



**The Park Federation Academy Trust  
James Elliman Academy**

**Attendance Policy**

## Approval

<b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
Date of Approval	September 2024
Date of Next Review	September 2025

## Version History

Version	Date	Status & purpose	Changes Overview
1	March 2024	Reviewed and approved	<ul style="list-style-type: none"><li>Updated existing policy with more comprehensive procedures for managing absence.</li></ul>
2	July 2024	Reviewed	<ul style="list-style-type: none"><li>Updated guidance</li><li>Reviewed and updated procedures for managing absence and Lateness</li></ul>

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# ATTENDANCE POLICY

## The Park Federation Academy Trust James Elliman Academy (JEA)

### Introduction

This is a successful school and parents/carers, and their children, play their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. Promoting strong attendance forms part of our Golden Rules for all children at JEA. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

### Why Regular Attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

#### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. To help us all to focus on this we will:

- Give you details on attendance in our monthly newsletter;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying individual and class achievements
- Reward good or improving attendance through class rewards and certificates
- Where absence is causing the school concerns, parents will be informed in writing and in some cases asked to attend a meeting with the school's Attendance Officer and the school Principal.

### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

- We will also promote and support punctuality in attending lessons

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### The governing board:

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

### The Principal:

The Principal is responsible for:

- 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
- The Designated Senior Leader responsible for attendance

The designated senior leader along with the Senior Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

- The Designated Senior Leader responsible for attendance is Mrs Tajinder Johal and Mrs Rebecca Pinkney.

### **The Attendance Officer:**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the principal
- Working with the Local Authority to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

The attendance officer is Ms Beverley Simmons and can be contacted via [jeaoffice@theparkfederation.org](mailto:jeaoffice@theparkfederation.org)

### **Class teachers:**

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch

If teachers are made aware of a pupil absence this is to be communicated to the office.

### **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
- Follow up poor attendance with parents and outside agencies

### **Parents and Carers:**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:55am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **Pupils:**

Pupils are expected to:

- Attend school every day on time

## Section 4: Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), 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 like illness, medical/dental appointments, which unavoidably fall in school time, emergencies or other unavoidable cause or taking part in approved religious observance.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Attendance Service (AS) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping or looking after siblings

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 a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bed times
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

### Persistent Absenteeism (PA):

A pupil is defined by the Department of Education (DfE) as being a persistent absentee, or a child missing education, is any pupil who has missed 19 days (38 sessions) across the school year for whatever reason. The Attendance Services at the Local Authority (Slough Borough Council) monitor pupils that are on track to become a PA by the number of sessions (2 sessions = 1 day), the following guidelines are used to help schools identify these pupils at the end of each **half term**.

Identification at the end of each half	Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism
Term 1	7 sessions
Term 2	14 sessions
Term 3	20 sessions
Term 4	25 sessions
Term 5	32 sessions
Term 6	38 sessions

Therefore, a child is a persistent absentee as defined by the DfE once they have reached 38 sessions of absence, irrespective of which part of the year we are in at the time, and for whatever reason.

For example, if a child has had a block of illness during half term 1 for 20 days, they would have been absent for 40 sessions which make them a persistent absentee in half term 1 and therefore they will remain a PA for the rest of the academic year.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parent's fullest support and cooperation to tackle this.

All attendance is discussed weekly. If attendance does not improve, JEA will follow the protocol for PA. (Appendix 1)

## **Section 5: Absence Procedures**

### **If your child is absent you must:**

- contact us by telephone (option 1 – absence line) as soon as possible on the first day of absence and keep the school regularly informed, preferably daily.
- or, you can come into school and report to reception, who will arrange for a member of staff to speak with you.
- parents and carers must report absence to the school for the first three consecutive days.
- on the fourth day of an absence the school will require medical evidence to support the absence period. This can be in the form of a prescription or appointment card at the very least.

### **If your child is absent and you have made contact with the school we will:**

#### Day 1

- The Attendance Officer will note the absence in the register. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 2

- The Attendance Officer will note the absence in the register and on CPOMs. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 3

- The Attendance Officer will note the absence and parents will be informed of their child's attendance figure and advised to supply medical evidence on their child's return to school. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 4 & 5

- If medical evidence has not been provided parents still required to call in every day. However, if we have a safeguarding or welfare concern we will conduct a home visit.

### Day 6

- If no medical evidence has been provided, the Attendance Officer will discuss the absence with the Principal and a keeping in touch call will take place via a member of the Senior Leadership Team. If required, a welfare home visit will be conducted to see if the school can offer any support in aiding the child's return to school.

### Further Contact

If no medical evidence is provided and previous attendance is low a referral will be made to Slough Attendance Service and a fine may be incurred.

### **If your child is absent and you have not made contact with the school we will:**

#### Day 1

- Telephone or email you on the first day of absence if we have not heard from you. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 2

- If we still have no contact with you a second telephone call will be made, including a call to any emergency contacts. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 3

- If we still have no contact a home visit will be carried out and SLT informed. If there is no response from the home visit then the school will contact the Police for a routine welfare check.

We follow set procedures for when absence falls below the expected level (**Appendix 1**) In addition to these, Slough Attendance Service will be informed of any child who has attendance below 90%.

### **Telephone numbers:**

Parents are required to provide **three emergency contact details and 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. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

In the rare event that we cannot contact you to determine an absence we will:

- call the two remaining contact numbers to check everything is ok and ask you to make contact with the school
- email those with parental responsibility and ask you to make contact with the school
- send two members of staff to the family home if we cannot make contact with all three contact numbers held on the school system
- contact the police immediately for a welfare check if we have failed to make contact via telephone, email and a home visit has taken place and been unsuccessful

### **The Attendance Improvement Officer:**

Parents are expected to contact school at an early stage and to work with the staff in resolving



any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance Improvement Officer (AIO) from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a.

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Alternatively, parents or children may wish to contact the Attendance Service themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01753 787670 or [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk).

### **Fixed Penalties Notices:**

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. More information from Slough Borough Council can be found in Appendix 4.

### **Lateness:**

Poor punctuality is not acceptable. When pupils arrive late, they miss out on the essential instructions given at the beginning of the lesson, this can significantly reduce achievement regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

### **How we manage lateness:**

The school day starts at 8:45 am and we expect your child to be in class at that time, not walking through the gates at this time. If your child arrives after the start time, you will be required to sign them in at the office. Your child will receive a late mark if they are not in by that time. We operate a 'soft start' to the school day, so the school gates are open from 8:30am every day and the children can enter their classrooms from that time. If you bring your child to school late on five occasions within a half term, you will be issued with a warning letter and a fine of £5 per child. All lateness will be monitored and supported by the Senior Leadership Team.

At **9.00 am** 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. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be informed in writing. If persistent lateness continues you could be asked to meet with a member of the Senior Leadership Team and Attendance Officer to resolve the problem. Please remember you can approach us at any time if you are having problems getting your child to school on time.

Should lateness continue a monitoring letter will be sent and advice sought.

The start time for the **Morning Nursery is 8.30am, Afternoon Nursery is 12.30pm**. Please ensure you arrive at the start and finish times as lateness can disrupt our young children. Persistently late children could be off-rolled and their place offered to a child on the waiting list.

Children who are picked up late at the end of the school day will be dealt with following the Children Collected Late Protocol and a late collection fee will be issued. This will be £5 for every 15 minutes of lateness past 3.30pm (**Appendix 3**).

### **Leave during term time:**

Taking leave 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 children away in school time.

Remember that any savings you think you may make by taking leave in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on leave.

- It is widely known that the link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow through into secondary school and employment.
- Graduates earn an average of £16.91 per hour. Young people that leave school with no qualifications earn an average of £6.40 per hour.
- All Slough schools are encouraged to adopt a policy of not authorising leave. The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You will be asked to provide substantial evidence in support of your request.
- A member of SLT will discuss personally with every family applying for leave where possible to stress the importance of good school attendance habits and links between attendance and attainment.
- Reasons for leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Attendance Services from Slough Borough Council will issue Notice to Improve and Fixed Penalty Notices (fine) for any unauthorised absence.
- After consultation with the Local Authority, any child on extended leave can be off rolled after 20 days.
- Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

***Any parent wishing to apply for leave is required to submit a request to the Principal using the form found in Appendix 2***

## **Section 6: Recording attendance**

### **Attendance register**

We will keep an 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 and once during the second session (after lunchtime). It will mark 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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by **8:45am** on each school day.

## **Section 7: Monitoring Attendance**

The school will:

- Monitor attendance and absence data weekly across the school half-termly, termly and yearly across the school at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

### **Reporting to parents/carers:**

The school will regularly inform parents about their child's attendance and absence levels via half termly and end of year reports.

### **Analysing attendance:**

The school will:

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

### **Using data to improve attendance:**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families. This includes both absence and lateness and also targets those falling below 95% attendance.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Special attention will be given to key groups of pupils with historically lower attendance rates, such as disadvantaged pupils or those with special educational needs.
- Personalised attendance improvement plans for pupils with chronic absenteeism, involving teachers, parents/carers, attendance team and senior leaders.

### **Children absent from Education (CAE):**

All children, regardless of their circumstances, are entitled to an efficient, full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Children absent from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

At JEA when a child has left the school or not been in school and we have not been able to make contact with parents/carers or received a forwarding address within 10 days, a CAE is completed and sent to the Local Authority.

If we have a safeguarding or welfare concern or if they have a high SEND need then a CAE could be completed prior to 10 days).

### **Section 8: Academy targets, projects and special initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. When attendance drops below 96% an initial warning letter will be sent to parents.

Our target is to achieve better than this however because we know that good attendance is one of the keys to successful schooling and we believe our pupils can be amongst the best in Slough.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Weekly meetings are held to analyse and assess all children who are absent to see if there are patterns to note or children to monitor. We look for ways to ensure that high attendance is supported in school. All children and staff are made aware of the attendance figures in weekly briefings/assemblies.

#### **Attendance is celebrated weekly and termly:**

##### **Weekly Celebrations:**

- The Principal awards weekly certificates and stars to the class in each year group with 96% attendance for the week.
- Classes who achieve 100% will earn a mufti-day.
- Weekly attendance is published on our year group boards and the importance of good attendance is discussed regularly with parents

**Half Termly Celebrations:**

- Each Half term, pupils with 100% attendance (for the half term) will be entered into a prize draw.
- Each Half term, pupils will earn a raffle ticket for every week they have 100% attendance and will be entered into a prize draw.

**Termly Celebrations:**

- Each term, all pupils with 100% attendance will receive a certificate.

**Annual Celebrations:**

- At the end of the academic year, all pupils with 100% attendance (for the year) will be awarded with a certificate and prize.
- At the end of the academic year there is a collective reward where all pupils with 100% attendance for the year enjoy a special event.

**Staff responsible for attendance management in this school are:**

- Mrs Johal (Principal)
- Mrs Pinkney (Vice Principal and Designated Safeguarding Lead)
- Ms Simmons (Attendance Officer)
- Miss Morgan (Child & Family Support Officer)
- Miss Devshi and Mrs Chander – (Senior Leadership Team)

**Summary**

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend school.

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which is a contributes to better mental health and wellbeing.

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This policy should be read in conjunction with the below school policies (found on our school website)

- Child Protection and Safeguarding Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- Admissions Criteria Policy
- Suspensions & Exclusions Policy
- Safe Handover Policy

**JEA Attendance Protocol for Persistent Absence**

<b>Term</b>	<b>Actions</b>	<b>Week</b>	<b>By who...</b>
<b>Autumn 1</b>	Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	Attendance Officer (AO) and Receptionist
	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	SLT discuss attendance with the AO and CFSSO weekly. Any children attending below 95% will be a focus. In addition, persistently late children will be discussed.	Weekly	AO CFSSO SLT
	<ul style="list-style-type: none"> <li>Children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>VPs are notified via CPOMS so they are aware</li> <li>Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> </ul>	5	AO  Attendance Officer (AO) and Receptionist
	Below 90% children are added to a watch list and discussed at weekly attendance meetings.	5	Child & Family Support Officer (CFSSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO
<b>Autumn 2</b>	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	Any <b>new</b> children from Autumn 1 who are falling under 90% to be sent a letter (Letter 1), and logged on CPOMS	1	AO
	VPs call any children whose attendance is <b>below 90% and has not improved since autumn 1</b> .	3	Vice Principals (VPs)
	Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	Attendance Officer (AO) and Receptionist
	<ul style="list-style-type: none"> <li>New children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>VPs are notified via CPOMS so they are aware</li> <li>PA referral sent to Slough Borough Council</li> <li>Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> </ul>	5	AO VPs  Attendance Officer (AO) and Receptionist
	Below 90% children are added to watch list and discussed at weekly attendance meeting.	5	Child & Family Support Officer (CFSSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO

<b>Spring 1</b>	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	Any <b>new</b> children from Autumn 2 who are falling under 90% to be sent a letter (Letter 1) and logged on CPOMS	1	AO
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Autumn 2</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance AND <b>any</b> children who may have improved in Autumn 1 but their attendance has since dropped again</li> <li>• All meetings and calls logged on CPOMS</li> </ul>	3	VPs, CFSSO and AO
	Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	AO
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>• VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> </ul>	5	AO  Attendance Officer (AO) and Receptionist
	Below 90% children are added to watch list and discussed at weekly attendance meeting.	5	Child & Family Support Officer (CFSSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO
<b>Spring 2</b>	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	Any <b>new</b> children from Spring 1 who are falling under 90% to be sent a letter (Letter 1) and logged on CPOMS		AO
	Any PA children where attendance has not improved since Autumn 2 attend a meeting with Principal, VP for Inclusion and attendance team and be given a letter (Letter 4) stating we might ask for support from external agencies. Submit a fine - Logged on CPOMS	1	Principal VP for Inclusion AO
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Spring 1</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> <li>• All meetings and calls logged on CPOMS</li> </ul>	3	VP, CFSSO and AO
	Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	Attendance Officer (AO) and Receptionist
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>• VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> <li>• VPs to phone parents of children not improved after receiving letters</li> </ul>	5	AO VPs  Attendance Officer (AO) and Receptionist

	Below 90% children are added to watch list and discussed at weekly attendance meeting.	5	Child & Family Support Officer (CFSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO
<b>Summer 1</b>	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	Any <b>new</b> children from Spring 2 who are falling under 90% to be sent a letter (Letter 1) and logged on CPOMS	1	AO
	MARF sent for any PA children where attendance has not improved despite previous letters and attendance meetings. Logged on CPOMS	1	CFSO SLT
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Spring 2</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance AND <b>any</b> children who may have improved in Autumn and Spring but their attendance has since dropped again</li> <li>• All meetings and calls logged on CPOMS</li> </ul>	3	VP, CFSO and AO
	Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	Attendance Officer (AO) and Receptionist
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>• VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> <li>• VPs to phone parents of children not improved after receiving letters</li> </ul>	5	AO VPs  Attendance Officer (AO) and Receptionist
	Below 90% children are added to watch list and discussed at weekly attendance meeting.	5	Child & Family Support Officer (CFSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO
<b>Summer 2</b>	A weekly attendance report is sent to teachers every Friday. Any children whose attendance is below 95% will be flagged by the teacher to parents/carers and next steps will be discussed in the next working week and logged on CPOMS by the class teacher.	Weekly	Report shared by AO  Class Teachers to action
	Any <b>new</b> children from Summer 1 who are falling under 90% to be sent a letter (Letter 1) and logged on CPOMS	1	AO
	Follow up MARF/referral to SBC or EWO for any PA children where attendance has not improved despite previous letters and attendance meetings. Logged on CPOMS	1	CFSO
	<ul style="list-style-type: none"> <li>• VPs to meet with any parents where attendance is still below 90% despite phone call in Summer 1</li> <li>• VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> <li>• All meetings and calls logged on CPOMS</li> </ul>	3	VP, CFSO and AO
	• Any persistently late children, 5x times, to receive a letter home indicating learning missed and a £5 fine for lateness (Letter 5)	4	Attendance Officer (AO)



			and Receptionist
	<ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter (Letter 1) and logged on CPOMS</li> <li>• VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up late 5 or more times (Letter 6)</li> <li>• VPs to phone parents of children not improved after receiving letters</li> </ul>	5	AO VPs  Attendance Officer (AO) and Receptionist
	Below 90% children are added to watch list and discussed at weekly attendance meeting.	5	Child & Family Support Officer (CFSO) SLT
	Any unexplained absences, parents receive a letter (Letter 2)	Weekly	AO



**Request for Leave of Absence During Term Time**  
*(All Requests will be considered in the Context of Current Directives from the DfE)*

I request that leave of absence be granted to:

Name of Child/Children:.....

Child/children’s home address .....

.....Post Code.....

Class: .....

From:..... To (insert last date of absence):.....

Reason for Leave of Absence: .....

.....

Total Number of School Days: .....

**Important Declaration:**

The Department for Education have made changes to the regulations that allow schools to grant leave of absence during term time. This means from the *1st September 2024* the school will not grant any holiday or leave during term time, whatever the circumstances. Any requests for very exceptional circumstances will require proof.

As of September 2024 **FIVE** days or more of unauthorised leave will incur a **PENALTY** notice (fine) being issued by Slough Borough Council, which is currently £160 per child, per parent.

**Please see attached penalty notice for more information.**

If you need to apply for emergency leave of absence, an appointment must be made with the attendance Officer. Proof of any exceptional circumstances will need to be provided at this meeting. Please contact the school office who will be able to arrange this appointment.

No leave can be authorised after it has been taken.

If the school does agree to an extraordinary leave of absence or you take your child out of school with no permission in term time, it is very important that the child comes back to school on the agreed date. If a child fails to return to school within twenty school days, we will remove the child’s name from the school roll, whatever the circumstances. This will mean your child will no longer have a place at James Elliman Academy and you will need to reapply for their school place upon your return.

**I agree to the above declaration: Signed:** .....Parent/Carer Date: .....

**Office Use Only**

Previous Holiday Taken: ..... Days Date(s): .....

Will Incur a Fine from Slough Borough Council: YES/NO

For 4 Days Leave or Under Only – If your child leaves before ..... Or does not return by .....

This will incur a fine from Slough Borough Council **(WHATEVER THE CIRCUMSTANCES)**

Signature of Principal: ..... Date: .....

## **James Elliman Academy**

### **Protocol for Dealing with Children Not Collected at the End of the School Day/Activity**

Protocol for dealing with children not collected from school at the end of the school day/activity.

#### **Mission Statement**

At James Elliman Academy we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of respect and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centered approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

#### **Introduction:**

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

This protocol is an example of arrangements which have been agreed by The Local Safeguarding Team, the Police, and Local Authority Children's Services.

James Elliman Academy recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity. The protocol will be brought to the attention of parents, in writing, when their child starts school.

On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- The emergency contact details of three people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. James Elliman Academy agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety. The school will continue to try to make contact with the parents and if no contact has been made, after trying all the emergency contacts, the school will contact Slough Childrens First/police to seek advice.

Parents and carers will be issued with a late collection fee, at the school's discretion.

The School's Designated Safeguarding Lead will keep a record on CPOMs of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

# Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

## First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be  
£160 per parent per child paid within 28 days  
Reduced to £80 per parent per child if paid within 21 days

## Second Offence

Within 3 years of the first offence  
The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be:  
£160 per parent per child paid within 28 days  
No reduction for early payment.

## Third Offence onwards

### Within 3 years of the first offence

The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.'

## Don't Forget

Penalty Notices are issued **Per Parent, Per Child.**

For example 3 siblings absent would result in each parent receiving 3 fines.

This could amount to £960

**Please ensure you communicate with your child's school.**

**Term Time Leave is only allowed in exceptional circumstances** communicated in advance with evidence provided as soon as possible to the Headteacher.

**10 sessions in 10 weeks** - Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

**5 Consecutive days** of term time leave can trigger a Penalty Notice