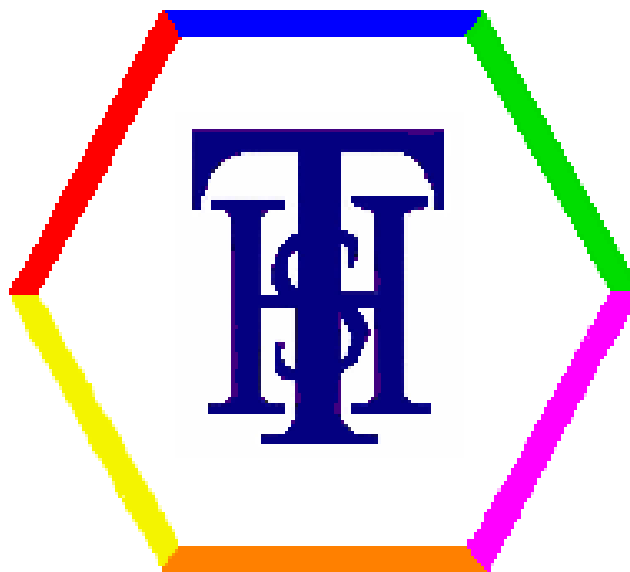


Tang Hall Primary School



Attendance and Punctuality Policy

Approved by: _____ (Chair of Governors)

Date: January 2020

Review Date: September 2021

Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. School procedures	3
4. Authorised and unauthorised absence	6
5. Strategies for promoting attendance	7
6. Attendance monitoring	8
7. Roles and responsibilities.....	8
8. Children missing education.....	10
9. Monitoring arrangements	10
10. Links with other policies	10
Appendix 1: attendance codes	11
Appendix 2: 93% attendance Letter.....	13
Appendix 3: Fast Track Chart.....	14
Appendix 4: Fast Track Letter 1.....	15
Appendix 5: Fast Track Letter 2.....	16
Appendix 6: Attendance During the Coronavirus (COVID-19) Pandemic.....	17

1. Aims

Excellent attendance and punctuality are key in helping the school to ensure it achieves its mission statement of "Everybody counts; every moment matters". Without good attendance and punctuality children do not achieve their true potential.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

This policy reflects current practice within school. It's fair and consistent implementation is the responsibility of all staff.

Our school takes an active approach to promoting good attendance. With support of parents the wider community, the local authority and the students themselves, we take a positive approach to safeguard the well-being of all pupils and staff.

The school's target is to aim to achieve 97% whole school attendance, reduce persistent absentees and punctuality.

2. Legislation and guidance

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

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Children missing Education 2016](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of each school day and at the start of the afternoon. It will mark whether every child is:

- Present

- Absent
- Unable to attend due to exceptional circumstances

The school will follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to be used before entering on to Integris

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school at 8.50am on each school day.

The register will be taken at 8.50am and will be kept open till 9.00am in the classroom. Any children who arrive after 9am will be marked late until the register closes at 10am.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00 or as soon as practically possible (see also section 6).

Please notify school by phoning school number 01904 555271 or emailing the school office at offcie@tanghall.pmat.academy

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

Parents need to inform the school office, class teacher or Miss Murray of any medical or dental appointments.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A Child who arrives late but before the register has closed (10am) will be marked as late, using the appropriate code.

A Child who arrives after the register has closed will be marked as absent, using the appropriate code.

If Children will be late for school parents are expected to call the school.

The attendance officer monitors pupil's punctuality on a weekly basis. Any children identified as persistently being late parents will be notified by letter and will be monitored for 4 weeks if there is no or limited improvement parents will be invited to a meeting with the attendance lead and link governor.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The following procedure will be followed if we have not received a call/message for each child's absence

Day 1 (by 10am)

- School Office to contact the child's resident parent/carers by 9.30am
- Attendance Lead will make try and make contact with parents/carers by mobile phone.
- Attendance Lead to send text message out to parent/carers
- Attendance Lead to phone other numbers on the Pupils information card(all upils should have at least 3 contacts)
- Inquire with siblings/friends if they are aware of any reason the child is missing

If a the pupil is considered at risk

- Contact the school of any siblings
- If considered safe, and if possible, two members of staff to make a home visit. If not in leave a calling card
- If other agencies are involved with the family eg CSC, lead practitioner of a FEHA make contact with them.
- If still no contact phone the MASH team – safeguarding concern option 3
- Contact Mark Smith School attendance Advisor (01904 555187), for further advice and actions

Day 2

- Repeat the above actions
- Contact the school of any siblings
- If considered safe, and if possible, two members of staff to make a home visit. If not in leave a calling card
- If still no contact phone the MASH team – safeguarding concern option 3

3.6 Reporting to parents

At each parents evening staff will be provided with each child's attendance figures to be able to praise/encourage good attendance. Children with poor attendance will also be highlighted to the parent carer.

At the end of the school year each child's attendance figure is highlighted on the on their school report.

Fast track initiative in place for Persistent absentee children

For children who attendance has dipped to 93% a letter will be sent out to parents/carers highlighting the schools concerns to their attention.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

As a school we follow the written guidance by the Government and York City council. 'Exceptional circumstances' may include

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupils educations
- When a family needs to spend time together to support each other during or after a crisis

The national guidance suggests that requests for the following reasons should not be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with beginning and end of term

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. It is important to note, that if the headteacher rejects the application or no application is made the school is very likely to refer to start Legal proceedings (4.2)

Other leave of absence exceptional circumstances.

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. If the religious body has not set the day apart there is no requirement for the school to approve the absence or grant a leave of absence. Additional holidays and days off linked to the religious festival but no "exclusively set aside for religious observance" by the religious body are not marked using code "R".

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

If the school knows that the student has a siblings in other school, we will make contact with the other school to come to an agreement when coding the leave of absence (ie whether the leave of absence is authorised or unauthorised).

4.2 Persistent Absentee

Below is a summary of the actions that should be taken in the case of a child is classed as a persistent absentee, below 90% attendance. It is important to note that every case is different and these are the guidelines only. The school follows York city councils guidelines/initiative, this is known as "The fast Track Procedure".

The steps are as follows

Stage 1

- Attendance Lead monitors attendance weekly
- Attendance Lead identifies PA children and identifies children for the next stage
- Families identified as PA will be sent Letter 1 highlighting the child's (Appendix 1) attendance figures and informing the Parents/carers that school expects to see an improvement within 4 weeks.

Stage 2

- If after Letter 1 improvement in attendance has been seen. Letter to be sent to Parent/carers that school has recognised the improvement and expects it to continue
- No improvement Letter 2 inviting Parent/carers to an attendance panel.

Stage 3

- Attendance Panels will take place with or without parents/carers being present. Letters will be sent out with outcomes from the meeting and parenting contacts put in place if appropriate.
- Children attendance will be monitored for a further 4 weeks

Stage 4

- Improvement - no further action – letter to be sent to parents/carers explaining the outcome
- No improvement – Contact Mark Smith LA School Attendance Advisor for guidance/support

Stage 5

- Headteacher to refer parents/carers to the local Authority for legal proceedings

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

A number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

The school will:

- Implement and monitor a system of rewards and sanctions in order to promote good attendance.
- Provide resources to finance a system of rewards for good attendance and improvements made by children/families where appropriate.
- Fast Track positive acknowledgements by letter
- Visual displays outside each class room
- Write up in the schools newsletter

6. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). As a school we expect parents/carers to contact school each day their child will be absent.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

As a school internally we monitor attendance closely comparing data to the previous years. We monitor the following groups:

- Free school meals
- Gender
- SEND
- Pupil premium
- English as additional language

Any cause of concerns intervention support is put in place.

This data is shared with the Link governor who presents at the full governing board.

6.1 Alternative Providers (Danesgate Community School)

The alternative provider will notify school if the child has not arrived at provision this will be done before 11am.

The provider normally will pick the child up from home so will have conversations with parents at the household about the absence that day, If there is no answer from the property then a phone call to the household by the provider is made to determine why the child is off. Also our school admin will also follow this up and get confirmation of absence from the parent.

The provider will hold half termly review meetings (calendared in at start of school year), which involves school and parents/carers to discuss progress against IEP targets, attendance and next steps. The provider up-date the SEB competencies profile once a term.

7. Roles and responsibilities

7.1 The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

7.2 Link Governor – Caroline Wood

The link governor meets termly with the attendance lead and records there visit. A copy of the attendance monitoring sheet is provided to the Headteacher where it is brought to the governing board.

The link governor is present on all attendance panels

7.3 The Headteacher – Mrs Slack

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.4 The Attendance Lead – Miss Murray

- Monitor attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Arranges calls and meetings with parents to discuss attendance/punctuality issues
- Advises the headteacher when to issue fixed-penalty notices
- Ensure parents are aware of their legal responsibility and ensure that information is communicated through a variety of ways.
- Work effectively with outside agencies
- Promote good attendance/punctuality
- Work with children and families where attendance is a concern, identify barriers to good attendance and working to overcome these.
- To ensure staff are following the registration systems and structures in the policy

7.5 Class teachers

- Class teachers will provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children
- Class teachers are responsible for recording attendance accurately on a daily basis, using the correct codes, and submitting this information on to integris.
- Alert Attendance Lead of any regular absence a patterns.
- Encourage parents/carers and children about the importance of good attendance.

7.6 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system. Office staff will contact parents each day the child is absence if the child's parent has not made contact. Alert Lead officer of any regular absence patterns.

7.7 Parents/Carers

- To ensure their child arrives at school for 8.50am.
- Parents will inform the school each day their child is absent from school
- Parents will contact school if their child will be late for school
- Parents will provide appointment evidence
- Arrange for a friend/other family members to support if needed to help bring your child/ren to school.
- Avoid taking holiday's in school time

7.8 Children

All children will ensure that they attend school regularly and on time. They will not leave school without permission. They will be aware of the consequences of poor attendance.

7.9 Local Authority

The school will liaise with the local authorities school advisor Mark Smith for advice and support when pursuing chronic no school attendance. School will contact MASH for advice and support on other service available.

8. Children missing education

School will notify the local authority when a child is about to be removed off the school admission register. This duty does not apply when a child's name is removed from the admission register at standard transition points – when the child has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a child's name, the school will notify the local authority of the following information:

(a) the full name of the child, (b) the full name and address of any parent with whom the child normally resides, (c) at least one telephone number of the parent, (d) the child's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the child's name is to be removed from the admission register (DFE Children missing education 2016).

When a child leaves and parents have not provided the school with the above information, and the school cannot contact you, then your child is considered to be a 'Child Missing Education'. This means that the school and Local Authority have a legal duty to carry out investigations, which may include liaising with the MASH team, the Police and other agencies to try to track and locate your child. By providing us the above information, unnecessary investigations can be avoided.

The school will also notify the local authority within five days of adding a child's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new child. This duty does not apply when a child's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

9. Monitoring arrangements

This policy will be reviewed yearly by the Attendance Lead and Headteacher. At every review, the policy will be shared with the governing board.

10. Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



Headteacher: **Mrs J Slack**

Tang Hall Primary School
Sixth Avenue, Heworth,
York YO31 0UT
T: 01904 555271
E: office@tanghall.pmat.academy
W: www.tanghallprimary.co.uk

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Appendix 2

Date]

[Parent Name]

[Address]

Dear [Parent]

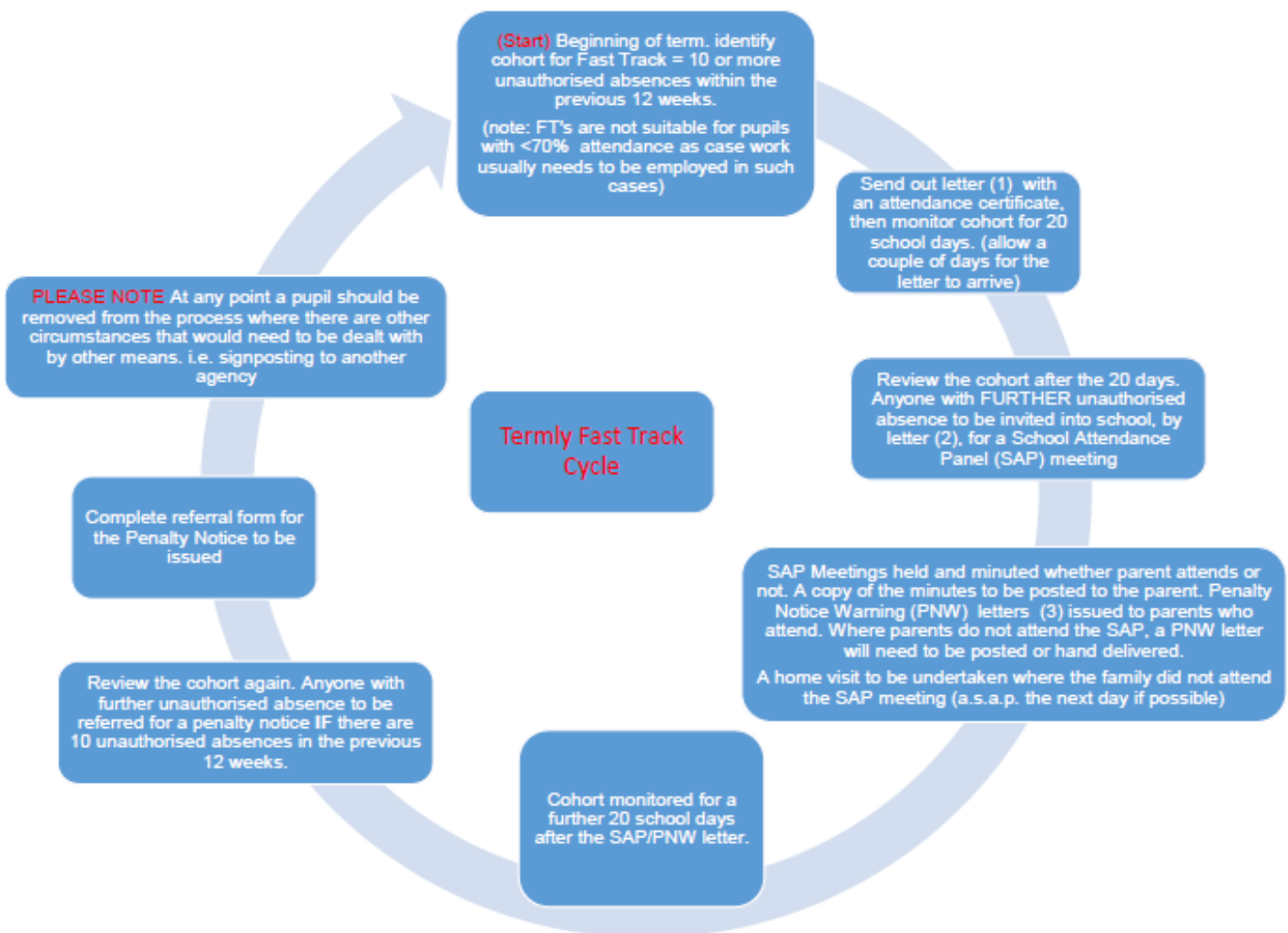
We are concerned that [pupils name]'s attendance has declined to [%], compared to the average school attendance figure of 95%. As a parent you have a duty to ensure that [student name] attends school regularly and on time. Whilst we appreciate there may be legitimate reasons for previous absences this year, this means that [pupils name] is attending school less frequently than the majority of students at Tang Hall and less frequently than the majority of students in the country attend school. An attendance below 90% is classed by the Government as a Persistent Absentee.

If you need any support in improving your pupil's attendance, please let us know, so we can work with and support them over this academic year, to get the best possible outcome and help them reach their full potential.

Kind regards,

Everybody counts; every moment matters

Appendix 3





Headteacher: **Mrs J Slack**

Appendix 4

Address

Date

Dear (parents/carers name)

Re: (Child's name) DOB: Attendance Percentage:

As the Attendance Lead at Tang Hall Primary School, part of my role is to improve attendance and punctuality. I monitor pupil attendance regularly and follow up on any frequent absences.

The school would like your support to improve levels of attendance and punctuality and a 'Fast Track Initiative' is currently being run in school to address attendance concerns quickly and effectively. We aim to inform parents of low levels of attendance and provide an attendance summary for your information, highlighting the days your child was absent from school.

As I am concerned about (child's name) level of attendance, I will monitor this for improvement over the next 20 school days, during which time school will only authorise any absence if medical verification is provided. If (child's name) 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 at any time with regard to your child's attendance, please do not hesitate to contact me.

Yours Sincerely

Michelle Murray
Pastoral Support/Attendance Lead

Everybody counts; every moment matters

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Appendix 5

Address

Date

Dear (Parent/Carer Name)

RE: (Child Name)

Further to my previous letter advising you that Tang Hall Primary is currently running the fast track initiative, we have recently completed a register check and I am concerned to note that (Child Name) has missed more time from school during the monitored period and further more after the period. I enclose a copy of (Child Name) attendance summary.

As a result of this, in order to discuss and address these concerns, I would like to invite you to a fast track school attendance panel to be held in school on **(Date and Time)**. 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 you on **(Date)**.

Yours Sincerely

Michelle Murray

Pastoral Support/Attendance

Everybody counts; every moment matters

Appendix 6: Attendance During the Coronavirus (COVID-19) Pandemic

From September 2020, all students will be required to attend school. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support students' attendance at school.

Attendance expectations from September

From the beginning of the 2020/2021 academic year (September), attendance is mandatory for all students.

From September, the usual rules on school attendance (as set out in the main body of this policy) will apply, including:

- Parents' duty to ensure that their child attends school regularly.
- The school's responsibility to record attendance and follow up absence, in line with the procedures set out in the main body of this policy.
- The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

Shielding or self-isolating students

Shielding advice for all adults and children paused on 1 August. This means that students who were shielding can return to school, as can students who have family members who were shielding.

Students who are no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Parents should inform the school of any particular measures that need to be in place to ensure their child can return to school safely.

The school understands that there will be occasions where some students may not be able to attend school due to coronavirus, including for the following reasons:

- They are self-isolating and have symptoms of coronavirus or a positive test result themselves, or because they are a close contact of someone who has coronavirus.
- Rates of coronavirus in the local area have risen and certain individuals are asked to temporarily shield.

Absences relating to students following clinical and/or public health advice will not be penalised.

Where a student is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Student Remote Learning Policy.

Elective non attendance

In the event of a parent/ carer making the decision to isolate against current guidelines, school will mark the absence as non- covid related. This absence will affect the overall attendance figures for the child and may result in intervention from the CYC attendance team. Remote learning will not be set for these pupils. Regular guidance will be communicated with parents via our weekly newsletter, twitter or facebook accounts as well as via email.

Current guidance summary:

Should my child attend school?

	Should a sibling be in school?	
	Yes	No
Someone in your household has tested positive for covid		X
Someone in your household is awaiting a covid test result		X
A child in the household has been identified by Track and Trace	X	
A sibling is isolating but has not had a test and does not have symptoms of covid-19	X	
A sibling has an unrelated illness	X	
A sibling's class is isolating	X	

Reluctance to return to school

Parents will be advised to contact the school if they have concerns about their child returning to school.

If a parent raises a concern, a relevant staff member will hold a discussion with the parent to discuss their concerns and provide reassurance on the measures that are in place to reduce risk in the school.

Deregistration

Any parent wishing to home school their child/ren will need to formally request this in writing to the Head teacher. This will then be shared with the CYC attendance team.

Monitoring attendance

The attendance team and Family Support Worker will monitor the school's attendance rates once the school is open to all students in September:

- Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to reengage affected students with the school.
- CYC will be informed of persistent non- attendance
- Families will be offered support to re integrate into school

If the school has exhausted all attempts to engage with a family to improve attendance, the school will refer the family to the CYC attendance team and the usual school protocol for attendance will resume.