

Children and Lifelong Learning Directorate

Pupil and Student Services

**Behaviour and Attendance Strategy
Attendance Policy and Guidance**

1. Background and Context

This document is a response to the need for Staffordshire County Council's Children and Lifelong Learning Directorate to provide updated behaviour and attendance policies, incorporating changes in legislation and the DfES Behaviour and Attendance Strategy. Its purpose is to be a guidance document for schools enabling consistency of information across the County.

New legislation comes from the Anti-Social Behaviour Act 2003, Section 175 of the Education Act 2002, 'Safeguarding and Promoting the Welfare of pupils' and changes in guidance are from the Key Stage 3 'Advice on whole school behaviour and attendance policy'. Also included are the new registration codes and procedures which have to be implemented in schools by September 2006, information relating to the Statutory Instrument 58, which dictates the setting of attendance targets for both schools and Local Authorities, and attendance data collection procedures, by both the Local Authority ¹ and the DfES.

¹ subsequently referred to as LA

Well-implemented and consistently applied policies can influence the whole school ethos. It is with this in mind that this document aims to provide practical guidance in ensuring best practice by providing a model policy for schools to adopt. However, it is important that each school should adopt a policy that is best suited to their own particular circumstances, which is why the model policy can be adapted to individual need. The policy should be seen as an integral part of the curriculum and must be based on clear values such as respect, fairness and inclusion. It should also make reference to how pupils are supported, included and the steps the school will take to avoid a disproportionate number of behaviour and attendance issues involving vulnerable pupils.

The principles should be relevant to every member of the school community and the whole policy should be subject to full consultation with the school community including staff and parents/carers.

Following the Local Public Service Agreement attendance targets of 2002, the government announced their new targets for reducing absence* in 2004, and this is the baseline information that the Education Welfare Service currently uses when working with schools.

In September 2003 following the re-organisation of the County Council's Education Department into four districts of Cannock and Lichfield, East Staffordshire and Tamworth, Newcastle and Moorlands and Stafford and South Staffordshire the responsibility for the delivery of service moved to the multi-disciplinary inclusion teams. Education Welfare Officers, Educational Psychologists, SENSS staff and SEN Assessment Officers, work together in providing co-ordinated services to schools, parents and children, including those with attendance difficulties. There is a Principal Education Welfare Officer, Principal Educational Psychologist, Head of Service for the Special Educational Needs Support Service and Head of Service for Special Educational Needs. There is also a central support function with district responsibility this includes HIVI, Portage, Early Years, Parent Partnership Services and Attendance/Behaviour Consultants.

Staffordshire has a wide range of communities encompassing a variety of social contexts within which our schools operate. Schools that, almost entirely, serve a given geographical area, need to be responsive to the needs of those communities, some of which pose considerable challenges. The LA recognises the need to target resources at those schools which face the greatest problems. We recognise our responsibility to maximise support to schools where their performance needs improvement, whilst providing a “lighter touch” with those schools who are performing effectively.

All schools and parents, however, have statutory duties with respect to attendance and a targeted approach needs to be balanced with ensuring that these duties are carried out effectively with respect to all pupils of compulsory school age.

* Appendix 4 Government Absence Targets

2. Children and Lifelong Learning Directorate Priorities

Although Staffordshire has generally acceptable levels of attendance we should not be complacent. There is always room for improvement and there are individual children who require prompt and effective responses to irregular attendance. The LA aims to ensure that promoting attendance receives the proper level of attention, both at school, district and corporate level.

The principal means by which attendance in schools is supported is through the work of the Education Welfare Service. This service consists of 4 teams of Education Welfare Officers, each managed by a District EWO and an Assistant who will ensure the provision of support. The level of service available will be needs led and will be reassessed regularly and input altered accordingly, officers giving priority to those schools whose attendance is currently below the LA and DfES targets.

The LA has a duty to enforce attendance through the courts where necessary by the prosecution of parents or the seeking of a School Attendance Order or Education Supervision Order. It is recognised that prosecution of parents, for which the maximum possible fine on conviction is £2,500 or three months imprisonment, provides part of a wider strategy. Such action will be taken where appropriate on the basis of evidence of unauthorised absence provided by schools.

The introduction of the Anti Social Behaviour Act 2003, which came into force February 2004, also provides for the use of parenting contracts in the cases of truancy or exclusion from school; parenting orders in cases of exclusion from school and penalty notices for parents in cases of truancy*. The bill has given Local Authorities and schools more tools with which to ensure that parents fulfil their responsibilities in relation to the behaviour and attendance of their children.

* Appendix 2. LA Code of Conduct Protocol for the issuing of Penalty Notices.

3. Action Plan

The LA will contribute to improving attendance by working with schools to achieve their attendance targets and to improve or maintain the level thereafter. Annual targets will be set in negotiation with the schools, following the legislation set out in the Statutory Instrument 58*. This information will be used by the EWS to inform levels of service delivery.

The LA will be responsible for

- developing an Attendance Strategy which will form part of the Children and Young Persons Plan, incorporating the vision of Every Child Matters, that all children and young people in Staffordshire have the best opportunity to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being
- providing high-quality advice, analysis of data, inspection of registers and casework services to schools in order to ensure the prompt detection of children whose attendance is a cause for concern and the effective use of a range of problem-solving skills in order to effect improvements.
- developing a programme of information and training for schools, including attendance and registration, and exclusions.
- using the regular collection of attendance data and bi-annual register inspection information to inform short and long-term planning, support and intervention where attendance levels indicate priority.
- working with IT support to ensure that all priority schools who are not currently accessing the SIMS attendance module will be offered support to do so and enhancing the use of the EMS system for transfer of data thereby minimising requests for data from schools.
- developing the use of statutory enforcement of attendance through the Magistrates' Court and developing new ways of working to facilitate prompt responses to unauthorised absence, which are fair and consistently applied.

* Appendix 4 Statutory Instrument 58

4. Action by schools

School staff, both teaching and non-teaching, are vital in the drive to improve attendance. While LA staff make a valuable contribution, teachers and others who work in schools are in daily contact with pupils and can forge effective links with parents at a local level. It is essential that the promotion of good attendance and behaviour is embraced by every school.

School staff need to be aware that there are various legal requirements which

define how attendance and registration should be managed, including the duty to inform the LA of unexplained absences longer than 2 weeks and of any other children in irregular attendance. All schools must keep both an Admission and an Attendance Register, either manually or on computer. All pupils should be on both registers if they are in attendance at the school and children may only be removed from the Admission Register in accordance with the requirements of The Education (Pupil Registration) Regulations 1995. All registers must be kept securely for three years, and made available to an authorised officer of the LA when required.

Good practice could be evidenced by:

- a) a designated member of the Senior Management Team and a designated member of the governing body with responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual pupils;
- b) support for the EWS in their data collection.
- c) a written school policy which sets a school target for improving attendance which relates to the LA and DfES targets. This should set out the school's expectations and priorities, strategies for improvement, advice for parents on procedures and the role of the Education Welfare Service
- d) efficient systems of registration which encourage children and parents to account promptly for any absences, which are in accordance with legal requirements and which show a consistent approach to the classification of absences as either authorised and unauthorised;
- e) efficient and timely monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified, supported through the school's own pastoral systems, including appropriate contact with parents, and, if required, brought to the attention of the LA. This would include referral for any irregular attendance issues or continuous absence over two weeks which following schools investigation has not been resolved satisfactorily, regular late arrival at school, or any other social/welfare/behaviour concerns that impact on the regular attendance of a pupil;
- f) regular training for staff with registration responsibilities and monitoring of practice to ensure high standards by class teachers and others with key responsibilities.
- g) the development of special projects such as First Day Contact schemes, attendance incentive schemes, individual and group awards etc. in accordance with the needs of the school.

4.1 Improving Attendance – Sharing Good Practice.

- Know your Education Welfare Officer (EWO) – they will arrange regular visits/contacts to school for support, advice and casework. They will work with you to set realistic attendance targets for your school and share local and national ideas for improving/supporting attendance – both policy and practice!

There are three main points to consider when addressing issues of reducing absence and improving attendance, these are, in partnership with your EWO:

- Raise Awareness – with everyone – staff, parents and pupils.
Making it clear that regular attendance is important for success may seem a basic message but it is one that needs constantly reinforcing if we are to improve attendance rates in schools. It is everyone's responsibility.
- Offer Support – for everyone – staff, parents and pupils.
The Education Welfare Service can offer advice on the development of whole school attendance policies. Training on registration procedures for staff and through casework, support for parents and pupils to work with the school to improve individual and whole school attendance rates.
- Challenge – everyone – staff, parents and pupils.
The Education Welfare Officers role is increasingly focusing on enforcing school attendance through the prosecution of parents who fail to engage with the school and/or EWS support to ensure their child's regular attendance. This is building our role into one of a 'critical friend' for schools, we will be increasingly involved in 'challenging' schools to improve their awareness/involvement in attendance/referral issues where necessary.

4.2 Referral to the Education Welfare Service

Children may be referred to the Education Welfare Service by schools, other agencies, parents or as a self-referral by the young person.

Support from the EWS is sought for a variety of reasons but primarily because of a young persons irregular attendance at school.

DUTY TO REFER:

Under the Education Act (Pupil Registration) Regulations 1995: schools have a **DUTY** to refer to the Local Authority if a child of compulsory school age is continuously absent from school for two weeks without explanation, or if his/her attendance is irregular.

ALL non-attendance should raise concerns: whether covered by a note or not – it is the head teachers responsibility to authorise or not authorise an absence, the

EWO should be aware of concerns teachers have about irregular attendance that is covered by parents – this is ‘condoned absence’. That is the offence in law. Reducing this type of absence is where the improvement in attendance rates can be made. Therefore please consider TOTAL absences when making a referral.

Before making a referral:

It is expected that schools will first have made ‘reasonable attempts’ to contact the family regarding the absences and tried to work with them to resolve any problems they are aware of, before referring to the EWO.

Schools should attempt to engage parents by:

- Clearly defining for everyone - all parents, pupils and staff what level of attendance is expected and what WILL happen if targets are not met – this should be set out in the schools Attendance Policy.
- Raising parents awareness of schools concerns as soon as possible, through contact by telephone, contact by letter (ensuring as far as possible literacy of parents)
- Inviting parents to a meeting in school.
- Offering help and support in the first instance – including details of possible referral to EWS.
- Challenging the outcome if not satisfactory – i.e. if absences continue to be covered by notes – advise parents that medical confirmation is required.

All contact made with parents should be recorded – EWO will need details of contacts/input attempted

Making a referral:

It is generally good practice to discuss a referral with the EWO as well as making a formal referral on the EWS referral form – see attached – some high schools have panel referral meetings where local support agencies meet with Heads of Year’s to discuss concerns and take referrals. Most primary schools contact/refer via telephone and/or regular EWO school visits.

A referral form must be completed – database records are kept by all districts/services. It is also helpful to be aware of schools contact details and an up to date print out of attendance – details can be printed on one sheet using the SIMS attendance module.

What constitutes an appropriate referral:

- Any irregular attendance or continuous absence over two weeks, which has not been resolved satisfactorily, following schools investigation.
- Regular late arrival at school, which has not been resolved satisfactorily, following schools investigation.
- Any social/welfare/behaviour concerns that impact on regular attendance of pupil.
- Teenage pregnancy, as it is important that a ‘suitable education, to the age aptitude and any SEN the child may have’ is maintained both during and after pregnancy. There is a DfES requirement on the LA to collect data on the participation and achievement of all pupils out of school and it is also

expected good practice that data is collected on the attainment of parents attending school*.

*Data is collected and stored in accordance with the Data Protection Act 1998

NOT - Child Protection issues – any concerns regarding potential/actual abuse. It is schools duty via their designated teacher for child protection to refer their concerns directly to Social Services.

Following a referral being accepted the EWO will:

- Record contact made in relation to cases.
- Provide feedback to the school – i.e. results of initial investigation and an expectation of future EWO input.
- Inform school of referral made to other services/agencies from the EWS.

Since 2003 the EWS has worked within a 'fast-track' prosecution framework laid down in Government legislation. Casework is supervised by seniors as previously, but with the addition of time scales for intervention. Every 4-6 weeks inputs are reviewed and if no resolution is forthcoming other action will be considered – continued input with targets and/or agreements drafted, referral on to another service/agency for input/support or investigation of statutory action, including the use of Penalty notices*.

* Appendix 2. LA Code of Conduct Protocol for the issuing of Penalty Notices.

School name: (insert name of school) DfES No: (insert DfES No.)
 Referred by: (insert name) Date of Referral: (insert date)

Pupil's name: (insert pupil's name) DOB (insert DOB) Year Group: (insert year group)
 Address: (insert address) Gender: (M/F)
 Parent's name: (insert parents name) Tel. No. (insert tel. No.)
 GP: (insert name of GP) Pupil's UPN: (insert pupil's UPN)
 Is this child in public care? (YES/NO) Staffordshire: Other:
 Is this child an asylum seeker? (YES/NO)
 Is this child from a travelling family? (YES/NO)

Referral category (please attach a record of attendance to this form)

Attendance Behaviour

Further details: e.g. Action taken by the school/EWS (please detail contact with parents letters, phone calls, meetings etc)
 (insert details)

Other agencies involved with this pupil:

| |
|----------------|
| Home visit/s |
| Tele contact/s |
| Letter/s |
| Meeting/s |

FOR EWS USE ONLY

| | | | |
|--|-------------------------|--------------------------|-------------|
| 1. Referral accepted | Further EWS action | Referral to other agency | Case closed |
| 2. Referral returned to school: | For further information | For further action | |
| Type of referral: Unauthorised absence | Authorised Absence | School refusal | H/T Medical |
| H/T other | Alternative Education | Medical | Exclusion |
| Pregnancy | Travelling | Other (please specify) | |

Signed: Date:

Reference documents

- The Education Act 1996
- The Education (Pupils Attendance Records) Regulations 1991
- The Education (Pupils Registration) Regulations 1995
- The Education (Pupils Registration) (Amendment) Regulations 1997
- The Education (Pupils Registration) (Amendment) Regulations 2001
- Education Act 2002 section 175
- Anti-social Behaviour Act 2003
- Education (Penalty Notices) (England) Regulations 2004
- 'Guidance on Education related parenting contracts, parenting orders and Penalty notices 2005 ³
- Guidance on the education of school age parents Ref DfES/0629/2001
- Key Stage 3 National Strategy 'Advice on whole school behaviour and attendance policy' (2003)
- "Missing Out: County Council Education Service Management of School Attendance and Exclusion", an Audit Commission National Report (1999).
- The County Council Education Service Education Framework (2003)
- The Behaviour Support Plan (2004)
- The Development Plan for Pupil and Student Services (2000-2002)

³ 'the guidance does not have the force of statute, but there is an expectation that it will be followed unless there is good reason to depart from it'

Guide to Appendices

Appendix 1 LA Guidance – Registration of Pupils

Appendix 2 LA Code of Conduct - Protocol for the issuing of Penalty Notices

Appendix 3 LA Guidance – Authorising Holidays in Term time

Appendix 4 LA Guidance – Absence Targets

Appendix 5 LA Guidance – Data Collection

Appendix 1

LA Guidance – Registration of Pupils

STAFFORDSHIRE COUNTY COUNCIL Children and Lifelong Learning Directorate

REGISTRATION OF PUPILS

A summary of legal requirements and good practice

1. Introduction

- 1.1 The monitoring of children's attendance at school is a key function of all school staff, especially class teachers and form tutors. This document gives guidance on the requirements of the legislation and regulations, together with advice on what is considered good practice in Staffordshire schools.
- 1.2 Most registration and attendance procedures for schools and the LA are statutory requirements. Registers are legal documents which record whether parents have fulfilled their obligations and may be produced as the evidence for an offence. They must therefore be kept correctly. Where comments are in italics, this is advice rather than defined by legislation.

Education Act 1996

The Education (Pupils' Attendance Records) Regulations 1991

The Education (Pupil Registration) Regulations 1995

The Education (Pupil Registration) (Amendment) (England) Regulations 1997

The Education (Pupil Registration) (Amendment) (England) Regulations 2001

These requirements apply to pupils of compulsory school age at all maintained schools, including foundation schools.

2. Definition of compulsory school age

- 2.1 Compulsory school age begins at the start of the term following the child's fifth birthday. The school leaving date is the last Friday in June for all pupils who are 16 during NCY11. There is no power for LA or headteachers to vary this. (The exception relating to those who had not been registered pupils for a full year prior to their 16th birthday, who could "leave school" as soon as they became 16, no longer exists).
- 2.2 *It is legal for children to be educated "otherwise than at school" and alternative educational programmes may be acceptable in some circumstances. As far as possible, children should remain on the roll of a school even if it is agreed that they receive some of their education elsewhere. This can be marked present as an "approved educational activity" as long as they attend as required.*

3. The keeping of registers

- 3.1 Headteachers and governing bodies must keep, an Admission Register and an Attendance Register. Every child should be on both registers. The Regulations do not normally allow for children to attend but not to be registered pupils or to be marked in an Attendance Register, unless it is a specific arrangement with another school in exceptional circumstances. (see below)
- 3.2 *It is not entirely clear at what point a child MUST become a registered pupil. The convention is that once they have attended a full session (i.e. half a day), they are a registered pupil "de facto", even if the parent has failed to complete the necessary paperwork, and must then be entered on both registers. A child should not attend without being properly admitted to both an Admission and an Attendance register. These arrangements should be distinct from those who are only coming for a provisional "look round" or visit who must remain on their current school register (if currently registered) until they are actually "admitted".*
- 3.3 *The only exceptions might reasonably be for children who are visiting from abroad for a short period (who do not need to be registered at all) or children undergoing a "managed move" to a new school (where the "home" school or the Home Tuition Service could keep the child on their register for a short, fixed period). Children should not be on two schools' registers at the same time unless it is a specifically shared arrangement e.g. with a Unit or an Assessment Centre. If so they have to be marked 'approved educational activity off site' which counts as statistical present at school X when attending school Y*
- 3.4 Both kinds of register, if kept manually, must be written in ink with corrections distinguishable from the original and kept for three years. Computerised Admission Registers must be printed out annually and Attendance Registers monthly, then bound into annual volumes. Once the monthly attendance printout has been made, it should not be changed subsequently. All the absences which are unaccounted for (N) should be turned into permanently unauthorised (O) before the printout is made.
- 3.5 LA maintained schools must make their registers available for inspection by "any officer of the LA authorised for the purpose" Such a person must also be permitted to make copies of extracts from the registers; e.g. for prosecution of parents. The headteacher is required to sign that such copies are accurate and to account for any discrepancies.

4. Admission Register

- 4.1 This must contain details about the child and "the name and address of every person known to the proprietor of the school to be a parent of the pupil". *Advice from the DfES has been that schools should make all reasonable efforts to get this information, including details of those with parental responsibility living apart from the child, but that "exhaustive*

investigation" is not required. There is no legal obligation on parents to provide the information, though having done so, all such parents are "registered parents" and must be allowed to participate in ballots, stand as school governors etc.

5. Attendance Register

- 5.1 This must be marked at the beginning of each a.m. session and at some point during the p.m. session. The Attendance Register must include all those on the Admission Register. *Marking the register at the end of the p.m. session may not prove an offence by the parent and a pupil cannot be "late". Schools are strongly advised to continue with registration at the beginning of each session.*
- 5.2 There are four registration categories. Each absence mark must distinguish authorised from unauthorised. Pupils are either:
- "present"**;
- attending an **"approved educational activity off site"**, (e.g. visits, college, work experience): this is counted as "present", (provided they actually attend);
- "authorised absent"** or
- "unauthorised absent"**.
- 5.3 *For manual registers, it is recommended that schools use the coding system attached. The category of "approved educational activity" should be shown by a letter without an O. The SIMS/EMS codes are also attached. Whatever system is used, the same codes should be in use consistently throughout the school.*
- 5.4 If the distinction between "authorised" and "unauthorised" cannot be made at the time, it must be made "as soon as practicable after the reason for the absence is established". *There is no defined time limit for this but it is clearly supposed to be as short a time as necessary, not as long a time as possible. (The requirement to print out a monthly register effectively provides a deadline for schools using computers, though when that monthly print out must be made is not specified.)*
- 5.5 *Regulations give detailed guidance on defining unauthorised absence including suggested codes etc. Where these decisions are defined in the regulations, they are mentioned below. Some of the issues, however, are not defined nationally and need to be clarified at the local school level in a written attendance policy.*

5.6 There are only three grounds for authorisation :

-the child has been granted "leave of absence" by the proprietor of the school

-the child is unable to attend (through sickness or other "unavoidable cause"; religious holiday, or LA has not made suitable transport arrangements where required to do so)

-the child is attending another school/unit where he/she is also registered.

6. Leave of absence

6.1 If the child is not sick or absent for some other "unavoidable cause", the absence can only be authorised as "leave" by the school (not by the parent). Headteachers should not grant leave simply on request to do so. Leave can only be granted on certain grounds. For example:

- (a) approved and licensed "performances" (pantomimes, TV, film, professional sport, modelling etc.) at the instruction of the LA. In practice this leave is not usually granted unless the headteacher is willing to allow it, but for absence to be authorised, the child's performance must be licensed by the LA. *There is no limit to the number of performances a child may do, but the LA has a general policy that any more than 15 days in a year away from school requires the person responsible for the performance to provide alternative education (e.g. a tutor).*
- (b) family holiday leave. On application in advance by the parent with whom the pupil normally resides, a pupil may be granted "up to ten days leave per school year to go away on holiday". This is not an automatic entitlement, only a power on the school, for use at the headteacher's discretion in accordance with the school's policy*.

*Appendix 3. LA Guidance – Authorising Holidays in Term time.

Expectations and procedures about the availability of holiday leave should be defined by each school's Governing Body and parents advised accordingly. Headteachers and governors may wish to consider refusing to grant any leave at critical times of the school year, e.g. SATS week, or the first term of Year 7 and in NCYs 10 and 11.

Longer absences than 10 days can be permitted by the headteacher, but the circumstances must be exceptional. If the child is still on roll, they are authorised absences, unless taken without permission, in which case they are unauthorised. Abuse of holiday entitlement may result in the issuing of penalty notice(s) by LA.

- 6.2 Other reasonable grounds for leave such as following a bereavement, a family wedding, study leave etc. are all authorised absences. Day trips out, looking after the house or other children, shopping etc. are not considered adequate reasons and would normally be outside the terms of the regulations. If taken anyway, they would be unauthorised absences.
- 6.3 It is important that school staff appreciate that the granting of “leave” by a person authorised by the school to do so, removes any offence by the parent. Authorised absences cannot be used as the basis of a prosecution, though they could be considered relevant in proceedings for an education supervision order under the Children Act 1989.

7. Lateness

- 7.1 Pupils should attend “full time”. *Schools should allow a “reasonable” period for arrival depending on local circumstances but that this “registration period” should not normally exceed thirty minutes.*
- 7.2 Late within this time is an attendance; avoidable lateness outside this time constitutes unauthorised absence and can be the basis of an offence by the parent. *There is some room for discretion in granting an attendance where the child has arrived at the first reasonable opportunity (e.g. after a medical appointment or where there have been genuine transport difficulties.) This distinction should be clearly defined in the school prospectus and attendance policy and the register must show the difference, (e.g a O overmarked with a \ for those who arrive within the registration period or with a legitimate excuse; and O with an L inserted for those not credited with an attendance.)*

Many schools are unclear in their records about lateness. Children who arrive very late without good excuse should not be credited with an attendance and a different mark must be used to distinguish them from those who are “unpunctual”, but counted as present. There is no such concept as “authorised lateness”; the child is either present or unauthorised absent.

8. Deletion from the Admission Register

- 8.1 Headteachers and parents are not free simply to remove children of compulsory school age from Admission or Attendance Registers. Doing so means they are no longer a “registered pupil” and the child may no longer be being “properly educated” as the law requires. It removes entirely the legal obligation on the parent to ensure the child’s attendance and can leave the child in “limbo” without provision unless the action is within the regulations. Children cannot be removed from the Attendance Register but remain on the “school roll”. Even those on long term home tuition or in other alternative provision, if they are still “registered pupils” who are included within the school’s return on Form 7, must receive a mark for

every session. All those on the Admission Register must also be in the Attendance Register.

- 8.2 Children with a statement for SEN where a school is named in a statement cannot be removed from roll by a parent or a head teacher. In such cases, advice must be sought from the LA.
- 8.3 The most important issue is about grounds for deletions from the Admission Register. A child cannot be deleted from the Attendance Register unless he/she is also deleted from the Admission Register.

The most common situations in which children's names may be deleted are:

- (a) when the child "has been registered" at another school.
Children should not therefore be removed from the register on a "promise" by parents, only when the school is informed by another school that they have actually admitted the child (or after four weeks if the child has moved away from their last known address but no subsequent school has been in contact).
- (b) when the parent has given written notification to the school that they are educating the child "otherwise" than at school.
The headteacher must then inform the LA's Monitoring Officer for "Education Otherwise" in QLS who will advise on exactly when the child's name should be deleted.
- (c) when the child has stopped attending and no longer "ordinarily resides" at a place which is a reasonable distance from the current school.
i.e. the child has moved home address and could not reasonably be expected to attend any more. This does not give the headteacher power to remove the name of a child who has stopped attending but who is still living at the same address.
- (d) when the child has not returned within ten more school days after exceptional leave of absence (extra long holiday), except by virtue of illness or other unavoidable cause.
As noted previously, it may be best to remove children from roll when they go abroad for extended periods on the grounds that they are now "ordinarily resident" abroad, if the trip is expected to be long or is open-ended. The child should then be re-admitted on their return. This avoids lengthy authorised absences.
- (e) after four weeks continuous absence and "both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to locate the pupil." The school cannot act without consultation with the LA first to make a joint decision.

This is for use only where the pupil has disappeared/moved to an unknown address, not for situations where he/she is refusing to attend but still resident in the same place. Children who are “looked after” by the Local Authority should only be removed from the Admission Register after full consultation with the Social Services Department as well as the LA.

- (f) at the end of the process of any permanent exclusion (i.e. not until all appropriate representations have been made, not from the day of the exclusion).

8.4 Other situations cover where the pupil has died, or is permanently medically unfit for school or where he/she ceases to be of compulsory school age.

9. Promoting attendance

9.1 As well as telling the LA about all children who are deleted from the Admission Register, all schools are required to inform the LA of children who "fail to attend the school regularly" or who are continuously absent for more than two weeks "without adequate explanation". School staff should ensure that such children are referred to the Education Welfare Service under agreed procedures. Formal register checks will also be carried out twice a year to advise on practice.

It is usually expected that schools will first have attempted to resolve problems of unauthorised absence themselves by

- *early discussion of absence between pupil and teacher responsible for registration,*
- *meetings with school, parents, child to establish reasons*
- *considering unidentified SEN causing problems,*
- *meetings with parents school child to discuss strategies to encourage regular attendance,*
- *engaging parent in parenting contract,*
- *consideration of timetable/subject choice to engage pupil,*
- *use of learning mentors to build positive relationships with pupils and parents,*
- *use of peer mentors for social support network,*
- *rewards to encourage good/improving attendance,*
- *use of methods to discourage absence – pupil on report/letters home etc.*
- *extra help with missed work,*
- *in-school counselling,*
- *if at risk of failure through long-term disaffection, should establish a pastoral support programme for the pupil.*

The Education Welfare Service is always happy to advise on attendance issues. Schools may also wish to consider organising projects to promote attendance and provide positive incentives and rewards for improvements such as class competitions and individual prizes. All schools should have

year-on-year targets for increasing overall school attendance, however targets for individuals, classes and year groups may also be helpful.

Schools should work closely with the LA – if intervention at school level fails a referral to the LA must be made. Schools may also wish to discuss children who are having large amounts of “authorised absence”. In many of these situations, clearer guidelines by the school about the necessary procedures and a refusal to authorise absence unless adequate explanations are provided, will be a pre-requisite to any action by the LA. The school’s expectations are best spelt out in the attendance policy that is available to all parents and pupils.

The types of action taken at school level and the trigger for referral set through negotiation between school and the LA. Schools should work closely with the EWS protocol for referral. The LA must work with schools to ensure that school registers are up to date and accurately completed.

Support will be based on clear and straightforward criteria with EWS resource allocation taking into account extent of absence from school and pupils on roll.

Documentary evidence should be kept to prove EWO has undertaken casework to address possible reasons for non-attendance this should also include evidence of action taken by the school

RECOMMENDED ATTENDANCE REGISTER SYMBOLS

Manual Registers

There are **FOUR** registration categories:

Present / or \

Approved Educational Activity Letter with no O (counted as present: see below)

Authorised Absent O with appropriate letter inserted

Unauthorised Absent O with no letter inserted (except late after registration)

The LA continues to recommend that official afternoon registration should take place at the BEGINNING of the session. Schools may wish to introduce other checks in addition.

Approved Educational Activity (Counted as present - no O)

This does not include Study Leave as it is unsupervised. This can all be marked with the same letter, (if so, P is recommended). However, schools may wish to distinguish between the various reasons as follows:

| | |
|---|----------|
| approved sporting activity | P |
| school visits and field trips | V |
| work experience | W |
| link courses at FE colleges and children receiving part of their education "off site" including at a DfES registered unit (e.g. PRU, School Support Unit, Special School or Key Learning Centre) | Z |

Authorised Absence (O with the appropriate letter inserted)

Reasons for absence should be distinguished by the use of different codes.

| | |
|--|----------|
| Absent for "performance" licensed by LA | A |
| Special circumstances not covered elsewhere | C |
| Exclusion - fixed term and permanent awaiting confirmation | E |
| Family holiday in term time | H |
| Attending interview | I |
| Illness/medical (absent for WHOLE session) | M |
| Day of religious observance | R |
| Study leave (Y10/11 pupils only) | S |
| Traveller absence (children expected to return to school) | T |

Unauthorised Absence

No satisfactory explanation received **O with NO code**

Lateness

Late WITHIN the registration period or for an acceptable reason (e.g. doctor/dentist) **O overmarked with / or \ (present)**

Late AFTER the registration period or without acceptable reason (unauthorised absent) **O with L inserted**

SIMS/EMS REGISTRATION CODES

/ Present at a.m. registration (Present)

- For all pupils present at registration in the morning.
- If leaving after registration, they would still be counted as present for statistical purposes.

\ Present at p.m. registration. (Present)

- For all pupils present at registration in the afternoon.
- If leaving after registration, they would still be counted as present for statistical purposes.

B Educated off site (Not Dual registration) (Approved Education Activity)

- Where a registered pupil on roll is being educated off site
- e.g. attending vocational college courses, undertaking work experience as part of an alternative curriculum, taster days at other schools, attending other schools as 'guest pupils',

C Other Authorised Circumstances (not covered by another appropriate code/description) (Authorised absent)

- For exceptional circumstances only and schools should consider - the nature of the event, its frequency, did the parent give advance notice and the pupils overall pattern of attendance
- Public Performances – the LEA must licence the pupil to take part but the school authorises the absence
- Young Carers – school can authorise absence for a genuine crisis – but time limits should be set and work should be sent for the pupil
- Birth of a child – no more than 18 weeks authorised absence to cover the time immediately before and after the birth, after that time absence should be treated as unauthorised.
- Part-time timetable – for an agreed period e.g. for a pupils reintegration

D Dual registration (i.e. pupil attending other establishment) (Approved Education Activity)

- The law allows dual registration of pupils at both a PRU or special school and another local school. Both schools share responsibility for the child and failure to attend either without good reason is unauthorised absence.
- This code should **not** be used for traveller children even when it is known they are attending another school, the code T should be used.
- Schools should have arrangements in place to ensure that each can notify the other of absences so that both establishments can record them using the relevant absence code.

E Excluded (no alternative provision made) (Authorised absent)

- A pupil who is excluded for a fixed period remains on roll but cannot attend
- The absence of a permanently excluded child for whom alternative provision is not made should also be recorded as authorised absence while any appeal or review is in process.

- If alternative provision is made at a PRU then code D should be used.
- If alternative provision is made at any other provider it should be recorded as code B being "educated off site"

F Extended family holiday (agreed) (Authorised absence)

- Schools should only exceptionally agree absence of more than 10 days in a school year (and should not regard 10 days as the norm)
- If the school considers there to be exceptional circumstances, approval can be given, the absence recorded as authorised using Code F
- If the school agrees to the absence and the pupil goes on holiday for 10 days or less the absence is authorised Code H
- If the school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G) If parents keep a child away for longer than was authorised extra time is recorded as unauthorised (Code G)

G Family holiday (NOT agreed or days in excess of agreement) (Unauthorised absence)

- If the school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G)
- If parents keep a child away for longer than was agreed any extra time is recorded as unauthorised (Code G)

H Family holiday (agreed) (Authorised absent)

- Parents should not normally take pupils on holiday in term time. Each request for holiday absence should be considered individually, taking into account the age of the child; the time of year of the proposed trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. Schools should invite parents in to school to discuss any proposed holiday in term time.
- With LA agreement, schools may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is good reason for the continued absence, such as illness.

I Illness (NOT medical or dental appointments) (Authorised absence)

- Missing registration through illness is an authorised absence
- If a pupil is present at registration but returns home because of illness no absence need be recorded for that session –however schools should keep a record of pupils leaving the site for emergencies
- If the authenticity of the pupils' illness is in doubt school can record the absence as unauthorised but should advise the parents of their intention.
- Schools may request parents to provide medical evidence to support absence on the grounds of illness. However, while schools can request this information they are advised not to request medical certificates unnecessarily (particularly retrospective certificates) and especially if the illness was not treated by a doctor at the time
- Absence at registration due to a medical, dental or hospital appointment should be recorded using Code M

J Interview (Approved Education Activity)

- Interviews with prospective employers or another educational establishment (Year 11 only)

L Late (before registration closes) (Present)

- Late for session
- Schools should actively discourage late arrival
- Schools should have a policy on how long registers are kept open
- The DfES recommendation is 30 minutes from the beginning of registration, but in periods of bad weather or public transport difficulties they may be kept open for longer

M Medical or Dental appointments (Authorised absent)

- Missing registration for a medical or dental appointment is authorised absence
- Parents and pupils should be encouraged to make appointments out of school hours and sight of an appointment card is advisable if the pupil attends irregularly
- If a pupil is present for registration but has an appointment later no absence need be recorded
- For health and safety reasons a system must be in place to record that a pupil has either arrived late or left the premises during a session

N No reason yet provided for absence (- temporary mark) (Unauthorised absent)

- This is an interim mark, which should be converted to a permanent mark before the monthly printout of registers is made.
- There should be no Code Ns in the final version. If no adequate explanation has been provided, Code N should be converted to Code O.
- Schools should ensure they have systems and procedures in place to follow up these absences and establish the reason for absence, ideally within a two week timescale

O Unauthorised absence (not covered by any other code/description) (Unauthorised absent)

- The permanent mark for all absences which have never been properly accounted for
- e.g. pupils/parents/siblings birthdays, shopping, visits to hairdressers, sibling INSET days etc

P Approved sporting activity (Approved Education Activity)

- The pupil is participating in or attending an approved sporting activity
 - The activity must be supervised by a person authorised in that behalf by the Head teacher of the school (Statutory instrument 2001 No. 2802)
- Note that this counts as an attendance. It should be used where children are involved in any representative sports event (or trial).

R Religious observance (Authorised absent)

- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong. Parents should be encouraged to give advance notice

S Study leave (Authorised absent)

- Study leave should be used sparingly and only for year 11 pupils during mock and public examinations
- Many schools are electing to seek alternatives to study leave as evidence suggests that many pupils do not have the skills to make best use of large amounts of unstructured revision time
- Any time given to pupils as study leave is authorised absence and should be recorded as such

T Traveller absence (Authorised absent)

- Traveller child when the family is travelling
- A school cannot remove a traveller child from the school roll while they are travelling if it is the base school
- While the traveller is away the base school holds the place open and records absence as authorised using Code T
- The school the pupil is actually attending should record attendance (or absence) in the normal way
- Children from traveller families are subject to the same rules as other children in terms of requiring to attend school. However there is a defence available to traveller families if prosecuted for non attendance provided the child has attended for at least 200 sessions in the 12 months ending when legal proceedings are started.

U Late (after registration closes) (Unauthorised absence)

- Schools should actively discourage late arrival
- Schools should have a policy on how long registers are kept open
- The DfES recommendation is 30 minutes from the beginning of but in periods of bad weather or public transport difficulties they may be kept open for longer
- This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise
- For health and safety reasons a system must be in place to record that a pupil has either arrived late or left the premises during a session

V Educational visit or trip (Approved Education Activity)

- School organised trips and visits, including residential trips. This code can also be used for other trips of a strictly educational nature, arranged by other organisations providing they are supervised

W Work experience (Approved Education Activity)

- Work experience under section 560 of the Education Act 1996
- Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly
- Work experience is for pupils in their last year of compulsory schooling

- Only supervised work experience can be counted as approved educational activity
- Work experience as part of an alternative curriculum should **not** be recorded with this code, that should be "educated off site" and recorded as Code B

X Non-compulsory school age absence (Not counted in possible attendances)

- Pupils who have not attained the age of 5 years at the start of the term in which the session takes place or were 16 years before the start of the school year in which it takes place
 - e.g. part-time nursery age pupils, including nursery age pupils in early years classes (for session that they are not due to attend); and sessions that a 6th Form pupil is not expected to attend.
 - The Education (Pupil Registration) Regulations 1995 require the register to be taken for both compulsory age and non-compulsory age pupils. The difference between the two sets of records is that the school does not have to record whether or not the absence is authorised for non-compulsory age pupils.
 - **If a school places a compulsory school age pupil on a part time timetable, for example as part of re-integration, then the school is authorising the pupil's absence from the sessions not in the timetable. That absence should be recorded under Code C. Schools should not place pupils on part-time timetables for an indefinite period and should monitor it and the pupil.**
 - **This code must not be used to record the absence of children of compulsory school age or any form of exclusion**

Y Enforced closure (Not counted in possible attendances)

- Not required to be in school
- e.g. burst boiler, flood, bad weather etc
- This code applies to **whole** school closure, where there is only partial closure, individual pupil absence should be recorded with Code C

Z Pupil not yet on roll (not counted in possible attendances)

- School MIS systems store details of pupils who are to be admitted in a "pre admission group" which is then "rolled forward" at the start of term. This helps schools to have details on new pupils in their MIS system as soon as possible. However, some pupils do not turn up (because they have started somewhere else) but they are still "on roll" as far as the computer is concerned until they are made a "leaver". While "on roll" in this way, they will be shown as "unauthorised" absent unless they can be marked as "not yet on roll" in the computer.
- If a pupil is expected to arrive at a school i.e. in a "pre admission group", but does not, in fact, arrive to attend the school, the school should advise the LA that the pupil has not been enrolled.

School closed to pupils (not counted in possible attendances)

- To be used when the whole school is closed, including for the teachers.
- e.g. between terms, half terms, occasional days when the whole school (including staff) are on holiday, weekends (if required by the system), teacher INSET days, use of schools as polling stations.

NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

| CODE | DESCRIPTION | STATISTICAL MEANING |
|----------|--|-------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised absence |
| F | Extended family holiday (agreed) | Authorised absence |
| G | Family holiday (NOT agreed <u>or</u> days in excess of agreement) | Unauthorised absence |
| H | Family holiday (agreed) | Authorised absence |
| I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| J | Interview | Approved Education Activity |
| L | Late (before registers closed) | Present |
| M | Medical/Dental appointments | Authorised absence |
| N | No reason yet provided for absence | Unauthorised absence |
| O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| P | Approved sporting activity | Approved Education Activity |
| R | Religious observance | Authorised absence |
| S | Study leave | Authorised absence |
| T | Traveller absence | Authorised absence |
| U | Late (after registers closed) | Unauthorised absence |
| V | Educational visit or trip | Approved Education Activity |
| W | Work experience | Approved Education Activity |
| X | Non-compulsory school age absence | Not counted in possible attendances |
| Y | Enforced closure | Not counted in possible attendances |
| Z | Pupil not yet on roll | Not counted in possible attendances |
| # | School closed to pupils | Not counted in possible attendances |

These codes are to be used in all schools from Sept 2006



BEHAVIOUR AND ATTENDANCE POLICY

Woodseaves C.E. (C) Primary School

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community.

The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better 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 may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil 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 school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- **parents keeping children off school unnecessarily**

- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Officer from the County Council. He/she will also try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance have failed, these Officers can issue Penalty Notices or use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

If a child is absent from school parents should contact the school on the morning of that child's absence either by phone or by personally coming into the school and speaking to the school secretary/member of staff. When the child returns to school an accompanying letter should be sent to the school secretary explaining the absence.

If a pupil is to be absent from school because the family is about to take their annual holiday within school time a form must be collected from the school office and completed. The Headteacher will then make a decision based on the authority guidelines as to if the absence will be authorised or unauthorised.

The school has a policy of contacting parents by telephone if their child is not at school on the first morning of the absence.

When an individual pupil's attendance level falls below 85% in any term without good reason, a referral to the EWS will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

It is not appropriate for the school to authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

The school has a policy of 'First Day' if a pupil is absent from school.

Those people responsible for attendance matters in this school are:

School secretary and the Headteacher.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Appendix 2

LA Code of Conduct Protocol for the issuing of Penalty Notices

STAFFORDSHIRE COUNTY COUNCIL
Children and Life Long Learning Directorate

STAFFORDSHIRE LOCAL AUTHORITY PROTOCOL
Penalty Notice Protocol

Rationale:

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school.

Penalty Notices supplement the existing sanctions currently available under section 444, of the Education Act 1996 and section 36, of the Children's Act 1989, to enforce attendance at school where appropriate.

The Education Welfare Service (EWS) is responsible for enforcing this responsibility for the County Council and does so by supporting parents and pupils to overcome barriers to regular attendance, via a range of assessment and intervention strategies.

Sanctions, of any nature, are for use only where parental co-operation is either absent or deemed insufficient to resolve the presenting problem. They are used as a means to support parents to meet their responsibility in law and only where there is a reasonable expectation that their use will secure an improvement.

Legal Framework:

From 27th February 2004, section 23 of the Anti-social Behaviour Act 2003, supported by the Education (Penalty Notices) (England) Regulations 2004, empowers designated County Council officers, Head Teachers, Deputy & Assistant Head Teachers authorised by a Head Teacher and the Police to issue Penalty Notices in cases of unauthorised absence from school.

However, to ensure that the procedures used to determine when to issue a Penalty Notice are fair and objective, it must comply with other law, including the Human Rights Act and all Equal Opportunities legislation.

As a result, the County Council has responsibility for developing a local protocol that will govern how all of the partners named in the Anti-social Behaviour Act 2003, will issue Penalty Notices.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence;
- It is proposed that use of Penalty Notices will be restricted to one per pupil per academic year
- In cases where there is more than one poor-attending pupil in a family multiple notices may be issued. This decision will involve careful consideration and consultation with schools by the EWS regarding the family's current circumstances;
- There will be no restriction on the number of times a parent or carer may receive a formal warning of a possible issue of a Penalty Notice.

To ensure that Staffordshire County Council has a consistent approach to the issuing of Penalty Notices the EWS will apply their current criteria to each case, i.e.:

- there must be at least 20 sessions (10 school days) lost to unauthorised absence by the pupil during the current term, effectively an 85% attendance trigger; attendance should be calculated cumulatively.
- it is suggested that schools adopt the standard authorisation of holidays protocol as part of their attendance policy, as consideration of these cases will be based upon that protocol. Where parents fail to comply with procedure contained within the protocol a Penalty Notice may be considered.

Procedure for issuing Penalty Notices:

- It is proposed that the EWS will issue Penalty Notices in Staffordshire either as part of their ongoing casework or following referral from schools. It is intended that this process will ensure consistent and equitable delivery, retain school-home relationships and allow cohesion with other enforcement sanctions.
- the EWS will only issue Penalty Notices by post and never as an on the spot action i.e. during a Truancy Sweep. This will ensure that all evidential requirements are in place and meet Health and Safety requirements for the County Council employees.

Where Schools, Staffordshire Police and neighbouring LA's ask that Staffordshire County Council issue such a Notice, their request will be investigated and only actioned by the EWS where:

- the EWS is satisfied that it has all relevant information;
- the circumstances of the pupil's absence meets the requirements of this Protocol;

- there is a reasonable expectation that the use of a Penalty Notice would improve attendance; and
- the issue of a Penalty Notice does not conflict with other intervention strategies in place or enforcement sanctions already being used.

The EWS will respond to all requests within 10 school days of receipt and where the criteria are met will:

- issue a formal written warning to the parent or carer that they may be issued with a Penalty Notice;
- in the same letter set a period of 20 school days within which the pupil must have no unauthorised absence; and
- issue a Penalty Notice through the post at the end of the 20 school day period if the required level of improvement has not been achieved.

Procedure for withdrawing Penalty Notices:

Once issued, a Penalty Notice may be withdrawn in the following circumstances:

- the Council is satisfied that there is proof that the Penalty Notice was issued to the wrong person;
- the use of the Penalty Notice did not conform to the terms of this Protocol; or
- the parent can show that they did not receive the Penalty Notice e.g. it was delivered to the wrong address.

Payment of Penalty Notices:

- Arrangements for payment will be detailed on the Penalty Notice;
- Payment of a Penalty Notice discharges the parent's or carer's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice;
- Payment of a Penalty Notice within 28 days is £50 and payment after this time but within 42 days is £100; and
- The County Council retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

Non-payment of Penalty Notices:

Non-payment of a Penalty Notice will result in the withdrawal of the Notice and will trigger the fast-track prosecution process under the provisions of section 444(1), of the Education Act 1996.

Policy and Publicity

- Identifying information about Penalty Notices issued to particular parent's or specific children should not be made public;
- Issuing of Penalty Notices as a sanction is included in the Authority's Attendance Policy;
- All school Attendance Policies should include information on the issuing of Penalty Notices and this will be brought to the attention of all parents;
- The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions in promotional or public information material.

Reporting & Review:

The EWS will:

- report at regular intervals to the Schools Forum and Staffordshire Police on the deployment and outcomes of Penalty Notices;
- make termly reports to the Staffordshire County Council's Management Committee on attendance matters which will include Penalty Notice use; and
- review Penalty Notice use at regular intervals and amend the enforcement strategy as appropriate.

LA Parents Leaflet – Penalty Notices

Education Penalty Notices

Information for Parents

Parents have a legal duty to make sure that their children go to school regularly. The local authority can now issue Penalty Notices if a parent fails to make sure that their children receive the education they deserve. This leaflet tells you about these notices.

School Attendance and the Law

Any absence from school is a cause for concern. Only by attending every day will your child have the best chance to get the most from their education.

The headteacher at your child's school must decide whether to authorise an absence. That is to agree that there was a legitimate reason for your child not to be in school.

There are only four legitimate reasons for absence:

- Religious observance
- Illness of the child
- The death of a close family member
- An urgent medical or dental appointment

The Education Welfare Service (EWS) can take legal action against you if you fail to make sure that your children go to school regularly and there is no legitimate reason for the absence. This action might take one of two forms:

- The issuing of a Penalty Notice
- Prosecution in the local Magistrates Court

This information is about Penalty Notices and how the EWS will issue them.

What they are

Penalty Notices are fines, issued by Staffordshire EWS, for a child's unauthorised absence from school.

The service will always consider legal action when there is no legitimate reason for absence.

How they will be issued

Notices will be issued by post. They will not be issued during a Truancy Sweep or as part of a meeting with parents.



This graph shows the effect of missing time from school over a year. Every school session is important if your child is not going to fall behind.

The EWS will not take legal action if previously poor attendance is now improving.

Instead they'll monitor the case and support the pupil. If attendance doesn't improve, or if absences begin to increase the EWS will re-assess the case to see if legal action is needed.

Penalty Notices

What they mean

Parents who are subject to a penalty notice have 3 choices:

Pay the fine early, within 28 days, and it is £50

Pay after 28 days but within 42 days and the fine is £100.

Don't pay the fine. In this case the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution.

Further information

If you would like further information about Penalty Notices please contact your district Education Welfare Team:

If you have concerns about your child's education you should, initially, discuss these with school.

| District | Telephone |
|----------------------------------|--------------|
| Stafford and South Staffordshire | 01785 356949 |
| Lichfield and Cannock | 01543 512050 |
| East Staffordshire and Tamworth | 01283 239755 |
| Newcastle and Leek Moorlands | 01782 297524 |

Appendix 3

LA Guidance – Authorising Holidays in Term time

STAFFORDSHIRE COUNTY COUNCIL Children and Life Long Learning Directorate

STAFFORDSHIRE LOCAL AUTHORITY PROTOCOL Family Holiday Requests During Term Time

..... SCHOOL.

The head teacher has the discretion to grant up to ten days authorised absence for family holidays in a school year. However, each application will be considered individually taking into account factors such as the timing of the holiday and the pupil's attendance (see Holiday Authorisation Calculator). For example, a pupil with an otherwise perfect attendance record will achieve a maximum of 94.7% attendance if s/he goes on a ten day holiday during term time. The legislation states that:

‘...on application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday...Save in exceptional circumstances, a pupil shall not...be granted more than ten school days leave of absence in any school year.’
The Education (Pupil Registration) Regulations 1995 (SI 2089)

In brief this means that:

- Parents **CANNOT** demand a leave of absence as an automatic right.
- Parental requests **MUST** be in writing.
- Schools **CANNOT** apply blanket policies to approve/reject all applications.
- All requests **MUST** be considered on their own merits.
- Extended periods of absence will be granted **ONLY** in exceptional circumstances.
- The power to authorise/unauthorise a leave of absence belongs to the head teacher.

In order to ensure equity within and between schools, decisions on whether or not to authorise a leave of absence for family holidays will be guided by the use of the Holiday Authorisation Calculator (B). This does not remove the head teacher's prerogative to authorise holiday in exceptional circumstances.

Procedure

Parent/carer should complete a holiday request form (A) and submit this to the school at least two weeks prior to the intended period of absence; school will respond to the request within one week. If school is aware of any language difficulties that may preclude a request form being completed appropriate support should be offered to the parent/carer.

The Holiday Authorisation Calculation Chart (B) should be used to guide the head teacher's decision on whether or not to authorise the requested leave of absence.

- If the total score is 7 or less holiday leave may be authorised.
- If the total score is 8 or more holiday leave should not be authorised. However, the head teacher may be aware of exceptional circumstances which would warrant approving holiday leave and this should be recorded on the form.
- If a pupil has already taken ten days holiday leave in the same academic year further holiday leave should not be authorised.
- If the Local Authority has begun legal proceedings (i.e has sent an Advisory letter) holiday should not be authorised and this should be recorded on the form.
- Parents should be made aware (perhaps in the school handbook) that holidays which have not been agreed in advance will lead to the pupil being marked with unauthorised absences and that this may be referred to the Local Authority for consideration of a Penalty Notice or other action.

A letter confirming that the request has been authorised/denied (C/D) should be sent to the parent/carer, with a copy of the Holiday Authorisation Calculation Chart (B) within one week of receipt of the holiday request.

- Pupil should be marked H (authorised absence) for the agreed period of holiday leave.
- Pupil should be marked G (unauthorised absence) in the register if the holiday absences have **NOT** been authorised by the school or for days taken in excess of an agreed period.

Family Holidays and Extended Trips Overseas

Sometimes parents may wish to take their children on extended overseas holidays during term-time. Such visits are particularly important to parents who want to ensure that their children meet members of their extended family overseas. While it is important to recognise the educational and cultural significance of such visits, DfES guidelines make clear that leave of absence for more than two weeks during term-time should be regarded as **exceptional** and "blanket approval" policies are not acceptable. It is expected that parents will put forward a convincing case to justify such absence. When considering a request for extended leave during term time the following factors may be relevant, in addition to those on the Holiday Calculator, but this list should not be regarded as comprehensive:

- the nature and purpose of the trip;
- the duration of the trip and its impact on the child's education, particularly in terms of the continuity of learning;
- the circumstances of the family, the wishes of the parents and their cultural traditions;
- the distance to be travelled and the expense involved (for example visiting a family member in Hong Kong);
- the overall attendance pattern of the pupil.

Where holidays of more than two weeks are planned, to visit family members living overseas, schools may find it helpful to discuss with parents the most appropriate time of year and point in the pupil's educational career for the visit, so that it can be timed to minimise the effects on the continuity of the pupil's education. In cases where approval is given for such a holiday, schools may wish to consider making up a study pack or setting assignments for the pupil concerned to complete while s/he is away.

The Education (Pupil Registration) Regulations 1995 state that where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register. The implications of this and the difficulties of admission to oversubscribed groups should be made clear to the family.

It is important that schools show an understanding of the parents' perspective even though they may not be able to comply with a request for absence. In discussing absence with parents (whether before or after the event) schools should show that they have taken account of the following:-

- a visit involving family overseas has an entirely different significance to that of the normal associations with a 'holiday'.
- visits may be very important in terms of the pupil's identity and self-esteem as they grow up.
- parents may feel that the reasons for their visit outweighs the importance of their child's uninterrupted attendance at school -maintaining family links (in extended family situations) may involve greater significance and greater pressures in some societies than it does currently in many western societies.
- the reasons for parents making a visit may be similar to those for indigenous parents e.g. family illness, bereavement, family business, maintaining family contacts etc.

If absence is agreed the school should:

- confirm agreement in writing (letter E).
- seek to establish, and make explicit if appropriate, the potential educational value of the visit .
- explain what work the child will miss in school, how it can be made up on return if necessary, and how the parents could help the child
- enquire whether work can be given for the child to do (with parental support) while s/he is away
- prepare a study pack
- ask the pupil to make notes/observations in relation to a class topic (current or for the following term)
- go through any work that has been done by the pupil on return
- share the experience of the visit in a positive way with other children and the class teacher on return.
- inform parent/carer of the possibility of the pupil's removal from the school roll if the pupil does not return within ten days of the agreed date and no reasonable explanation is forthcoming.

Registration Marks

H = Holiday leave is authorised (authorised absence).

G = Holiday leave is not authorised (unauthorised absence). This mark should be used for holiday absences that have **NOT** been authorised by the school or for days taken in excess of an agreed period.

F = Extended family holiday leave is authorised (authorised absence).

(Codes F and G have been introduced by the DfES and will be mandatory as of September 2006. However, these codes should be used at the commencement of this policy, but if they are not available on the school system another mark may be assigned to fulfil these functions).

Notes to Appendices

A – Family Holiday Request

- All requests for holiday leave should be submitted at least two weeks prior to the commencement of the holiday period requested.
- If request is for an extended period (i.e. three weeks or more) parents/carers will be invited in to school to discuss the request.

B - Holiday Authorisation Calculation Chart

- This should be completed by a senior member of staff.
- 'Mitigation' may be identified by the 'Reason for term time holiday request' on the parental request form, or there may be other information available to the school that impacts on the decision.
- Score is 1 to 7 holiday may be approved.
- Score is 8 or more holiday should not be authorised except at the discretion of head teacher for exceptional circumstances.

C - Standard Letter – Holiday Leave Approved

- Parents/carers should receive a response to their request within one week of the application.
- Letter should be accompanied by a copy of the completed Holiday Authorisation Calculation Chart (B).

D - Standard Letter – Holiday Leave Denied

- Parents/carers should receive a response to their request within one week of the application.
- Letter should be accompanied by a copy of the completed Holiday Authorisation Calculation Chart (B).
- This letter may also be used if denying authorisation for extended holiday leave.

E - Standard Letter – Extended Holiday Leave Approved

- Letter sent confirming discussion held with the parent/carer.
- Arrange study pack/work project.
- If request for extended leave is denied use letter D and expand on reasons.



[Name of school]

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR PARENTAL HOLIDAY

Full name of child(ren) _____

Address _____

Reason for application and dates _____

Signature of parent(s)/carer(s) _____

Date _____

Office use only
Request seen by Head Teacher/Head of Year Y/N
Agreement reached Y/N
Other outcome
Current Att %
Date / /

- The head teacher will consider the following points before authorising leave
1. The child's previous attendance history.
 2. The age of the child(ren).
 3. The child's stage of education.
 4. The time of year (SATS or exams).
 5. The nature of the trip (an exceptional experience).
 6. Holiday already taken/granted within current academic year.
 7. Whether the parents are restricted in terms of leave from their employer.

..... School Holiday Authorisation Calculation Chart

Name of Pupil.....

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly.

(* Where the holiday already taken in the current academic year exceeds the DfES guideline "i.e. maximum of 10 days in any academic year", any further requests should **NOT** be authorised.)

| | Points Possible | Points |
|--|---|--------|
| When is the holiday planned for? | September = 2pts May = 2pts Other dates = 1pt | |
| Pupil's attendance level is? (Up until Autumn half term use the % figure from the previous year.) | Less than 70% = 5pts 70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts More than 93% = 1pt | |
| How close is the pupil to a SATs assessment or other examination? | Non-SATs/Exam Year = 1pt More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts | |
| How much holiday leave has already been authorised in current academic year?* | 8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pt | |
| Subtotal | | |
| Any special mitigating circumstances/aspects of the holiday which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) as below: | Subtract 2 points from subtotal. | |
| Details of mitigation | | |
| Total | | |
| <p>Leave for family holiday where the total is 8 or more <u>should NOT be authorised</u></p> <p>The only exception to the above may be where there are, in the opinion of the head teacher 'exceptional circumstances.' (incl. religious and cultural considerations; add comment in mitigation box). If the Local Authority has begun legal proceedings holiday should NOT be authorised.</p> <p>DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED</p> | | |
| Completed by..... Date..... | | |



Dear

Thank you for your recent holiday request form.

I am able to confirm that on this occasion I am able to authorise your child's leave of absence from, _____ for the purpose of a family holiday.

Requests for holiday leave are never taken lightly and in taking this decision I have considered _____ overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests.

I hope that you have a good holiday and that _____ finds it an interesting and stimulating experience.

Yours sincerely,

Headteacher



Dear

Thank you for your recent holiday request form.

On this occasion I am not able to authorise your child's leave of absence from
for the purpose of a family holiday.

I have no wish to deprive families of a well earned family holiday but my first concern has to be the educational development of . Requests for holiday leave are never taken lightly and in taking this decision I have considered overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests

If you decide to go ahead with your proposed holiday, absences will be marked as unauthorised. I should inform you that unauthorised absences are referred to the Local Authority who may under certain circumstance consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely,

Headteacher

E

.....School

Dear

Further to our meeting on *date*.

I am able to confirm that on this occasion I am able to authorise your child's extended leave of absence from *date* to *date*.

Requests for extended holiday leave are only ever granted in exceptional circumstances. *Outline reason for authorisation*.

Please contact me to discuss a possible study pack or project outline that *child's name* can complete whilst away.

I look forward to *name of pupil* returning on *date* and hope that *name of pupil* finds it an interesting and stimulating experience.

I must remind you that if *name of pupil* does not return to school within ten school days of the agreed date, without reasonable cause, *name of pupil* may be removed from the school roll.

Yours sincerely,

Headteacher

Appendix 4

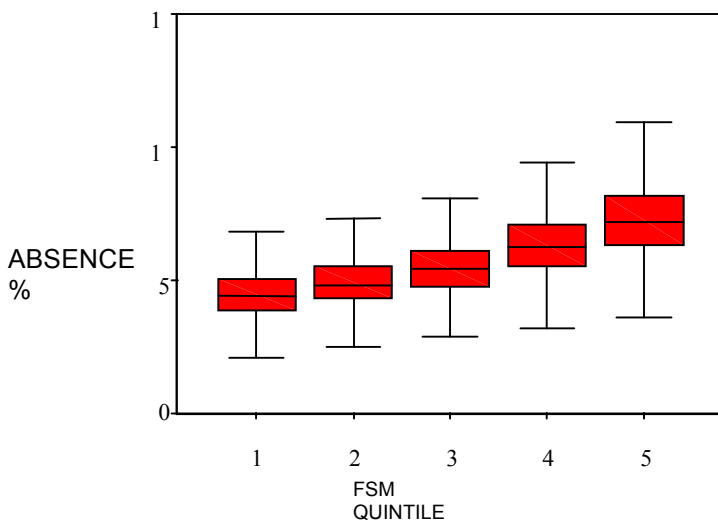
LA Guidance – Absence Targets

STAFFORDHIRE COUNTY COUNCIL Children and Life Long Learning Directorate

DfES Absence Targets

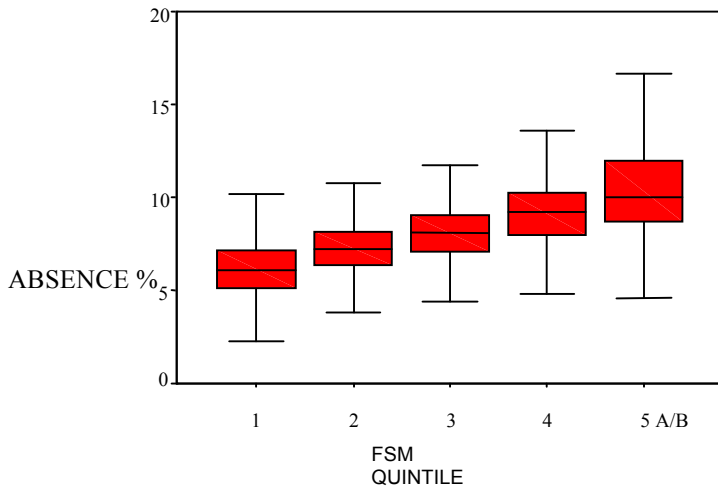
1. The new Public Service Agreement target for school absence is to reduce the 2002/03 level of school absence by 8% by 2007/08. Achieving the new target will result in around 36,000 more pupils back in school each day by 2008. In turn, we expect this improvement to support progress towards other targets, such as the key stage attainment targets.
2. The link between absence and attainment is clear. For example, in 2003, on average, three quarters of pupils in schools with absence levels of below 6.5% achieved five A*-Cs at GCSE. In schools where absence was slightly higher – between 7.5% - 8.5% - the number of pupils achieving 5 A*-Cs fell to little more than half.
3. The single strongest factor correlating with school absence rates - both authorised and unauthorised - is the proportion of pupils who receive free school meals (FSM). In estimating the level of improvement to be achieved by 2008, we grouped schools into quintiles according to their FSM rate in January 2003. The fifth quintile was divided into deciles (5A & 5B) due to its wide range. See tables below.

PRIMARY SCHOOL ABSENCE 2002-3 BY FSM



| FSM Quintile | 1 | 2 | 3 | 4 | 5A | 5B |
|----------------|-----------|-------------|--------------|--------------|---------------|--------|
| Level of FSM | 0% - 3.4% | 3.5% - 7.5% | 7.6% - 13.9% | 14.0%- 26.5% | 26.6% - 37.1% | 37.2%+ |
| Absence | | | | | | |
| Median | 4.4% | 4.8% | 5.4% | 6.3% | 6.9% | 7.5% |

SECONDARY SCHOOL ABSENCE 2002-3 BY FSM



| FSM Quintile | 1 | 2 | 3 | 4 | 5A | 5B |
|----------------|-----------|-------------|--------------|---------------|---------------|--------|
| Level of FSM | 0% - 4.8% | 4.9% - 8.5% | 8.6% - 13.8% | 13.9% - 24.2% | 24.3% - 35.4% | 35.5%+ |
| Absence | | | | | | |
| Median | 6.1% | 7.2% | 8.1% | 9.2% | 9.9% | 10.2% |

4. The anticipated national level of improvement (8%) is based on the performance of all schools with absence levels above the 2003 median level for their FSM quintile improving to at least the 2003 median for that quintile. For example, a secondary school with an FSM level of 10% and absence of 9% would be expected to reduce its level of absence to 8.1% by 2008. In estimating the national level of improvement, schools at or below the median level of absence for their FSM quintile are being asked to maintain their current level of performance.

IMPROVING SCHOOL ATTENDANCE & TACKLING TRUANCY

25 August 2004

Statutory Instrument No. 58 2005
EDUCATION, ENGLAND

The Education (School Attendance Targets)(England) Regulations 2005

| | |
|-------------------------------|---------------------------|
| <i>Made</i> | <i>17th January 2005</i> |
| <i>Laid before Parliament</i> | <i>24th January 2005</i> |
| <i>Coming into force</i> | <i>14th February 2005</i> |

The Secretary of State for Education and Skills, in exercise of the powers conferred upon her by sections 63 and 138 of the **School** Standards and Framework Act 1998[1] hereby makes the following Regulations:

Citation, commencement and application

1. - (1) These Regulations may be cited as the Education (**School Attendance Targets**) (England) Regulations 2005, and shall come into force on 14th February 2005.

(2) These regulations apply only in relation to England.

Interpretation

2. - (1) In these Regulations -

"absence" means an occasion when a relevant day pupil is recorded as absent from a **school** in accordance with the Education (Pupil Registration) Regulations 1995[2];

"the total possible **attendances**" means the number produced by multiplying the number of relevant day pupils at the **school** by the number of **school** sessions in the applicable period in that year;

"relevant day pupil" means a registered pupil of compulsory **school** age apart from a boarder;

"the applicable period" means the period starting with the beginning of a **school** year and finishing with the end of the **school** day falling on the Friday before the last Monday in May in that **school** year.

Duty to set school attendance targets

3. The governing body of every maintained **school** other than a special **school** established in a hospital shall set annual **targets** for reducing the number of absences from **school** in accordance with regulation 4.

4. - (1) The governing body shall set a **target** and shall submit it to the local education authority-

(a) by 1st April 2005 for the **school** year commencing later in that year;

(b) by 31st December 2005 for the **school** year commencing in 2006; and

(c) by 31st December 2006 for the **school** year commencing in 2007.

(2) The annual **target** shall be the total absences expected in the **school** year, expressed as a percentage of the total possible **attendances** by pupils at the **school**.

Agreement and notification of targets

5. - (1) Where the local education authority is not satisfied with a **target** submitted by a governing body it shall forthwith give notice to the governing body; and the governing body shall submit a revised **target** within 21 days of receipt of such a notice.

(2) Where the local education authority is not satisfied with a revised **target** submitted under paragraph (1) it shall set the **target**.

(3) The local education authority shall within one month of each of the dates in regulation 4(1) above or as soon as possible thereafter notify the Secretary of State of all the **targets** submitted to it or set by it under this regulation for the relevant **school** year.

Modification of targets

6. A governing body shall not modify a **target** which has been submitted to the Secretary of State without the agreement of the local education authority.

Revocation

7. The Education (**School Attendance Targets**) (England) Regulations 1999 [3] are hereby revoked.

Derek Twigg

Parliamentary Under Secretary of State Department for Education and Skills

17th January 2005

Appendix 5

LA Guidance – Data Collection

STAFFORDSHIRE COUNTY COUNCIL Children and Life Long Learning Directorate

Collection of Pupil Level Attendance Data by the DfES

The termly collection of data via PLASC will replace the current annual collection of data from maintained schools undertaken in May each year (the Forvus collection) and the new termly absence survey.

- The annual collection will still be required in 2006 for primary schools.
- It may need to be retained for those non maintained schools which do not provide PLASC returns.
- It is possible that, initially, the collection relating to the summer term will need to cover the two half-terms separately so that data can be compared with the previous annual collections which do not cover the second half of the summer term.

The collection of absence data by the Department via the PLASC collection in 2006 or 2007 will mean that the termly collection from schools will retain its statutory force.

It is proposed to develop a new definition(s) for inclusion in PLASC 2007 onwards to enable the collection of additional data by the Department based on the number of pupils absent for specific reasons in the previous term.

Schools which collect attendance/absence data using a stand alone attendance recording system will be expected to transfer it on a weekly basis to the main MIS system in the school i.e. the MIS system that the school uses to produce a PLASC return. An XML schema is, therefore, being developed to allow attendance/absence data to be transferred between stand alone attendance systems and MIS systems within schools. The same XML schema will then be available to be used for the same data to be transferred between schools and LAs.

Timeline chart of the sequence of events

| Census Date ¹ | Primary Schools | Secondary Schools |
|--------------------------|----------------------|------------------------------|
| January 06 | NTAS – without codes | SC – without codes |
| April 06 | NTAS – without codes | SC – possibly with new codes |
| May 06 | EAAS | EAAS |
| September 06 | NTAS – without codes | SC – with new codes |
| January 07 | SC – with new codes | SC – with new codes |
| April 07 | SC – with new codes | SC – with new codes |
| May 07 | | |
| September 07 | SC – with new codes | SC – with new codes |

¹ Absence data collected at each date will be for the previous term.

NTAS – New Termly Absence survey (total absence i.e. not separate authorised & unauthorised)

EAAS - Existing Annual Absence Survey (authorised & unauthorised)

SC - School Census (PLASC) (authorised & unauthorised)

Half-termly collection of data by the Local Authority

In order to reduce duplication of the information now being sent to the DfES on a termly basis, and to simplify the reporting process, since September we have requested a half-termly printout from SIMS rather than having to complete the previous attendance return. This reduces the paperwork for schools but still provide the LA with the necessary data to inform service delivery. It is also a useful tool to ensure that data being returned to the DfES is an accurate reflection of the schools attendance.

The printout required is the report '**Group analysis by attendance code**' All schools using SIMS attendance should now use this, however, where schools are still using manual registers please continue to complete the previous request form.

1. Select **REPORTS / GROUP ANALYSIS REPORTS/ GROUP ANALYSIS BY CODE** from the menu bar to open the **GROUP ANALYSIS BY ATTENDANCE CODE** form. The form consists of two pages, **SCOPE** and **CRITERIA**.
2. Select the **SCOPE** page and select the required report. For this report use whole school by year group. Amend the date range to show a cumulative figure for each half-termly report, i.e. Sept to Oct half term, Sept to Christmas, Sept to Feb half term, Sept to Easter, Sept to May half term and finally Sept to July end of academic year.
3. Select the **CRITERIA** page and under **OPTIONS** select **SHOW PERCENTAGES**
4. Click on **PRINT**

Group Analysis By Attendance Code
 Period: 01/09/2003 to 31/12/2003
 Whole School Percentage of Sessions

| Group | / | \ | @ | B | C | D | E | G | H | I | L | M | N | O | P | R | S | T | V | W | Z | Pos s | |
|--------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|
| 1 | 13.8 | 9.2 | | | | | | | 0.3 | | | 0.4 | | 0.1 | | 0.1 | | | | | | 100 | |
| 2 | 13.8 | 13.6 | | | | | | | 0.2 | | | 0.7 | | | | 0.2 | | | | | | 100 | |
| 3 | 9.1 | 9.0 | | | | | | | 0.1 | | | 0.3 | 0.1 | | | | | 0.1 | | | | 100 | |
| 4 | 9.0 | 9.0 | | | | | | | 0.3 | | | 0.2 | | | | 0.1 | | | | | | 100 | |
| 5 | 26.5 | 26.6 | | | | | | | 0.3 | | 0.1 | 0.5 | 0.2 | | | | | 0.1 | | | | 100 | |
| 6 | 8.7 | 8.7 | | | | | | | 0.2 | | | 0.3 | 0.1 | | | | | | | 4.3 | | 100 | |
| R | 0.2 | 0.2 | | | | | | | | | | | | | | | | | | | | 100 | |
| School | 11.5 | 11.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.2 | 0.0 | 0.0 | 0.3 | 0.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.7 | 0.0 | 0.0 | 100 |

45873 Missing marks have been ignored

| Key To Codes | | |
|----------------------------------|--------------------------------------|---------------------------------------|
| / Present (AM) | I Attending interview | V Educational visit |
| \ Present (PM) | L Late (before reg closed) | W Work Experience |
| @ Late (after reg closed) | M Medical/Dental | X Only staff should attend |
| B Educated off site - changed | N No reason yet provided for absence | Y Enforced closure |
| C Other authorised circumstances | O Unauth. circ. - changed | Z Undefined |
| D Doctor/Dentist appointment | P Approved sporting activity | ! No Attendance Required |
| E Excluded | R Religious observance | # Holiday for all |
| G Undefined | S Study leave | * Not on roll |
| H Annual family holiday (agreed) | T Traveller absence | - AE should attend / No mark recorded |

Attendance Year: 2003/2004

Once printed please forward to
 Attendance Project Officer
 Children and Lifelong Learning
 Tipping Street
 Stafford
 ST16 2DH

Or save as an RTF file and e-mail to karen.hewitt@staffordshire.gov.uk