

**BIRKWOOD
PRIMARY
SCHOOL**

ATTENDANCE POLICY

Approved by:	Paul Sabin – Chair of Governing Body	Date: 1 September 2025
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1. Aims

At Birkwood, we firmly believe that attendance takes precedence over everything else in school. Attendance is our first safeguarding measure. When a child is absent, it can give rise to safeguarding concerns, diminished academic achievements, inconsistent behaviour, and disrupted learning. It is imperative that we establish a consistent environment where **everyone** shares the responsibility for maintaining school attendance.

We are committed to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(August 2024\)](#), through our whole-school culture and ethos that values good attendance (above 95%). We understand that improving attendance is the responsibility of ALL staff in school. Therefore, we will aim to:

- Set high expectations for the attendance and punctuality of all pupils
- Promote good attendance and the benefits of good attendance, such as improved progress and attainment
- Reduce absence, including persistent (below 90%) and severe (below 50%) absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Build strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(August 2024\)](#) and makes reference to [school attendance parental responsibility measures](#). These documents are drawn from the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#) ➤
Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and Responsibilities

3.1 The Governing Body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents in relation to attendance
- Promoting the importance of attendance across the school's policies, values and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Working with school leaders to set goals or areas of focus for attendance
- Monitoring attendance figures for the whole school
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure **ALL** staff receive relevant and adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The link governor for whole school attendance at Birkwood Primary School is Mrs. Jenny Davis.

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance officer (Mrs. Alison Booth) to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The Designated Senior Leader responsible for Attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Setting a clear vision for improving attendance
- Evaluating and monitoring expectations and processes
- Regularly monitoring attendance data across school
- Monitoring and celebrating progress in attendance data
- Building close and productive relationships with parents to discuss and tackle attendance issues

The designated senior leader responsible for attendance is

Mrs. Rachel Rennison who can be contacted via the school office on 01226 710447 or r.rennison@birkwood.org.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

First Day Response

- Monitoring and analysing attendance data (see section 7)
- Adding relevant information to the school communication system CPOMS
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with our Education Welfare Officer to tackle persistent absence – presently this is Mrs. Sue Bellis who is an employee of Barnsley MBC's Education Welfare Service
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs. Alison Booth who can be contacted via the school office on 01226 710447.

3.5 The Inclusion Team

The inclusion team is responsible for:

- Liaising with the attendance officer and following up on absences
- Working with children to review their absences (where appropriate)
- Communicating with parents regarding their child's attendance
- Delivering targeted intervention and support to pupils and their families including Early Help Assessments and Social Care referrals (if appropriate)
- Conducting home visits where applicable

The Inclusion Team can be contacted via the school office on 01226 710447.

3.6 Class Teachers/Support Staff

Class teachers and support staff are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via the school's Management Information System - Arbor. In the event of a technical issue, a paper register will be used instead and must be hand delivered to the school office. Class teachers and support staff are responsible for:

- Submitting morning registers by 9:00am daily
- Submitting afternoon registers within 5 minutes of children returning from their lunch breaks (FS2 12:05pm, Y1 and Y3 12:35pm, Y2, Y3/4 and Y4 12:50pm and Y5, Y5/6 and Y6 1:05pm)
- Ensuring strong relationships are built with pupils and their families so that they feel welcome and want to come to school in line with our school ethos: 'Birkwood is for Everyone'
- Provide children with a positive and meaningful welcome back after absence
- Monitor any patterns in pupil absence and discuss these with the attendance officer
- Refer parents to the relevant member of the attendance team for further support if required

3.7 School Office Staff School

office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

- Offer guidance about how their child can safely and quickly return to school
- Transfer calls from parents/carers to the inclusion team where appropriate, in order to provide them with more detailed support on attendance

3.8 Parents/Carers

It is the legal responsibility of every parent or carer to make sure their child receives an education and attends school regularly.

Parents/Carers will:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Communicate with school about any concerns they may have about their child's attendance

3.8 Pupils

Pupils are expected to:

- Attend school every day
- Be on time for school every day
- Talk to an adult in school if they have any worries about coming to school

4. Recording attendance

4.1 Attendance Register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day (morning) and once during the second session (afternoon). It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not (for pupils of compulsory school age)
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 3:15pm.

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9am. The register for the second session will be taken by 12:05pm for pupils in EYFS2, by 12:35 for pupils in Y1 and Y3, by 12:50pm for pupils in Y2, Y3/4 and Y4 and by 1:05pm for pupils in Y5, Y5/6 and Y6.

4.2 Unplanned Absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01226 710447. There is a dedicated option for reporting a pupil's absence when contacting school. A member of staff is in the school office from 7:45am each day and there is an answer phone service for calls made outside of school hours.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carers notifies the school in advance of the appointment and provides evidence of the appointment. This evidence should be provided to the school office before the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A pupil who arrives late (8:55am & later):

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Will be asked to provide a reason for the lateness
- Will have their late recorded, using the appropriate codes, so that any patterns of lateness can be monitored
- Support will be offered to any parents/carers regularly struggling to get their child to school on time, where appropriate

Lates will be monitored and followed up by the attendance officer. If appropriate, a meeting may be arranged with a member of the inclusion team or the headteacher to discuss how school can support the parent/carer to improve their child's lateness. Attendance at the school Breakfast Club will be encouraged as a means of support to families.

If lateness persists then the Education Welfare Officer will be notified.

4.5 Following up Unexplained Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit, liaise with an education welfare officer or contact social services if there are genuine concerns for the child's well-being.
- Social workers of children who are on the Child Protection register will be contacted in the event of non-attendance at school
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below) as appropriate.

4.6 Reporting to Parents/Carers

Birkwood Primary School will regularly inform parents/carers about their child's attendance and absence levels at termly parents' evenings and via end of year reports.

The school newsletter will also share the whole school weekly figure for attendance. The newsletter will also share the class with the highest weekly attendance.

Children will receive certificates and incentives for good attendance. Certificates are awarded termly for children with good attendance for the term. Any child with 100% for the term will be entered into a prize draw for a gift voucher. All pupils with 100% attendance in a given school week will be rewarded with 5 house points, giving their house a better chance of winning the half termly house winner's prize.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-Time Absence

The headteacher will only grant a leave of absence during term time in exceptional circumstances. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. **Birkwood Primary School have adopted the Local Authority code of conduct (September 2019) in respect of leave of absence in term time.**

All parents/carers who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence form. If parents/carers proceed with the leave of absence in term time, school will refer to the Local Authority to issue a Fixed Penalty Notice if leave taken is 5 days or over. Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission, (where it would be demonstrated that the parent/carer understood that the permission had not or would be not given), and where this has created a period of unauthorised absence in the current term of at least 10 sessions.

Absence for participation in a Performance

In these instances, school will follow Local Authorities guidance and by-laws, working in partnership

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 1 week before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty Notices

The school will be following the new DFE National Framework and the Barnsley Code of Conduct 2024 when requesting Penalty Notices to be issued from the Local Authority. Further information on the National Framework can be found in Working Together to Improve Attendance 2024.

The headteacher (or someone authorised by them), local authority or the police can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent/carer who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents/carer who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent/carer in respect of the same pupil, the parent/carer must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the pupil must not be present in a public place on that day). In these cases, the parent/carer must pay £60 within 21 days, or £120.

6. Strategies for Promoting Attendance

Attendance will be clearly and regularly communicated with pupils, parents and carers. This will be done via newsletter, X (formerly Twitter), school website, weekly assemblies, parents' evenings and school reports.

All children will be encouraged to achieve 100% attendance for the year. All children who reach this milestone will receive a special certificate and treat; they will also be entered into the school draw for an gift voucher. Children who have made significant improvements in their attendance will also receive a special certificate and treat alongside their peers.

However, Birkwood Primary School recognises that 97% attendance should be achievable for every child. Attendance of 95% and above will be celebrated on a termly basis in a

special assembly. Bronze, Silver and Gold certificates will be awarded for children with good attendance each term. These children will also receive a special treat.

The best attending class will be rewarded with a special treat in weekly celebration assemblies. Class teachers will also celebrate all individual pupils with 100% weekly attendance with 5 house points. Staff will also reward any pupils with significant individual improvement in their attendance with 5 house points.

7. Attendance Monitoring

The school attendance team is responsible for monitoring all attendance. The attendance officer will meet the EWO fortnightly to discuss any pupils of concern and any actions to be taken. The attendance officer will share relevant information with any staff involved with individual pupils.

7.1 Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) daily, halftermly, termly and yearly across the school and at an individual pupil level.

When registers close, there will be a scrutiny of absent pupils and relevant codes will be entered for these pupils to explain their absence. Absences relating to pupils who are considered vulnerable will be shared with the Inclusion Leader so that any pupils with social workers can be contacted before 9:30am daily, especially if there has been no reason for absence.

Birkwood Primary School will identify whether there are any particular groups of children whose absences may be a cause for concern and will carefully consider what action should be taken to support these children.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data against local, regional, and national levels to identify areas of focus for improvement and share this with the governing body.

7.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and use this analysis to provide support for these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then

develop strategies to address these patterns

7.3 Using Data to Improve Attendance

The school will:

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 7.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to our strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum yearly by Rachel Rennison, Assistant Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other Policies

This policy links to the following policies:

- Safeguarding and Child Protection policy
- Behaviour and Discipline policy
- SEND policy
- Home Visiting policy
- LA policy for Children Missing in Education
- LA policy for Elective Home Education
- LA policy for Leave of Absence during Term Time

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		

K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a parttime timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or

		<ul style="list-style-type: none"> Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Education Welfare Service Level Agreement and Birkwood Primary School

The Education Welfare service will provide **Birkwood Primary School** with a statutory service which consists of:

- tracking cases where children are missing from education
- the management and tracking of children whose parents choose to electively home educate
- the management of Fixed Penalty Notice arrangements
- Pursuing of cases through the legal framework in line with current legislation when early intervention fails to improve attendance, including School Attendance Panel and the submission of written evidence to court. ■ Child employment and performance licenses.

Birkwood Primary School has agreed to purchase additional EWO provision. This provision will consist of interventions to improve individual pupil attendance, Including ■ Meeting with designated school staff to monitor individual pupil attendance. ■ Advice and guidance on appropriate intervention to raise individual pupil attendance.

- Partnership working to identify students who require home visits or meeting in school to address attendance.
- Contribution to team around the family meetings where attendance is a cause for concern.
- One-off visits to families to raise awareness on the importance of attendance when school attendance is below the school target. ■ Identifying and receiving referrals where individual pupil attendance is a cause for concern.
- Undertaking home visits to address and challenge matters of poor school attendance.
- Complete assessments with parents where attendance is a cause for concern and identifying action from the assessment to address attendance issues taking into account the need to involve other agencies. ■ To attend multi-agency meetings to share and receive information on individual pupils and community issues. ■ Regular attendance sweeps to raise awareness on the importance of good school attendance.
- Regular Internal Panel meeting to address matters of poor school attendance. ■ Providing advice, guidance and support to parents.
- Direct work with young people in relation to improving school attendance. EWO's will take part in training, supervision and performance development to ensure their practice up to date and quality assured
- EWO's will take part in training supervision and performance development to ensure that practice is up to date and quality assured.

Whole school attendance ■ Being present at induction meetings and parent evenings to raise the attendance agenda.

- Promoting attendance through attendance assemblies. ■ Advice and guidance to school on the promotion of attendance to the school community.
- EWS will provide regular and timely feedback to key members of staff on the impact of interventions.

The additional education welfare provision that is being bought by the academies is inclusive of all children who attend, including non-statutory school age children.

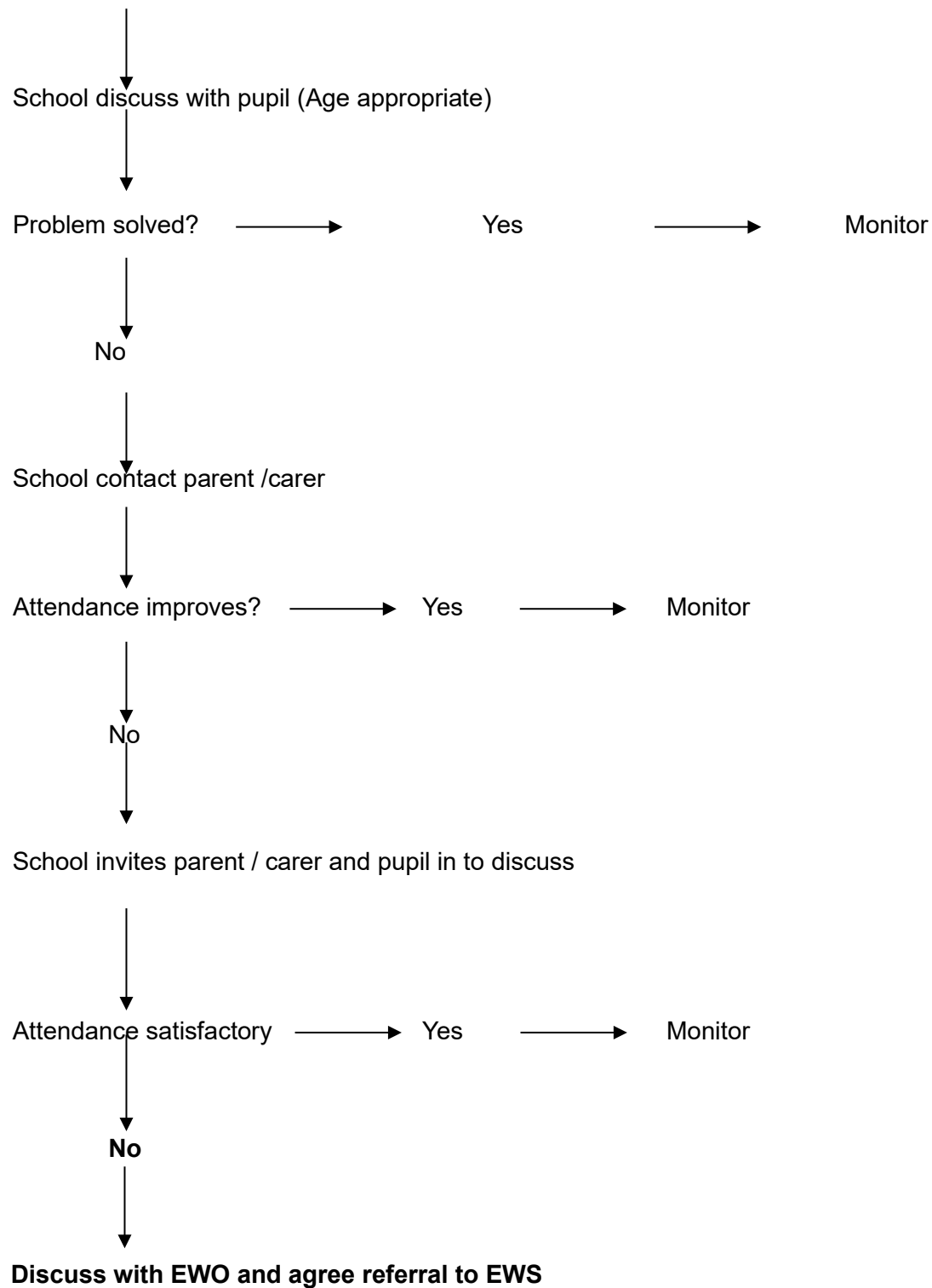
Appendix 3

PLEASE ENSURE ATTENDANCE PRINTOUT IS ATTACHED

Criteria for Referral

An Education Welfare Officer will accept a referral once the following criteria have been met:

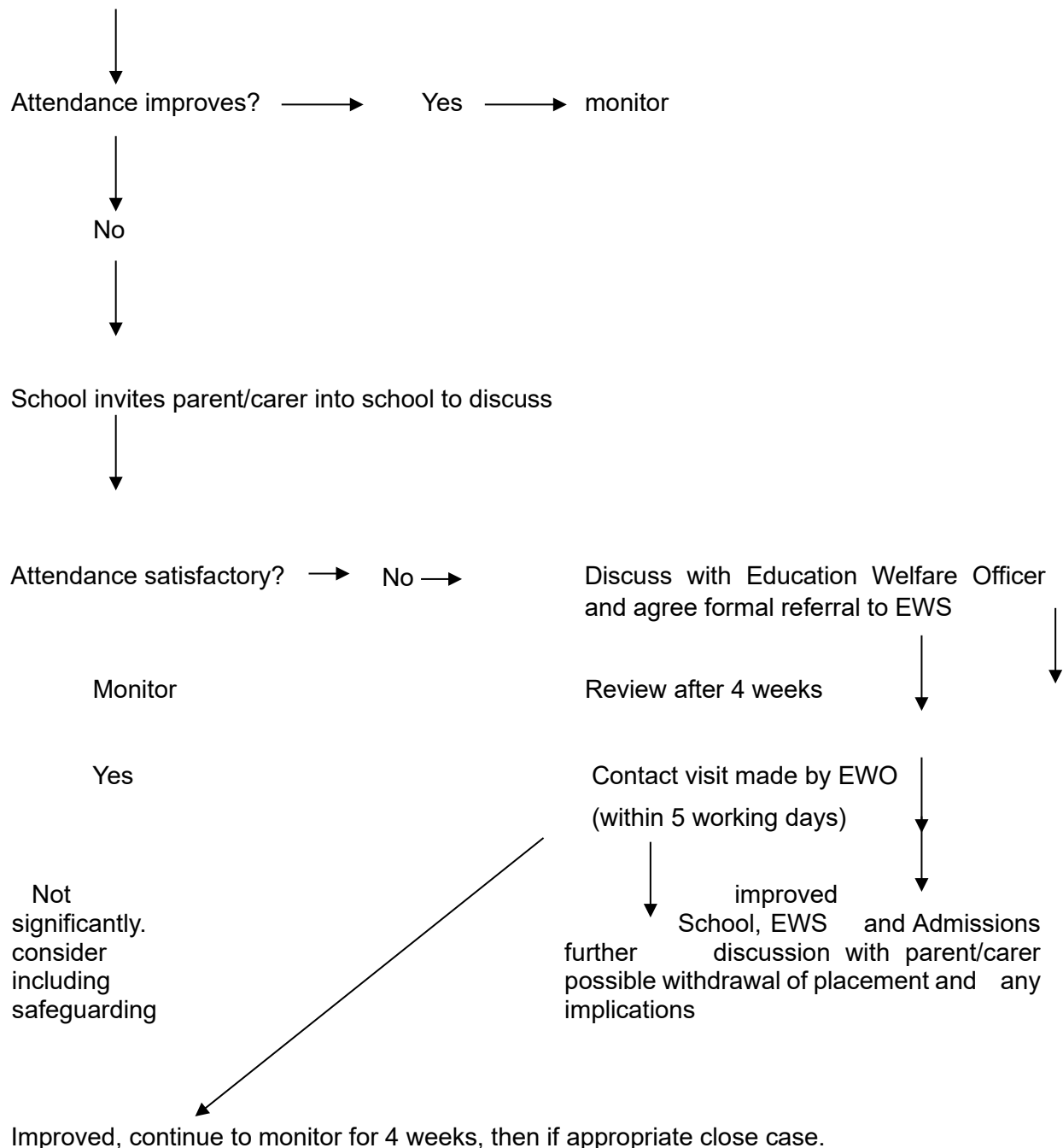
Attendance cause for concern



Appendix 4 Criteria for Referral in Nursery Settings (non-compulsory school age children)

Attendance cause for concern (5 sessions missed without a satisfactory explanation given)

School contact parent/carer



Appendix 4 cont.

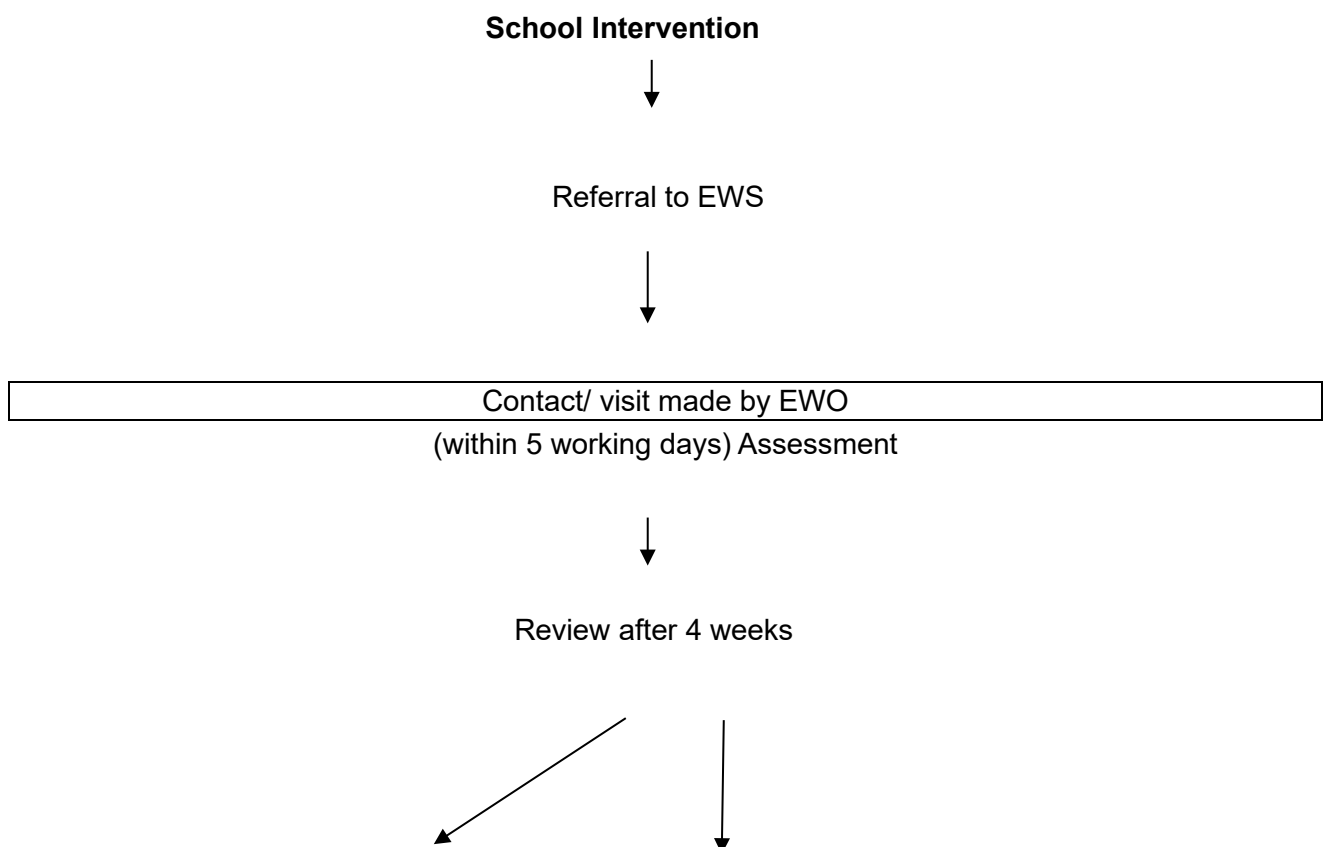
Points to be included in the Policy for Nursery Settings in Respect of Procedures to be Implemented when Non-Compulsory School Age Children are Absent.

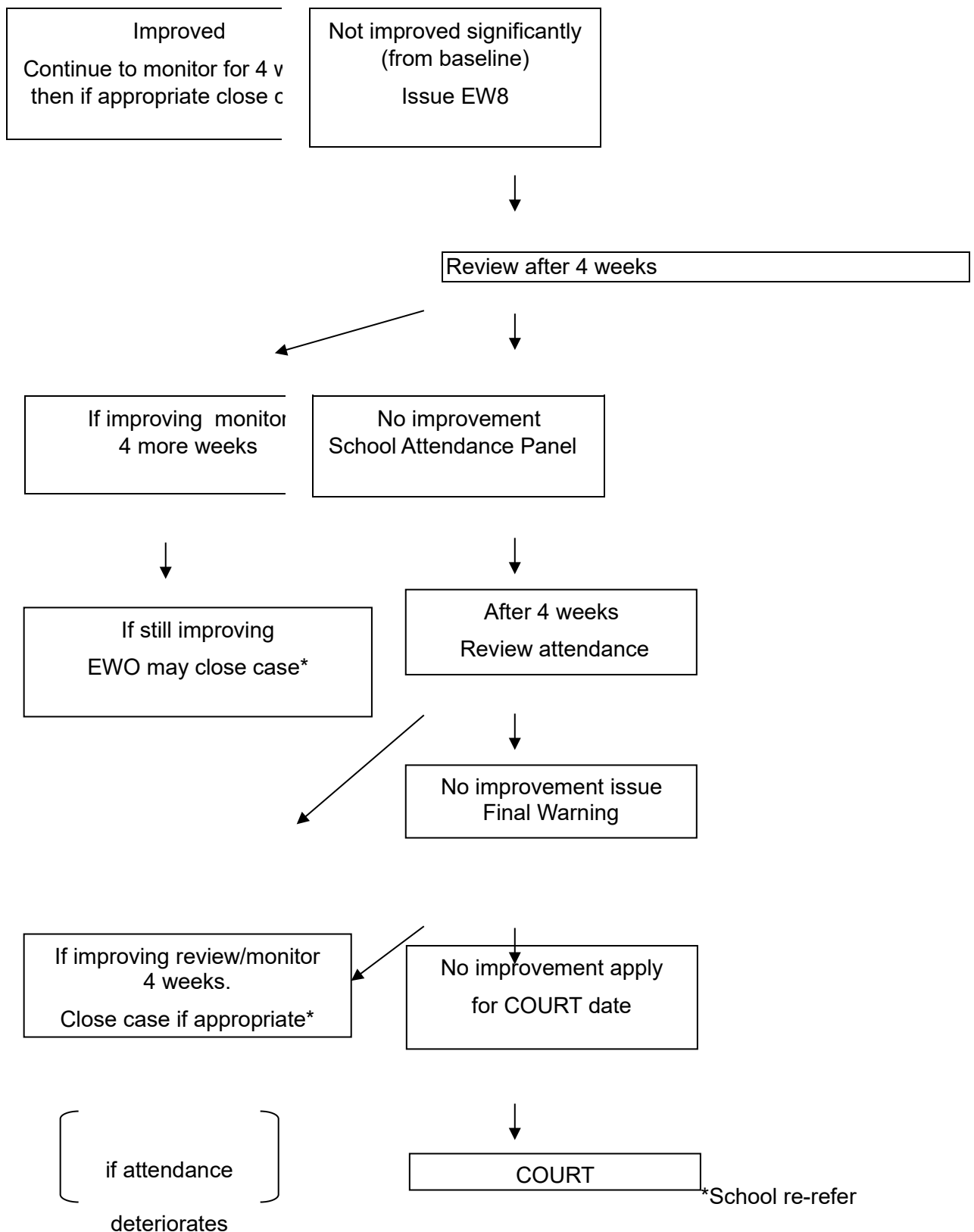
- 1 Primary/nursery settings should continue to use the Good Practice Guidance issued by the Education Welfare Service when dealing with all attendance issues.
- 2 This guidance should form the basis of your attendance policy which should now be amended to include children in nursery settings of a non-compulsory school age.
- 3 In particular nursery settings should:
 - Undertake first day absence calls in respect of any non-compulsory school age child where the parent/carer has not contacted nursery with a reason for absence.
 - Include in their prospectus/information for parents' leaflet, the need for the parent/carer to contact nursery with a reason for absence when the child is unable to attend.
 - Accurately record all information on reasons for absence, both that which is provided by parents, contact in school and the information gathered when making first day absence calls on the individual pupil file.

- 4 The criteria for the referral to the Education Welfare Officer for non-compulsory school age children is outlined in the Good Practice Guidance document appendix 2.
- 5 The amendments to your Attendance Policy regarding non-compulsory school age children should be adopted by bringing this to the attention of your Governing Body as an agenda item. The Governor with responsibility for attendance should also be made aware of the amendments.

1

Appendix 5 EDUCATION WELFARE SERVICE REFERRAL FLOWCHART Not applicable in nursery settings for children of non-compulsory school age





Where a case deteriorates: If there is a lapse of more than 12 months from the date of the original School Attendance Panel (SAP) a further SAP appointment would be required.

Appendix 6

Education Welfare Service Referral Form All sections must be completed by school.

Information on this referral will be shared with parents and carers

PLEASE ENSURE ATTENDANCE PRINTOUT AND CURRENT TIMETABLE IS ATTACHED

Name of Referrer:	Date Referral Received by EWO
Details of child/young person Name: Attendance: SEND/EHCP Status: Eligibility Free School Meals:	DOB: Year Group:
Address:	Gender: <input type="checkbox"/> <input type="checkbox"/> M <input type="checkbox"/> F
	Ethnicity: EAL Y/N Interpreter required Y/N GP:
Telephone No: Email address All additional contact details held	Names of parents/carers (please identify relationship if not parent) please include all parents
Any known siblings School:	

<p>Attendance:</p> <p>Have they been referred to EWS?</p>	<p>Please indicate has day to day care and who has parental responsibility</p>
<p>Looked After Child: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Is the Child subject to a Child Protection Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of Social Worker</p> <p>Child in Need</p> <p>Name of Social Worker</p> <p>CAF/EHA Yes <input type="checkbox"/> No</p> <p>Please attach a copy</p>	<p>Is the pupil dual registered?</p> <p>Referral to FAP? Outcome</p> <p>Has a SWAP been used or considered</p>
<p>Reason for Referral to EWS, please tell us why you are making this referral, include all relevant information you hold about the child and their family. Include any safeguarding, bullying or medical issues that are impacting on the child's attendance and how this is affecting their attainment.</p> <p>Tell us if you have referred the child and family to any other agencies and if they have engaged. It is also important to include any know risk factors.</p>	
<p>Attendance and Punctuality letters- dates sent</p>	
<p>Meetings with parents and child to discuss attendance – dates and outcome, please include comments made by parents/Child regarding referral to EWS</p>	

Referral to school nurse - dates and outcome

Signature of referrer _____ Date _____

Appendix 7

Education Welfare Service Assessment Form To be completed by EWS

People present at Assessment and their relationship to the child.

Family structure- to include parents not living in the household and extended family members.
Include any other adults or young people living in the household.

Name	DOB	Relationship to Subject	Occupation/School	Attendance/EWO Involved

Assessment.

Consider the strengths and presenting difficulties and how they impact on the child.
Include the following:
Family and environment including housing and financial
Anti-Social behaviour/substance misuse/risk of sexual exploitation
Health issue including medical and mental health concerns
Family dynamics/relationships

Actions and Outcomes

Please detail who is responsible for these and timescales involved.

Any other Agencies involved - Contact names and numbers

Parent/Carers Views/comments

Child/Young Person's views/comments (age appropriate) * to be recorded on capita

Consent for information storage and information sharing

I understand that the information that is recorded on this form will be stored and used for the purpose of providing services to:

- ☐ Me
- ☐ This infant, child or young person for whom I am a parent
- ☐ This infant, child or young person for whom I am a carer

I have had the reasons for information sharing explained to me, and I understand those reasons

I consent to the sharing of information between agencies Yes ☐ No ☐

If relevant I give consent for EWS to share and receive information from health and GP services in respect of my child's health (delete as appropriate)

Signature of Parent or Carer

(Please indicate if parent/Carer refuses to sign)

Name

Date

Signature of Officer completing assessment

Name

Date

Education Welfare Service Initial Assessment Form
Additional Information Sheet

Young Person Details:

Date of Assessment:

Appendix 8



BARNSLEY
Metropolitan Borough Council

People Directorate for Early Start, Prevention & Sufficiency Service - Education Welfare

Children Missing Education Form (CME)

(Appendix B Regulation 8 - Point 6 and 8)

PLEASE COMPLETE ALL SECTIONS OF THIS FORM			
Date referral made:			
Pupil Surname:		Pupil First Name :	
Alias:		Pupil Middle Name:	
Date of Birth:		UPN No :	
Full Postal Address <i>where the pupil normally resides</i> Pupils Future Address :		Names of parents / guardians <i>with whom the pupil normally resides full names and DOB if known.</i>	
		1.....	
		Relationship to pupil:	
		2.....	
		Relationship to pupil:	
		Contact No Home:	
		Contact No Mobile:	
Are there any known concerns related to staff safety in visiting this family/address: YES / NO			
Please enter any details over the page			
Ethnicity / EAL :		Gender:	
		Year Group:	
Name of School:			
Contact name in school:			
Current % attendance:			
<i>Please enclose a copy of current attendance register</i>			
On Roll: YES / NO		Reason for Removal / Deletion from Roll (Appendix A Regulation 8 of the CME Policy)	
Date last attended school:			
Is this child / young person currently: <i>please tick all applicable</i>			
A Looked After Child		A Refugee/ Asylum Seeker	
Subject to a Child Protection plan		From a Travelling Family	
In Temporary Accommodation		Subject to a EHA	
In a Refuge		On a Statement of SEND / EHC Plan	

Are any of the following agencies known to be currently involved with this child / family **please tick if known and provide any contact names and telephone numbers on the additional comments box overleaf**

Social Care		Education Psychology	
Education Welfare		School Health / Nurse	
CAMHS		Youth Offending Team	
Any other service			

Please provide details of any siblings/family relationships below ~ please ensure to liaise with sibling schools/academies and nursery placements where appropriate

<u>Name</u>	<u>DOB</u>	<u>School</u>

Please complete this check list below

What is the primary reason for referring this child to your CME? Please indicate where appropriate:

Child has failed to take up a place at your school ☐

Child's whereabouts are unknown ☐

Parent is fleeing domestic violence ☐

Child/family is reported to have left the area ☐

Child is reported to have left the UK with parents/carers

☐

Child is reported to have left the UK without parents

☐

Child has failed to return from an agreed holiday in term time

☐

Child has failed to return from an unauthorised holiday in term time

☐

Parents have taken child out of school for an extended period without school agreement

☐☐

Child has failed to return after summer holidays and whereabouts are unknown

Please provide details of any specific safeguarding concerns you have:

Is there a CSE risk? Yes/No/Unknown

Please add any other comments

Evidence of reasonable enquires In line with the CME policy – page 3

Details of recent action taken by school/ referrer

	<u>YES</u>	<u>NO</u>	<u>Dates / Details</u>
Telephone calls made			
Correspondence - please attach copies of emails/ flight and travel documentation /letters/cpoms messages etc			

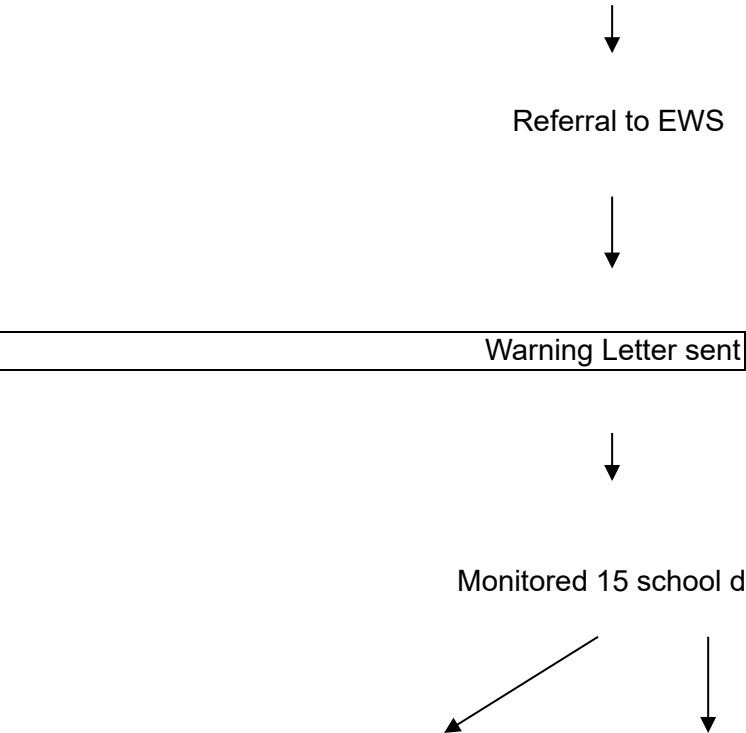
Home visits made - please confirm if the home has been vacated by the family			
Name of referrer :	School / Service :		Contact no :
Signed Date			
<p>Please send this CME referral form to the Education Welfare Service by E-mail to CME@barnsley.gov.uk</p> <p>The Children Missing Education policy can be found at https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/children-missing-education/</p> <p>Barnsley Council/Education Welfare's privacy statement is available to view at https://www.barnsley.gov.uk/media/8746/early-start-prevention-and-sufficiency-education-welfare-service.pdf</p>			

Appendix 9 – Elective Home Education.

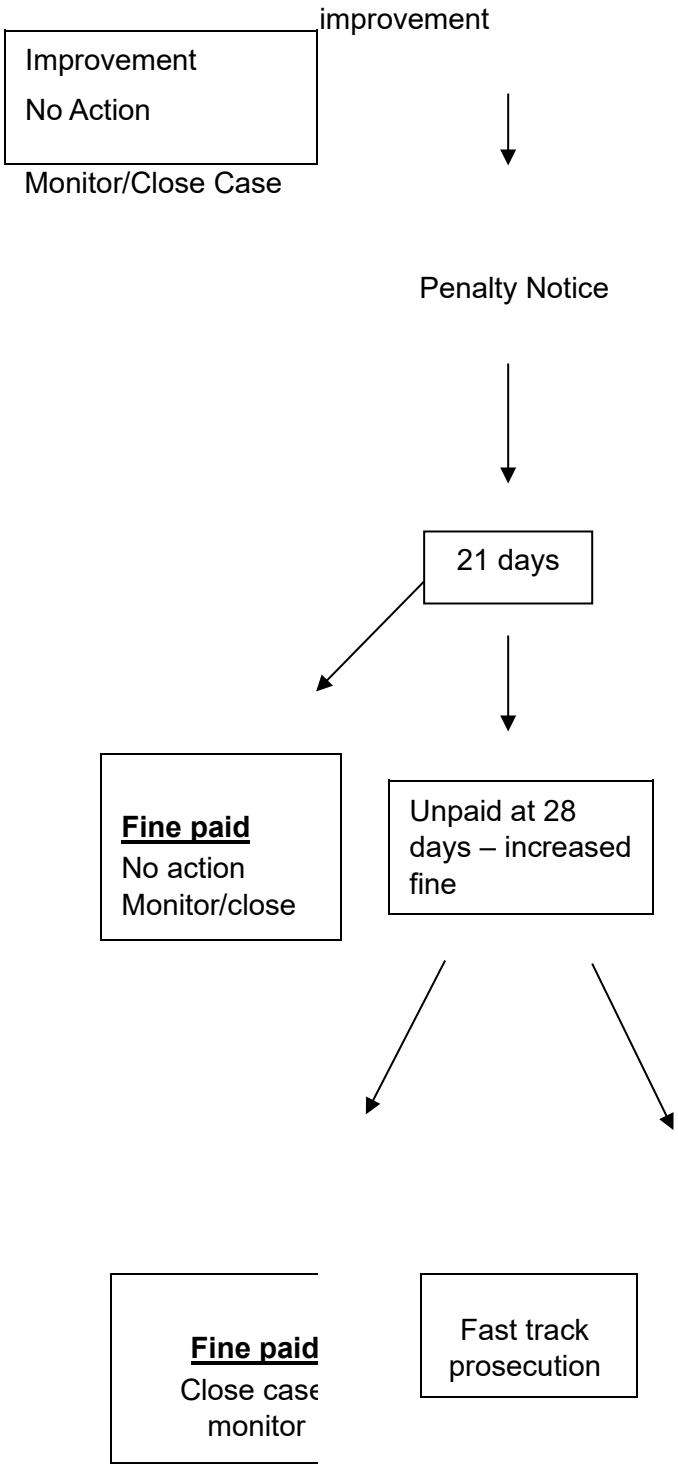
Link to the appropriate form:

<https://www.barnsley.gov.uk/media/22466/elective-home-education-notification-formehe1.pdf>

**Appendix 10 Flow diagram showing process for dealing with referrals for issue of Fixed Penalty Fines,
School Intervention**



No



Appendix 11



School Logo

Directorate for Children, Young People and Families

Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take leave of absence during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child /children

Name of School.....

.....

.....

.....

.....

.....

.....

.....

.....

Dates of requested Leave of Absence

From: /..... /..... To:...../...../

Number of school days missed

Reason for requesting leave of absence:

.....

.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.

Full name and address of parent applying for leave of absence:

.....dob.: ____/____/____

Full name and address of parent /carer taking the child out of school (if different to the above):

.....dob:___/___/___

SignedParent / Carer

Date of application/...../.....

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed
Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within
21days; payment after this time but within 28days is £120 SCHOOL USE ONLY Date
Application Received Attendance at time of application = %

Appendix 12

Leave of Absence in Term Time

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 Leave of absence cannot be authorised retrospectively.
- 5 The request for leave of absence **should** be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school, the full name and address of the parent /carer who is taking the child out of school **must** be provided on the form.
- 6 If the request for leave of absence in term-time is made because of the parent /carer’s workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time **must** be attached to this request form on proper letter-headed paper.
- 7 There is no requirement to authorise just because a request has been made.
The amendments * make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances
See Code of Conduct /Guidance relating to Leave of Absence
- 8 The circumstances of each individual request for leave of absence will be taken into account
- 9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / unauthorise absence.
- 10 There is no statutory threshold of ten days
- 11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

* The Education (Pupil Registration) (England) Regulations 2006

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120

Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

Appendix 13

Useful Contacts

Keren Harben

Service Manager

Pupil Attendance, Inclusion and Education Welfare

Telephone: 01226 773542

Email: kerenharben@barnsley.gov.uk

Derek Vint

Area Manager West

Education Welfare Service

Telephone: 01226 773547

Email: Derekvint@barnsley.gov.uk

Jake Miller

Area Manager Education Welfare Service (East)

Education Welfare Service

Telephone: 07786 525749

Email: jakemiller@barnsley.gov.uk

Lynne Lynch

Senior Education Welfare Officer – Barnsley Youth Offending Team

Telephone: 01226 774986

Email: lynnelynch@barnsley.gov.uk

Rachel Bowman

Education Welfare Officer

School Improvement and Support/EAL/Traveller and Achievement

Telephone: 01226 774495

Email: Rachelbowman@barnsley.gov.uk

Rosie Smith

Area Manager, Education Welfare Service

Call: 07702 338498

Email: rosiesmith@barnsley.gov.uk

