



## Wellsway Multi Academy Trust

# ATTENDANCE AND PUNCTUALITY POLICY

<b>Lead Professional</b>	Assistant Principal Wellsway School
<b>Adopted</b>	June 2017
<b>Review Timescale</b>	Bi-Annual
<b>Consultation Path</b>	MELT Local Governing Body
<b>Trade Union Approval</b>	Not applicable
<b>Next Review</b>	June 2019
<b>Reviewer</b>	MELT
<b>Statutory</b>	Yes

**Signature** :

**Date** :

## **1. Introduction**

Wellsway Multi Academy Trust (WMAT) is committed to providing high quality, inclusive learning opportunities for all pupils/students. We believe that if pupils/students are to reach their full potential then excellent attendance is crucial. Any problems that impede full attendance will be identified and addressed as quickly as possible.

Each school's Local Governing Body, Principal or Headteacher and staff wish to ensure that every child attending a WMAT school demonstrates regular and punctual attendance at school to ensure continuity in the learning process. To this end parents/carers will be informed of the school policy on attendance and encouraged to understand the importance of good attendance and punctuality. Regular and punctual attendance is the legal responsibility of the parent/carer.

It is the policy of WMAT to celebrate achievement. Full attendance is a critical factor in ensuring positive educational outcomes for our pupils/students. Our schools will actively promote and encourage excellent attendance (100%) for all our pupils/students. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's/student's attendance then the member of staff responsible for pastoral care and/or attendance will investigate the matter and attempt to work in partnership with parents/carers and pupils/students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil/student to full attendance at all times.

Expectations regarding attendance and punctuality will be regularly addressed through the school assemblies and rewards systems so that the importance of good attendance is given a high profile within each school. The aim of this policy is to raise levels of achievement by ensuring high levels of attendance, punctuality and involvement in each WMAT school.

## **2. Purpose of this Policy**

- To improve the overall attendance of pupils/students in each WMAT school.
- To make attendance and punctuality a priority for all those associated with WMAT including pupils, students, parents/carers, teachers, governors and trustees.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/carers and pupils/students.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.

- To promote effective partnerships with the Local Authority and with other services and agencies.
- To recognise the needs of the individual pupil/student when planning reintegration following significant periods of absence.

### **3. Principles**

3.1 Regular and full attendance at school is an essential part of being able to deliver a good education to pupils/students.

3.2 Parents/carers have a legal duty under The Education Act (1996) to ensure that children of compulsory school age attend school on a regular and full-time basis.

3.3 All action is taken in line with the following legislation/guidance:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

DfE Keeping Children Safe in Education 2019

DfE Children Missing Education 2016

3.4 Each WMAT school has a legal duty to ensure the registration of pupils/students for morning and afternoon sessions of the school. If a pupil/student of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is always required.

3.5 WMAT schools will not grant any leave of absence during term time unless there are "exceptional circumstances". Unauthorised absence from school is an offence and parents/carers can be reported to the LA when there are persistent attendance problems.

3.6 WMAT schools have a duty to validate absence due to on-going medical issues. This may involve parents/carers meeting with a member of staff and the school nurse. At this meeting a medical action plan will be drawn up to ensure that time in school is maximised. The school may also discuss with parents/carers regarding a wish to liaise with medical professionals to ensure that absences from school due to medical reasons are reasonable.

3.7 Problems with attendance are best resolved by discussion between the school, parents/carers and the pupil/student.

3.8 The member/s of staff responsible for the pupil's/student's pastoral care, attendance and parental support are available to help the school, the parents/carers and pupils/students resolve problems with attendance.

#### **4. Promoting Good Attendance**

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and within 15 minutes of the start of lessons.
- Following-up absences as part of our safeguarding procedures.
- Undertaking attendance checks at appropriate times.
- Recording attendance on pupil/student records.
- Acknowledging individual's improvements in attendance.
- Providing feedback on individual attendance data to pupils/students and where necessary, parents/carers.
- Encouraging good liaison between the school and the Local Authority.
- Welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our pastoral staff, prior to re-entry to help students keep up to date.
- Identifying children 'at risk' as quickly as possible for special monitoring.
- Reward attendance for individual pupils/students on an annual basis.
- Send letters home to parents/carers of pupils/students where attendance is a concern and set up 'Attendance Meetings' with the person responsible for pastoral care and/or the Attendance Improvement Officer.
- Recording holidays taken in term time which have not been authorised and writing to parents/carers to express our policy. We will also work with the LA who will issue Penalty Notices where appropriate.

#### **5. Roles and Responsibilities for Each WMAT School**

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils/students the importance of the education being provided.

Role	Responsibility
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Governors	<p>To ensure that the school has in place a whole school attendance policy</p> <p>To receive regular reports from the Principal/Headteacher in respect of attendance data</p> <p>To monitor the effectiveness of the whole school policy</p>
Principal/Headteacher	<p>To oversee the whole policy</p> <p>To have particular regard to the equalities aspects of the policy</p> <p>To report to Governors on attendance issues on a termly basis</p> <p>These tasks maybe delegated to the Senior Leader (i/c Attendance) or other member of SLT</p>
	To liaise with curriculum and pastoral leaders

Senior Leader (i/c Attendance)	<p>To oversee the collation and analysis of attendance data</p> <p>To produce an attendance profile for the whole school</p> <p>To report to the school's SLT on attendance matters and trends</p> <p>To ensure liaison with the person responsible for attendance improvement</p> <p>To collate attendance data</p> <p>To oversee the registration process and ensure that registers are completed accurately and on time</p> <p>To ensure a tracking process is in place for vulnerable students</p>
Responsible person (pastoral care)	<p>To ensure that reasons for absence are coded in the register and follow-up any unexplained non-attendance</p> <p>To reinforce good practice at meetings</p> <p>To raise the profile of attendance at appropriate times (e.g. assemblies)</p> <p>Meet with and inform parent/carers regarding attendance and punctuality matters</p> <p>Meet regularly with their allocated SLT line manger on matters of problematic attendance</p> <p>To liaise with the person responsible for attendance improvement on a regular basis</p> <p>To organise the reintegration of long-term absentees</p> <p>Reward pupils/students who have excellent attendance</p>

Responsible person (attendance)	<p>Liaise with pastoral leaders over any absences which do not warrant authorising or any absence that is cause for concern</p> <p>Where the school is concerned regarding a pupil's/student's attendance rate (Red List Student) liaise with the member of staff responsible for the student's pastoral care regarding parents/carers who have not contacted the school informing of the absence of their child on the day of absence</p> <p>Provide an accurate and up to date record of attendance across the school</p> <p>Liaise with the Senior Leader (i/c Attendance) in the early identification of problematic attendance and punctuality issues</p> <p>To liaise with the person responsible for attendance improvement on a weekly basis</p>
Tutors / Teachers (Teachers only for WMAT primary schools)	<p>Keep an accurate record of tutor/teaching group attendance by marking the register accurately and promptly for each lesson and Tutor session – no later than 30 minutes after completion of registration</p> <p>Place all notes from parent/carers explaining a child's absence in the register for attention by person responsible for attendance</p> <p>Monitor patterns of attendance and punctuality in tutor group and follow procedures where underperformance is highlighted</p>
Parents/Carers	<p>– see Appendix 6</p> <p>Following up non-attendance as part of our Safeguarding Procedures</p>
	<p>Ensure that children leave for school on time</p> <p>Ensure children attend school regularly and punctually</p> <p>Contact the school on every day of absence</p> <p>Provide explanation to school for all absence on or before the day of proposed absence</p> <p>Not to take holidays during term time</p> <p>Endeavour, where possible, to make appointments for child out of school hours</p> <p>Support the school in all matters to ensure a punctual and regular attendance</p>

Responsible person (attendance improvement)	<p>Meet regularly with Senior Leader (i/c Attendance) on matters of problematic attendance</p> <p>Meet with and inform parent/carers regarding attendance and punctuality matters</p> <p>To instigate formal action such as Attendance Planning Meetings, Penalty Notices and Court action in the event of persistent and continually poor attendance</p>
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## 6. Performance

Pastoral Leaders will be required to set targets for their areas of responsibilities, and these combined targets will then feed into the overall school target. Interim Attendance targets will be set three times a year and tracked by Pastoral Leaders and Senior Leader (i/c Attendance). Rewards will be issued to pupil/student groups with the best record.

In June each year the Local Governing Body of each WMAT school will check whether these targets were met and, if not, try to establish why. Part of the evaluation process will be to look at what interventions have been successful, this will include considering:

- Attendance data for individual pupils/students, pupil/student groups and the school as a whole.
- Has the school been successful in raising the profile of attendance both within the school and the community?
- How well informed are new pupils/students about the importance of attendance and the policy and procedures operating within the school?
- Have attendance issues been included as topics in school assemblies, PSHE lessons or as a theme for any other curricular lessons?

We will strive to raise the profile of attendance through the issue of individual certificates for 100% attendance and improved attendance and through the monitoring of pupil/student group attendance.

WMAT believes that it is essential to keep this policy “alive”. Consultation and communication are key factors which will ensure that the Policy has impact in raising attendance. Vigilance is essential if we are to maintain and improve attendance figures.

## **7. Procedures for Registering Students at Chandag Infant School**

### **i. When does registration take place?**

**Legal registration** will take place at the following times in the school day:

- 9am
- 1pm

### **ii. Marking the register in for all lessons and Tutor Period (secondary schools)**

These are the procedures and routines which Chandag Infant School employs to monitor and improve attendance and the responsibilities of key staff in the recording and monitoring of attendance. Pastoral Leaders and tutors (secondary schools) play a major role in attempting to promote good attendance, but will only be successful with the support of all the teaching staff following procedures and identifying concerns. **Not only is accurate monitoring of attendance a legal responsibility it is also one of the most important child protection procedures that we carry out on a daily basis.**

Pupils/Students have to value and see the purpose of coming to our school. Whole school issues such as the learning environment, lunchtime arrangements, how we deal with bullying, teacher pupil/student relationships, teaching styles, rewards and sanctions play a most crucial role in determining whether pupils/students attend school. The support of parents/carers is extremely important and the role of the member of staff responsible for attendance and improvement is crucial in encouraging parents/carers to ensure their children attend school every day.

### **iii Daily procedures and routine for registering student attendance in the morning**

Registration should be amongst the first events of each lesson. It sets the tone for the rest of the lesson and the learning that will follow. It is vital that registration is conducted punctually, and in a positive, purposeful and business-like climate.

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Teachers/Tutors will take the register using SIMS Lesson Monitor, either on a handheld device or desktop computer in the teaching room/space. Pupils/students are marked present (/) or absent (N) on the screen. Absence codes including L for late are entered by the school Administrator. As soon as the register has been taken the teacher/tutor should ensure that the register is saved so that the data is stored.



- Pupils/Students arriving later than 15 minutes after completion of registration in the morning or in the afternoon must be marked as an unauthorised absence using the late code U.
- Supply teachers will be given login details for SIMS and will use the Lesson Monitor system to take the register in every lesson they teach.
- Teachers covering for absent colleagues are expected to take the register for the cover lesson. The details of the group being covered will appear on the timetable bar when the teacher signs in to SIMS.
- **All absence from school must be covered by a phone call on each day of absence to the school office by 9.30am 0117 986 4129**
- If no call is received or reason given is unacceptable then pupils/students will be given an unauthorised absence.
- Parents/carers are reminded regularly through the school newsletter of the importance of informing the dedicated absence line of any reason for absence.

#### **iv) Marking the register**

- All pupils/students present at registration periods should be marked 'present' using the appropriate DfE code ( \ )
- Any pupil/student absent when the register is called should be marked 'absent' using the appropriate DfE code ( N )
- All other codes are entered by the School Administrator
- Under **NO** circumstances should any pupil/student **not** be given a mark on the register

#### **v) Late after registration closes (AM)**

Any pupil/student who is late after the registration period has closed should register with the school office. Any pupil/student whose lateness does not carry an acceptable reason in the judgement of the person responsible for attendance will have their names passed to the relevant Pastoral Leader and their attendance will be recorded as U – 'unauthorised'.

### **8. Absences from School (First Day)**

Parent/Carers should notify the school every day their child is absent. This should be done in advance of the school day, if possible, using the school's main telephone number 0117 9864129. Where a child's absence is a cause for concern, the school's person responsible for attendance may contact the parent/carers of that pupil/student after 9.30 am to receive an explanation for the absence on that day of absence. On return from absence, any previously unexplained absence must be explained by a letter from parent/carers.

## **9. Authorising absence**

If the person responsible for attendance has a suspicion regarding a note explaining an absence then it should be referred to the relevant Pastoral Leader who will make enquiries. The Pastoral Leader may choose to liaise with the person responsible for attendance and Senior Leader (i/c Attendance) who will decide on any subsequent action.

## **10. Holidays**

From the 1st September 2013 Principals/Headteachers are not, by law, able to grant any leave of absence during term time unless there are “exceptional circumstances”. Taking pupils/students out of school during term time for the purpose of holidays, birthdays or anniversaries is not deemed as an “exceptional circumstance” and will not be authorised.

## **11. Appointments**

WMAT asks that parent/carers try to make medical/dental appointments out of school hours but understands that sometimes this is impossible. Where it is necessary to attend an appointment during the school day the pupil/student should attend school prior or post appointment wherever possible. A whole day absence for a routine appointment is not acceptable. Pupils/students should report to school with a note from their parent/carer on/or before the day of the appointment and sign in/out as appropriate at the school office.

## **12. Improving attendance**

In cases where pupil's/student's attendance causes the school concern, each WMAT school will undertake a series of steps to ensure that the situation is rectified; **Appendix 5** summarises these actions.

*In cases where there is no improvement and attendance continues to cause concern the school, with the LA, will seek action to be taken under legal powers to ensure that Parent/Carers fulfil their legal responsibility.*

## **13. Note on Unauthorised absence**

An unauthorised absence is when parents/carers do not provide a reason that the school believes to be justifiable.

## **14. Re-integrating students who have been absent for a significant length of time**

Pupils/students who have been absent for a period of time for no justifiable reason will have a re-integration programme designed by their Pastoral Leader in liaison with other agencies, as appropriate. This will be designed to meet their needs and allow a smooth re-integration into school.

## **15. Exceptional Circumstances**

From the 1st September 2013 Headteachers/Principals are not, by law, able to grant any leave of absence during term time unless there are “exceptional circumstances”.

“Exceptional” circumstances might include:

- The funeral of a very close relative
- The wedding of a very close relative
- Participation in a national event or awards ceremony
- Traveller children
- Young Carers
- Other circumstances deemed ‘exceptional’ by the school
- Parents may of course choose to take their children out of school without permission but the repercussions of any unauthorised absences include the potential issuing of fines under a penalty notice.

## **16. Penalty Notices (see Appendix 1)**

Accumulated unauthorised absences may result in a Penalty Notice being issued. These fines are £120 (per parent, per student) but will drop to £60 if paid within 28 days. If the penalty is not paid and the notice is not withdrawn the parent/carer will be prosecuted in the Magistrates Court for the offence of failing to ensure their child’s regular attendance at school.

The decision to issue a Penalty Notice is taken by the Local Authority following a request from the school. Copies of paperwork sent by the LA to parents/carers are also issued to the school and kept on pupil/student files.

## **17. Students joining or leaving a WMAT school**

It is crucial that pupils/students are tracked carefully if they move between schools. If this careful monitoring does not occur then there could be a safeguarding concern. Information relating to Chandag Infant School Primary School’s protocols for pupils/students joining or leaving the school can be found in **Appendix 2**.

## **18. Students who have extended periods of unexplained absence** *WMAT*

If a pupil/student is not attending school then they could be vulnerable to a number of risk factors. It is important that extended periods of unexplained absence are identified early and the appropriate action is taken. Details of how Chandag Infant School Primary School responds to extended periods of unexplained absence can be found in **Appendix 3**.

## **19. Students who do not attend school due to medical conditions**

All pupils/students in WMAT schools will continue to have access to education when they are ill and unable to attend school for health/medical reasons, temporary or long term. The nature and amount of educational activity should be dictated by their health/medical condition, balanced with the need to help them keep up with their studies and maintain the momentum of their education. We are committed to the full reintegration into WMAT schools of all pupils/students as and when their health/medical needs allow. Protocols for how Chandag Infant School Primary School supports pupils/students who cannot attend due to medical conditions can be found in **Appendix 4**.

## **20. Monitoring attendance of pupils/students attending Off Site or Alternative Provision**

### **Off Site or Alternative Provision**

Where a pupil/student is attending off site or alternative provision, whilst remaining on a WMAT school roll, WMAT attendance policy will be shared with the person responsible for attendance at the centre concerned. Non-attendance of any pupil/student at such a centre will be reported to the person responsible for attendance within the 'home' school, where the pupil/student has not arrived within 30 minutes of the agreed start time. At this point the 'home' school absence procedure will be triggered

### **Work Experience (WEX)**

As part of the placement safeguarding check prior to a work placement being authorised, each employer will be given details of the school's attendance procedure. If the pupil/student does not attend within 30 minutes of the agreed start of the placement the employer is to contact the WEX coordinator, who will trigger their school absence procedure. This call should be made by the employer even if the student has called in sick. Each school WEX co-ordinator will carry out a minimum of three spot checks each week to ensure this procedure is being adhered to

# Appendix 1: Penalty Notices

Information for parents and carers

## What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996.

The Anti-Social Behaviour Act 2003 introduced the Penalty Notice as an alternative to prosecution. A Penalty Notice does not require an appearance in Court but still aims to secure an improvement in attendance.

## Why is it being introduced?

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's/student's attainment levels, disrupts school routines and the learning of others and can leave a pupil/student vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's longer term life opportunities.

## How much will it be?

£60 (per pupil, per parent) - If payment is made within 28 days. £120 (per pupil, per parent)- if paid after this but within 42 days.

## How will they be issued?

By post, to the parents'/carers' home address.

## When will they be used?

A penalty notice may be issued in circumstances where the parent/carer is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so, for example where the parent/carer has failed to engage with any voluntary or supportive measures proposed.

Penalty notices will usually be issued where a pupil/student has ten or more unauthorised absences in the 100 sessions prior to the request for a penalty notice to be issued.

**All WMAT schools have the discretion to issue a penalty notice for a first offence in exceptional circumstances.** This could be where the unauthorised absence was for an extended period and/or condoned by the parent/carer, for example:

- One-off instances of unauthorised absence such as holidays taken during term time without the school's permission.
- Where a pupil/student has accrued more than ten or more consecutive unauthorised absences for the purpose of a holiday and where overall attendance is below 100% for that academic year.
- Following a truancy sweep, enquiries show that the school has recorded the pupil's/student's absence for that session as unauthorised.
- In cases where pupils/students are persistently late for school after the register has closed for ten sessions or more during a school term.
- In cases where an excluded pupil/student is found in a public place during school hours without a justifiable reason during the first five school days of an exclusion, whether fixed period or permanently from a maintained school, academy or a free school.

Penalty notices may be issued to any or all parents/carers as defined by section 576 of the Education Act 1996.

WMAT schools do not take the decision to instigate legal action lightly and would far rather work with parents/carers to improve attendance without having to resort to its enforcement powers. Attendance is of such importance to all of us however that these powers will be used if this will help in securing a child's education.

### **Is a Warning Given?**

Normally yes. You should receive a written warning of the possibility of a Notice being issued, which will tell you the extent of your child's absences and give you 15 school days in which to effect an improvement. In that time your child must have no unauthorised absences from school. **In some circumstances a penalty notice may be issued without a warning being issued.**

There is no limit to the number of times formal warning of possible Penalty Notice issue may be made in any particular case.

### **Is there an appeal process?**

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish.

### **How do I pay?**

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices. **NB, payment is to the local Authority and the school does not receive this money.**

### **What happens if I do not pay?**

You have up to 42 days from receipt to pay the Penalty Notice in full. If full payment is not received within this timescale the Authority is required under the Act to commence proceedings in the Magistrates court for the original offence of poor attendance by your child.

If proven, this can result in fines of up to £2,500 and/or a range of disposals such as Caring Orders, Community Sentences or imprisonment depending upon circumstances.

### **Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?**

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies.

### **Can I get help if my child is not attending regularly?**

Yes, your child's school will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school at the earliest opportunity if you have any worries at all about securing your child's attendance.

## **Appendix 2: Students being added to or removed from school roll**

Chandag Infant School will inform the local authority within five days each time a pupil is added to the register (not applicable when the child starts at the beginning of the reception year).

Chandag Infant School will ensure that the Local Authority's Children Missing Education Office is notified when a pupil is removed from the register, in order that no school aged pupils may be "lost" to the educational system. The School will also contact the school to which the pupil is to join to ensure that they arrive on roll as expected.



## **Appendix 3: Guidance for reporting to the Children Missing Education Service (CMES) when a student stops attending school**

### **DfE Guidance**

#### **Children at Risk of Missing Education**

All WMAT schools are responsible for informing the CMES of young people when there is an unexplained absence from education for 10 days.

## Appendix 4: Guidance for when a child stops attending due to medical conditions

□ = action is required by a member of staff

### South Gloucestershire Council Guidance

#### Responsibilities of Chandag Infant School

Chandag Infant School is responsible for ensuring the provision of suitable education for all children and young people on their roll.

Chandag Infant School must have an established system in place to challenge or support persistent absence which parents/carers attribute to illness

Chandag Infant School is responsible for informing the Local Authority of young people when we have had an unexplained absence from education for 10 days or who have a medical need and a likelihood that their absence will continue beyond 15 days. Notification is usually to the Children Missing Education Service, which will pass on information about sick children to the Hospital Education and Reintegration Service

Chandag Infant School is responsible for a student's education if they have the following:

- Hospital admission,
- CAMHS/medical consultant referral
- CMES referral following termly data screening (I & B codes).

#### Action Required

- Referral to the Hospital Education & Reintegration Service would follow by the Head of School following receipt of supporting medical evidence from a consultant.
- Initial discussions would take place with the student, parents/carers, CAMHS/medical consultant and school about assessment and provision.
- HERS teaching would start with the student as soon as possible
- HERS will collect and collate existing educational assessments and curriculum work and liaise with school staff on the desired curriculum areas and if necessary examination boards.
- Discussions could take place around the completion of a Common Assessment Framework if necessary.
- Appropriate levels of HERS teaching are identified.

- Regular review meetings/TAC meetings take place to include HERS, CAMHS, medical consultant/GP, and a reintegration plan agreed and a lead professional identified.

Reintegration with a structured plan back into school/academy to take place as advised by CAMHS, medical consultant or in exceptional circumstances education with HERS remains for the duration of schooling with a reintegration plan still in place.

Where advice and support is required, Chandag Infant School will contact Children Missing Education Team, who can be contacted on 01454 863380 or Access and Response Team on 01454 860000 or email [AccessandResponse@southglos.gov.uk](mailto:AccessandResponse@southglos.gov.uk) who will advise on the best way of meeting the child or young person's educational needs and the plans that should be drawn up. This advice is available to all schools/academies.

## **Appendix 5: Guidance steps a school can take when an absence causes concern**

Chandag Infant School will contact parents as promptly as can be reasonably expected in the case of unexplained absence.

Chandag Infant School will report regularly to the Governing Body and the Local Authority, especially where a pupil's attendance falls below 90% (i.e. persistent absentees).

# **Appendix 6: Guidance for the detention process when a pupil/student is late for registration**

Not applicable to Chandag Infant School