

## Statement of Principle

The Spalding Special Schools Federation is committed to providing a full and efficient education for all pupils. The Federation believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the Federation will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

### It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

## FAQs

### What do we expect from our pupils?

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

### What do we expect from parents: (cf. Appendix 3)

- To ensure their children attend school regularly and punctually and are ready for transport pick up times.
- To ensure that they contact the school/form tutor as soon as is reasonably practical whenever their child is unable to attend, giving details of the reason for the absence and the length of time the child will be away.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that affect the pupil's performance in school.
- To avoid, wherever possible, taking family holidays in term-time. Term time absences, especially during examination periods, may seriously affect the progress of your child.

## What can you expect from us?

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Swift action on any problem notified to us.

## What if absence is unavoidable?

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as unauthorised.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Family holiday\*
- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

### \*Family Holidays:

Parents should not normally take pupils on holiday during the school term though schools are able to exercise their discretion when granting parental requests. However, each request will be considered individually taking into account the age of the child, previous attendance patterns, parental views and the educational progress of the child. If a request is not granted and the parent takes the child on holiday, the absence should not be authorised. If a request is granted the absence should not normally be for more than two weeks in any school year. If the holiday goes on for longer than agreed, the extra days' absence will be unauthorised.

### Absences should not be authorised under the following circumstances.

- Shopping trips
- Holidays in term time where the permission of the school has not been given
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.
- Absence from work experience without explanation.
- School staff have cause to believe that the note is not genuine or not valid.
- Year 11 pupils who "leave" before the official date.
- Attendance at interviews with no advance notice or adequate explanation.

For further details of this or any other policy, please contact:

Priory School, Email: [enquiries@priory.lincs.sch.uk](mailto:enquiries@priory.lincs.sch.uk) , Tel: 01775 724080

**Address: The Priory School, Neville Avenue, Spalding, Lincolnshire, PE11 2EH**

**Garth School, Email: [enquiries@garth.lincs.sch.uk](mailto:enquiries@garth.lincs.sch.uk), Tel: 01775 725566**

**Address: The Garth School, Pinchbeck Road, Spalding, Lincolnshire, PE11 1QF**

## ATTENDANCE POLICY

### Roles and Responsibilities

In order for the attendance policy to be successful, every member of the staff will make attendance a high priority and will convey to pupils the importance and value of education.

In addition to these there may be specific responsibilities allocated to individual staff groups such as the following

#### Head of Site

- To liaise with Tutors.
- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To produce the attendance profile for the whole school.
- To report to Senior Management Team on attendance matters.
- To coordinate liaison with EWO.
- To analyse attendance data.
- To oversee the registration process and ensure that registers are completed accurately and on time.
- To reinforce good practice.
- To initiate contact with parents in cases of prolonged unexplained absence.
- To liaise with EWO as appropriate.
- To plan for the return of long-term absentees.

#### Form Tutor

- To complete registers accurately and on time.
- To follow-up immediately any unexplained non-attendance by contacting parents.
- To challenge suspicious or inappropriate reasons for absence
- To record all reasons for absence in the register.
- To inform Head of Site of concerns.

#### Governors

- Receive regular attendance progress reports for Governors' Meetings.

#### Parents

- Contact with school as soon as possible.
- Provide signed and dated absence notes for all absences.
- Support their child in achieving maximum attendance.

#### Office Staff (Attendance Officer):

- Maintain a late book.
- Maintain a signed in/out book.
- Provide analysis as required using Integris.

## **Attendance will be encouraged in the following ways:**

- Accurate completion of the registers at the beginning of each day.
- Recognition of good attendance through the Pupil certificates and class certificates for good attendance.
- Supporting those parents who are concerned that their children may be experiencing difficulty in attending school.
- Sending parents termly/weekly absence figures as appropriate
- The efficient use of computerised systems will provide valuable, year group, class and pupil level attendance data which can assist speedy analysis and timely responses by the school. Including attendance figures on summary and full reports.
- When a pupil does not attend, the school will aim to respond effectively.
- If a note or telephone call is not received from parents, the parents will be contacted, initially by the Admin Assistant by phone on the day of return to school. If a pupil is absent and no contact with school has been made, contact home should be made by the admin assistant on the day of absence.
- Where there is no response, a letter will be sent by the Admin Assistant.
- Where non-attendance continues, a meeting will be set up between the Head of Site and parents.
- Where non-attendance continues, the case will be discussed with the Education Welfare Officer (EWO) for the school and further action planned. This may in appropriate cases, result in a referral to the Education Welfare Service (EWS).
- Parents may be invited to attend a meeting in school. This meeting will include the appropriate staff, EWO, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- If there is no improvement, then the case will be discussed again with the Education Welfare Officer with a view to a formal referral being made to the Education Welfare Service, if one has not already been made at an earlier stage. If a referral had already been made then the case will be reviewed and the meeting used to plan further action.

## **LIAISING WITH EXTERNAL AGENCIES**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of institutional, community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school or the EWS. It is, therefore, vital that strong partnerships are established with all agencies that work with children and young people. The EWS may be able to help schools establish multi-agency meetings or may be able to advise on how schools can become involved in existing local arrangements.

## **These are the main support services:**

- Educational Behavioural and Support Services.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Services.
- Connexions
- Parent Support Advisory Service
- Local police

## APPENDIX I

### GUIDANCE FOR FORM TUTORS:

#### SUGGESTED METHODOLOGY

Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities....

#### The Importance of Registration:

- An attendance register must be kept on which, at the BEGINNING of each morning and afternoon session, pupils are marked present or absent.
- Accurate marking of registers can have a significant impact on overall school attendance and absence figures.
- Attendance registers must be kept for a minimum of 3 years from the date that the last entries were made.

#### Categorising Absence:

- Only the school, in the context of the law can authorise absence, a note or explanation from parents does not guarantee authorisation. If a form tutor or admin assistant does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head of Site.
- Emerging patterns of authorised absence should be reported to the Head of Site.
- Reasons for absence should be entered in the register by the appropriate code symbol.
- Form tutors who experience difficulty in receiving a parental note should inform the Head of Site.

#### Authorised or Unauthorised Absence:

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as unauthorised.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Family holiday (up to two weeks) but see notes below.
- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

#### Family Holidays:

Parents should not normally take pupils on holiday during the school term though schools are able to exercise their discretion when granting parental requests. However, each request will be considered individually taking into account the age of the child, previous attendance patterns, parental views and the educational progress of the child. If a request is not granted and the parent takes the child on holiday, the absence should not be authorised. If a request is granted the absence should not normally be for more than two weeks in any school year. If the holiday goes on for longer than agreed, the extra days absence will be unauthorised.

**NB: PUPILS WHO ARE ABSENT FROM SCHOOL BUT TAKING PART IN AN APPROVED EDUCATIONAL ACTIVITY SHOULD BE MARKED IN THE USUAL WAY BUT ARE COUNTED AS PRESENT FOR CALCULATING DATA FOR THE ANNUAL ABSENCE RETURN. TO AVOID CONFUSION IN EMERGENCY SITUATIONS PUPILS WHO ARE OFF SITE SHOULD NOT BE MARKED AS PRESENT.**

**THE FOLLOWING ACTIVITIES FALL WITHIN THIS CATEGORY:**

- Field trips and educational visits both in this country and overseas.
- Interviews with prospective employers and for a place at a higher or further educational establishment (Year 11 only).
- Link courses where pupils attend a FE college for part of the time.
- Pupils receiving approved education off site, e.g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the school.

**Absences should not be authorised under the following circumstances.**

- Shopping trips
- Holidays in term time where the permission of the school has not been given
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.
- Absence from work experience without explanation.
- School staff have cause to believe that the note is not genuine or not valid.
- Year 11 pupils who “leave” before the official date.
- Attendance at interviews with no advance notice or adequate explanation.

Unusual circumstances may arise that lead to a young person being absent from school. It is for the Head of Site to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered.

**PREPARATION OF ATTENDANCE REGISTERS**

- The school Administration Assistant will prepare a synoptic attendance register for each class group at the beginning of the school year.
- Pages 2 and 3 of this register will contain the name and personal details of each pupil in that class, arranged in alphabetical order. The names of pupils who leave or join that class during the year will be deleted or added as appropriate by the school clerical assistant.
- At the beginning of each term the Administration Assistant will enter the names of each pupil in the class, in alphabetical order, on the appropriate page for that term.

## DAILY COMPLETION OF ATTENDANCE REGISTERS BY CLASS TEACHERS

At the beginning of each week, the Administration Assistant will insert the appropriate dates for that week, as indicated below:

<b>WEEK 1</b>									
<b>ENDING</b>									
<b>06.09.2002</b>									
<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>	
<b>M</b>		<b>T</b>		<b>W</b>		<b>T</b>		<b>F</b>	
<b>M</b>	<b>A</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>A</b>

DATE OF EACH DAY TO BE ENTERED AS SHOWN →

DATE OF THE LAST REGISTRATION DAY IN THAT WEEK TO BE ENTERED USING FORMAT AS SHOWN →

- All registration marks will be made in ink, red oblique strokes (/\) for pupils who are present and black circles for pupils who are absent *at the time of completing the register*. **At The Garth School the reverse is true and pupils marked as present by black strokes and absent with a red circle.**
- Registration takes place in the morning from 8.45 a.m. and afternoon from 1.25p.m.(Priory) 8.50a.m. and 1.05 p.m. (Garth) and is open for 30 mins.
- For pupils who are off-site *for the whole day*, but are engaged on an approved educational activity, the class teacher is responsible for ensuring that the following symbols are inserted in the same colour as the present mark:

<b>J</b>	Interview
<b>W</b>	Work Experience
<b>B</b>	<b>Educated off-site (not dual registration)</b>
<b>V</b>	Educational Visit or Trip
<b>P</b>	Approved Sporting activity
<b>D</b>	Duel Registration

NB: *Pupils who will be out of school for part of the day only (eg a class visit or a sporting event) should be marked as present in the register as normal, but signed out, and back in, on the signing-out form located in the main school entrance.*

Pupils who are absent will be marked with a black **O** (unauthorised absence). If the reason for the absence is known, it should be indicated by the following code within the circle, also in black:

<b>E</b>	Excluded (but no alternative provision made)
<b>H</b>	Agreed Family Holiday
<b>M</b>	Medical or dental reason
<b>R</b>	Day set aside exclusively for religious observance
<b>N</b>	No reason for the absence provided yet



## I Illness (not medical or dental appointment)

If a reason for an absence is not known, the circle should be left blank

- A pupil who arrives after morning registration has been completed should be instructed to report to the school administration assistant, who will amend the register by superimposing a red stroke over the absence mark and writing, in the body of the register, the time of arrival (eg No 3 arrived at 10.15am)
- Pupils who have to go home for medical or other reasons will have an entry to that effect made in the register by the school administration assistant.
- The administration assistant will complete registers for the afternoon session. Class teachers are responsible for informing the Administration assistant of any pupils who are no longer present in school at 1.25pm.
- Teachers who receive notes concerning absence from parents in the morning should date and initial them, before returning them to the Administration Assistant with the register.
- The administration assistant (or any other member of staff) will make a note of any telephone calls received concerning a pupil's absence in the school's pupil absence log book and inform for the class teacher.
- The administration assistant will be responsible for inserting all absence codes as appropriate.
- Where a pupil is absent without notification, the class teacher will inform the administration assistant, contact will then be made with the parents by telephone if possible, or by letter.

Further advice is available in DfES Circular No.10/99.

### **Lateness:**

The school will actively discourage late arrival by challenging young people who are persistently late or arrive late without reasonable explanation. This also applies to pupils that are persistently late for the pickup time agreed with Transport Services.

Failure to provide a valid reason for being late for the agreed pick up time will result in an unauthorised absence being recorded in the register. Persistent lateness in respect of transport pick up times will be dealt with by the form tutor. However if lateness is caused due to traffic or transportation issues this will not be recorded as a late.

### **Removal from the school roll**

There are strict guidelines on the circumstances under which a pupil may be removed from the school roll. These are detailed in Circulars 1099 and 111/99 and the Schools Administration Handbook (section A2). Removal from the school roll under circumstances other than those detailed below is illegal.

- Where a school has been notified that the pupil has been registered as a pupil at another school
- Where a pupil has ceased to attend the school and the parent(s) have satisfied the County Council that the pupil is receiving education otherwise than by attendance at school.
- Where the school has been notified by the School Medical Officer that the pupil is unlikely to be in a fit state to attend school before becoming legally exempt from the obligation to attend school.
- Where the pupil has been absent without reasonable cause for four academic weeks and the Head Teacher of the school has failed, after reasonable enquiry and consultation with the Education Welfare Service to obtain information on the cause of the absence.
- Where the Head Teacher has been notified that the pupil has died
- Except in the case of a boarder, the pupil has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school.

- If a pupil has not returned to school within ten school days of the agreed return date after a family holiday in term time.
- Where a pupil will cease to be of compulsory schools age before the school next meets and has been notified an intention to discontinue in attendance.
- Where the pupil has been permanently excluded and this decision has been confirmed by the Pupil Discipline Committee.

## Ensuring Pupil Information is up to date

The school will ensure, as far as possible, that the information they hold on pupils and parents is accurate and up to date. This will help to ensure that contact with families is productive and that referrals to other agencies can be actioned effectively. Principle 4 of the Data Protection Act 1998 states 'Personal Data shall be accurate and, where necessary, kept up to date'.

## Pupils who are missing

Where it is believed that a pupil has left the area and enquiries have failed to establish the whereabouts of the pupil, the Common Transfer File should be completed and uploaded to the DfES National Missing Pupils Database.

## APPENDIX 2

### GOOD PRACTICE:

Research suggests that good practice is associated with:

- A senior teacher being charged with specific responsibility for pupil attendance.
- A list of absentees being produced quickly, ideally by morning break, for use by appropriate teaching and office staff.
- The school devising a sensitive scheme for the immediate follow-up of absentees - e.g. either by telephoning home or sending out letters to parents or guardians.
- Form tutors ensuring that records of attendance are as accurate as possible and explanations for absence are produced when pupils return to school.
- Tutors monitoring the attendance records of tutors groups.
- Head of Site with responsibility for pupil attendance having meetings with EWO as required.
- Rewards introduced for individual pupils or classes with an excellent attendance record in the form of prizes.
- Penalties being introduced for pupils who are persistently late.
- Absentees and truants being quietly welcomed back to school upon their return and efforts made to reintegrate them socially and academically.
- First day of absence contact. Where the school is able to resource this, a phone call to the homes of all, or a targeted group of absentees on their first day of absence has proved to be effective in addressing casual and opportunistic absence. Even short-term use of the strategy can produce long-term benefits.
- Targeting individual pupils or groups of pupils through, for example, school attendance panels, can help to raise attainment and attendance across the school.

## APPENDIX 3

### GUIDANCE FOR PARENTS:

Suggestions for securing parental involvement in ensuring regular attendance.

The Home-School Agreement presents schools with an opportunity to underline the importance of regular and punctual attendance at school. The following may be used as a basis for a statement in the Agreement.

#### A Model Statement:

Our school is committed to providing a quality education for all pupils. We believe that pupils can only benefit from the education in our school through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and we will make sure that any problems are identified and resolved quickly. Wherever possible, we will make contact with parents where a pupil is absent from school without good reason.

#### How parents can help us:

- Ensure that their children attend school regularly and that they arrive on time.
- Contact the school whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away.
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead.
- Attend Parents' Consultation Evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child.
- Contact the school if problems arise which may keep their child away from school, so that the school can help.
- To avoid, wherever possible, taking family holidays in term-time. Term time absences, especially during SATs and examination periods, may seriously affect the progress of your child.

## Appendix 4

### The Process for Issuing Legal Warning Letters for Fixed Penalty Notices and Legal Proceedings

#### Advice for Maintained Schools and Academy Schools

A school or academy school should try all reasonable strategies to resolve the attendance problems of a young person, and relies on the cooperation and engagement of the parent(s) and carer(s) in this process. If the school or academy school is unsuccessful in resolving the problem, or unable to gain the cooperation needed, they may consider it necessary to ask the Local Authority to prosecute the parent(s)/carer(s), to issue a Fixed Penalty Notice or seek to obtain an Education Supervision Order. In the case of prosecution or a Fixed Penalty Notice the school or academy school should send a warning letter to the parent(s)/carer(s) to inform them that they have reached this stage.

#### The warning letter issued by the school

Best practice shows that the school or academy school should outline the level of the young person's unauthorised absence and refer to the parent's/carers' legal responsibility. It should also explain that the school or academy school is now asking the Local Authority to consider the prosecution of the parent(s)/carer(s) or the issue of a fixed penalty notice. It should also state that an improvement is needed. The following paragraph can be included to explain the legal position, and will provide evidence that the parent(s)/carer(s) have been made aware of the situation.

**'Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444(1) of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly thereat, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £50.00 or £100.00.'**

Once this has been issued then maintained schools should contact the Senior Practitioner in the Education Welfare Service who will allocate the case to an EWO for further action. The EWO will make contact with the family. If appropriate the EWO will issue a final legal warning letter. If not appropriate, the EWO may recommend further necessary actions or casework, offering their service on a buy-back basis. If a legal warning letter is sent and there is no improvement in the child's attendance the EWO will complete a court report and forward this along with accompanying evidence, to the Inclusion and Attendance Team for consideration at legal panel. At legal panel the case will either be agreed, deferred pending further information, or rejected. This is all part of the free core offer and done on behalf of the school.

Academy schools should contact the Inclusion and Attendance Team Leader who will issue a final legal warning letter (aggravated/non aggravated) further to receiving a court report produced by the

academy school and if prosecution is appropriate. The court report should be sent to the Inclusion and Attendance Team Leader for this initial screening. If prosecution is not appropriate the Team Leader will provide feedback to the academy. If appropriate the court report will be discussed at the legal panel. The case will either be agreed, adjourned pending further information or rejected.

As an alternative to prosecution a school or academy school may wish to issue a Fixed Penalty Warning Letter and if there is no improvement, should ask the authority to issue the penalty Notice. Schools should ask the Education Welfare Service to write to parent(s)/carer(s) warning them that this is being done, and complete a request form which is forwarded to the Inclusion and Attendance Team Leader. Academy schools should write the warning letter to parent(s)/carer(s) and complete the form themselves and forward this to the Inclusion and Attendance Team Leader. If appropriate the Penalty will be issued by the Inclusion and Attendance Team who administer the process.

## **Education Supervision Order (ESO)**

Where parent(s) carer(s) are fully cooperative in trying to ensure their child's attendance, schools or academy schools may consider the use of an Education Supervision Order.

Maintained schools should call a planning meeting to which an EWO should be invited, together with Social Care to ascertain whether they have any objections to such an order. The EWO will produce the ESO Court Report which will be submitted to Legal Panel. Before attending Court, the Inclusion and Attendance Team will nominate a Supervising Officer.

Academy Schools should call a planning meeting to which Social Care should be invited to ascertain whether they have any objections to such an order. The Academy School should produce the ESO Court Report, and before attending Court, the Academy School should nominate a Supervising Officer.

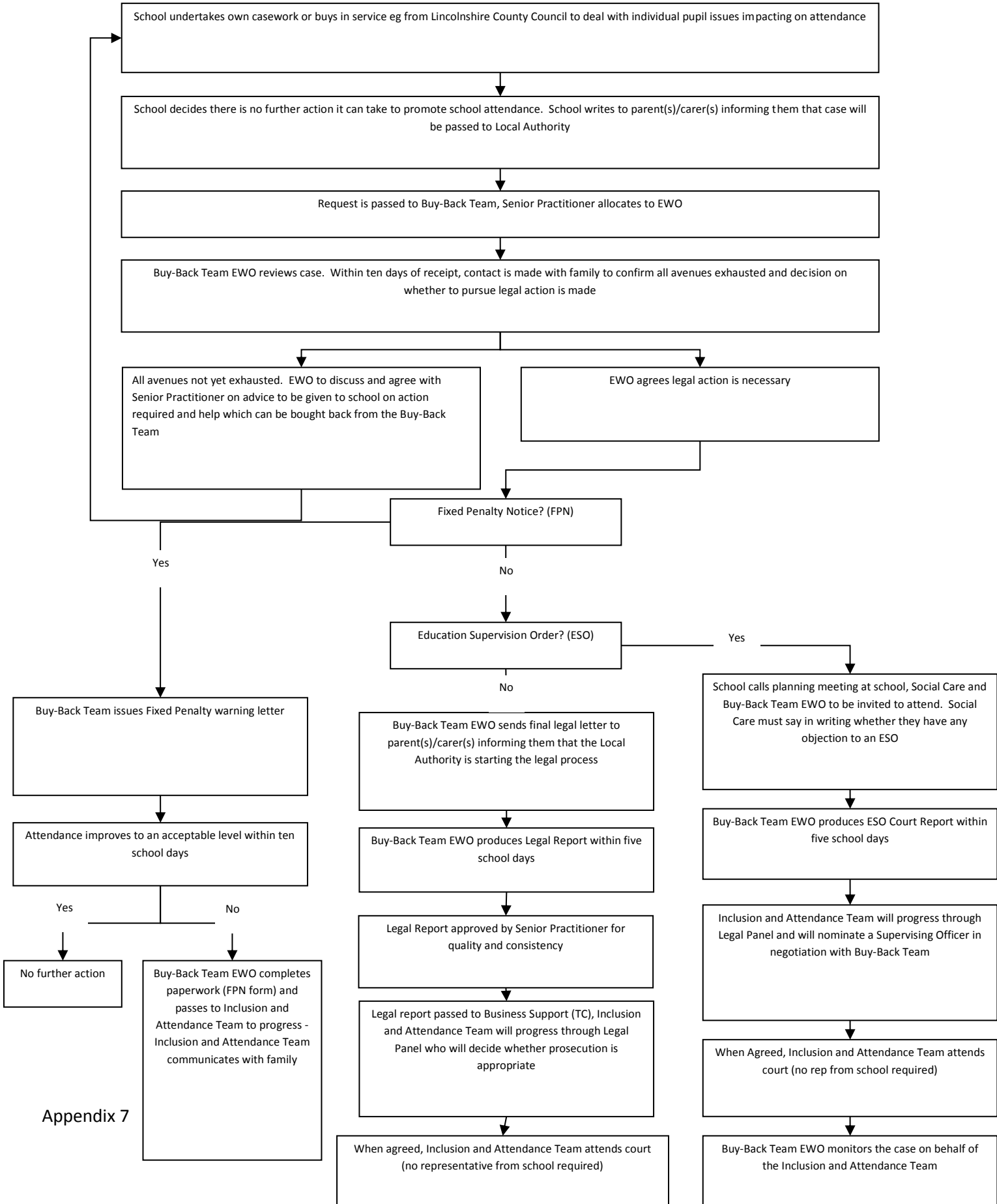
For advice on the legal process maintained schools should contact a Senior Practitioner in the Education Welfare Service.

Academy schools should contact the Inclusion and Attendance Team Leader unless they have purchased Education Welfare Officer support from the Lincolnshire County Council Education Welfare Service.

## Appendix 5 EDUCATION WELFARE LEGAL PROCEEDINGS EVIDENCE CHECKLIST

<b>LEGAL REPORT</b>				
<b>Pupils Full Name:</b>			<b>CASE REF NO:</b>	
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	Signed by EWO/School Contact	<input type="checkbox"/>	<input type="checkbox"/>	
2	Signed by Supervisor/Line Manager	<input type="checkbox"/>	<input type="checkbox"/>	
3	All sections of report complete	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PACK OF SCHOOL BASED INTERVENTIONS</b>				
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
4	Letters (copies)	<input type="checkbox"/>	<input type="checkbox"/>	
5	Telephone calls (log)	<input type="checkbox"/>	<input type="checkbox"/>	
6	Meetings in school /home visits (comprehensive log/details/notes)	<input type="checkbox"/>	<input type="checkbox"/>	
7	Evidence of late arrival (log/details)	<input type="checkbox"/>	<input type="checkbox"/>	
8	Pastoral support/action plans from School Attendance Panels	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER SUPPORTING DOCUMENTS</b>				
		<b>Yes</b>	<b>No</b>	<b>Comments</b>
9	Up to date Pupil Absence Report (printout)	<input type="checkbox"/>	<input type="checkbox"/>	
10	Copies of all letters referred to in report	<input type="checkbox"/>	<input type="checkbox"/>	
11	Reports from medical professionals	<input type="checkbox"/>	<input type="checkbox"/>	
12	First warning letter	<input type="checkbox"/>	<input type="checkbox"/>	
13	Final warning letter	<input type="checkbox"/>	<input type="checkbox"/>	
14	Police and Criminal Evidence Act (PACE) interviews (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
15	Most recent TAC/CIN minutes & Action plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
16	Attendance record of siblings have been scrutinised prior to case being referred to Legal Panel	<input type="checkbox"/>	<input type="checkbox"/>	
17	Copy of 12 month Plan for Education Supervision Order (ESO) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
18	Copy of written response from Social Care re. ESO (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>A copy of the School Attendance Policy should also be enclosed</b>				
<b>Name of Supervisor/School Contact:</b> _____				
<b>Signed:</b> _____		<b>Date:</b> _____		

## Appendix 6



## Appendix 7

## The Spalding Special Schools Federation Application for absence from school

Full school attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure their children attend school whenever possible. Absence during term will only be granted in exceptional circumstances. If you feel your circumstances are exceptional, please complete and return this form **before making any travel arrangements**. The Head Teacher may wish to meet you to discuss the exact circumstances of the case.

### To be filled out by Parents / Guardians

SURNAME OF CHILD.....

FIRST NAME(S).....

DATE OF BIRTH.....CLASS.....

NAME OF PARENT / GUARDIAN.....

ADDRESS OF CHILD.....

TELEPHONE NUMBER.....

REASON FOR ABSENCE (INCLUDING DESTINATION).....

EDUCATIONAL ACTIVITIES WHILST AWAY.....

START OF ABSENCE..... RETURN DATE TO SCHOOL.....

EMERGENCY CONTACT NUMBER DURING ABSENCE.....

SIGNATURE OF PARENT / GUARDIAN.....

### To be filled out by School

PERCENTAGE OF ATTENDANCE THIS YEAR.....LAST YEAR.....

NUMBER OF PREVIOUS APPLICATIONS GRANTED.....

ABSENCE                      APPROVED                      NOT APPROVED

SIGNATURE OF THE HEAD TEACHER.....