St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL

Attendance Protocol -
A Parent's Guide

Rationale

This protocol details the daily routine for promoting good attendance. It should be read in conjunction with the St Lawrence's Primary School Attendance Policy.

The government have recently raised the target attendance rate to 97% for all pupils. We therefore, have a legal duty to support families to reach this target. This document sets out how the school promotes good attendance through Local Authority's Fast Track System.

In order to fully support our families, an attendance team has been created. This includes: Mrs Tori Nicholas-Brown, Mrs Woodall and Mrs Turnbull. This team will be responsible for contacting families, monitoring attendance and analysing attendance data.

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Day to day monitoring of absence

Our administration team will maintain the central computerised registration system accurately and in accordance with legislation by record absences as authorised or unauthorised using the symbols indicated in LA guidelines (see registers). Only the school can decide if an absence is authorised or unauthorised. Children arriving before 9.45am but after 9.00am should be recorded as Late (using the code 'L'); this will be reported as an attendance. Children arriving after 10.00am should be recorded as 'late after registration closes' (using the code 'U'); this will be reportedas an absence.

Unexplained absence

Our administration team will list pupils for whom there is unexplained absence as soon as registers close and pass the list to a member of the attendance team by 09:15 so a 'double check' of absentees can be made. They will make 'first day' home contact by 09.30 for any unexplained absences. This will usually be via a telephone call or text message. However, if the absence is part of an ongoing pattern, causes concern to school leaders or is part of on-going monitoring then a member of the Attendance Team may make a home visit. A member of the Attendance Team will make a home visit for any absence for 5 consecutive days.

2. Tackling Punctuality

Your child will be late if they arrive at school after the close of the register. If you arrive at school after the class doorhas closed, you must enter school via the front entrance. Regular patterns of punctuality will be monitored by the attendance team and you will be contacted by the attendance team to discuss the support required to improve punctuality. The attendance team will use resources available to them to help families improve punctuality. Should this not improve, you will be invited to attend a School Attendance Panel. Failure to engage with school could result in a penalty notice warning.

3. EYFS attendance

We strongly encourage families to fully utilise Nursery and Reception places by not taking holidays during term time. In line with our attendance policy, we cannot authorise holidays for pupils from 5 years old. Should you wish to take a holiday with a pupil, we request that you speak to Mrs Tori Nicholas-Brown (Attendance lead) first before committing to a holiday so that we can work together to minimise the disruption a holiday can cause.

4. Holidays

The attendance team will ensure that parents are aware of their legal responsibility to comply with attendance regulations and that they know what constitutes an **acceptable** reason for absence. The attendance team will monitor the attendance rates of pupils who take a holiday to ensure that attendance remains good following a holiday. Taking a holiday could contribute to an overall low attendance rate. You may be called to a School Attendance Panel where a Penalty Notice Warning letter could be issued.

5. Medical and serious illness

The school and the attendance team will do all they can to support families with serious medical illness. Please contact Mrs Tori Nicholas-Brown to discuss any circumstances that may require routine or extended absence. Should your child need to leave school to attend a medical appointment, you may be asked to provide proof of the appointment. Failure to do this will result in an unauthorised absence. You may censor a medical letter as we only need the name, date and time. You may also collect retrospective evidence in the form of a GP slip if you have made an appointment over the telephone but this must be provided after the appointment.

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6. Education off site or at another establishment

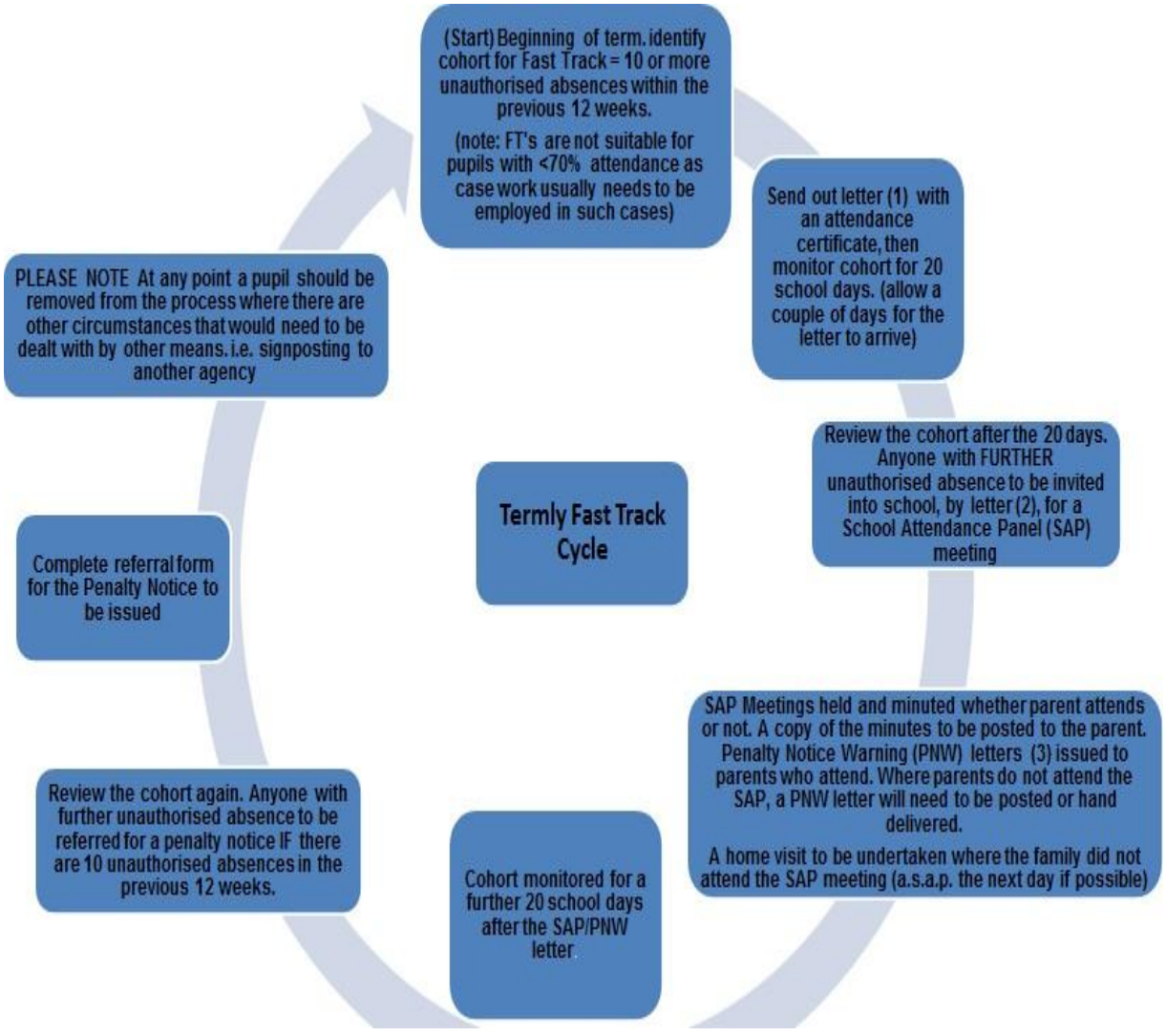
If a pupil is sick or does not attend by the close of registration, the provider of the service will ring the school and let them know so they can edit their register. This is done by 11 am at the latest.

As these services pick all the pupils up from home, parents will be contacted directly as we have been to the door and spoken to them. If they cannot get an answer at the door, the class teacher will let the school know that the absence is unauthorised and that the provider hasn't (as yet) been able to speak to a parent/carer re the absence. Half termly review meetings are held with the provider, school and parents/carers to discuss progress against IEP targets, attendance and next steps. The provider is to up-date the SEB competencies profile once a term.

7. Persistent absence

Persistent absence has a dramatic negative impact on progress. The school and the attendance team will follow the LA model of the 'FastTrack' cycle to quickly rectify persistent absence. Families may receive a home visit to establish the cause of the absences and offer support to families. Failure to engage will result in a School Attendance Panel being called.

8. LA Fast Track Cycle



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Attendance Team Roles

Mrs Tori Nicholas- Brown	Ms Helen Woodall	Mrs Gemma Turnbull
First day contact Home visits Informal family meetings Update documentation to maintain compliance with LA and legal responsibilities Complete, store and send documentation to parents Self- evaluate attendance team impact and update school monitoring documents Liaise with all staff with concorns for attendance and punctuality Collect and present data to Governors Sit on the School Attendance Panel	First day contact Liaise on punctuality codes and registration protocol	First day contact Liaise on punctuality codes and registration protocol

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9. H&S illness and Infectious Diseases

Children with rashes should be considered infectious and assessed by their doctor.

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	*See: Vulnerable Children and Female Staff – Pregnancy*
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). *See: Female Staff – Pregnancy*
Hand, foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). *See: Vulnerable Children and Female Staff – Pregnancy*
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child

9. H&S illness and Infectious Diseases

Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	*See: Vulnerable Children and Female Staff – Pregnancy*
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. *See: Vulnerable Children and Female Staff – Pregnancy*
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

3. Diarrhoea and vomiting illness

Infection or complaint	**Recommended period to be kept away from school, nursery or childminders**	**Comments**
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

9. H&S illness and Infectious Diseases

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	*See: Vulnerable Children*
Tuberculosis*	Always consult your local PHE centre	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary

5. Other infections

Infection or complaint	Recommended period to be kept away from school, nursery or child minders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures

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9. H&S illness and Infectious Diseases

Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: *Good Hygiene Practice*
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

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FAST TRACK LETTER 1

Dear «ParentCarer_Salutation»

Re: «Pupil_Full_Name» DOB: «DOB»

As the Attendance Lead in St Lawrence's Primary School, my role is to improve attendance and punctuality. I monitor pupils' attendance regularly and follow up on any frequent or unreasonable absences.

St Lawrence's Primary School would like your support to improve levels of attendance and punctuality, therefore a `Fast Track Initiative' is currently being run in school in order to address attendance concerns quickly and effectively.

Having recently completed a register check, I am concerned to note «Pupil_Name»'s poor level of attendance and I enclose a copy of their registration certificate for your information. The attached copy has the sessions they were absent for highlighted.

As a result of these concerns, «Pupil_Name»'s attendance will be monitored for the next 20 school days, during which time school will only authorise absences if medical verification is provided. If «Pupil_Name»'s attendance shows little or no improvement after the monitored period, you will be formally invited to a School Attendance Panel in school order to discuss and address the situation.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

If you require advice and support with regard to your child's attendance, please do not hesitate to contact me.

Yours sincerely,

Mrs Tori Nicholas-Brown

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Fast track letter 2

Dear «ParentCarer_Salutation»

Re: «Pupil_Full_Name» DOB: «DOB»

Further to my previous letter advising you that St Lawrence's Primary School is currently involved in a Fast Track Initiative, having recently completed a register check I am concerned to note that *pupil name* has failed to achieve the attendance target set. I enclose a copy of the registration certificate for your information. The attached copy has the sessions they were absent for highlighted.

As a result of these concerns and in order to discuss and address the situation, I would like to invite you to a Fast Track School Attendance Panel to be held in school on **«appointment time and date»**. Failure to provide an acceptable explanation for the absences may result in a Penalty Notice Warning letter being issued immediately following the meeting.

If the above appointment is not convenient, please do not hesitate to contact me on the above number to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

I look forward to meeting with you on the due date.

Yours sincerely

Mrs Tori Nicholas-Brown

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Fast track letter 2

Dear «ParentCarer_Salutation»

Re: «Pupil_Full_Name» DOB: «DOB»

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Yours sincerely

Mrs Tori Nicholas-Brown

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RECORD OF A MEETING WITH PARENT (S)

Status of Meeting:	School Attendance		
Name of Pupil:		**D.O.B.:**	
Address:			
School:			
Date:			
Present:			
Apologies:			

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Summary of the discussion:

(problems experienced and support agreed)

A penalty warning letter was given to the parents at the meeting.

Agencies involved:			
Siblings:		School:	

RECOMMENDATIONS: Be Specific about what you are asking child/ parent/family/agencies to do	**ACTION BY:**
(pupil specific)	
To attend school fully	family
School to support by :	school
Examples of recommendations	
To try to make medical appointments out of school time and to attend before/after appointments	Mrs XXXXXXXX
To provide medical evidence for any absence (appointment card, prescription, hospital letter etc.)	Mrs XXXXXXX
Parents advised that holidays in term time would not be authorised and any application for leave in term time due to exceptional circumstances must be made to the school in advance.	Mr & Mrs XXXXXXXXXX

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	Parents advised that holidays in term time would not be authorised and any application for leave in term time due to exceptional circumstances must be made to the school in advance.		Mr & Mrs XXXXXXXXXX
	(If not issued at the meeting.) A Penalty Warning Letter to be sent with these minutes.		
	A Penalty Notice of £60 per parent per child to be issued if there are further unauthorised absences in the next 20 school days.		Make sure that the parent understands that this could lead to legal action
	Parent(s) to contact XXXXXXXXX at the school if they are experiencing any difficulties affecting attendance or need support		

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FAST TRACK LETTER 3

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«Letter_date»

«ParentCarer»

Re: «Pupil_Full_Name» dob…….

It has been brought to my attention that the attendance of your child is a cause for concern.

The government has introduced powers for the Local Authority to issue Penalty Notices in cases where parents do not en- sure that their child attends school regularly.

I should inform you therefore that you are liable to be issued with a Penalty Notice under the provisions of the Education Act 1996 (as amended). This is due to you having failed to ensure your child, «Pupil_Full_Name», being of compulsory school age and a registered pupil at «School», attends school regularly. During the period **«dates_between»,** your child had **«no_of_unauth_abs» unauthorised** absences.

ANY FURTHER UNAUTHORISED ABSENCES MAY RESULT IN A PENALTY NOTICE BEING ISSUED AGAINST YOU.

Note: Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceed- ings in the Magistrates Court under section 444 of the Education Act 1996.

If you are experiencing any problems in ensuring that your child does attend school regularly, please speak directly to Mrs. Tori Nicholas-Brown

St Lawrence's Primary School shares City of York Council and the government's determination to raise the levels of pupil attendance at school because we want to give the best future opportunity for our children.

Yours sincerely

Mrs. Tori Nicholas-Brown

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CHILDREN'S SERVICES, EDUCATION AND SKILLS – ATTENDANCE

PENALTY NOTICE APPLICATION

FAST TRACKS

(Please note that for any unpaid Penalty Notice the case may be taken to Magistrates Court. Parents could receive a criminal record and/or Head teachers may be called to give evidence if necessary)

Pupils Name:		**DOB:**		**Year group:**	
		School:			
		Possible Attendance		Attendance was unsatisfactory between the dates of:	
		Actual Attendance ses-			
		Authorised sessions			
		Unauthorised sessions			
Parents/Carers FULL Name *(this is essential to the fine being issued)*					
Mother -					
Father -					
This Penalty is requested by:		Name			
(this must be a member of Senior Leadership Team)		Designation			
		Signature			
		Date			
FOR OFFICE USE ONLY					
Fine paid within the time limits		Date:			
Fine increased and paid		Date:			
Fine not paid referred to Magistrates		Date:			

ATTENDANCE ADVISER