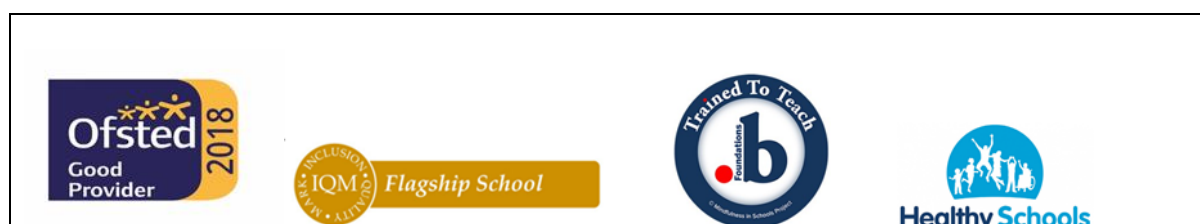


## KSSS IS PART OF THE EAST STAFFORDSHIRE TAMWORTH PRUs FEDERATION

### ATTENDANCE ADDEDENDUM DUE TO COVID

1. All students have an ILP.
2. Attendance is logged twice per day using Arbor; and adapting to all DfE changes of codes etc, see Appendix 2a.
3. Attendance is shared with all staff via email on a daily basis.
4. KSSS undertakes a DfE and SCC daily attendance returns as required.
5. Attendance in lessons (on site and remote) tracker is completed by staff via OneDrive.

| <b>NAME OF POLICY:</b><br>ATTENDANCE             |                         | <b>FEDERATION</b><br><b>KSSS ONLY</b><br>BPRU ONLY                              |  | <b>POLICY NUMBER:</b>   |  |
|--|-------------------------|---|--|-------------------------|--|
| <b>EFFECTIVE DATE: RATIFIED BY MC</b><br>29.3.21 |                         |   | <b>*REVIEW DATE BY SLT: JUNE 2022</b><br><b>REVIEW DATE OF POLICY BY MC: JULY 2022</b> |                         |  |
| <b>AUTHOR OF POLICY: KER (NC) &amp; GM</b>       |                         |   | <b>PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING: GM</b>                               |                         |  |
| <b>DATE OF CHANGE</b>                            | <b>AUTHOR OF CHANGE</b> | <b>DESCRIPTION OF CHANGES</b>   | <b>PAGE NUMBER OF CHANGES</b>  | <b>NEW REVIEW DATE*</b> |  |
| March 2020 & Jan 2021                            | GM/KER                  | Added Attendance addendum due to COVID  | 1  |                         |  |
| March 2021                                       | GM/BS                   | Added Attendance Flow chart   | P4 & P9  |                         |  |
| Sept 2020  | GM                      | Change of Attendance officer name   | P6   |                         |  |
| Sept 2020  | KER                     | Removal of half termly attendance clinics with EWO – due to SCC re-organisation | Would have been P8   |                         |  |
| March 2021                                       | GM                      | Appendix 2: Current Attendance codes  | P10-13   |                         |  |
| March 2021                                       | GM                      | Appendix 2a: COVID attendance codes   | P14-15   |                         |  |



## ATTENDANCE POLICY AT KSSS

*This policy is compliant with SCC policy and based on the guidance issued by the DFE on school attendance.*

*“Promoting excellent attendance is the responsibility of the whole school community”*

### PRINCIPLES

The Management Committee at The Kettlebrook Short Stay School recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. Children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

In addition, repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at the start of the day and may also result in a penalty warning being issued.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

### Our Expectations at KSSS

**We expect that all pupils will:**

- Attend school regularly and punctually.
- Arrive at school by 8.45am and 12:15pm for the afternoon session.
- Attend school appropriately prepared for the day.

### **We expect that parents/carers will:**

- Ensure their child attends school regularly, punctually, properly equipped and ready to learn.

### **Regular attendance is a legal requirement.**

- Notify the school of a pupil absence by 9.30am.
- Not take their children out of school during term time for the purpose of family holidays,
- Provide the school with up to date contact details and telephone numbers for every adult with parental responsibility.
- Contact the school promptly whenever any problem occurs that may keep a child away from school

### **We expect that all staff will:**

- Praise pupils for punctuality and good attendance.
- Monitor pupil absence and inform the Headteacher / Attendance Officer when absence is impacting upon achievement.

### **We expect the Headteacher / Attendance Officer will:**

- Inform parents/carers of school policy and procedures with regards to attendance.
- Monitor attendance as a priority and to develop policies and procedures to ensure the expectation of 95% attendance is met.
- Intervene early when individual pupil absence gives cause for concern
- Develop a multi-agency response to attendance.
- Utilise the support of available specialists in relation to the attendance.
- Report termly to the Management Committee.

### **Recognising student's attendance**

- Annual Top Attender – Engraved Name and year on the KSSS Top Attender Shield with the student taking home a small trophy.
- Termly Top Attender – Certificates given and shared.

*This has not happened due to Covid but to be re-instated in Autumn 2021*

## **PROCEDURES**

We expect children to arrive at school at 08:45am. On entry the paper register will be taken and pupils will be expected to hand in their valuables / phones and any medication to staff.

The school uses an electronic register. When students are on Alternative Provision / Work Experience the school will monitor their attendance by requesting registers from the Alternative provider and contacting their Work Experience Placement by phone.

**Morning Registration** is between 8.45am and 9.00am.

**Afternoon Registration** is between 12:15pm and 12.30pm.

*Please refer to Appendix 2 for Attendance Codes*

## **PENALTY NOTICES: NEW SCC GUIDANCE IN FORCE FROM 1.1.2018**

A Penalty Notice is a fine to a parent who fails to ensure their child's regular attendance/punctuality at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents/carers must pay £60 if they pay within 21 days; or £120 if they pay within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

*Please refer to Appendix 1 for Absence Flowchart*

## **ARRIVING LATE**

**Students should arrive at school at 8:45am; if they arrive late between 9:00am and 9:15am they will be marked with a 'L' code for being late. If lateness persists – it could result in a fixed penalty warning being issued. [Afternoon registration is at 12:15pm.] Unlike mainstream school, we do not close the Register and therefore Code U is not used, due to pupils' having timetable to suit their learning.**

The school office is responsible for maintaining the signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and be signed by supervising adult.

### **If a child is regularly late:**

1. The Headteacher will write to parents/carers to inform them of the number of times the child has been late, how much time that they have been late for and to remind them of the school policy and expectations.
2. If lateness persists the Headteacher will invite parents/carers to a meeting with the staff to discuss ways in which the school can support the family in getting the child to school on time.

### **Persistent Late**

Persistent late arrival at school i.e. after the register has closed, may result in the involvement of the Education Welfare Worker. They will investigate why the child has been late on the dates given. **This investigation could result in parents/carers receiving a Penalty Notice.**

## Attendance and Illness

If a child is ill the parent/carer's first point of action is to call the school **01827 312840** where possible, before 9.30am and notify the Attendance Officer of the absence and the reason for the absence.

This needs to be done every day of absence (unless the child is admitted to hospital, or has a long-term illness-related absence for a period of time - in this instance parents/carers do not need to ring every day).

If a child is not in school and we have not had a phone call by mid-morning our Attendance Officer will call parents/carers to find out why a child is not in school.

**Parents permitting absence from school without a good reason is considered an offence.**

## Leave of Absence

The Headteacher may not grant any leave of absence during term time unless there are "exceptional circumstances".

**Holidays are not generally considered as "exceptional circumstances". It is expected that families will take holiday in the school holiday periods.**

Any request for leave of absence must be made in writing to the Headteacher on the 'Request for Leave' proforma available from the school office (**Appendix 4**). **The Headteacher is the only person able to authorise leave of absence.**

The Headteacher may grant compassionate leave as authorised absence.

If leave of absence (holiday) is taken without permission, this will result in an Unauthorised Absence (G) being recorded on the child's attendance record. They will investigate why the child has been absent on the dates given. **This investigation could result in parents/carers receiving a Penalty Notice.**

## Persistent Absence

### When attendance becomes a concern

1. If a child is absent on a regular basis without adequate explanation, or is absent regularly on specific days, e.g. Monday or children are absent for prolonged periods of time, the school will contact parents/carers to discuss the problems and to seek a solution.
2. **If a child's attendance falls below 95%** at any time within the school year, the Headteacher will write to parents/carers to inform them that their child's attendance has fallen below 95%. Parents/carers will be reminded of their legal duty and of the school's policy and expectations.

3. If attendance does not improve the Headteacher will invite parents/carers to a meeting with the school's Learning Mentor to discuss ways in which the school can support the family in getting the child to school every day.
4. **When an individual pupil's attendance level falls below 90%** in any term without good reason, school will not be able to authorise any further absence for illness without medical evidence to confirm the illness. In order to authorise continued illness related non-attendance parents/carers will need to provide the school with, for example:
  - a. A doctor's note or medical certificate
  - b. An appointment card date stamped to say you have visited your GP, hospital or dentist.
  - c. A copy of the dated prescription
  - d. Copy of labels from medicine bottles

Otherwise the absences will be recorded as unauthorised (O).

***Please note we are able to administer prescribed medicines for more than 3 times per day in the school office – please ask office staff for details.***

**If the child's attendance does not improve the Education Welfare Worker may become involved and this may result in a Penalty Notice being issued.**

A Penalty Notice may be issued in cases of persistent absence. A warning letter will be sent and a 20-day period of improvement will commence, if there is an unauthorised absence in this 20-day period the penalty notice may be issued. Only one penalty warning notice will be issued per academic year, if attendance does not improve, statutory action will be looked at.

### **Penalty Notices for Excluded Children**

A penalty notice may be issued to any parent who allows their excluded child to be seen in a public place at any time during school hours in their child's first 5 days of exclusion. An 'excluded child' is one who has been excluded from school for a given period under the education and inspection act 2006.

### **People responsible for attendance matters in this school are:**

- The Headteacher, **Mrs Kirsty Rogers** has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate.
- First Day Contact: The office: **Mrs Gladys Margerrison** will record the reason for absence or ring home if no reason for the absence has been received.
- Request for leave of absence can only be authorised by the Headteacher, **Mrs Rogers**. The Attendance Officer **Mrs Margerrison** will monitor the attendance and punctuality of pupils in school on a weekly basis where attendance is below 95%.

- The Headteacher or staff can be contacted regarding children being reluctant to come to school.

## **ADDITIONAL INFORMATION**

### **AFTER AN EXCLUSION**

After an exclusion, a reintegration meeting (with the child, their parent/carer and member of SLT), is required before the student is reintegrated back into their education. If this meeting does not actually take place, it is the policy of KSSS (having had direction from Karl Hobson SCC Manager) that an O mark will be entered until the meeting takes place and the child will not be admitted; if it is longer than 5 days – this will be reported to EWO.

KSSS fulltime offer is from 8:45am to 2:00pm Monday to Thursday and 12:15 pm on Fridays. Students are with staff at all times, undertaking social and academic learning, earning STEP points in each session. This placement is 25 hours and 45 mins per week.

### **Points considered if a child requires a reduced timetable as part of their Individual Learning Plan (ILP) *Appendix 3:***

The Deputy Head at KSSS sets a clear ILP which is shared with the student and their family, it is reviewed formally at each half termly Performance Review Day (with as many external agencies that the family are working with, if not on a weekly basis as new opportunities are planned for).

### **Annual Register Inspections**

KSSS is subject to annual Register Inspections by Staffordshire County Council. All reports are shared with the Management Committee & the Chair of Management Committee has a copy sent direct.

## **TERMLY MANAGEMENT COMMITTEE (MC) MEETINGS**

The Headteacher reports and discussed the Attendance in her termly report to Governors. weekly overall; half termly overall; termly overall; annual overall KPI data. Including examples of the individual tracking of attendance per half term/termly with attendance targets reviewed.

Due to induction periods, Alternative Provision planned for and meeting the student's emotional needs, attendance by provision is also calculated and tracked.

## **END OF DAY REPORT – DAILY ABSENTEES TO ALL STAFF**

The Attendance Officer will email all staff – the reasons why a child is not in school on a daily basis, so that each Keyworker can also support attendance issues with parents/carers.

### **SUMMARY**

The school has a legal duty to publish its absence figures to parents/carers and to promote good attendance.

Parents/carers have a duty to make sure that their children attend school.

Staff and The Management Committee at the Kettlebrook Short Stay School, are committed to working with parents/carers to ensure that children attend school regularly.

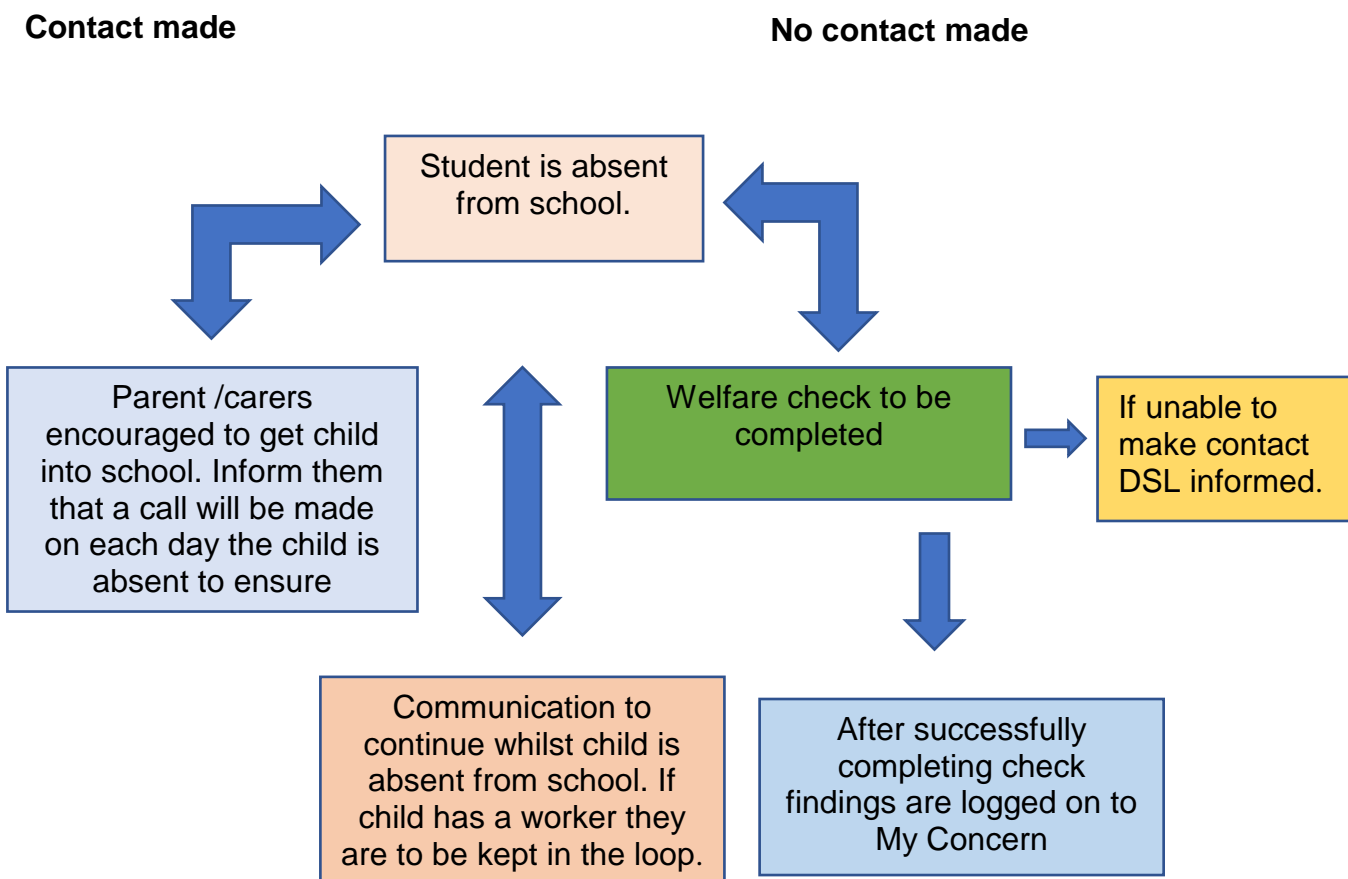
**Mrs K Rogers**  
**Executive Headteacher**

### **OTHER RELATED DOCUMENTS:**

KSSS: PRE-ADMISSIONS PARENT/CARER INDUCTION PACK.  
KSSS: WEBSITE  
KSSS: TEACHING & LEARNING POLICY  
DFE CHILDREN MISSING OUT ON EDUCATION  
SCC CHILDREN MISSING OUT ON EDUCATION  
KCSIE 2020



**KSSS ABSENCE FLOW CHART**



| Absence (Number of days) | Action  |
|--------------------------|---|
| 1                        | GM to call home. These continue from a positive point of view until child is back in. If there is communication the absence is recorded and we encourage attendance when possible. Non-communication triggers a welfare check. If a child has a worker they are also informed of the absence. |
| 5 (1 school week)        | If circumstance allows, letter to be sent home to see if there is anything that can be done from a school point of view to get the child back in. All relevant parties receive a copy of this correspondence.   |
| 10 (2 school weeks)      | Parents / carers are officially invited in to meet BS with regards to attendance.   |
| 10 +                     | Process continues, letter sent out via Head of School / Executive Head with regards to improving attendance.  |
| 20+                      | Child Missing in Education paperwork to be prepared.  |

**ATTENDANCE CODES**

| Code     | Scenario  |   |
|----------|---|---|
| /        | Present AM  | Present during morning registration.  |
| \        | Present PM  | Present during afternoon registration.  |
| <b>B</b> | Off-Site Education  | This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the 11 safeguarding and welfare of pupils educated off-site. Therefore, by using code B schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.   |
| <b>C</b> | Authorised Absence  | Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.   |
| <b>D</b> | Dual Registered   | Student at another educational establishment This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, managed move with another school, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner. |
| <b>E</b> | Excluded but no alternative Provision   | If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.  |
| <b>G</b> | Holiday not authorised by the school or in excess of the period determined by the Headteacher | If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.  |
| <b>H</b> | Holiday authorised  | Headteachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.  |

|          |                                     |   |
|----------|-------------------------------------|---|
| <b>I</b> | Illness                             | Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.  |
| <b>J</b> | Attending Interview                 | At an interview with prospective employers, or another educational establishment This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.   |
| <b>L</b> | Late Arrival                        | Arrived before the register closed.   |
| <b>M</b> | Medical / Dental Appointment        | Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.   |
| <b>N</b> | Reason for absence not yet provided | Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).   |
| <b>O</b> | Absent without authorisation        | If the school is not satisfied with the reason given for absence they should record it as unauthorised.   |
| <b>P</b> | Supervised Sporting Activity        | This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.   |
| <b>R</b> | Religious Observance                | Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.  |
| <b>S</b> | Study Leave                         | Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.  |
| <b>T</b> | Gypsy, Roma and Traveller Absence   | A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school. |

|   |   |  |
|---|---|--|
| U | Arrived in school after registration closed   | Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. Not attending in circumstances relating to coronavirus (COVID-19) For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum for further information, including advice on the application of code X ( <b>Appendix 1a</b> )  |
| V | Educational Visit or Trip   | This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.  |
| W | Work Experience   | Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code. 'Authorised Absence from School Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.  |
| X | Not attending in circumstances relating to coronavirus (COVID-19) [see Appendix 1A] | <p>(This code is not counted as an absence in the school census) This code is used to record sessions where the pupil's travel to or presence at school would conflict with:</p> <ul style="list-style-type: none"> <li>▪ guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care<sup>12</sup> or</li> <li>▪ any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19). And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there. Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below. Administrative Codes The following codes are not counted as a possible attendance in the School Census. Code X: Not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.</li> </ul> |
| Y | Unable to attend due to exceptional circumstances                                   | <p>This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>▪ The school site, or part of it, is closed due to an unavoidable cause; or</li> <li>▪ The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or</li> <li>▪ A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because:</li> <li>▪ The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.</li> </ul>  |
| Z | Pupil not on Admission Register   | This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.   |

|   |                                  |   |
|---|----------------------------------|---|
| # | Planned whole or partial closure | <p>This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.</p> <p>Different Term Dates for Different Pupils Schools and Local Authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year</p> |
| - | No mark recorded                 |   |
|   |                                  |   |
|   |                                  |   |

**ARBOR NEW COVID-RELATED ATTENDANCE CODES (from 4<sup>th</sup> March 2021)**
**APPENDIX 2a**

## New Covid-related attendance codes

The table below details which attendance codes to use from **Thursday 4th March 2021**.

Sym, SII, SIE and Cov codes will be automatically turned into X02, X03, X04 and I02 codes respectively in attendance logs, planned absences and reports. To report on the additional X01, X05, X06, X07 and I01 codes, edit your existing reports or set up our **Custom Report Writer Covid-19 Related Absences** template again.

| Maps to   | Code | Old code | Description in Arbor   | When should this code be used?  |
|---|------|----------|--|---|
| X<br><br>Displayed as X in Census, attendance certificates and CTFs | X01  |          | Non compulsory school age pupil not required to be in school | Sessions non-compulsory school age children are not expected to attend.   |
|   | X02  | Sym      | Self-isolating COVID-19 symptoms                             | Students self-isolating because they have symptoms of coronavirus but they have not yet had a positive test.  |
|   | X03  | SII      | Self-isolating internal exposure to COVID-19                 | Student was exposed to Covid-19 in your educational setting so is self-isolating e.g. classes sent home because of potential contact with a confirmed case. Includes test and trace where it applies.       |
|   | X04  | SIE      | Self-isolating external exposure to COVID-19                 | Student was exposed outside of your educational setting so is self-isolating e.g. a household member is a confirmed case. Includes pupils advised to self-isolate through test and trace where appropriate. |
|   | X05  |          | Quarantine requirement                                       | Student required to be in quarantine on arrival in, or return to, the UK.   |
|   | X06  |          | Shielding  | Students who have been identified as clinically vulnerable and advised that they should not attend school.  |
|   | X07  |          | Government attendance restrictions                           | To be used for future local or national restrictions to education settings.   |

|   |     |     |   |   |
|---|-----|-----|---|---|
|   | X   | X   | Non-statutory school age absence or covid-related absence | Where possible, use one of the other codes to enable reporting on your Covid-19 Dashboard. This code can be used for covid-related absences not covered by the codes above. |
| I<br>Displayed as I in Census, attendance certificates and CTFs | I01 |     | Illness   | Students absent due to non-coronavirus related illness.   |
|   | I02 | Cov | Illness - Confirmed case of COVID-19                      | This is for pupils who have a confirmed case of coronavirus.  |
|   | I   | I   | Illness   | Where possible, use one of the other codes to enable reporting on your Covid-19 Dashboard. This code can be used for illness not covered by the codes above.                |

We expect schools to no longer need to use the C code for Covid-related absence, but please discuss with the DfE if you are unsure. We are still awaiting guidance for which code should be used for Secondary students who are undergoing testing at home and do not yet have a negative result.

IF REQUIRED TO ALTER A STUDENT ILP

APPENDIX 3

## STUDENT ILP STATUS

|  |                            |  |   |
|--|----------------------------|--|---|
| <b>STUDENT:</b>  |                            | <b>STATUS:</b>   | SINGLE / DUAL: P/EX / OTHER:  |
| <b>YEAR GROUP:</b>   | 7/8/9/10/11                |  |   |
| <b>START DATE:</b>   |                            | <b>EXTERNAL AGENCIES:</b>                                    | LST / SW / CAMHS / T3 / YOT & CP / SCHOOL COUNSELLOR / CSE / SARAC / OTHER: |
| <b>STAFF:</b>  | LG                         |  |   |
| <b>PREVIOUS SCHOOL ILP:</b>  | F/T / P/T / HOURS / OTHER: | <b>PROPOSED ILP:</b>   | INCREASE / DECREASE / OTHER:  |
| <b>REASON FOR CHANGING ILP</b>                                     |                            | <b>TICK/ CIRCLE &amp; GIVE REASON</b>                        |   |
| ASSESSMENTS IN SCHOOL / INDUCTION INTO SCHOOL / INDUCTION INTO AP: |                            | EAGLES / COLLEGE / BAB / OTHER:                              |   |
| TO MEET THE STUDENT'S LEARNING NEEDS:                              |                            | SA+ / EHA / EHC ASSESS / EP / EHCP / OTHER:                  |   |
| CONTINUED CONFRONTATION / DAMAGE TO PROPERTY / V&A ISSUES:         |                            | SCIP / V&A / POLICE / OTHER:                                 |   |
| CONTINUED VERBAL / OFFENSIVE BEHAVIOUR TOWARDS OTHERS:             |                            | SWEARING / RACISIM / BULLYING/ SEXUALISED BEHAVIOUR / OTHER: |   |
| CONTINUED REFUSAL TO FOLLOW INSTRUCTIONS :                         |                            | B4L / STAFF TRACKER / OTHER:                                 |   |
| OTHER: (Please specify)  |                            |  |   |



## PROPOSED ILP:

|   |  |  |  |
|---|--|--|--|
| <b><u>CURRICULUM:</u></b><br>ENGLISH<br>MATHS<br>SCIENCE<br>ART<br>PSHE<br>PE<br>FOOD<br>OTHER: |  | <b><u>PLACEMENT:</u></b><br>KSSS<br>OASIS<br>WEX<br><b><u>AP:</u></b><br>E.QUALITY<br>EAGLES<br>BAB<br>COLLEGE<br>OTHER: |  |
|---|--|--|--|

### EXPECTED OUTCOMES OF THE CHANGE IN ILP

### EVIDENCE TO MONITOR

|                              |  |   |  |
|------------------------------|--|---|--|
| QUALITY T&L:                 |  | LEARNING WALKS / BOOK SCRUTINY / PRD REPORTS    |  |
| SAFER ENVIRONMENT:           |  | MIN DAMAGE / ACCIDENTS FORMS / V&A /SCIP/POLICE |  |
| IMPROVED BEHAVIOURS:         |  | POINTS / P.BOX / RAFFLE TICKETS                 |  |
| PLANNED REINTEGRATION        |  | WEEKLY KPI / SPIDER TRACKER/ MEETINGS           |  |
| IMPROVED STUDENT WELL BEING: |  | ATETNDANCE / POSITIVE B4L/ STUDENT VOICE        |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| P/C INFORMED AT MEETING: DATE: |  | P/C – KSSS – STUDENT REVIEW MEETING: DATE: |  |
|--------------------------------|--|--|--|

SIGNED: KER/LG:

DATE:

**Request for leave during term time (TEMPLATE LETTER)4**

To: The Headteacher: of: ..... Date.....

I request consideration for of leave of absence from school during term time for:

My child

.....  
.....

for the period from (date) ..... to (date) .....

The **exceptional** circumstances and reason for this request are: -

.....  
.....  
.....

I have another child(ren) in another school(s) as follows:

Child full name(s) .....

Schools attended.....

Child full name(s) .....

Schools attended

.....

Signature of 1<sup>st</sup> parent/carer(s).....

Print Name.....

Signature of 2<sup>nd</sup> parent/carer(s).....

Print Name.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

---

**Office Use Only**

Current Attendance: .....%      Last Year's Attendance: .....%

Number of school sessions taken as leave this academic year .....

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

.....

Signed: ..... Headteacher Date: .....

Notification of decision letter sent to parent/carer.....(date)

**School Letter Leave Agreed (TEMPLATE LETTER)****APPENDIX 5**

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from ..... to .....

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore, students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that your child(ren) are as successful as possible and are able to achieve (his/her) full potential. I would therefore ask that you support your child in catching up on the time they will miss in school.

Yours sincerely

Mrs K Rogers  
**Executive Headteacher**

**School Letter Leave Not Agreed (TEMPLATE LETTER)**

(Parent/carer(s) name and address)

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from ..... to .....

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore students will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that **you may be subject to a Penalty Notice if you proceed and your child's absence from school is recorded as unauthorised.** This is in line with Staffordshire County Council Code of Conduct.

The Penalty Notice fine would be :-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Mrs K Rogers  
**Executive Headteacher**