a. To call the attendance register twice per day – at the start of the morning session and at the start of the afternoon session. This shows whether a child is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either **Authorised** or **Unauthorised**. Only the school can authorise an absence, not the parents. This is why we Heronsgate, ask for information about the cause of each absence from school, either in writing or by telephone.
- b. To ensure that attendance registers are kept, in accordance with legal requirements and the policy of the school.
- c. To inform the Local Authority/Trust about pupils who do not attend school regularly or who have been continuously absent for two weeks or more (unless the absence is covered by a medical certificate).
- d. To include data on authorised and unauthorised absences in the school prospectus and the governors' annual report to parents, in accordance with Department for Education and Skills (DfE) requirements.

4.0 Practice:

4.1 Authorised absences are mornings or afternoons away from school for a legitimate reason such as illness or other unavoidable cause.

4.2 At Heronsgate we ask that parents/carers inform the school by telephone or e-mail on the first morning of a child's absence, giving the reason for their absence. It is important that parents/carers contact the school on subsequent days that the child is absent to update on the condition. It is helpful if this can be followed up by a letter on the child's return to school.

4.3 Where a child has a high level or frequency of absence, the school may require medical evidence of some description in order to authorise any absences due to illness.

4.4 Medical appointments

Parents should try to make medical appointments outside of school where possible; however, we acknowledge that this is not always possible with emergency appointments. The child should only be absent from school for the least amount of time possible, it is better for the child to attend school for registration at the beginning of the morning or afternoon and then be collected for their appointment. Medical evidence needs to be provided prior to the child attending the appointment, this could be in the form of hospital/GP letter, email or text confirmation. If parents do not have evidence, they will be provided with a medical stamp form, which they can get signed or stamped at their appointment.

4.5 Religious Observance

On some occasions, religious festivals may fall outside of school holidays or weekends. The school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the family belongs to. Parents should complete a Leave of Absence form (available from the office) to indicate the day they wish their child to be absent and the reason for this.

5.0 Unauthorised absences are those which the school does not consider reasonable and for which no 'consent' has been given. This includes:

- a. Parents keeping children off school unnecessarily.
- b. Truancy before or during the school day.
- c. Absences which are not properly explained.
- d. Children who arrive at school too late to get an 'L' mark – at Heronsgate this means arriving after 9.30am which will be recorded as a 'U' mark.
- a. Shopping, looking after other children or birthdays/anniversaries.
- b. Day trips and holidays in term time which have not been agreed.
- c. Oversleeping.
- d. Absent to look after an unwell sibling/parent
- e. Inadequate uniform / lunch arrangements.
- f. Confusion over terms dates.

5.1 Heronsgate School will not authorise absences for shopping, looking after other children, haircuts, etc.

5.2 Leave of absence may be given in an emergency, e.g. bereavement. For medical appointments that are unavoidably during school time, an appointment card/letter is required to be shown.

5.3 Any unauthorised absences will be monitored and may result in a fixed penalty notice being issued.

5.4 Exceptional Leave of Absence: The Education (Pupil Registration) (England) Regulations 2006 Amendments to the 2006 regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

5.4a The school may authorise, in advance, a request for a period determined by the Headteacher for the purpose of exceptional leave. All application letters for exceptional leave must be made at least two weeks in advance. It is at the discretion of the Headteacher that a maximum of 10 days in any academic year may be authorised. In making a decision, the Headteacher will consider the circumstances of each application individually, including any previous pattern of leave during term time.

5.4b Parents/carers are asked to give the school as much notice as possible when applying for a leave of absence. They should complete a Leave of Absence Request Form (available from the office). In making the decision whether to authorise the absence request, the school will consider:

- i. The child's current attendance record;
- ii. Any previous term time absences;
- iii. The length of leave requested;
- iv. Whether the absence coincides with a key assessment period (e.g. SATs test);
- v. The reasons given for the request;

- vi. Whether the parents/carers are restricted in terms of leave from their employer (written confirmation may be sought on this).

5.4c Any period of leave taken without the agreement of the Headteacher, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice. Penalty Notices are issued to each parent with responsibility for the child and are issued for each child. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days, the payment must be made directly to the Local Authority.

6.0 Extended Leave of Absence

6.1 At Heronsgate, we recognise that there may be circumstances where parents/carers request a longer leave of absence, and in exceptional circumstances these may be authorised.

6.2 These may include returning to the family's country of origin, or a fixed short-term period of work for a parent/carer. Where such leave is authorised, the school will provide a study pack of work for the child, which parents/carers are encouraged to help their child complete and return to school.

6.3 It is important that a return date is set for the child to return to the school. If a child fails to return after an agreed date, their place at Heronsgate may be rescinded.

6.4 **Leave of absence work** - During agreed extended leaves of absences, the school will provide work for the children to complete. However, it may be appropriate for the child to complete additional work as homework on their return and the school would ask that parental support is given in this instance.

7.0 Extended Absence through Medical Circumstances

7.1 If a child has an extended absence due to a severe medical issue or accident, then the school will maintain regular contact with the family to monitor the situation and decide on a date for returning to school.

7.2 Depending on the circumstances, it may be appropriate for the school to provide work for the child to complete.

8.0 Procedures for dealing with absences

- i. Registers are taken at Heronsgate at the start of both morning and afternoon sessions (8.45am and 1.00pm for years 3 and 4 and 1.30pm for years 5 and 6. The registers are then monitored daily by office staff and the Pastoral team.
- ii. All absences will be followed up in the following ways:
 - a. Checking the list of absences reported by telephone calls
 - b. First Day Contact – a phone call to parents/carers during the morning (if parents have not already notified school of their child's absence) asking for the reason for their child's absence from school
 - c. For a few children being monitored by the Pastoral team they might receive a home visit.
- iii. Reasons for absences will be entered in the child's attendance record. (A copy of this will be sent home to parents/carers with their child's annual report)
- iv. Children who arrive late (between 8.45am and 9.30am) will be recorded as late, receiving 'L' on their attendance record.

- v. Children who arrive exceptionally late (after 9.30am when the register officially closes) will require an explanation for their lateness (from their parents/carers) and will be marked as 'U' on their attendance record (meaning unauthorised absence).
- vi. The admin team collates attendance figures on a weekly basis. Any unexplained absences will be followed up at this point. Any absences which remain unexplained will be recorded as unauthorised.

8.1 Attendance is monitored daily and analysed weekly by the admin team. Any child with persistent absences and/or lateness will be reviewed, and appropriate action will be taken. This may include:

- i. Further monitoring of attendance by the headteacher and the Trust Family Support Officer-Attendance
- ii. Home Visits.
- iii. A meeting between the parent/carer and the Headteacher or Family Support Officer-Attendance to explore ways of improving attendance, (including parent contracts where attendance targets are set) with a follow-up meeting arranged to monitor progress.
- iv. Identifying the underlying issues and if appropriate, promptly engaging additional support (such as Strengthening Families, CFP, CAMHS, Inclusion and Intervention Service or SEN Service). Where there are additional concerns about a child or family a referral will be made to Multi Agency Safeguarding Hub (MASH).
- v. A further meeting, also involving the Head or Deputy Head may be necessary, if there is no improvement in attendance.

8.2 In extreme circumstances, a parent/carer can be issued with a Fixed Penalty Notice, where they are considered capable but unwilling to secure an improvement in their child's school attendance. Such parents/carers may also find themselves prosecuted under section 444 of the Education Act 1996. In every case, a pupil will have had a minimum of 10 school sessions (i.e. 5 school days) lost to unauthorised absences over a 12 week period before a Fixed Penalty Notice is considered. Further details on this are available in the Education Welfare leaflet '*Fixed Penalty Notices to Address Poor Attendance at School*'. (£60 within 21 days or £120 within 28 days).

9.0 Contact with the school

9.1 It is vital that parents/carers keep the school fully informed of the reasons for any absences their child has.

9.2 It is the parents'/carers' responsibility to provide the school with up-to-date contact information, in particular telephone numbers, so that they can be reached throughout the day.

9.3 It is also important that parents respond promptly to any voice mail or answer phone messages they receive from the school.

10.0 Persistent Absenteeism (PA)

10.1 A student becomes a 'persistent absentee' when they miss the equivalent to ½ a day or more a week for any reason. Absence at this level will do considerable damage to any child's educational prospects.

10.2 Heronsgate school expects parents'/carers' fullest support and cooperation to tackle such absenteeism.

10.3 All absence is monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority. Parents/carers will be informed of the concern immediately.

10.4 PA pupils are tracked and monitored carefully through our pastoral system. This is combined with academic mentoring where absence affects attainment. Parents will be invited into an Attendance Panel meeting to discuss ways of supporting the child and family to attend school more frequently.

11.0 Children Missing in Education

11.1 We have a legal duty to report the absence of any child who has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days. The school will continue to follow attendance procedures such as calling parents/carers, liaising with other emergency contacts, home visits and liaising with other services to ascertain the whereabouts of the child. A Child Missing Education Referral form will be completed and sent to Milton Keynes Council.

12.0 Home Education

12.1 Parents have a duty to ensure that their child receives a suitable full time education either by regular attendance at school or otherwise (under Section 7 of the Education Act, 1996). If a parent decides to home educate their child, they must inform the school in writing. Heronsgate School will then inform Milton Keynes Council by completing the Home Education Referral form and the child can be removed from the admissions register.

13.0 Procedures to promote high attendance at Heronsgate

- 100% Attendance Certificates awarded termly;
- 100% Attendance Certificates and prizes awarded annually;
- Individual incentives aimed at specific problems;
- Highest class attendance weekly in celebration assembly;
- Letters to parents/carers of pupils with significantly lower than 100% attendance;
- Special award at the year 6 graduation for children with 100% attendance since joining the school.

14.0 Lateness

14.1 School starts at 8:40am. The school gates open at 8:30am and close at 8.45am, any children coming to school after this have to come in via the school office where they are noted onto Inventory with the time and reason for lateness. Registers close at 8.45am any children coming in after this time will be coded as an 'L' (late before registration closed) and the reason for lateness recorded. Any children coming in after 9:30am will be coded as a 'U' (late after registration closed) and the reason for lateness recorded.

It is very important for all children to be on time as missing the first few minutes of any lesson can be disruptive and unsettling for both the child and the rest of the class. Parents/carers are responsible for ensuring their child arrives at school on time. Lateness not only disrupts the learning of others but also makes the child feel stressed, anxious and embarrassed. The table below indicates time lost through arriving to school late.

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days a year
10 minutes	6.9 school days a year
15 minutes	10.3 school days a year
20 minutes	13.8 school days a year
30 minutes	20.7 school days a year

14.2 Good time keeping is a vital life skill, which will help children as they progress through their school life and out into the wider world.

14.3 Lateness is also monitored weekly by the Headteacher and Family Support Officer-Attendance. Relevant action is taken (refer to 8.1 for actions). Fixed Penalty Notices can be issued when a child has been recorded late on 6 occasions in a 12-week period.

14.4 Late Collections

14.5 Children being collected late causes anxiety and upset for the child. We understand there are some situations that are unavoidable and appreciate parents/carers communicating with the school to inform them of the situation and making arrangements, so children are collected as promptly as possible. If a child is collected late on more than 2 occasions or their lateness exceeds 30 minutes, parents will be spoken to as the first step. If late collection does not improve, parents will be sent a letter and then invited in for a meeting to discuss. If a child is collected late and contact cannot be made with the parents, by 5pm the Multi Agency Safeguarding Hub (MASH) will be contacted for advice.

Appendix 1: First Letter

<name>

<house number><street>

<district>

<town>

<postcode>

<Date>

Dear <parental salutation>

FIRST ATTENDANCE LETTER

Name: <Child's Name> Class:

(Child's Name) has missed X days of school. As a consequence their attendance has been significantly affected. The law states that ***all children of compulsory school age must attend school every day the school is open.***

We will continue to monitor (Child's Name) attendance over the next few weeks and we hope to see a significant improvement. However, if their attendance does not improve, all future absences for illness will need to be supported by medical evidence i.e. doctor's stamp / appointment card. Failure to provide such evidence will mean that the absence will be recorded as unauthorised, which could result in you receiving a fine or being taken to court. Please note that holidays taken during term time are automatically unauthorised.

Should you wish to discuss the matter further, please do not hesitate to contact the school Office to speak to the Headteacher on 01908 550811.

Please make every effort to bring (Child's Name) into school, unless they are extremely unwell.

Yours sincerely

Jane Edwards

Headteacher

Appendix 3: GP Stamp

To the medical professional,

I am supporting _____ and his/her family with school attendance matters. I would appreciate it if you could confirm by surgery stamp, when they attend your practice for examination/treatment.

Thank you.

Date:

Surgery Stamp

I _____ parent/guardian give my permission for the surgery to confirm that I visited this medical practice with _____ on the above dates.

Jane Edwards

Headteacher
Heronsgate School

Appendix 4: Letter when attendance has improved

<name>
<house number><street>
<district>
<town>
<postcode>

<Date>

Dear <Parent salutation>

Attendance Update

Name: <Child's Name> Class:

When I first wrote to you on <date>, <Forename>'s attendance was only <previous attendance>%. At this time, I made you aware of the importance of good attendance and the impact it has on learning and asked you to support your child by ensuring they came to school regularly and on time.

I am very pleased to inform you that since my last letter, <forename>'s attendance has improved and is now currently <% attendance>%. Although, this is still below the national expected level of 97%, I feel that <Name> should be congratulated on this improvement and I would like to thank you for your support.

We look forward to <name's> attendance continuing to improve and if there are any other issues in the future please contact the school Office to speak to the Headteacher on 01908 550811.

Yours sincerely

Jane Edwards

Headteacher

Appendix 5: Panel Meeting Letter

<name>
<house number><street>
<district>
<town>
<postcode>

<Date>

Dear <Name>

ATTENDANCE PANEL MEETING LETTER

Name: <Child's Name> Class:

I am writing to invite you to an Attendance Panel meeting at Heronsgate School on <Date & Time> with the Headteacher and Family Support Officer- Attendance.

This meeting will provide an opportunity for us to discuss how we can improve <Name's> attendance and for you to raise any issues that you may have. We want to support you, so that <Name> can attend school and fulfil their potential.

Please can you contact the school office on 01908-679809 to confirm your attendance or to rearrange the meeting.

We look forward to meeting with you.

Yours sincerely

Jane Edwards

Headteacher

Appendix 6: Late arrival letter

DATE

ADDRESS

Dear

LATE LETTER

Name:

Class:

It has come to my attention that <Name> has arrived at school after the register on <X> occasions, in total they have been <X> minutes late, which means they have missed X hours of school and learning. It is your responsibility to ensure that your child attends school regularly and is punctual.

If your child is late each day it is the equivalent to:

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

We will continue to monitor your child's attendance over the next few weeks and we hope to see a significant improvement. However, if their attendance does not improve, all future absences/lateness for illness will need to be supported by medical evidence i.e. doctor's stamp / appointment card. Failure to provide such evidence will mean that the absence/lateness will be recorded as unauthorised, which could result in you receiving a fixed penalty notice or being taken to court.

Should you wish to discuss the matter further, please do not hesitate to contact Mrs Edwards.

Please make every effort to bring <Name> into school before the gates close at 8.45am.

Yours sincerely

Jane Edwards

Headteacher

Appendix 7: Late collection letter

ADDRESS

DATE

Dear

AFTER SCHOOL - LATE COLLECTION

Name:

Class:

It has come to my attention that <Name> has been collected late on <number of occasions> occasions, totalling <number of minutes> minutes, over the last <X> weeks. I would like to remind you that it is your responsibility to ensure your child is collected on time each day.

Children finish school at 3.20pm. The impact of not being picked up from school on time is often underestimated. Children who are left behind feel increased levels of upset and anxiety the longer they are unsure as to where their parents are. Clearly this is not an experience we want our children to face. Late collection also has a significant impact on the functioning of the school, as two members of staff are required to ensure adequate supervision. This is at a time when Learning Support finish work and teachers have planned meetings to attend, or are marking work and preparing for the next day's lessons.

I am fully aware that emergencies occur, which means parents/carers maybe delayed and, when the school is informed in advance of this, we will always take an understanding view.

We will continue to monitor this situation over the next few weeks and we hope to see a significant improvement. Should you wish to discuss the matter further, please do not hesitate to contact Mrs Edwards on 01908 550811.

Yours sincerely

Jane Edwards

Headteacher

Appendix 8: Home Visit Form

Safeguarding Home Visit Form

Child

Class

Date of Visit

Staff attending:

Reason for visit:

- Attendance
- Child refusing to come to school
- Request from parent
- School concern
- Other
- Child seen
- Child not seen

Discussion with:

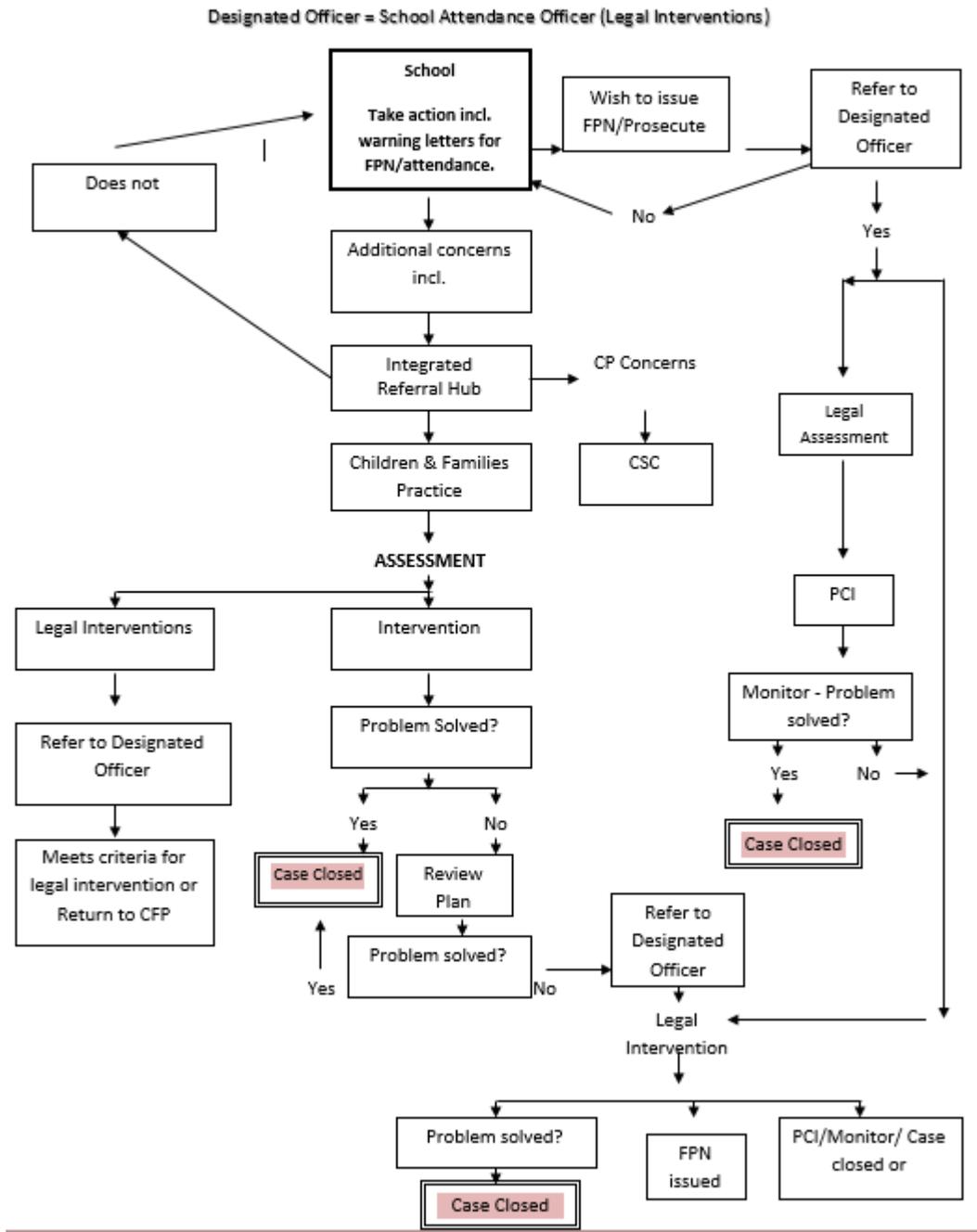
Notes of discussion

Further actions:

- Monitor/return visit
- Inform SLT
- MARF
- None required

Signature.....

Appendix 9: Pathways for nonattendance



Appendix 10: School checklist for issue of FPNs for unauthorised absences in term time.

	YES/NO
Does the school have the FPN process in their attendance policy for term time leave?	
Name of Student/YP:	
Date of Birth:	
Year:	
Parent 1: Full Name (including first name) of parent or carer: #	
Parent 2: Full Name (including first name) of parent or carer: #	
Address of Parent(s) or carers:	
What reason did the parent give for requesting a term-time leave? (Copy of request form to be enclosed) #	
Was a letter sent informing the parent that the leave was unauthorised and that a FPN might be issued? (If so, the letter sent to the parent MUST be attached).	
Were there any verbal communications with the parent?	
Dates of Absence (Attendance Certificate to be attached with absence marked as a "G" code and must be a minimum of 5 consecutive days) #	
Has the parent requested a leave previously?	
If so, was the leave authorised or unauthorised/FPN issued?	
Are there other attendance concerns?	
Does the school have the FPN process in their attendance policy for term time leave?	
Name of Student/YP:	
Date of Birth:	

Name of school referrer Date.....

If information is not provided by schools to support the FPN application then the FPN will NOT be processed.

Appendix 11: Daily Attendance Procedures for the Mornings

AM

Admin:

- Pre-populate medical appointments and any authorised/unauthorised absences on SIMS.

Office:

- Any morning messages from parents for known absences put onto SIMS by the individual who takes the message, ensuring the mark is changed and a comment added.
- Any communication (e.g. future appointments), copy the letter and put in tray in the office. If you see a text or email confirming the appointment, if parents do not have a letter, a stamp form needs to be given. Any specialist letters (Pediatrician/CAMHS etc.) copied and placed into pupil files.

Office to input on SIMS:

- L's - between 8.45am and 9.30am (add the number of minutes late in the minutes late box and then add the minutes late and reasons in the comments box)
- U's - after 9.30am (add the number of minutes late in the minutes late box and then add the minutes late and reasons in the comments box)

Admin:

- Unexplained absences report at 9.30am
- Check children are not in school
- Before contacting each child's parent check their attendance on SIMS and that an L or U has not been added
- Call home for reason of absence and add details of absence on SIMS in comments section and change the mark appropriately
- Report any children that are being monitored to SLT

PM

Office- check afternoon registers

- Note any child who was present for the morning session that does not have an afternoon mark. Check against the 'late arrivals, early leavers' record to see whether the child has been signed out. If so, allocate the correct mark for the afternoon, together with a reason in the comment.
- Whilst checking 'late arrivals, early leavers' record, note any child who has come in after checks were completed and mark as late (using the appropriate code e.g. L/U/M) for the morning session. Enter a comment in the comments box as to the reason for their lateness and the minutes late in the minutes late box.
- Any child who has not received an afternoon mark and has not been signed out in the 'late arrivals, early leavers' record needs to be investigated. Check with class teachers/ support staff to locate the child and mark accordingly on Sims.