







St Mary Magdalene C of E School
with
Christ Church C of E Primary School

ATTENDANCE POLICY

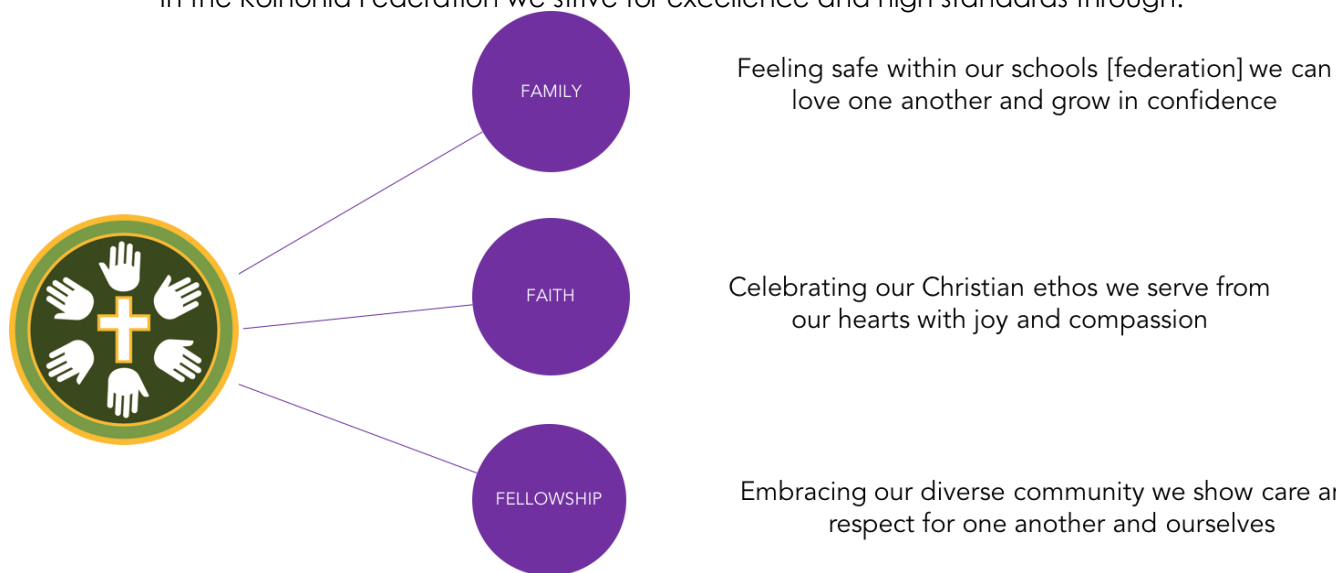
"So dear friends, stand strong. Do not let anything move you. Always give yourselves fully to the work of the Lord. You know that your work in the Lord is never wasted."

1 Corinthians 15:58

This policy was:	Written in	September 2019	
	Reviewed and updated	Autumn 2021	
	Review	Annual	
	Approved by	Dr P Gregory	Mrs J Eastaugh
		<i>Co-Chairs of Governors</i>	
			
		Mrs C Harrison	Mrs V Wainwright
		<i>Federation Co-Headteachers</i>	
			

“Do unto others, as you would have them do unto you.”

In the Koinonia Federation we strive for excellence and high standards through:



A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

It is the intention of this Federation to offer a high - quality education for each of its pupils. For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually and this policy sets out how we, together, will achieve this.

In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole school, by its staff, pupils' and parents.

It is the responsibility of all parents/carers to ensure punctual arrival for the start of the school day and collection at the end. We encourage parents to do all they can to ensure that their child attends school promptly and regularly.

Why regular attendance is so important:

Research has shown that regular attendance and good punctuality are key factors in children achieving their full potential at school. Good habits formed early will benefit a child's education and are a good preparation for life.

Any absence affects the pattern of your child's schooling and regular absence will seriously affect their learning and achievement. When children miss vital key learning objectives, it can be impossible to catch up, placing them at a disadvantage to their peers.

Pupils attend school for 190 days each year – a total of 38 weeks. If they miss days from school this will affect their attendance rate:

- Less than 5 days absence = 98%+ attendance
- 14 days absence (approx.) = 93.5% attendance
- 20 days absence (approx.) = 90% attendance
- 30 days absence (approx.) = 88% attendance

Every School Day Counts

Although being absent cannot always be helped as we all do become ill from time to time, please take a look at the table below to show you exactly how much time your child could be missing.

365 Days in a Year	190 School Days in Total	Absence
100% Attendance	190 Days	0
95% Attendance	180 Days	2 Weeks
90% Attendance	171 Days	4 Weeks
85% Attendance	161 Days	6 Weeks
80% Attendance	152 Days	More than half a term
75% Attendance	143 Days	9+ Weeks

If a child achieves 80% attendance this means that they have missed approximately 40 days of education over the academic year, averaging 1 day per week. This clearly has a detrimental impact on a child's education and life chances.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parent, pupils and all members of school staff.

To help us all to focus on this we will give you details on attendance in our newsletters and website.

Ensuring your child's regular attendance at school is your legal and parental responsibility. Permitting absence from school without good reason is an offence in law and may result in a Penalty Notice being issued or Court action/prosecution.

Safeguarding

Effective attendance procedures are integral to ensuring all children are kept safe. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interest of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child.

Failing to attend school on a regular basis will be considered as a safeguarding matter.

The Law Relating to Attendance

Legislation

Ensuring your child's regular attendance at school is your legal and parental responsibility. Permitting absence from school without good reason is an offence in law and may result in a Penalty Notice being issued (Section 23 of the Anti-social Behaviour Act 2003) or Court action/prosecution (Section 444 of the Education Act 1996)

Section 7 of the Education Act 1996 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

b. To any special educational needs, they may have either by regular attendance to school or otherwise.

If you wish to find out more information about the legislation around attendance, please visit:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

Understanding Types of Absence

Every-half day absence from school has to be classified by the Campus Leaders or Senior members of the Leadership Team (not by the parents or other staff), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which cannot be made outside of school time or unavoidably fall in school time, emergencies or other unavoidable causes.

In order to enable the school to authorise an absence due to illness, parents/carers are requested to;

- **Provide medical evidence to the school. This can be in the form of GP/Hospital/Medical/Dental Appointment letters/cards, copies of prescriptions/antibiotics issued (providing the child's name is indicated there on) Screenshots of appointment cards and on-line referrals are acceptable as long as your child's name is evident.**

In order to enable the school to authorise an absence due to an emergency or unavoidable cause, parents/carers are requested to;

- **Speak to the Office staff, advise them of the issue and request the absence be authorised by the Campus Leader or the Senior Leadership Team.**
- **Write to the school and request the absence be authorised.**

If the absence is not related to illness we have a Leave of Absence Form which we ask parent/ carers to complete. (The form is attached to this policy and also available at the school office and on the website under attendance.)

Absence will only be authorised for educational or medical reasons. Our Campus Leaders or the Senior Leadership Team will authorise absences in accordance with their professional judgement and the requirements of the law.

There may also be occasions when the Federation permits one day's authorised absence for a day of religious observation and parents must complete a Leave of Absence Form.

Please note that any authorised absences will affect your child's attendance figures. They will only achieve 100% attendance if they are in school 100% of the time (regardless if we are aware of the reason for their absence and their absence has been authorised).

Unauthorised absences are those which the school does not consider reasonable and for which no "authorised leave of absence" has been given. This type of absence can lead to the use of sanctions and/or referring to the Local Authority for legal intervention.

Unauthorised absences are:

- Parents/carers keeping children off school unnecessarily
- Parents/carers not communicating the reason for absence to the school
- Absences which have never been properly explained or evidenced
- Parents not providing medical evidence to the school to support the absence as being due to ill health
- Children who arrive at school after the Registration period has ended
- Truancy before or during the school day
- Shopping, looking after other children or birthdays
- Day trips, holidays or overseas trips in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. Across our Federation we have dedicated Home School Link Workers who are there to help you as a family in these matters.

Absence in Term Time:

Holidays or overseas trip absences in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking students away in school time.

Remember that any savings you think you may make by taking a holiday/overseas trip in school time are offset by the cost to your child's education. Because of the damage to your child's learning caused by this, **we do not authorise any holidays/overseas trips in term time unless travel is necessary for very exceptional circumstances.** There is no automatic entitlement in law to time off school to go on holiday/overseas trip.

Persistent Absenteeism (PA):

A child becomes a 'persistent absentee' when they miss 10% or more schooling from the beginning of the school year **for whatever reason** (this includes authorised and unauthorised absences). This measure is set by the Government. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards it, is given priority and you will be informed of this immediately.

Projected PA children are tracked and monitored carefully through our attendance system. All our PA children and their parents are subject to an Intervention Plan. All PA cases are also automatically made known to the Attendance Advisory Officer and some cases may lead to a referral to the Attendance Advisory Service of the Local Authority, whereby legal action could be initiated.

If your child is absent you must:

- Contact the school as soon as possible on the first day of absence, advising of the reason and likely length of absence, either by telephoning the school office or preferably for secondary to complete an attendance form found on our website or by emailing XXXXXX. (A phone call will be made to parents each time the child has been marked with an unauthorised absence code and no reason has been given for the absence).
- Contact the school on the subsequent days of absence as necessary- if a call is not made our welfare department will contact you.
- Provide evidence where possible, supporting the reason for absence.

What we will do if Attendance is a Concern:

- Letters will be sent to parents to alert them to the concerns school has about their child's attendance and/or punctuality.
- Invite you into the school to discuss the situation with either the Home School Link Worker/ Welfare Officer or Attendance Lead or Officer.
- Undertake interventions and offer support where possible/appropriate, through school resources and/or outside agencies.
- Use Royal Borough of Greenwich's Guidance to Improve Attendance.
- Undertake Home visits, as necessary.
- Hold Pre-referral meetings to address irregular school attendance, in the presence of the Officer from the Attendance Advisory Service of the Local Authority.
- Undertake a referral to the Attendance Advisory Service if your child's **unauthorised** absence reaches 10% or more.

The Attendance Advisory Officer:

Parents are expected to contact school at an early stage and to work with the school staff in resolving any problems related to attendance together. This is nearly always successful. If difficulties cannot be resolved this way, and unauthorised absences continue, the school may refer to the Attendance Advisory Service. The Attendance Advisory Officer will try to resolve the situation by agreement but, if other ways of trying to improve your child's attendance have failed and unauthorised absences persist, the Attendance Advisory Service can use sanctions such as Penalty Notices or Prosecutions in the Magistrates Court.

Parents may wish to contact the Attendance Advisory Service themselves to ask seek advice or information. They are independent of the school and will give impartial advice. Their telephone number is 020 8921 8510.

Lateness:

Poor punctuality is not acceptable and is categorised as 'irregular school attendance'. If your child misses the start of the day they can miss spending time with their peers, their class teacher and getting vital information/news for the day. The late arrival of a child(ren) disrupts lessons, places the child at a disadvantage and can be embarrassing for them. All of which can contribute to a reluctance to attend school.

	Christ Church	St Mary Magdalene Woolwich	St Mary Magdalene Greenwich Peninsula	St Mary Magdalene Secondary Phase
School Start time	8.55am	8:55am	8:55am	8.45am
School end time	3:10pm	3:10pm	3:10pm	3.15pm – Y7 & 8 3.30pm – Y9, 10, 11 & 12

Fifteen minutes **after the school start time** the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

Poor punctuality is classified as 'irregular school attendance' and action will be undertaken to address it, following the Federation's attendance procedure.

If your child has a persistent late record you will be asked to meet with the School Attendance Officer/Senior Leader to address and hopefully resolve the problem.

It is very important to inform us at any time if you are experiencing problems getting your child to school on time as our Home School Link Worker can offer advice about this.

Every Minute Counts

As well as being absent a lot from school effecting your child's development, being late also has a big effect on their learning time, please look at the table below:

Lateness = Lost Learning (figures below are calculated over the school year)	
5 mins late each day	3 days lost
10 mins late each day	6.5 days lost
15 mins late each day	10 days lost
20 mins late each day	13 days lost
30 mins late each day	19 days lost

School Targets, Projects and Special Initiatives:

The school has targets to improve attendance and punctuality and your child has an important part to play in meeting targets.

The minimum level of attendance and punctuality for this Federation is 96% attendance and we will keep you updated regularly about progress to reach this level and how your child's attendance and punctuality compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful schooling.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Our Federation Procedures for improving attendance:

- Our Home School Link Worker/ Student Welfare Team or Office Staff will contact parents by either phone call or text by 9.45am if a student is absent and the school office has not been informed of the absence.
- We hold an induction interview/meeting before the child enters school if their previous school has reported poor attendance.
- All new parents are given a letter outlining that the school expectations with regard to attendance.
- There is a series of letter proformas we issue in relation to attendance matters which will be sent to parent/ carers when there are concerns regarding attendance.
- Each of our Campuses has:
 - 1- a member of the Senior Leadership Team who oversees the Attendance procedures and policy.
 - 2- A member of the office Administration team who enters all attendance data onto the school's SIMS system, which is used for data analysis, and attendance reports.
 - 3- Home School Link Worker who can support families when attendance concerns arise. In our secondary phase we also have two Student Welfare officers who can support students.
- The school works very closely with the Attendance Advisory Service and is visited by an officer every fortnight at secondary and every month at primary. Parents who have not followed the school's attendance guide are referred to the AAO (Attendance Advisory Officer) if attendance continues to be poor.
- At every campus senior leaders award 100% attendance and punctuality certificates at the end of each school term. Alongside this the names of all pupils with 100% termly attendance and punctuality are put in a draw. The names are drawn for a 1st, 2nd and 3rd prize.
- Pupils achieving 100% attendance for the entire school year receive a special certificate and prize.
- On our end of year reports we report on attendance and punctuality.
- The designated Senior Leader with responsibility for attendance will work closely with parents, the school attendance officer for the Royal Borough of Greenwich and the child to improve poor performance, in line with borough and national policies.

Child Missing Education (CME)

Any child who ceases to attend a school, without notification as to their new address and/or the school they are transferring to, becomes a '**Child Missing in Education**'. Any child in this category is reported to the Child Missing in Education Officer at the Local Authority, who will follow up the matter under section 436A of the Education Act 1996 and Safeguarding legislation, as necessary. This can involve the police.

The attendance procedures are crucial to ensuring the safety of all children. If a child has been absent from school for 20 consecutive days without good reason and their whereabouts are unknown, the school has a legal obligation to report the child as missing education to the relevant local authority. In accordance with DFE regulations the child may be removed from the school roll.

Communication – What we Need to Know

Telephone Numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we have always got current contact details including phone numbers for yourself and at least one other nominated persons who are your emergency contacts.

Home Address:

Please inform us of any change of address and the date you are moving immediately.

Removing a Pupil from Our School:

If you make the decision to transfer your child to another school as a matter of priority you need to provide the school with all of the necessary details.

In line with legislation/statutory guidance now in force, schools are required to inform the local authority when adding or removing a pupil from their school roll.

Within the Royal Borough of Greenwich (RBG), the notification is made via an online school reporting web form.

Leavers Form

You will be required to complete a Leavers form, as we need to know your new address (if relevant) and the school your child is transferring to. If we do not receive this information and your child ceases to attend our school, they become a '**Child Missing in Education**'. *The procedure will be followed as detailed above. Please contact you school office for a copy of the form.

Elective Home Education:

If you make the decision to educate your child at home, you are required to advise us of this in writing. Once the letter/email is received, we will remove your child from the school roll and advise the Elective Home Education Officer of the Local Authority, who will make contact with you regarding this matter. If a letter/email is not received, your child remains on the roll of the school and their absence is treated as unauthorised. *Action to address the unauthorised absence, will be followed as detailed above.

The people responsible for attendance matters in the school are:

	Christ Church	St Mary Magdalene Woolwich	St Mary Magdalene Peninsula Primary Phase	St Mary Magdalene Peninsula Secondary Phase	St Mary Magdalene Peninsula Sixth Form
Senior Leader	Miss Reid	Mrs Ringmo	Mrs Ajayi	Mrs Pett	Mrs Kwabi
Home School Link Worker	Miss Lamont	Miss T Thomas	Miss Williams	Miss A Hinds	n/a
Student Welfare Support	n/a	n/a	n/a	Ms Crabb & Miss Joseph	Mrs Newington
Attendance Admin Officer	Mrs Beaumont	Mrs Etherington	Mrs Shanahan	Ms Van Der Mass	Miss T Hinds

DFE & Governor Monitoring

The school complies with the requirement to complete the DFE Attendance Monitoring form each term. This form is completed by the Headteachers. Attendance data is also sent to the RBG's Standards and Strategy team and Attendance Advisory Service.

Each term's Executive Co-Headteacher's report to Governors contains an update of the attendance statistics within the school for that term.

Specific Guidance and Procedures for Sixth Form (Key Stage 5)

Section 2 of the Education and Skills Act 2008 requires young people to continue in education or training, until the end of the academic year in which they turn 17. As young adults our Sixth form students are expected to:

Be on time every day, aiming for 100% attendance and follow the absence protocols if they are unable to attend school. As with other year groups the student or parent must inform us of any absence.

If the absence can be foreseen, then students must apply for authorisation at least **2 days** in advance by completing an absence request form. This is available in the student support area on the sixth form website. You must submit this form alongside any required evidence. *Absence taken for foreseeable reasons will not be authorised retrospectively.*

Absences which cannot be foreseen in advance:

In the case of an unforeseeable absence, we will consider whether or not this should be authorised. In such cases you should notify the school on the day in question; unless there is a good reason why this could not be done. This should be done by a phone call to the Sixth Form Administrator or Student Support Officer by 8:40am on the day of the absence.

Sickness Absence:

In the event of an absence due to sickness you should notify the school on the day(s) in question; unless there is a good reason why this could not be done. This should be done as above.

Absences will be authorised or unauthorised as set out in this policy on page 4. In addition to these Sixth Formers may also be permitted an authorised absence for a career/ further education interview or a test/ exam eg. driving test.

Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)

- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

ALONGSIDE THIS POLICY THERE ARE GUIDELINE DOCUMENTS FOR USE BY SCHOOL STAFF ONLY, THESE INCLUDE:

Appendix 1 - AAS Flow Chart (Attendance Advisory Flow Chart)
Flow Chart Part 2

Appendix 2 - CME (Child Missing in Education) Referral Form

Appendix 3 - CME Guidance for Schools

Appendix 4 - Leaving School form for Parents

Appendix 5 - Pre-Referral and Early Help Assessment Checklist

Appendix 6 - Referral Form for AAS

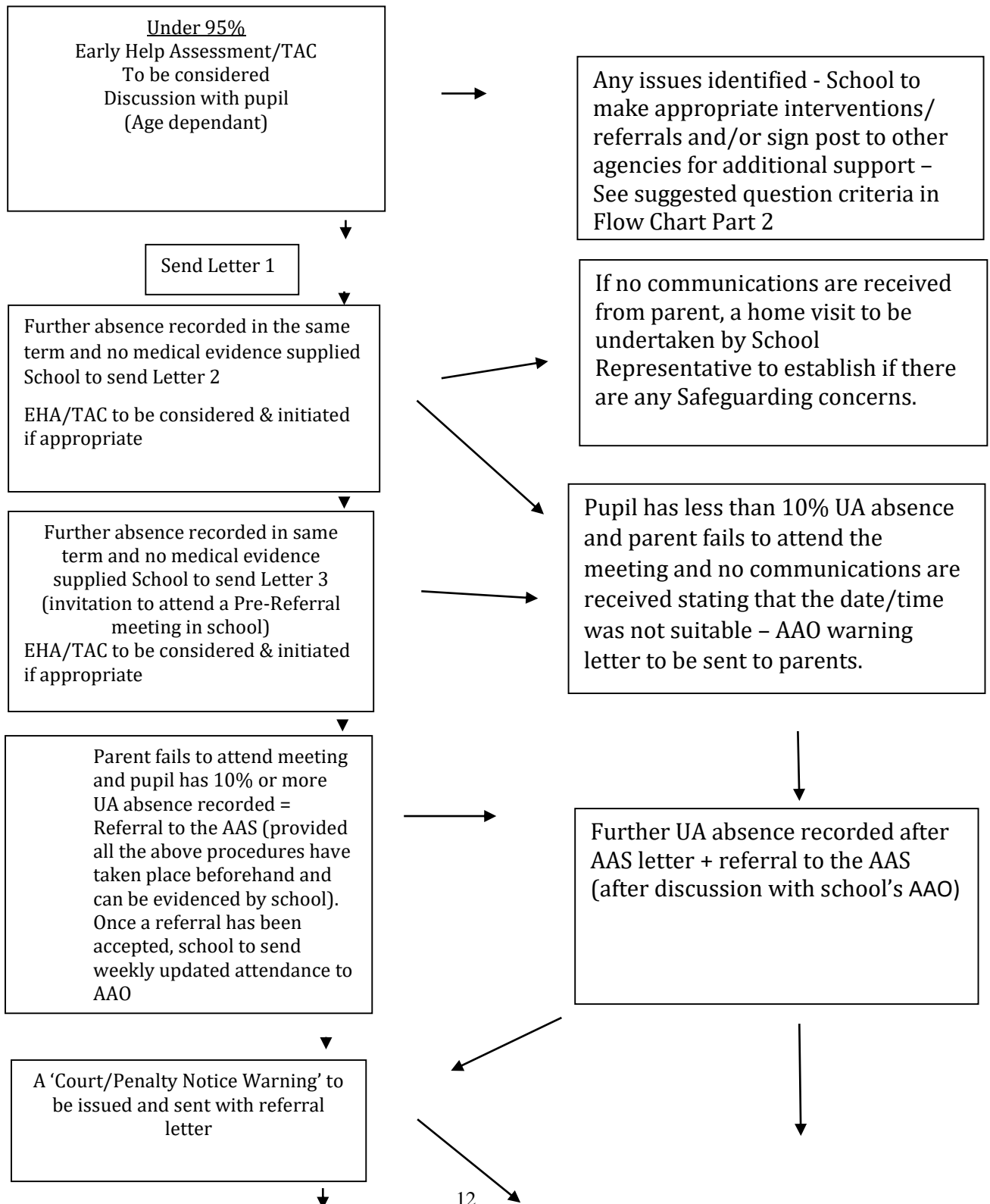
Appendix 7 - Schools Data Template Primary

Appendix 8 - Schools Data Template Secondary

Appendix 9 - Attendance Letter templates

Appendix 1

Attendance Procedures Flow Chart – Part 1



Further UA absence recorded = Pre Court Conference to be arranged by AAO in school

- Possible decisions could be made by Court Officer are as follows
- £120 Penalty Notice (per parent per child)
- Legal acti
Act 1996

If further UA's are recorded

AAO can issue FPN without PCC taking place beforehand

School to photocopy and save all attendance related letters sent to parents for future reference and to be attached to any subsequent referrals to AAS



Pre referral meetings

School to minute the pre-referral meeting and to ask parents to sign both 'Parenting Contract' and minutes (using 'PRM/Early Help Assessment form & TAC Checklist).

The copies of both are to be kept to support any subsequent referrals to the AAS.

Suggested questions School to ask parents if parent/carer attend the meeting:

- Housing issues
- Issues with benefits
- Issues with Home Office (Asylum/Leave to stay)
- Health (Parent/Child)
- Parenting difficulties
- Domestic Violence
- Substance misuse
- Is the Pupil at risk of sexual exploitation



If any issues around are raised the School should consider whether or not a EHA or TAC should be undertaken
EH referral
MASH referral

Referrals to the AAS

Case to be discussed with schools AAO and if agreed, a referral form is to be completed in full, signed and dated with following documents attached

- Letters, 1, 2 & 3 (and any additional communications school have had with parents)
- Up to date pupil attendance
- Pupil school report/EHC Plan
- Attach the minutes of any meetings held in school, or any other communications with parents.
- Any additional information such as school support being provided to pupil (i.e. Learning Mentor/School Counselling/CAMHS) and the details of any other agencies involved with the family

Appendix 2

Royal Greenwich Children's Services Child Missing Education Referral Form

Referral date	<input type="text"/>	School name / last known school	<input type="text"/>
Referring Agency	<input type="text"/>	Local authority	<input type="text"/>
Name of referrer	<input type="text"/>	Designation	<input type="text"/>
Contact number	<input type="text"/>	Email	<input type="text"/>

1. REASON FOR REFERRAL

Reason for referral	<input type="text"/>
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2. PUPIL DETAILS

UPN	<input type="text"/>	Year group	<input type="text"/>
Surname	<input type="text"/>	Forename	<input type="text"/>
DOB	<input type="text"/>	Gender	<input type="text"/>
Ethnicity	<input type="text"/>	SEN type	<input type="text"/>
First language	<input type="text"/>	LAC	<input type="text"/>
		Pupil premium	<input type="text"/>
		SALT	<input type="text"/>
If new to UK, please state country of origin <input type="text"/>			
Current address	<input type="text"/>	Postcode	<input type="text"/>
New address (if known)	<input type="text"/>	Postcode	<input type="text"/>
Who does this child live with? <input type="text"/>			

Has this case been discussed with your school's AAO and/or CME Office AAO

5. ACTION TAKEN BY SCHOOL

[illegible]

Additional information

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Form completed by	
Designation	
Telephone	
Email	

Please return the completed form via email and ensure that it is **password protected**.
Email: children-missing-education@royalgreenwich.gov.uk

Sylvia Francis, Greenwich CME Officer
Attendance Advisory Service 1st Floor, 35 Wellington Street, London SE18 6HQ
Tel: 020 8921 8505 / 8510

Are there known reasons why a home visit would be hazardous?

Surname

Forename

Relationship to Child

Contact number

Email

Address

Postcode

First language

Interpreter required

Are there known reasons why a home visit would be hazardous?

4. CONTACT DETAILS OF OTHER PERSONS

Name	Relationship to child	Contact number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Appendix 3

CME Guidance & Checklist for Schools

Timeline	NAME OF PUPIL..... Year Group CLASS	Date sent or done	Date reply/ no reply
	First Day of unexplained absence.....		
From; DAY 1 Of Absence	<p>Normal School Attendance Action to be Undertaken: First day/daily calling is advised for any child who is absent without communication from parent.</p> <p>If the child is subject to a Child Protection Plan, a LAC or a known vulnerable child, Children's Social Care, must be informed at once or in line with agreed CP/LAC or CIN plans.</p> <p>A Child Missing Their Education is a Safeguarding Concern. If a child attends school erratically or ceases to attend school, for 'whatever reason', Schools are expected to undertake action to address this, following School Attendance Action and Safeguarding Procedures, as detailed in the Education Act 1996 and Subsequent Statutory Guidance (Documents Accessible via www.legislation.gov.uk); 'Keeping Children Safe in Education'. 'Working Together to Safeguard Children'. 'Children Missing Education'.</p> <ul style="list-style-type: none"> Any danger factors and/or the possibility of the child(ren) being exposed to CSE/FGM/Radicalisation and Gang Relations should always to be considered. <p>Schools should undertake liaison with Children's Social Care and or the Police as appropriate.</p>		

From; DAY 2	<p>The school should seek information from all available sources; For example; Emergency contacts previously supplied by the family, staff, other parents, pupils. Other schools where siblings are known to attend, who may be aware of the family's circumstances as they may know, for example, that the family were intending to move or go on holiday. (Admissions can provide sibling information).</p> <ul style="list-style-type: none"> • Use all forms of communication as possible and 'keep records' (e-mails/telephone calls/letters). • If applicable, use translation services. 		
From; DAY 3	<p>Where no communication has been received and/or no information has been obtained:</p> <p>Home visit to be undertaken by school staff to ascertain 'child is safe'.</p> <ul style="list-style-type: none"> • If no response, a letter should be hand delivered, requesting contact and advising that if necessary, liaison with Children's Social Care and the Police will be initiated. • If schools are aware of any siblings at other schools, ring siblings schools to check for updated contact phone numbers and to see if they have any additional information. 		
Between Day 3 & 10	<p>School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try and establish the whereabouts and safety of the child (ren)</p> <p>School's to contact known involved agencies, seeking information;</p> <ul style="list-style-type: none"> • School's to contact Children's Social Care (MASH Team) advising of concern and requesting any known information. • SEN, School Nurse, Health visitors, GP, Internal/external partner agencies & Housing etc.... 		
DAY 11	<p>If there is no response to letters/email/phone messages and home visits - The school must liaise with their AAO (where applicable) or the CME Officer.</p> <ul style="list-style-type: none"> • Joint reasonable enquiries should be undertaken <p>School must send a letter to last known address advising of the possible removal from roll of the pupil, following 'twentieth' day of unauthorised absence. (Advising the parent/carer of that date).</p> <ul style="list-style-type: none"> • School to request parent/carer makes contact with the school. <p>Where appropriate seek advice & assistance from the Greenwich Child Missing Education Officer.</p>		

DAY 11	<p>If there is no response to letters/email/phone messages and home visits - The school must liaise with their AAO (where applicable) or the CME Officer.</p> <ul style="list-style-type: none"> • Joint reasonable enquiries should be undertaken <p>School must send a letter to last known address advising of the possible removal from roll of the pupil, following 'twentieth' day of unauthorised absence. (Advising the parent/carer of that date).</p> <ul style="list-style-type: none"> • School to request parent/carer makes contact with the school. <p>Where appropriate seek advice & assistance from the Greenwich Child Missing Education Officer.</p>		
Between day 11 & 20	<p>School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try and establish the whereabouts and safety of the child (ren).</p> <ul style="list-style-type: none"> • School to Continue to undertake school action to address absence. • School to discuss with their AAO (where applicable) whether a referral to the AAS would be appropriate, ie... In the case of 'Extended Leave of Absence' • AAO/CME Officer to support school in undertaking 'Joint Reasonable Enquiries'. 		

Between day 15- & 20	<p>If no communication received from parent/carer and/or child(ren) has not returned;</p> <ul style="list-style-type: none"> School to communicate (via Telephone/Email) with the CME Officer advising that the school intend to remove the pupil from roll on the identified date, should the pupil not return before-hand, seeking any additional advise/support. 		
DAY 21	<p>Whereabouts still unknown/child has not returned: Pupil(s) can lawfully be deleted from the Schools Admission Register as at the end of the 20th day as long as the 'Grounds for Deletion' under Regulation 8 of the Education Regulations 2006 as amended (Education Act 1996), have been met'.</p> <ul style="list-style-type: none"> The Head teacher/Proprietor of the Educational Establishment with responsibility for the contents of the Admissions Register, authorises the decision to remove the child(ren) from roll. School to send a letter to the last known address informing parent/carer that pupil is now off roll and referred to the Greenwich CMEO as a 'Child Missing Education'. School to inform parent/carer that Children's Social Care and the Police will be notified. School to advise parent/carer of school place re-application process, should the family return to area (UK). 		
DAY 21	<p>Referral to be sent to the CMEO via e-mail cc'd to schools AAO (if appropriate)</p> <ul style="list-style-type: none"> children-missing-education@royalgreenwich.gov.uk ❖ Schools are to attach a copy of this checklist, all correspondence/communications and an attendance certificate for the current and previous academic years, to the referral. 		
Upon Receipt Of the CME Referral	<p>School (copy to Schools AAO) receive confirmation from the CMEO that the referral has been accepted and that the pupil(s) will be placed on the CME database. Please Note;</p> <ul style="list-style-type: none"> ❖ If the CME procedure has not been followed appropriately and in accordance with legislation/regulations and statutory guidance, the referral will be returned to the school, with the requirement that the pupil's name is reinstated on the school roll. 		
Upon Receipt Of the CME Referral	<p>School (copy to Schools AAO) receive confirmation from the CMEO that the referral has been accepted and that the pupil(s) will be placed on the CME database. Please Note;</p> <ul style="list-style-type: none"> ❖ If the CME procedure has not been followed appropriately and in accordance with legislation/regulations and statutory guidance, the referral will be returned to the school, with the requirement that the pupil's name is reinstated on the school roll. 		
DAY 21 Onwards	<p>School Administrator to undertake within 5 days:</p> <ul style="list-style-type: none"> Royal Greenwich On/Off roll webpage form to be completed http://www.royalgreenwich.gov.uk/schoolreportingform <p>School Administrator to undertake within 15 days:</p> <ul style="list-style-type: none"> Upload on to CTF & S2S websites, entering (appropriate code) into the destination field, 'Lost Pupils' Database, so any new school will be able to make contact. 		

Exceptions to making a 'Greenwich' CME Referral

Pupil advised to have moved to another Local Authority in England

- If you are made aware that a child is moving to another Local Authority, will not be returning to your school and you have the new address and/or school, please complete schools pupil files/database with all relevant information and advise the appropriate receiving Local Authority.
 - Schools AAO or the CME Officer can assist with contact details of the appropriate LA.
 - Once you have confirmation that information has been put on to their database, you may remove the child from roll and complete the Royal Borough of Greenwich 'On/Off roll – School Reporting' web form.
 - Upload the pupil details, normally via School2School/CTF.

- If the pupil moves to a new address in another Local Authority, without an identified school and the distance to travel is deemed too far, then the parent should be advised to contact the Admissions Department of the new authority to establish a school place.
 - The above actions would still be followed
 - A CME referral is completed and sent to the new Local Authority.

Pupil believed/advised to moving abroad;

- If you are aware of a child who is relocating abroad, you need to obtain a forwarding address, name of the school and any proof you can get regarding the relocation ie... proof of flight/ferry details.
 - Once this information has been obtained, the school are required to e-mail/contact the school named, for confirmation that the pupil(s) are on roll/to be offered a school place.
 - Proof of the pupil/family relocating abroad, is required before they can be removed from roll.
 - As long as whereabouts established, follow action for removal from roll, as above.
- **'Gone abroad'** is not enough to warrant off rolling without checks being made beforehand.
- If information/proof regarding the whereabouts of the family having moved abroad, is not provided/made available, please follow the CME guidelines.

If Pupil Located Following a CME Referral

- If the school subsequently receives information as to the whereabouts of a pupil, previously referred as a CME, they are requested to contact the CME Officer immediately, advising them accordingly, so that investigations can cease and records amended.

Appendix 4

Leaving School Form for Parents

Please complete this form if your child is leaving the school and return to the school office. If you are not sure of these details yet, please fill in this form as fully as you can before your child leaves. Please subsequently update these details as they become available.

Why you need to complete this form:

- Your current school is expected to transfer information to the new school as quickly as possible.
- The School and Local Authority have a duty to track your child's education.
- If you fail to provide details to either the school/local authority further checks will be carried out to determine your child's new educational provision which may include contacting Social Services and the police.
- These checks will be undertaken in the interest of safeguarding and to ensure every child is receiving suitable education as legally required by the Education Act 1996.

Name of Pupil	
DOB	
Class / Family Group	
Leaving date and/or date of move	
Reason for leaving school	

New Address (Even if Abroad) <i>(if not known, please provide town/country/area)</i>	
Name and address of new school <i>(if not known please contact us with the details as soon as you know them)</i>	
Please provide us your contact names	Parent/carer 1: Parent/carer 2: Other contact:
Please provide us you're your contact phone numbers	Parent/carer 1: Parent/carer 2: Other contact:
Please provide your email addresses	Parent/carer 1: Parent/carer 2: Other contact:
If moving abroad;	Please provide proof of travel; Flight/Ferry Itinerary (Email confirmation from travel company) and/or Copies of tickets with names of those travelling
If moving abroad: Please provide contact details of a friend/relative in the UK who is not moving with you and will be able to contact you, should we not be able to	Name: Address: Phone Number: Email:

Parent/Carer Name	
Signature	
Date	

Any other details (Please provide any other information if appropriate. For instance if you have applied for a new school place)

School use only – Date form returned to the school office:

THANK YOU FOR YOUR HELP

Appendix 5

**Pre-Referral Meeting &
Early Help Assessment checklist**

Name of Pupil:			dob:	School:
Year Group:	Current Attendance% (A % UA %) (Attendance Report to be attached)		Punctuality (Amount of lates registered)	
Date:	Name of Parent / Carer DoB: Address: Postcode: (Present/not present) delete as necessary			

Siblings:dob:.....School:.....
.....dob:.....School:.....
.....dob:.....School:.....

Other services involved? *Please indicate*

Agency 1:.....

Contact details:.....

Agency 2:.....

Contact details:.....

Views of School:

Views of Pupil & Parent/Carer:

Targets Set :

- Pupil to attend school both regularly and on time
- Medical evidence to be provided to school if absent due to illness (Copy of a prescription for medicine, Hospital or GP letter, Appointment card (emergency appointments only)
- Further unauthorised absence could result in a referral to the Greenwich Attendance Advisory Service
-
-
-
- Review Date :

Verbal Warning Given? Y / N

• Education?	Y / N / Not Sure
• Safe from harm? (At risk of sexual exploitation/FGM)	Y / N / Not Sure
• Behaviour in School? (Number of fixed term exclusions – PSP-PEP)	Y / N / Not Sure
• Housing//Employment & Finance issues?	Y / N / Not Sure
• Family/Social Relationships (Domestic Violence/Substance Misuse?)	Y / N / Not Sure
• Health/Development issues? (Parent/Child)	Y / N / Not Sure
<p><u>N.B – Parents/Carers please be advised that by signing this form, you are consenting to any information thereon to be shared with the Greenwich Attendance Advisory Service in the event that your son/daughter becomes a referral to said service.</u></p>	
<p>Signatures: Pupil:</p> <p>Parent/Carer:</p> <p>.....</p> <p>School Representative:</p> <p>(Designation)</p> <p>AAO: (If present)</p>	

Appendix 6

ROYAL BOROUGH OF GREENWICH CHILDREN'S SERVICES
ATTENDANCE ADVISORY SERVICE

REFERRAL FORM

PERSONAL DETAILS:

Name of Pupil:	School:
Date of Birth:	School contact number:
Gender:	Tutor/Class Teacher:
Address:	Year group:
Postcode:	Pupil Premium Y/N
Home Contact Number:	
Known medical condition: Y/N State below:	EHC Y/N – If yes number of hours (.....) Education Health Care plan attached <input type="checkbox"/>
Overall Attendance: Sessions of Absence: <u> A </u> <u> UA </u> Percentage of Absence: <u> A </u> <u> UA </u> .	Lateness issue Y/N Number of lates: Total time late:.....
FAMILY DETAILS: Name of parent/carers with whom child lives: Parent/Carers Dob: Address:	
Family's first language:	Interpreter required: Y/N
Name of Sibling: Dob: Address: School:	Name of Sibling: Dob: Address: School:
ESSENTIAL INFORMATION (please tick box where appropriate and attached evidence)	
Early Help Assessment <input type="checkbox"/> Date: Referred to MASH <input type="checkbox"/> Date referred:	
Referred to Early Help <input type="checkbox"/> Date: Referred to CAMHS <input type="checkbox"/> Date referred:	
Name of Social worker/Support worker (if known): Contact number:	
Looked After Pupil: Y/N	IF LAC/Authority Responsible for Pupil:
Other agencies involved (specify):	Child Protection Plan Y/N

<p>School Representatives View – Please mention any interventions/referrals or support offered by the school</p>
<p>Parent and Pupils Given Reason for Level of Absence/Punctuality Issues raised at the Pre Referral meeting:</p>

REASON FOR REFERRAL (please give brief details)

<p>Date:</p>	
<p>Signed:</p>	<p>Designation:.....</p>

Attendance Advisory Service

1st Floor
The Woolwich Centre
35 Wellington Street
London SE18 6HQ
Tel: 020 921 8510
Fax: 020 8921 8514

Appendix 7

Primary School Information 2021-22

Schools Percentages Monthly

School	09/21	10/21	11/21	12/21	01/22	02/22	03/22	04/22	05/22	06/22	07/22
Whole School %											
Year R %											
Year 1 %											
Year 2 %											
Year 3 %											
Year 4 %											
Year 5 %											
Year 6 %											

Schools Percentages Terms 1 – 6



School	End of Term 1 (Oct)	A/UA%	End of Term 2 (Dec)	A/UA%	End of Term 3 (Feb)	A/UA%	End of Term 4 (Apr)	A/UA%	End of Term 5 (May)	A/UA%	End of Term 6 (July)	A/UA%
Whole School %	%		%		%		%		%		%	
Pupils on Roll												
PA Pupil numbers at 10%												
PA at 10%												
Year R												
Year 1												
Year 2												
Year 3												
Year 4												
Year 5												
Year 6												

Whole School Attendance LA Target 95% + Persistent Absence Target – Primaries 0% - Secondaries Minus 5%

** PA % is the number of pupils (Years N – 11), reaching identified PA sessions level (10%), divided by number of pupils on roll X 100

Appendix 8

Secondary School Information 2021-22

Schools Percentages Monthly

School	09/21	10/21	11/21	12/21	01/22	02/22	03/22	04/22	05/22	06/22	07/22
Whole School %											
Year 7 %											
Year 8 %											
Year 9 %											
Year 10 %											
Year 11 %											

Schools Percentages Terms 1 – 6

School	End of Term 1 (Oct)	A/UA%	End of Term 2 (Dec)	A/UA%	End of Term 3 (Feb)	A/UA%	End of Term 4 (Apr)	A/UA%	End of Term 5 (May)	A/UA%	End of Term 6 (July)	A/UA%
Whole School %	%		%		%		%		%		%	
Pupils on Roll												
PA Pupil numbers at 10%												
PA at 10%												
Year 7												
Year 8												
Year 9												
Year 10												
Year 11												

Whole School Attendance LA Target 95% + Persistent Absence Target – Primaries 0% - Secondaries Minus 5%

** PA % is the number of pupils (Years 7 – 11), reaching identified PA sessions level (10%), divided by number of pupils on roll X 100

Appendix 9 - Letters sent home to parents

FAST TRACK TO IMPROVED ATTENDANCE

Date:

Dear Parent/Guardian

With effect from September 2015 any pupil with less than 90% school attendance is regarded as a Persistent Absentee. This is a national threshold set by Government.

The **Royal Borough of Greenwich** and**School** are following Government guidance and implementing the '**Fast Track**' scheme in this school from to prevent pupils becoming Persistent Absentees (any pupil with less than 90% school attendance).

The scheme requires that all problems which would affect a pupil's school attendance be dealt with promptly. If your child meets the criteria you will be informed by an additional letter and you will be asked to discuss this matter further with us. We may, if necessary, undertake an Early Help Assessment.

In order to avoid any confusion if your child is away for legitimate reasons please ensure you follow this guidance:

1. Telephone the school immediately on the 1st day that your child is too ill to attend and follow it up with a letter upon your child's return.
2. Wherever possible make any dentist/doctor/hospital appointments outside of school hours.
3. Do not keep your child away from school if there is an issue in school; contact the school to discuss the problem with a senior member of staff.
4. Do not keep your child away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.

Yours sincerely

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.

Name
Address
Date:.....

Dear

Re: (pupil's name) Dob:
Letter A1

During the weekly register check, it has come to my notice that (Child's name) attendance is now....%. Please see attendance certificate attached.

As you are aware, the acceptable level of attendance is over 95% and any child with less than 90% attendance is regarded by the Government as a 'Persistent Absentee'.

Therefore I will be monitoring your child's attendance during the next few weeks and if there any further absences we may contact you again to discuss the matter further.

If you are experiencing difficulties in relation to the issues raised in this letter or you wish to discuss the matter further, please do not hesitate to contact me on the above number.

Yours sincerely,

Senior Leader for Attendance

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.

Name
Address
Date:.....
Dear

Re: (pupil's name) Dob:
Letter A2

I wrote to you on.....(date) informing you that your son/daughter's attendance was a cause for concern. Since that date there have been further absences recorded and as a result you will now be required to supply evidence to support any future absence due to illness. See attendance report attached.

Suggested acceptable forms of Medical Evidence to be supplied to the school: A Doctor's/Hospital appointment letter, a copy of a prescription for medicine, the prescribed medicine packaging itself, provided it bears the name of the child and date dispensed thereon.

If there is no immediate improvement, you may be invited into school to discuss this matter further.

If you are experiencing any difficulties in relation to the issues raised in this letter or you wish to discuss the matter further, please do not hesitate to contact me on the above number.

Yours sincerely

Senior Leader for Attendance

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.

Name
Address

Date:.....

Dear

Re: (pupil's name) Dob:
Letter A3

During the weekly register check, it has come to my notice that despite having sent you two previous letters dated..... and, outlining our concerns regarding your son/daughter's attendance, further unauthorised absence has been recorded.

In order to try and resolve this matter and improve the situation, I would like to invite you to attend a meeting with myself, to discuss the matter further and look at a positive way forward.

The date I am proposing is **day....date....year.....time....am/pm** **venue.**

If this date/time is not suitable, please contact me on the above number, as soon as possible, so that a mutually convenient time, can be arranged.

Failure to meet or communicate that this date/time is not suitable, could result in your child being referred to the Royal Greenwich Attendance Advisory Service, who may consider initiating formal action against you.

Yours sincerely,

Senior Leader for Attendance

*Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice and/or prosecution under **section 444 of the Education Act 1996.***

Name
Address

Date:.....

Dear

Re: (pupil's name) Dob:
Unauthorised Leave of Absence
Letter A4

Your child has been absent from school this academic year, and the absence is recorded as an unauthorised leave of absence, specifically due to a holiday during term time.

I have to advise you that should your child have any further unauthorised absences, you place yourself at risk of being referred to the Attendance Advisory Service, whereby formal action could be taken against you, in the form of a £120 Penalty Notice under the **Anti Social Behaviour Act 2003** or legal action under **Section 444 of the Education Act 1996**.

In order to enable the school to authorise any further absences, I recommend that you provide medical evidence to the school to support the absences as being due to ill health.

For information; acceptable medical evidence is a Doctor/Hospital letter, a copy of a prescription for medicine, or the medicine packaging itself.

Please be advised to undertake your parental responsibility and ensure the regular and punctual school attendance of your child, to enable them to receive the education they are entitled to and to avoid formal legal action.

If you wish to discuss this matter or you experience any difficulties in ensuring the regular school attendance of your child, please make contact with Our Home School Link Worker at the school on, or myself.

Yours sincerely,

Senior Leader for Attendance

*Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice and/or prosecution under **section 444 of the Education Act 1996**.*

Date:

Dear

Re: (pupil's name) Dob:
Letter 1P

During the Register check, it has come to my attention that between and the above-named pupil has been late for occasions. This has resulted in them missinghrs mins of education.

Many parents do not realise that punctuality is monitored in the same way as attendance and persistent lateness can result in Court Action.

Please take appropriate action to address this situation. If there is a legitimate reason for ongoing punctuality issues, we would appreciate it if you could explain in writing. Your child's attendance will be monitored for the next few weeks until the matter is resolved. If you are experiencing any difficulties that relate to your child's attendance, please do not hesitate to contact the school to discuss any concerns.

Yours sincerely,

Senior Leader for Attendance

*Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice and/or prosecution under **section 444 of the Education Act 1996.***

Date:

Dear

Re: (pupil's name) Dob:
Letter 2P

During the Register check, it has come to my attention that your child's punctuality is still giving cause for concern. Since my previous letter, the above-named student has arrived late for _____ out of a possible _____ mornings with a total ofhours.....minutes off missed education.

As a result, the school will closely monitor your child's attendance and raise the matter with the Attendance Advisory Officer.

Please take action to resolve the situation. If you need any support or advice, please do not hesitate to contact the school to discuss your concerns. We would be happy to meet up with you at a mutually convenient time.

If there are any legitimate reasons for _____'s lateness, please inform us, in writing, as soon as possible.

Yours sincerely,

Senior Leader for Attendance

*Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice and/or prosecution under **section 444 of the Education Act 1996.***

Date:

Dear

Re: (pupil's name) Dob:
Letter 3P

During the Register check, it has come to my attention that despite having sent you two letters dates _____ and _____ outlining our concerns, your child's punctuality has not satisfactorily improved.

Therefore, I would like to invite you to attend a pre-referral meeting at **(insert school name)** with **(insert name of school representative)** and the Attendance Advisory Officer. The date I am proposing is:

Date:

Time:

If this is not convenient, please contact me as soon as possible on the number above, and I will try to arrange a more suitable time. If you do not attend this meeting, and/or your child's attendance / punctuality does not significantly improve, we will have no alternative but to formally refer you to the Attendance Advisory Service, which may result in a Fixed Penalty Notice or even Court action.

Yours sincerely,

Senior Leader for Attendance

*Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice and/or prosecution under **section 444 of the Education Act 1996.***

Date:

Dear

RE: (student name) Attendance

According to our weekly attendance checks, we have noticed that attendance is currently showing at%. As you are aware, the acceptable level of attendance is 95% or above. Please find attendance breakdown attached.

As a result of a low attendance report, we will now be monitoring your child's attendance closely. If additional absences occur, we will be contacting you to discuss this matter further.

We try to encourage all students to attend school on time every day and we would appreciate it if you would support us in making this happen.

If you are experiencing difficulties with getting your child to school or you have any queries regarding this letter, please do give us a call on the number below or email the Sixth Form Team directly on sixthformadmissions@koinoniafederation.com.

Yours Sincerely

Sixth Form Attendance Team

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under Anti-Social Behaviour Act 2003 and/or prosecution under section 444 of the Education Act 1996.

Date:

Dear

RE: (student name) Punctuality

During the weekly register check, it has come to my notice thatis regularly arriving late for school. punctuality report is currently showing as%.

It is compulsory for all Sixth Form students to be on school premises at **8:45am every day**, ready to be registered in their Family Groups. If a student does not have a first period, they are still required to be registered at 8:45am along with all other students.

Lateness causes disruption in the class and means that your child is missing valuable learning time and this will have a detrimental effect on their educational achievement. Please help to support us in ensuring that your child attends regularly & punctually in future and that you or your child inform the school of the reason for lateness if necessary.

If you are experiencing difficulties in relation to the issues raised in this letter or you wish to discuss this matter further, please do not hesitate to contact me on the number below or email me directly on sixthformadmissions@koinoniafederation.com.

Yours sincerely

Sixth Form Attendance Team

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.