



# Gorsewood Primary School

## Attendance and Punctuality Policy



<b>Written by:</b>	HBC 2023	<b>Date:</b> September 2023
<b>Approved by:</b>	Mark Dennett - COG	<b>Date:</b> November 2023 FGB Meeting
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	Annually	

## Introduction

The Governors and staff at *Gorsewood Primary School* are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

*Gorsewood Primary School* values all children. As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

The Attendance Leader will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success! Attendance concerns will be raised with parents if reasons are not known by the school, e.g. a long period of illness, this information may be shared with the Local Authority following concerns. Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The schools escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the Education Welfare Service to offer support to families prior to escalation and consider how we can work with families to enable your child to access their right to education.

Our aim is to always to work in partnership with parents and any referral for consideration of a penalty notice is deemed to be a last resort at *Gorsewood Primary School*. Attendance figures for each child will be reported to parents as part of the annual report, we will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year the Attendance Team will report on the overall attendance figures for children groups, this will be closely monitored for support and reported to the Governing Body.

Attendance leader – Joann Neislon

Head teacher and Designated Safeguarding Lead – Emma Jackson

### **To support good attendance, and safeguarding, at *Gorsewood Primary School* we:**

- Ensure the school is welcoming and every child feels a sense of belonging and connectedness.
- Ensure the school site is open at the stated times.
- Ensure the regular, efficient, and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school, this includes before and after-school clubs. If your child arrives late after the close of registration, we will record their arrival at reception.

- Consider any requests for leave in term time individually. This will be aligned to the Local Authority code of conduct.
- Communicate with parents and share any concerns we have regarding attendance or punctuality in a timely manner.
- Notify parents of attendance on a termly basis and at other times during the school year i.e. at Parents' Evening.
- Notify the Local Authority within 5 days if a new child is joining the school roll.
- Inform the Local Authority of children whose parents have notified the school in writing and have opted for Elective Home Education.
- Work closely with the Education Welfare Service.
- Notify the Local Authority of Children Missing in Education – aligned to the DfE 2022 Attendance paper.

### ***A whole school approach to supporting attendance at Gorsewood Primary School***

Securing good attendance at ***Gorsewood Primary School*** cannot be achieved in isolation, and effective practices for improvement will involve working closely with other Leaders within the school. The Attendance Leader will work alongside the relevant school staff to facilitate a whole school approach.

### ***Gorsewood Primary School will always work in partnership with our parents***

***Gorsewood Primary School*** recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Senior Lead for Child Protection. We will always follow Keeping Children Safe in Education 2023 and our Child Protection Policy.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in school. At Gorsewood Primary School we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

The Attendance Leader will initially:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum
- Speak to the Special Educational Needs Coordinator to establish whether the child is on the Special Educational needs register.

Education Welfare Service

- Take into account the voice of the child and understand any difficulties, e.g. curriculum or bullying and their views on the issue could be addressed.

Children whose attendance falls below 90% are Persistently Absent from school, where a child falls under 50% attendance the child will be classified as a Severely Absent child. Ultimately this will indicate that all intervention, and support, offered by *Gorsewood Primary School* has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with the Education Welfare Service.

### **First Day Contact**

At *Gorsewood Primary School* we expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always contact you via text message or by calling you. Where we have on-going concerns regarding your child's attendance, we will visit your home address and write to you. We may even invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us first; you are legally responsible under Education Act 1996 for ensuring that your child is in school every day and on time.

If we cannot make contact with you, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance at *Gorsewood Primary School*. If your child has a Social worker or your child is a Persistent absentee pupil we will visit your home each day your child is absent to ensure the welfare of the child.

### **Parents are responsible for securing full-time education**

Parents are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children's Act 1989 or have care of the child as defined by the Education Act 1996.

- Absence can only be authorised by the school; parents do not have this authority. All absences will be treated as unauthorised unless satisfactory evidence for the child's absence has been received. In the first instance contact from the parent will be accepted as evidence. However, if a child's attendance continues to cause concern, parents may be asked to provide medical evidence where absences occur repeatedly due to reported illness. This will usually

be in the form of an appointment card, prescriptions etc. Advise parents to register with “Care of the Chemist”. Absence may be coded as unauthorised without evidence.

- Parents should wherever possible make all medical and dental appointments outside of the school day. Where this is not possible, children should attend school for part of the day. Appointment cards should always be provided as evidence of medical/dental appointments.
- Unless parents have provided a satisfactory explanation and it has been accepted by the school absence will not be authorised.

Examples of unsatisfactory explanations include:

- A child’s/family member’s birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling’s school for INSET or other purposes.
- “Couldn’t get up”.
- Illness where the child is considered well enough to attend school without medical authority and in the absence of a communicable disease.
- Term time family holiday
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner.

## Punctuality

*Doors open for children at 8.45am*

*School officially starts at 8.50am*

*The class register will close at 9.00am.*

*Children can be dropped off at 8.30am for Early Bird Breakfast Club (no charge) or attend Breakfast Club from 7.30am (£1.00 charge).*

Children arriving after the close of registration will be recorded as an L code. The school register will officially close at 9.30am. For children arriving after the register has closed U codes will be entered onto your child’s registration certificate. They will not be authorised and will count as an absence for the school AM session. If a child arrives late after registration for more than 10 sessions in each half term then consideration will be given to the issue of Penalty Notice Warning Letter. This will be issued by the Local Authority.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if a child has arrived late without justifiable cause, for example they woke up late or were waiting for their uniform to dry.

### Transition following long term absence or illness

Absence can significantly interrupt the continuity of children's learning.

During any long-term absence, *Gorsewood Primary School* will:

- Maintain contact with the child.
- Carefully plan the transition back to school, ensuring your child feels welcome and gains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The Class Teacher and Teaching Assistant will support a child when returning to class and help them with any work they may have missed.

### Leave during Term Time

From 1<sup>st</sup> September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. *Gorsewood Primary School* observes Halton Borough Council 'Leave in Term Time Guidance for schools and Academies'.

Parents wishing to apply for leave during term time must send a written request for the attention of the Headteacher and include any evidence to support the application before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

If a child fails to return and contact with the parent has not been made or received, school need to contact the Education Welfare Service in the first instance and follow the CME protocol.

If the permission to take leave is not granted and the child is still absent from school, the absence will be **unauthorised**. In such cases the school may consider legal action.

Only in **exceptional circumstances** will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

### Using attendance data

Children's attendance will be monitored and shared with other agencies and the DfE.

Weekly attendance meetings will be held between the Attendance Leader and the Head Teacher. Meetings will focus on agreed actions for those children of concern. The purpose of each meeting will be to understand the progress the school is making when supporting identified individuals or groups of children.

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

It is the responsibility of school Governors to challenge and support the school regarding overall attendance, regular reports will be presented to this body. The governors will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

### Attendance Traffic Lights

To support parents with attendance we use a traffic light system to monitor attendance.

We aim for all children to be in the Gold or green band. At the end of the autumn and spring terms, parents will receive a letter sharing their child's attendance and what colour band they are currently in. Bands can move throughout the year.

<b><i>Colour Band</i></b>	<b><i>Attendance</i></b>	<b><i>Description</i></b>
<b><i>GOLD</i></b>	<b><i>100% attendance</i></b>	<b>This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential.</b>
<b><i>Green</i></b>	<b><i>95-99.9% attendance</i></b>	<b>Equivalent of up to 9 days/less than 2 weeks' absence. This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential.</b>
<b><i>Orange</i></b>	<b><i>90-94.9% attendance</i></b>	<b>Equivalent of up to 18 days/nearly 4 weeks' absence over the year Over the course of a full academic year, this level of attendance will begin to impact negatively on your child's progress and attainment.</b>
<b><i>Red</i></b>	<b><i>Below 89.9% attendance</i></b>	<b>Over 19 days absent over a full academic year, this is a high level of absence and your child's progress and attainment and potential is being held back.</b>

Children in the red band are classed as persistently absent.

Children in the orange band could be at risk of becoming persistently absent.

Gorsewood Primary School will work with parents for children who are in the orange band. We will set attendance monitoring periods, set school targets and invite you in for meetings to support you. If a child falls into the red band, we may refer to the Local Authority Education Welfare Officer due to persistent absence.

### Persistent Absence

At *Gorsewood Primary School* we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school and we will report this to the Local Authority and follow external legal proceedings.

### Statutory Duty

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

In accordance with the regulations regarding pupils' attendance at school, *Gorsewood Primary School* keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on



the school's central administrative system SIMS/Arbour. This information is shared with the Department for Education.

### Legal Sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. *Gorsewood Primary School* will always ensure the escalated process map is followed, focusing on the support a child needs at each. However, for lack of engagement in attendance support there are sanctions that will be followed:

#### **Penalty Notices (Anti-Social Behaviour Act 2003)**

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with Halton Borough Council Code of Conduct.

#### **Prosecution**

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 school will refer to the Education Welfare Service for consideration of legal action . This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
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Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution

- Parenting orders
- Fixed penalty notices

***Please refer to section 6 of the DFE Working together to improve school attendance 2022 for more information.***

### **Children at risk of Missing in Education (CME)**

Children Missing Education (CME) are a vulnerable group of children. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

**CME** includes those children who are **missing** (family whereabouts unknown), and are children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address **and either**

- has not taken up an allocated school place as expected, or
- has 5 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

**It is our responsibility as a school to work with the LA Education Welfare Service by making referrals.**

### **Celebrating Success**

At ***Gorsewood Primary School,*** we feel it is important to reward children who have achieved good or improved attendance.

Throughout the year we will hold attendance campaign weeks and reward good attendance. We will also celebrate classes and individuals with good attendance. Near the front of school there is an attendance display which will be updated regularly and celebrate whole school attendance.

The weekly 96% Attendance challenge allows classes to celebrate their collective attendance successes.

We will also recognise individual attendance and reward certificates good attendance throughout the year.

To support parents with attendance we use a traffic light system to monitor attendance. We aim for all children to be in the Gold or green band.

**Gorsewood Primary School** will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend **Gorsewood Primary School**, and by working in partnership with the school community we believe that together we can achieve more!

We can only achieve this by working in partnership with you, if you have any concerns or anything that prevents your child from attending **Gorsewood Primary School** or if you would like to become involved in our school please contact **Joann Neilson, our Attendance Lead**.

**Other Policies supporting attendance.**

Behaviour Policy

Teaching and Learning Policy.

SEND Offer

Pupil Premium Statement.

Safeguarding Policy .

## Roles and Responsibilities

### **Gorsewood Primary School expectations – Parents:**

- i Parents are legally responsible for ensuring their children attend the School regularly and may risk prosecution if they fail in this responsibility.
- ii Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- iii Parents should support the School by avoiding, if possible, non-emergency medical/dental appointments for their child during School time.
- iv Parents should be aware that they do not have the automatic right to take their child out of the school for a holiday during term time.
- v It is the parents' responsibility to inform the School of the reason for a child's absence on the first day of absence and in line with the Schools procedures for informing of absence.
- vi All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns.

### **Gorsewood Primary School expectations – Children:**

- i. All children should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- ii. All children are expected to be on the School site on time and ready to learn. Children are expected to be punctual to all lessons and registration.
- iii. Children who arrive at school late must follow the correct procedures for recording their lateness and entering their lesson.
- iv. Children who need to leave school for a medical appointment must follow the correct procedures for recording that they have permission to leave and have left the building.
- v. Children must not leave the School without permission, 'truant'; this will be seen by the School as a Safeguarding concern as well as a Health and Safety concern.

### **Gorsewood Primary School expectations - Class Teacher**

The Class Teacher and Classroom Assistant are the key staff members in promoting regular punctual attendance. The Class Teacher and Classroom Assistant will:

- i. provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment;
- ii. keep an accurate and up-to-date register of attendance;
- iii. follow the Attendance Policy procedures when dealing with absences and punctuality;
- iv. maintain swift action and effective communication with year leaders, phase leaders, Assistant Head Teachers and/or School Attendance Leaders on all attendance matters concerning the tutor or class group;

- v. ensure that children and young people are aware of the importance of the school attendance target and their own individual attendance targets - where appropriate assist them in monitoring their own attendance rates;
- vi. ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy;
- vii. build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

#### ***Gorsewood Primary School* expectations - Pastoral team.**

The Pastoral team take responsibility for monitoring the attendance of children and regularly promote the importance of attendance and punctuality. They will:

- i. ensure that their team is aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures;
- ii. ensure that rewards and sanctions for attendance and punctuality follow agreed procedures and align to the School Behaviour and Attendance Policy;
- iii. monitor and track the attendance of vulnerable groups;
- iv. monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed;
- v. liaise effectively with the Attendance Leader and work together on ensuring that appropriate action is taken in the management of absenteeism and poor punctuality;
- vi. have attendance as a regular item during pastoral meetings;
- vii. ensure contact is made with parents of poor attendees – always placing support before sanction.

#### ***Gorsewood Primary School* expectations – Office manager**

The Office manager supports the Attendance lead with the administration work for attendance. They will:

- i. ensure that data is input daily into the attendance management system;
- ii. provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- iii. be responsible for disseminating important attendance information including informing the Attendance Leader of which children are of concern; in-line with the agreed procedures and timescales;
- iv. be responsible for managing and maintaining attendance records and systems.

#### ***Gorsewood Primary School* expectations – Attendance Leader**

The Senior Leader responsible for Attendance will promote good attendance and punctuality. They will:

- i. respond to any parent seeking support on attendance concerns;
- ii. provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- iii. be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents;

- iv. be responsible for liaising closely with the Local Authority's Attendance Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up;
- v. regularly meet with their Line Manager reporting on progress and next steps planning;
- vi. implement the 5 Foundations of Effective Attendance Practice framework;
- vii. ensure the Foundations action plan is monitored and actioned throughout the school year;
- viii. provide training and support to staff;
- ix. participate in pre-legal meetings;
- x. use attendance data to make links with attendance and academic performance;
- xi. provide information for reward assemblies;
- xii. ensure that reference to attendance is included in all school documentation e.g. School newsletters, letters to parents, school prospectus, information for booklets; school display

### **Relevant legislation**

The Education Act 1996

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

### **Relevant government guidance**

Parental responsibility measures for attendance and behaviour

Children missing education

Keeping children safe in education 2022

Working together to safeguard children

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Ensuring a good education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Approaches to preventing and tackling bullying

## Appendix 1: attendance codes

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

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

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma, traveller	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (amended when the reason emerges, or replaced with code O if no reason for absence)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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



Appendix 2

<b>Day to day Absence and Punctuality</b>	
<b>Punctuality and Absence</b>	<b>Action</b>
Child arrives at school after 9.00am and before 9.30am. Children arrives at school after 1.10pm and before 1.30pm.	Marked as L in the register
Child arrives at school after 9.30am or 1.30pm.	Marked as U in the register (represents an absence for that session)
Parents should try to arrange dental and doctors' appointments for children outside of school hours e.g. After school/during holidays etc.	Medical appointments may be marked as authorised if documentation is provided e.g., appointment letter/card.
Parents should contact school on the first day of absence and then again on the third day if still absent	Recorded as ill in the register if ill or other relevant code.
If no reason provided for child's absence or no contact with parent/guardian . . .	School will contact parents via phone call and/or school text If there is NO response, school may carry out a welfare home visit. If the family and child(ren) is/are known to Children's Social Care, then Social workers and family support workers will be informed of the absence.
If still no contact on second day . . .	School will contact parents via phone call and/or school text School will make a home visit to check on the safety and well-being of the child(ren) and parent(s). If no contact at home visit, a letter will be left asking parents to contact school as a matter of urgency. If the family and child(ren) is/are known to Children's Social Care, then Social workers and family support workers will be informed of the absence.
If following the home visit, no contact still on day 3 or day 4. . .	School will contact parents via phone call and/or school text School will make a second home visit to check on the safety and well-being of the child(ren) and parent(s). If no contact at home visit, a letter will be left asking parents to contact school as a matter of urgency. If the family and child(ren) is/are known to Children's Social Care, then Social workers and family support workers will be informed of the absence.
If no contact has still been made on day 5...	Police may be asked to complete a Welfare check if there has been no contact following day 5. Education Welfare Officer may be informed, and further action taken. If the family and child(ren) is/are known to Children's Social Care, then Social workers and family support workers will be informed of the absence.



### Attendance Traffic Light Colours

<b><i>Colour Band</i></b>	<b><i>Attendance</i></b>	<b><i>Description</i></b>
<b><i>GOLD</i></b>	<b><i>100% attendance</i></b>	This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential. Thank you for supporting your child's attendance at this level.
<b><i>Green</i></b>	<b><i>95-99.9% attendance</i></b>	Equivalent of up to 9 days/less than 2 weeks' absence. This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential. Thank you for supporting your child's attendance at this level.
<b><i>Orange</i></b>	<b><i>90-94.9% attendance</i></b>	Equivalent of up to 18 days/nearly 4 weeks' absence over the year Over the course of a full academic year, this level of attendance will begin to impact negatively on your child's progress and attainment.
<b><i>Red</i></b>	<b><i>Below 89.9% attendance</i></b>	Equivalent of over 19 days/nearly 6 weeks' absence over the year Over a full academic year, this is a high level of absence and your child's progress and attainment and potential is being held back.