

Attendance Policy

“What does the Lord ask of you? To act justly, to love
mercy and to walk humbly with your God.”

(Micah 6:8)



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Statement of intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- promoting and modelling good attendance
- ensuring equality and fairness of treatment for all
- intervening early and working with other agencies to ensure the health and safety of our pupils
- rewarding regular attendance
- following the framework set in Section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

- (a) to age, ability and aptitude and
- (b) to any special educational needs he/she may have

either by regular attendance at school or otherwise”.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

1.1 This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006
- DfE School Attendance Advice 2019
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

1.2 All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

2.1 St Michael's Church of England High School defines "absence" as:

- a) not attending school at any time without authorisation

2.2 St Michael's Church of England High School defines "persistent absenteeism (PA)" as:

- b) missing 10 per cent or more of schooling across the year for any reason

3. Key roles and responsibilities

3.1 The governing board has overall responsibility for the implementation of the attendance policy and procedures of St Michael's Church of England High School.

3.2 The governing board has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3 The governing board has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

3.4 The headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of St Michael's Church of England High School.

3.5 Staff, including teachers, support staff, and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

3.6 Staff, including teachers, support staff, and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.

3.7 Designated members of staff will take the attendance register at the start of each school day and start of each afternoon session.

3.8 The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

- 3.9 The school will, through the removal from roll referral system, inform the LA of any pupil being deleted from the admission and attendance registers if they are not attending school.
- 3.10 St Michael's Church of England High School will inform the LA of any pupil who fails to attend school regularly or has an unauthorised absence.
- 3.11 Parents, guardian, carers, and adults over the age of 18 at the same address are legally responsible for the attendance and punctuality of their child/children during term-time.
- 3.12 Parents, guardians, carers and adults will be expected to promote good attendance and ensure that pupils attend school every day.
- 3.13 Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 3.14 All pupils and parents are responsible for their punctuality to school and pupils are responsible for their punctuality to lessons.

4. Training of staff

- 4.1 At St Michael's Church of England High School, we recognise that early intervention can prevent bad behaviour. As such, members of staff will receive training in identifying potentially at risk pupils.
- 4.2 Teachers and support staff will receive training on the attendance policy as part of their new starter induction.
- 4.3 Teachers and support staff will receive regular and ongoing training as part of their development.

5. Parent expectations

- 5.1 Parents/carers/guardians are expected to ensure that their children attend school every day as they are legally responsible for their children's attendance at school.
- 5.2 Parents/carers/guardians are expected to report any absence to the school on the first day and each subsequent day of absence.
- 5.3 In addition, written evidence in support of any absences should be provided by parents/carers/guardians. Doctor's notes, appointment letters or other relevant medical evidence should be provided where appropriate.

6. Pupil expectations

- 6.1 Pupils will be expected to attend school every day and will sign an agreement at the beginning of each school year (appendix b).
- 6.2 Pupils are expected to attend morning and afternoon registration sessions punctually.
- 6.3 St Michael's Church of England High School expects all pupils to attend lessons punctually.
- 6.4 Pupils will be expected to report any absence immediately to the relevant member of staff.

7. Absence Procedures

- 7.1 Parents/carers/guardians must contact the school before 9.30 am on the first day of any absence and each day of absence and each day after.
- 7.2 Parents/carers/guardians must send a note on the first day their child returns with a signed explanation as to why they were absent. This must be done even if we have already received a phone call.
- 7.3 Alternatively, parents/carers/guardians may visit the school and report to the school office where arrangements will be made to speak to a member of staff.
- 7.4 A phone call/text message/email will be made to the parent/carer/guardian of any child who has not reported their absence on the first day that they do not attend school.
- 7.5 An absence sweep will take place on a weekly basis. Staff will make home visits to pupils who are absent on the targeted day.
- 7.6 The school will always follow up any absences in order to:
 - a) ascertain the reason for the absence
 - b) ensure that proper safeguarding action is being taken
 - c) identify whether the absence is authorised by the school or not
 - d) identify the correct code to use to enter the data onto the school census
- 7.7 If pupil attendance drops below 96 per cent, appropriate action will be taken by the school.
- 7.8 In the case of persistent absence, arrangements will be made for parents/carers/guardians to speak to the staff member, pastoral leader, head of year or headteacher as appropriate. In addition, governors may arrange a meeting with the pupil and their parents/carers/guardians to discuss persistent absence. If the parent fails to attend this meeting, the governors will meet with pupil on their own.
- 7.9 St Michael's Church of England High School may inform the LA of any pupil who fails to attend school regularly or has been absent without the school's permission.

8. Contact information

- 8.1 Parents/carers/guardians must provide accurate and up-to-date contact details.
- 8.2 Parents/carers/guardians are responsible for updating the school if the details change.

9. Attendance register

- 9.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:
 - a) present
 - b) absent
 - c) attending an approved educational visit
 - d) unable to attend due to exceptional circumstances

- 9.2 St Michael's Church of England High School will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way.
- 9.3 Where a pupil is attending another school at which they are registered (for example, a pupil referral unit (PRU)), the attendance officer will confirm the pupil's attendance at the other school on a daily basis.
- 9.4 When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, for example, induction days.
- 9.6 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role title of the person who made the amendment.
- 9.7 Every entry into the attendance register will be preserved for three years.

10. Staff member

- 10.1 If unauthorised absence becomes an issue, pupils will be referred to the staff member/HoY who will attempt to resolve the situation through an attendance contract with parent/carer/guardian agreement.
- 10.2 If the situation cannot be resolved and attendance does not improve, the local Attendance and Prosecution Service has the power to issue sanctions such as prosecutions or penalty notices.

11. Lateness

- 11.1 Punctuality is of the utmost importance, and lateness will not be tolerated.
- 11.2 The school day starts at 8:40 am; pupils should be in their form classroom at this time.
- 11.3 Registers are marked by 8:40 am; pupils will receive a late mark if they are not in their form classroom by this time. This will result in a detention for lateness.
- 11.4 The register closes at 9:10 am; pupils will receive a mark of absence if they do not attend school before this time.
- 11.5 Attendance after the register closes will receive a mark to show that they are on-site but will count as an absent mark.

12. Term time leave

- 12.1 At St Michael's Church of England High School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers/guardians to observe the school holidays as prescribed.
- 12.2 Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.

- 12.3 Leave during term time will only be authorised in exceptional circumstances.
- 12.4 Any requests for leave during term time will be considered on an individual basis. Requests for leave must be submitted on the Leave of Absence Request form (appendix c).
- 12.5 If term time leave is not granted, taking a pupil out of school will be recorded as unauthorised absence and may attract sanctions such as a penalty notice.

13. Religious observances

- 13.1 St Michael's Church of England High School will allow one day for the observance of religious festivals.
- 13.2 Parents/carers/guardians must inform the school in advance if absences are required for a day of religious observance.
- 13.3 The day of absence must be exclusively set apart for religious observance by the religious board to which the pupil's parents/carers/guardians belong.

14. Appointments

- 14.1 As far as possible, parents/carers/guardians should attempt to book medical and dental appointments outside of school hours.
- 14.2 Where this is not possible, a note and appointment card should be sent to the school.
- 14.3 If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent/carer/guardian.
- 14.4 Pupils must attend school before and after the appointment wherever possible.
- 14.5 If a pupil's attendance is under 96%, the school will make the decision about whether the appointment will be authorised.

15. Pupils with Additional Health Needs

- 15.1 Pupils who have additional health needs that results in longer-term absence will be managed under the Pupils with Additional Health Needs Attendance Policy (see Appendix f).

16. Young carers

- 16.1 St Michael's Church of England High School understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.
- 16.2 St Michael's Church of England High School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

17. Exceptional circumstances

17.1 Exceptional circumstances include when a pupil is unable to attend because:

- a) the school is fully or partially closed
- b) transport provided by the school or LA is not available and the pupil's home is not within walking distance
- c) there has been widespread disruption to travel services which have prevented the pupil from attending
- d) the pupil is in custody and will be detained for less than four months

17.2 Absences for exceptional circumstances do not affect your child's attendance.

18. Rewarding good attendance

18.1 St Michael's Church of England High School acknowledges and rewards good attendance and punctuality in the following ways:

- a) gold, silver and bronze badges
- b) recognition in assemblies
- c) the opportunity to earn rewards and achievement points through house competitions

18.2 School trips and events are a privilege. Where attendance drops below 96 per cent, these privileges may be taken away.

18.3 Attendance at the Year 11 prom requires 96 per cent attendance across all five years.

19. Monitoring

19.1 St Michael's Church of England High School monitors attendance and punctuality throughout the year.

19.2 St Michael's Church of England High School's attendance target is 96 per cent each year.

19.3 Pupils will be closely monitored before and after school holidays and this will include pupils who are absent before and after the weekend.

19.4 Details of our absence levels can be found on our website and upon request from the office.

20. Policy Review

20.1 This policy will be reviewed on a three-year basis by the headteacher in agreement with the governing board.

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

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

1. Attendance expectations

Attendance is mandatory for all pupils. This means the usual rules on school attendance (as set out in the main body of this policy) will apply, including:

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

The school will ensure pupils do not attend the school site where they are displaying symptoms of, or have tested positive for, coronavirus, or are in a household, childcare or support bubble with an individual who is displaying symptoms of, or has tested positive for, coronavirus.

2. Shielding or self-isolating pupils

The school will stay up-to-date with all relevant national and local public health advice regarding shielding and self-isolation, communicating any changes to all relevant stakeholders.

Absences relating to pupils following clinical and/or public health advice will not be penalised. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Pupil Remote Learning Policy.

Absences due to shielding or self-isolation will be recorded with Code X. The school will request a copy of a shielding pupil's medical letter to confirm their status where necessary.

The school will follow the measures set out in the Infection Control Policy in all circumstances where self-isolation is required.

Where a vulnerable pupil is required to self-isolate, the school will notify their social worker (if they have one), secure a method of maintaining contact with the pupil, and ensure the pupil has access to remote education.

3. Reluctance to return to school

The school will remind parents of their legal duty to ensure their child attends school, and parents will be advised to contact the school if they have concerns about their child returning to school.

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

4. Monitoring attendance

The attendance officer will monitor the school's attendance rates once the school is open to all pupils. Any trends in non-attendance will be identified (e.g. due to anxiety) and measures will be put in place to re-engage affected pupils with school attendance.

The school will place particular emphasis on supporting the attendance and re-engagement of vulnerable pupils, pupils at risk of PA, and pupils who have not engaged regularly with school during the coronavirus pandemic.

An agreed member of the SLT will complete the '[Educational setting status form](#)' on a daily basis, based on the information on the attendance register.

The school will use the DfE's list of sub-codes in the management information system (MIS) to record non-attendance related to coronavirus.

5. Monitoring and review

This appendix will be reviewed in line with any public health updates by the headteacher and the attendance officer.

Any changes made to the policy will be communicated to all relevant stakeholders.

Appendix b – Attendance Flowchart

98% +
Attendance

- Text sent to parents thanking them for their support (Staff member).
- Pupils of 100% receive badge at reward assembly each term (HOY).
- Pupils with 98%+ receive certificate at reward assembly each term (HOY).
- Form Tutors to recognise the above in form time using attendance display half termly.

95% - 97%

- Letter of concern sent home with an explanation of how attendance can affect achievement (Staff member).
- Concerns shared with pupil in regards to the consequences of poor attendance (HOY).
- Targets set to improve attendance (HOY & Form Tutor).
- Monitored with pupil on a rotational basis (Form Tutor).
- HOY to monitor progress and address if measures fail by meeting with parents.
- **If parents are experiencing any difficulties that we can help address by making the necessary referrals to appropriate agencies such as CAMH, CAF (counselling, family support, Targeted youth support etc., then referrals must be made).**

91% - 94%

- Letter of concern sent home with an explanation of how attendance can affect achievement and the legal consequences (Staff member).
- Concerns shared with pupil in regards to the consequences of poor attendance (HOY).
- Targets set to improve attendance (HOY & Form Tutor).
- Monitored with pupil on a rotational basis (Form Tutor).
- HOY to monitor progress and address if measures fail by meeting with parents and pupil.
- When pupil attendance reaches 87% referral to Governors arrange and an attendance contract signed at meeting, review date set.
- HOY and Form tutor to monitor.
- Review meeting takes place (HOY).
- **If parents are experiencing any difficulties that we can help address by making the necessary referrals to appropriate agencies such as CAMH, CAF (counselling, family support, Targeted youth support etc., then referrals must be made).**

90% and
below

- Refer to Education Welfare (HOY & Staff member).
- Letter sent to parents to inform them of the referral (Staff member).
- Education Welfare should send a letter to give them 15 days to improve.
- Close monitoring to take place over the 15 days (HOY).
- Liaise with parent to inform of progress during the 15 days (HOY).
- **If parents are experiencing any difficulties that we can help address by making the necessary referrals to appropriate agencies such as CAMH, CAF (counselling, family support, Targeted youth support etc., then referrals must be made).**

Appendix c – Attendance Agreement Forms

Student Attendance Agreement

I, *name of pupil*, agree to attend school and understand the consequences I may face if my attendance drops below 100%. I will ensure that St Michael's Church of England High School is made immediately aware of when I will not reasonably be able to attend and will give the school full details of my absence.

As a pupil of St Michael's Church of England High School, I am dedicated to:

- Being in attendance every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not missing school for trivial reasons.

Pupil name: _____

Date: _____

Pupil signature: _____

Date: _____

Form tutor name: _____

Date: _____

Parental Attendance Agreement

I, *name of parent/carer/guardian*, understand that it is my responsibility to send my child to school. I agree to send *name of pupil* to school every day and understand the consequences if I fail to do so. When *name of pupil* is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent/carer/guardian name: _____

Date: _____

Parent/carer/guardian signature: _____

Date: _____

Form tutor name: _____

Date: _____

Appendix d – Leave of Absence Request Form

IL2 [PROTECT] when complete

October 2017 (V2)



Attendance & Prosecution Service Leave of Absence Request Form

See Leave of Absence Request – Guidance Notes attached
****ALL sections MUST be fully completed in CAPITAL LETTERS****
*****If 'None' write 'None'*****
******One Application Per Child******

School	<input type="text"/>	Class	<input type="text"/>
Child's Full Name	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address	<input type="text"/>	Post Code	<input type="text"/>
		Landline Tel. No.	<input type="text"/>
		Mobile Tel. No.	<input type="text"/>

I would like to request a Leave of Absence for the above-named child: (One Application Form per Child)

First day of Absence from school	<input type="text"/> / <input type="text"/> / <input type="text"/>	Returning to school on	<input type="text"/> / <input type="text"/> / <input type="text"/>
Number of school days' absent	<input type="text"/> day(s)		

Head teachers can only Authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an **"exceptional circumstance"**. You **MUST** provide **all the details and information** you would want the Head teacher to consider in deciding if your request can be granted.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

(please attach any further detail)

By signing this application, I understand and agree the following:

1. That I have read the Leave of Absence Request - Guidance Notes.
2. That I am a Parent/Carer with whom the child 'normally resides'.
3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance".
4. That I will ask for and know the Head teacher's decision **before** my child is absent.
5. That if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice. (a fine of up to £120 in respect of each child and each Parent/Carer.) and/or be subject to further legal proceedings in the Magistrates Court)

Parent/Carer Applicant PRINT NAME	<input type="text"/>	Date of Birth of Applicant	<input type="text"/> / <input type="text"/> / <input type="text"/>
Relationship to child	<input type="text"/>		
Parent/Carer Applicant SIGNATURE	<input type="text"/>	Date of Application	<input type="text"/> / <input type="text"/> / <input type="text"/>

You must enter the Names / Dates of Birth and Address details of every **ADDITIONAL** adult who holds Parental Responsibility and /or Care of your child.

Parent/Carer's Full Name	<input type="text"/>	Date of Birth	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Relationship to child	<input type="text"/>				
Address (if different from child's home address)	<input type="text"/>	Post Code	<input type="text"/>		
	<input type="text"/>				
	<input type="text"/>				

Parent/Carer's Full Name	<input type="text"/>	Date of Birth	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Relationship to child	<input type="text"/>				
Address (if different from child's home address)	<input type="text"/>	Post Code	<input type="text"/>		
	<input type="text"/>				
	<input type="text"/>				

For School Use Only

Request Form Complete and Received	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	School Staff	<input type="text"/>
Head Teacher's review	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	Outcome	<input type="text" value="Agreed / Rejected"/>
Applicant advised of outcome	Date	<input type="text" value="/"/>	<input type="text" value="/"/>		
How applicant was advised of outcome (i.e. verbally, by letter, by telephone) School staff may need to provide evidence of the above should Court proceedings follow.	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				

Schools Request for Penalty Notice

I have read the Leave of Absence Request - Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed. Yes No

Agreed by Head Teacher Date

Referral to Attendance & Prosecution Service Date

Name Position in school

Have you attached a copy of the student's Attendance Summary/Certificate? Yes No

Have you attached a copy of the rejection letter sent to Parents/Carers? Yes No

Note You do not need to complete a Request for Support Form if all the above details are provided. A Leave of Absence Referral can be accepted when you WEBXCHANGE together a fully completed Leave of Absence Request Form, a copy of the schools rejection letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate.

Leave of Absence Request – Guidance Notes

Section 1 For Parents/Carers • Section 2 For Schools • Section 3 Penalty Notices

Section 1

For Parents/Carers

Under the Education (Pupil Registration) (Amendment) Regulations 2013 absence may not be Authorised unless:

- (a) An application has been made in advance to the Head teacher by a Parent/Carer with whom the pupil normally resides (lives with most of the time); and
- (b) The Head teacher, or a person Authorised by them, considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

It is only a Parent “with whom the child normally resides” (lives with most of the time) that can apply for a Leave of Absence for their child. A Parent/Carer who does not live with the child cannot apply for a Leave of Absence. Any application they might make should be rejected by the school.

Parents/Carers should ensure that any Leave of Absence application is made in advance of any Leave of Absence to be taken. (Schools may have specific timescales for processing Leave of Absence applications. Parents/Carers should make sure they know what these are. Different schools may have different timescales.)

Parents/Carers should ensure that they know if their Leave of Absence application has been Authorised by the Head teacher before planning, booking or paying for anything in relation to that Leave of Absence application.

Parents/Carers should ensure they provide the Head teacher with all the detail and information they would want the Head teacher to know in deciding if a Leave of Absence can be Authorised.

Head teachers can only Authorise a Leave of Absence if they consider that the detail and information provided by a Parent/Carer in the application can be considered as an “exceptional circumstance”.

It is at the Head teacher’s discretion to decide if the detail and information provided by a Parent/Carer can be considered as an “exceptional circumstance” and agree if any Leave of Absence can be Authorised.

Disagreements between Parents/Carers and schools in relation to what is and is not an “exceptional circumstance” cannot be considered by the Attendance & Prosecution Service.

Section 2

For Schools

Schools should consider having a clear, detailed and published policy or process that Parents/Carers should follow in applying for any Leave of Absence at their school.

Schools should decide on the format of their Leave of Absence Application Form.
(The Attendance & Prosecution Service provide a template document for consideration)

Schools should decide on the timescales for accepting, processing and responding to any Leave of Absence applications received.

Such a timescale would need to consider how the school might inform the Parents/Carer of the outcome of the Head teachers decision so that it is received by them before any planned Leave of Absence starts.

Schools should decide that if any late or incomplete application is received if they will process this or if the Leave of Absence application cannot be considered and the Absence recorded as Unauthorised.

Schools should decide how they will advise Parents/Carers of the Head teachers decision and if the Absence is to be Authorised or not.

Schools should mark all Absences in accordance with the Pupil Registration Regulations.

Schools can Request that a Penalty Notice be issued to Parents/Carers should any Unauthorised Leave of Absence be taken. (Such a request should be made within 5 school days of the child's return to school after the Leave of Absence is taken)

The Attendance & Prosecution Service cannot issue a Leave of Absence Penalty Notices unless a Request is made by the Head teacher to do so, that the school can provide the required information and detail that allows for the Penalty Notice to be issued in accordance with the Penalty Notice Code of Conduct. http://www.sandwell.gov.uk/downloads/download/1990/penalty_notice_code_of_conduct

Section 3

Penalty Notices

If a Leave of Absence is not Authorised and the child is then absent from school, the Head teacher can request that the Attendance & Prosecution Service issue Parents/Carers with Penalty Notices.

The Attendance & Prosecution Service can only issue Penalty Notices for Leave of Absence following receipt of a request to do so by the school.

Penalty Notices are issued based on the information and detail provided by the school and in accordance with the Penalty Notice Code of Conduct http://www.sandwell.gov.uk/downloads/download/1990/penalty_notice_code_of_conduct

Once issued a Penalty Notice cannot be 'withdrawn' unless it meets the criteria detailed in Section 4 of the Code of Conduct (see below):

A penalty notice may be withdrawn if the local authority determines that:

- a) It ought not to have been issued, or issued to the person named as the recipient.*
- b) The notice contains material errors, e.g. sent to the wrong address.*
- c) Where the issuer did not comply with this code of conduct*
- d) Where after the expiry of 28 days the penalty notice is unpaid and the local authority has not started legal proceedings, or wishes to take such action under section 444.*

Unpaid Penalty Notices can result in Parents/Carers being put before the Magistrates Court and fined up to £1,000 per Parent/Carer per child plus Court costs.

Home Visits Policy

“What does the Lord ask of you? To act justly, to love mercy and to walk humbly with your God.”

(Micah 6:8)



ST MICHAEL'S
Church of England High School

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Statement of Intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

Parents are children's prime educators in their earliest years and they continue to play a major role in their child's learning in the secondary school setting. St Michael's Church of England High School recognises that, when staff and parents work together to support children's learning, it can have significant positive effects on the way in which children value themselves and those around them. In addition, St Michael's Church of England High School firmly believes that regular attendance is essential to the successful academic development of pupils.

St Michael's Church of England High School recognises that there may be an increased risk to the health and safety of staff when conducting home visits. This policy has been established to identify risks and manage them accordingly.

The school has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees.

A copy of this policy will be made available to parents/carers.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Rationale

- 1.1 St Michael's Church of England High School firmly believes that regular attendance is essential to the successful academic development of pupils. In addition, the school recognises the importance of establishing close working relationships with parent/carers. There are some occasions where it is felt that a home visit is appropriate. On these occasions designated members of staff will follow the procedures of this policy.
- 1.2 The frequency of these visits will vary according to the students' needs. Home visits may be an important part of the overall information gathering process. This also provides an opportunity for parents/carers and the school to work closely together to best meet the needs of the child. Intervention strategies that may be required will be outlined on the student's Care Plan or Individual Education Plan.
- 1.3 Home visits provide an opportunity for parents/ carers to express their opinions in an environment in which they are confident.
- 1.4 A home visit requires a designated member of St Michael's Church of England High School to visit a parent/carer in their home or place of work for a meeting/discussion.

2. Legal Framework

- 2.1 This policy has due regard to the following legislation, including, but not limited to the:
 - Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - Health and Safety at Work etc. Act 1974
- 2.2 This policy is designed to be used in conjunction with other school policies such as:
 - Allegations of Abuse Against Staff Policy
 - Child Protection and Safeguarding Policy
 - Physical Restraint and Reasonable Force Policy
 - a) Young Carers Policy

3. Objectives

- 3.1 All students receive the required amount of support from the school during times of absence so that, where appropriate, learning can continue.
- 3.2 Students who school refuse are quickly reintegrated back into the school environment to continue their learning.
- 3.3 Close links are maintained between school and home within the context of inclusion.

4. Reasons for a Home Visit

- 4.1 Under normal circumstances most meetings between the school and the parent/carer will take place on the school site. However, there may be certain circumstances when a home visit is considered appropriate such as:
 - b) students with poor attendance
 - c) students who are excluded

- d) students absent due to long term illness
- e) students who are refusing to come to school
- f) where circumstances dictate that the parent/carer is unable to come to the school for a meeting

5. Personal safety

- 5.1 It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 5.2 Staff members must carry a mobile phone at all times. The number will be recorded and held by the school business manager.
- 5.3 Staff members will 'check in' by calling the school office every two hours to update the school office of their whereabouts.
- 5.4 A risk assessment will be conducted by the Business Manager: Finance prior to a home visit. If a particular home visit poses new risks, the risk assessment will be amended before the visit.
- 5.5 Staff will only undertake home visits when accompanied by another member of staff.
- 5.6 Staff must never enter the home of a pupil unless the parent/carer is present. Written confirmation of the appointment must be recorded and held in the school office.
- 5.7 Appointment records must include the time and location along with the name of the pupil. Signatures of the parents/carers and the staff member should also be kept.
- 5.8 When working alone, the staff member will have a mobile phone with them at all times.
- 5.9 If a staff member feels that they are in immediate danger, they must use their phone to contact the police.
- 5.10 Details of the vehicles used by staff members, including make, model, registration number and colour, must be held by the Business Manager: Finance. All vehicles must have the required up-to-date insurance.

6. Training

- 6.1 Staff members will be fully trained in safe working practices. The Business Manager: Finance is responsible for organising the relevant training.
- 6.2 Before performing their duties, staff members will undergo the appropriate training. This includes training related to cultural awareness, diversity and racial equality, manual handling training, and training in disengagement techniques.

7. Procedures

7.1 Before the Home Visit

- 7.1.1 A list of visits will be compiled on a daily/weekly basis. This list will include the name and address of the pupil, the name and contact details of the parent/carers, along with the reason for the visit.

- 7.1.2 The list must be approved and signed by the deputy headteacher before any visits occur. If the parents/carers are not present, the staff member should wait no longer than 20 minutes. If the parent/carer does not arrive the visit will be cancelled.
- 7.1.3 Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- 7.1.4 A house should not be entered if the staff member feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated in writing to the deputy headteacher.
- 7.1.5 If there are potentially dangerous animals in the house, the staff member will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be communicated to the deputy headteacher in writing.
- 7.1.6 Before and after the visit the officer will 'check in' by calling the school office. In addition, the school office will regularly check in with the staff member.
- 7.1.7 If staff do not return to school at the agreed expected time of return or fail to check in, it is the responsibility in the first instance for the PA to the Senior Leadership Team & HR Administrator:
 - to contact the staff member via their mobile phone. In their absence, the alternative member of staff will ring
 - If contact is not possible, the PA to the Senior Leadership Team & HR Administrator will attempt to contact the student's home
 - If contact has not been made or there is any cause for concern, the duty member of SLT will be informed. Where necessary, a member of SLT will contact the police.
- 7.1.8 During the visit, staff are representing the school. It is important that the discussion focuses on the initial reasons why a home visit has been deemed necessary. The staff must be fully informed as to the current circumstances and the home situation. Any issues raised by parents at the meeting outside of the scope of the initial reason should be noted and forwarded to a relevant member of staff on return to school.

7.2 After the visit

- 7.2.1 Non-attendance related issues
 - Following a home visit, any action regarding issues of behavioural concerns, issues involving the curriculum, issues of health, issues involving other students will be managed through the schools' practices and procedures. A record of the discussion and action points from the home visit will be made. This will be kept in the student's personal file and on their student record on SIMS.
- 7.2.2 Attendance related issues
 - Once a visit has ended, any agreements made between the officer and parents/carers will be recorded and kept in the pupil's attendance record.
 - Reminder letters will be sent to the parents/carers if the pupil fails to adhere to the agreements made during the home visit.
 - A note will be made in the pupil's attendance record if they fail to follow the agreement.

- Continued failure to adhere to the agreement will result in a follow-up visit.
- If the pupil's attendance falls below 90 percent over the course of three months, the appropriate authorities will be notified in order for legal proceedings to be considered.

8. Child protection and safeguarding

- 8.1 Before a staff member is appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.
- 8.2 The St Michael's Church of England's policy on physical intervention by staff is detailed in our Physical Restraint and Reasonable Force Policy.
- 8.3 The school acknowledges that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person.
- 8.4 St Michael's Church of England High School understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 8.5 Any allegations made against staff members will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

9. Monitoring, Evaluation and Review

- 9.1 This policy will be reviewed every three years by the Senior Leadership Team and the governing board.

Pupils with Additional Health Needs Attendance Policy

“What does the Lord ask of you? To act justly, to love
mercy and to walk humbly with your God.”

(Micah 6:8)



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Statement of intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England School aims to support the LA and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

1.2 This policy operates in conjunction with the following school policies:

- Attendance Policy
- Child Protection and Safeguarding Policy
- Confidentiality Policy
- GDPR Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Information
- Supporting Pupils with Medical Conditions Policy

2. LA duties

2.1 The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so.

2.2 The LA should:

- provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- address the needs of individual pupils in arranging provision.
- have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- give clear policies on the provision of education for children and young people under and over compulsory school age.

2.3 The LA should not:

- have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- withhold or reduce the provision, or type of provision, for a child because of how much it will cost.

- have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance.
- have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

3. Definitions

3.1 Children who are unable to attend school as a result of their medical needs may include those with:

- physical health issues
- physical injuries
- mental health problems, including anxiety issues
- emotional difficulties or school refusal
- progressive conditions
- terminal illnesses
- chronic illnesses

3.2 Children who are unable to attend mainstream education for health reasons may attend any of the following:

- **Hospital school:** a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- **Home tuition:** many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- **Medical PRUs:** these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

4. Roles and responsibilities

4.1 The governing board is responsible for:

- ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- approving and reviewing this policy on a three-year basis.

4.2 The headteacher is responsible for:

- working with the governing board to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.

- ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- ensuring the support put in place focusses on and meets the needs of individual pupils.
- arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- providing annual reports to the governing board on the effectiveness of the arrangements in place to meet the health needs of pupils.
- notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

4.3 The named member of staff is Carolyn Hill. They are responsible for:

- dealing with pupils who are unable to attend school because of medical needs.
- actively monitoring pupil progress and reintegration into school.
- supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- liaising with the headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- keeping pupils informed about school events and encouraging communication with their peers.
- providing a link between pupils and their parents, and the LA.

4.4 Teachers and support staff are responsible for:

- understanding confidentiality in respect of pupils' health needs.
- designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs.
- ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- keeping parents informed of how their child's health needs are affecting them whilst in the school.

4.5 Parents are expected to:

- ensure the regular and punctual attendance of their child at the school where possible.
- work in partnership with the school to ensure the best possible outcomes for their child.
- notify the school of the reason for any of their child's absences without delay.
- provide the school with sufficient and up-to-date information about their child's medical needs.

- attend meetings to discuss how support for their child should be planned.

5. Managing absences

- 5.1 Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- 5.2 Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- 5.3 The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- 5.4 For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the LA, who will take responsibility for the pupil and their education.
- 5.5 Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence.
- 5.6 For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.
- 5.7 The LA will set up a personal education plan (PEP) for the pupil which will allow the school, the LA and the provider of the pupil's education to work together.
- 5.8 The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- 5.9 The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where:
- The pupil has been certified by the school's medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
 - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.
- 5.10 A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the school's medical officer, even if the LA has become responsible for the pupil's education.

6. Support for pupils

- 6.1 Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.

- 6.2 The LA expects the school to support pupils with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.
- 6.3 The school will make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.
- 6.4 Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 6.5 During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- 6.6 Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods:
- school newsletters
 - emails
 - invitations to school events
 - cards or letters from peers and staff
- 6.7 Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.
- 6.8 To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:
- a personalised or part-time timetable, drafted in consultation with the named staff member
 - access to additional support in school
 - online access to the curriculum from home
 - movement of lessons to more accessible rooms
 - places to rest at school
 - special exam arrangements to manage anxiety or fatigue

7. Reintegration

- 7.1 When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.
- 7.2 The school will work with the LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.
- 7.3 As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- 7.4 If appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil.
- 7.5 The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.

- 7.6 For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.
- 7.7 The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.
- 7.8 The reintegration plan will include:
- The date for planned reintegration, once known.
 - Details of regular meetings to discuss reintegration.
 - Details of the named member of staff who has responsibility for the pupil.
 - Clearly stated responsibilities and the rights of all those involved.
 - Details of social contacts, including the involvement of peers and mentors during the transition period.
 - A programme of small goals leading up to reintegration.
 - Follow up procedures.
- 7.9 The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.
- 7.10 Following reintegration, the school will support the LA in seeking feedback from the pupil regarding the effectiveness of the process.

8. Information sharing

- 8.1 It is essential that all information about pupils with health needs is kept up-to-date.
- 8.2 To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used, in accordance with the Confidentiality Policy.
- 8.3 All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via a noticeboard in the staffroom.
- 8.4 Parents will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:
- ensure this policy and other relevant policies are easily available and accessible
 - provide the pupil and their parents with a copy of the policy on information sharing
 - ask parents to sign a consent form which clearly details the organisations and individuals that their child's health information will be shared with and which methods of sharing will be used
 - consider how friendship groups and peers may be able to assist pupils with health needs
- 8.5 When a pupil is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

9. Record keeping

- 9.1 In accordance with the Supporting Pupils with Medical Conditions Policy, written records will be kept of all medicines administered to pupils
- 9.2 Proper record keeping protects both staff and pupils and provides evidence that agreed procedures have been followed.
- 9.3 All records will be maintained in line with the Records Management Policy.

10. Training

- 10.1 Staff will be trained in a timely manner to assist with a pupil's return to school.
- 10.2 Once a pupil's return date has been confirmed, staff will be provided with relevant training one week before the pupil's anticipated return.
- 10.3 Healthcare professionals should be involved in identifying and agreeing with the school the type and level of training required.
- 10.4 Training will be sufficient to ensure staff are confident in their ability to support pupils with additional health needs.
- 10.5 Parents of pupils with additional health needs may provide specific advice but will not be the sole trainer of staff.

11. Examinations and assessments

- 11.1 The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.
- 11.2 Relevant assessment information will be provided to the alternative provision provider if required.
- 11.3 Awarding bodies may make special arrangements for pupils with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

12. Monitoring and review

- 12.1 This policy will be reviewed by the governing board on a three year basis.
- 12.2 Any changes to the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.
- 12.3 The next scheduled review date for this policy is October 2022.