Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Attendance

Date of Review

Autumn Term 2026

Next Review Date

Autmumn Term 2028

Agreed by Governors

October 2026

Introduction

At Tidbury Green School, we expect all children on roll to attend every day, when the school is in session and as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe the most important factor in promoting good attendance and punctuality is a development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance and punctuality is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Parents of registered pupils have a legal duty under the *Education Act 1996 (section 444)* to make sure that children of compulsory school age attend school on a regular and full time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

Attendance is a key whole school improvement issue. It has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school. We know that pupils who attend school make significantly better progress in their learning. National evidence demonstrates a strong link between attendance and attainment.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Aims

- To promote good attendance and ensure each child is given the opportunity to reach their full potential.
- To encourage a positive attitude towards attendance and punctuality across the school.
- To promote attendance as a priority with the involvement of all stakeholders (pupils, parents, teachers and governors).
- To ensure Tidbury Green's whole school attendance is in line with, or exceeds, the national and regional average.

To achieve these aims for our pupils, we are committed to the following:

- Provide a welcoming, stimulating and safe learning environment;
- For all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- To listen to parents and pupils to understand barriers to attendance;
- To build trusted relationships with parents and pupils where attendance concerns can be discussed and understood;
- To recognise and celebrate achievements in all areas of school life;
- To provide experiences, which will develop our pupils' spiritual, moral and cultural understanding.

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success. This flowchart emphasizes why Tidbury Green is committed to ensuring our pupils must attend school regularly and be on time.

98-100%
Excellent. Accessing all learning opportunities.

96-97%
Good. Very few learning opportunities missed.

94-95% - risk of underachievement
Up to *50* missed lessons. Up to *10* school days absent in an academic year.

92-93% - risk of underachievement
Up to *75* missed lessons. Up to *15* school days absent in an academic year.

90-92% - significant risk of underachievement
Up to *100* missed lessons. Up to *19* school days absent in an academic year.

Below 90% – extreme risk of underachievement and persistent absence
Over 100 missed lessons (pupil is persistently absent). *Upwards of 22* school days absent in an academic year.

Severe absence is where a pupil misses 50% or more of possible school sessions. Pupils who are severely absent will receive particularly intensive and individualised support, working with the Local Authority and other relevant services where appropriate.

Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason;
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for Attendance

- Tidbury Green school has a Senior Attendance Champion, a named senior member of staff with responsibility for attendance issues.
- The first points of contact for parents and pupils attendance concerns are Mrs L Price and Miss M Applewhaite.
- The Senior Attendance Champion responsible for attendance and any attendance concerns is Miss E Morgan (Assistant Headteacher), who is also a Designated Safeguarding Lead. The Headteacher Mrs Fitter, Assistant Headteachers, Mr P Jones, Mrs E Wilson and Mrs K Lynch support with this role.
- All members of staff, both teaching and non-teaching have a responsibility for attendance issues in school (see Appendix 1 for a detailed breakdown of roles).

- Through data collection, our attendance matters are reviewed and monitored by the Headteacher and members of the Senior Leadership Team.
- It is the responsibility of the governors to monitor overall attendance. Attendance issues are reported termly to the governing body by the Headteacher. The governing body also has the responsibility for this policy and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

School Attendance, Safeguarding and Children Missing in Education

A child absent from education is a potential indicator of abuse or neglect. Tidbury Green School has robust safeguarding procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation. This is to help prevent the risk of them going missing in the future.

Tidbury Green School will make the required attendance returns to the Local Authority in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current statutory guidance. This includes providing information about pupils who fail to attend school regularly and pupils who have been continuously absent for 10 school days where their absence has been recorded using Codes G, N, O and/or U. The school will also make the required sickness return where it has reasonable grounds to believe that a pupil will miss 15 consecutive school days, or where a pupil's cumulative sickness absence reaches or exceeds 15 school days during the school year.

The designated Safeguarding Lead handbook pathway on children missing from education is in Appendix 2. This provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns.

The Attendance Lead and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly. Schools use the Solihull Right Help, Right Time, Right Response thresholds criteria when making safeguarding referrals.

The Department for Education has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance. https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Pupil attendance has now returned to a mandatory requirement and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

Procedures

Registers

An accurate and consistent registration system is crucial, both to provide a solid foundation for analysis of absence and to support any statutory interventions. The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Absence can only be authorised for **exceptional** circumstances. *The School Attendance (Pupil Registration) (England) Regulations 2024*

Every half a day of absence has to be classified by the school as authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for the absence. All other absences, including persistent lateness, must be treated as unauthorised.

The admission and attendance registers will be maintained electronically in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current statutory guidance.

Registration Process

1. Registers must be taken at the start of the morning session and once during the afternoon session
2. On each occasion a school must record whether a child is present, absent or present at an approved educational activity (see appendix 4 for attendance codes, descriptions and meanings)
3. Pupils should only be marked present if they are present when the register is called
4. Spaces must not be left in the register
5. Registration for times are: 08.40hrs for Key Stage 2 (Y3-6) and 08.55hrs for Key Stage 1 (Y1 & Y2) and for Early Years (Rec & Nur).
6. At Tidbury Green School, our school doors are on a timed locking system to ensure the school is secure throughout the day. A pupil's offsite report is printed twice a day and any movement of pupils between this is recorded in the attendance diary so staff are continually aware of pupil movement to ensure the whereabouts of pupils are known throughout the school day. If a child is missing, the school has a child missing procedure to follow (see Appendix 5 for school pupil missing procedure)

Absence

If a child is absent from school, **it is expected that the parent/carer contact the school on the first day of absence before 09.15hrs and that they maintain contact with the school throughout the absence.**

When a child is absent unexpectedly, the class teacher will record the absence in the register. If the school office is not informed by the parent/carer of the reason why a child is absent, an absence text will be sent via our ParentPay system to prompt a response. If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact with the parent/carer or guardian at the earliest opportunity, in order to check the safety of the child. The school will ring all contacts provided if no response is received from parents/carers.

Medical evidence, such as an appointment email, may be sent to the school prior to the day of planned absence,

e.g. if a child has a medical appointment. We do request that any appointments are made out of school hours but understand that this is not always possible where an appointment is urgent.

For every absence, we will require a pupils symptoms provided to satisfy us that a pupil is absence for an exceptional and authorised reason. If no reason for absence is received, a call home will be made as early as possible to gather this information on the same day. If no response is received through the call made, or the reason provided is unsatisfactory, we may visit the family at home to help to provide a reason to authorise the absence. If there is no response at home or by telephone, the absence will be recorded as an unauthorised absence, until the parent or carer provides an exceptional reason or evidence where required. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DfE Working Together to Improve School Attendance (2024)

It is imperative that up-to-date contact numbers and details are provided to school. Tidbury Green School holds more than one emergency contact per child (as required by Keeping Children Safe in Education 2025). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Where no contact with the school has been made or where attendance is a concern, two members of the school staff may visit the absentees' home address to ascertain the reason for absence. If no response to the visit is received, a calling card may be left advising of the visit. The police may also be contacted to perform a safe and wellbeing check. The schools attendance team will make additional attendance enquiries where all siblings are absent on the same day. This may include the requirement for families to provide medical evidence, a visit home or additional attendance meetings.

Legally, there is no entitlement for parents/carers to take their child out of school during term time. Children are expected to attend school for 190 days per year; this leaves 175 days (including weekends) free for families to take holidays.

Parents/Carers taking their children out of school due to a family emergency are encouraged to consider:

- The impact and appropriateness for their child;
- Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
- Limiting the amount of time absent from school

Illness

It is the school's decision whether to accept a reason for a child's absence and whether to authorise that absence. To enable the school to authorise a child's absence, an explanation of the absence is required. Reasons such as 'absence because the child is not well' is not a valid reason and parents/carers will be required to give further information of their child's symptoms. Patterns of non-attendance will monitored by the school's attendance team, such as siblings regularly absent at the same time and frequency of absence for each day of the school week.

Schools can challenge parent/carer statements or seek additional evidence if there are concerns regarding a child's attendance.

A pupil who is absent due to frequent episodes of sickness and/or diarrhea during an academic year will be required to provide further evidence from a medical practitioner or school nurse before the absences can be authorised.

If medical or dental appointments are taken during school hours, a copy of the official appointment card or letter must be provided. If this is not possible, we may request that a 'Tidbury Green School Pupil Medical Record Card' be officially signed and stamped by the medical establishment to enable the absence to be authorised.

The school has clear systems in place to address any issues concerning high levels of absence due to illness. This can include a parent/carer meeting with our Family Support Worker to ensure there is appropriate support for families.

Additional reasons as to when medical evidence may be requested

- Attendance is less than 90%.
- The same reasons for absence are frequently repeated, giving cause for medical concern.
- Patterns of absence have been noted, for example a pattern in sibling absence, absences on the same day of the week or prior to the start or end of a school holiday, or if the same time is taken over a few years.
- Where there are specific medical problems and school may need evidence to seek additional support or provide support for the child.
- Where no medical evidence is provided, our attendance team will conduct a home visit from the 3rd day of absence to satisfy our attendance team that the child's absent can be authorised.

Requests for leave of absence (exceptional circumstances)

The School Attendance (Pupil Registration) (England) Regulations 2024 require that leave of absence during term time may only be granted by the Headteacher in exceptional circumstances and where an application has been made in advance. The Headteacher will determine whether the circumstances are exceptional based on the individual facts and merits of each case.

Procedure for requesting a planned absence

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete a Parental Absence Request form (Appendix 6) and submit it to the school office at least two weeks prior to the intended period of absence. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed, then appropriate support will be offered to the parent/carer.
- DfE guidelines make it clear that leave of absence during term time should be for exceptional circumstances only.
- If a parent/carer considers they require their child to have a leave of absence for exceptional circumstances, they should complete a leave of absence request form and provide evidence for those circumstances (Parent Absence Request forms are available from the school office).
- One form should be completed for each child in the family.
- In exceptional circumstances including compassionate leave, consideration is given on an individual basis.
- A letter confirming whether the leave of absence has been authorised/unauthorised will be sent to the parents/carers of the child/children concerned (Appendix 7).
- The Headteacher will give her decision on whether the request has been approved or declined within two weeks of receiving the application. There is a requirement that parents/carers provide evidence for the exceptional circumstances and may be required to meet with the Headteacher. The decision will be final and not open to debate.

- If the Parent Absence Request form is not completed 2 weeks before the first day of absence, the Appendix letter 7a or 7b will be sent.
- If a parent/carer has not made a request for leave, but the school finds out by other means, the Appendix letter 8 will be sent.
- If a leave of absence is not authorised and the absence is subsequently taken, the absence will be recorded as unauthorised. Where the national threshold is met, the school will consider whether a penalty notice is appropriate in accordance with the National Framework for Penalty Notices and Solihull Local Authority's Code of Conduct.
- The national threshold is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions may be consecutive or non-consecutive and may include a combination of different types of unauthorised absence. The 10-school-week period may span different terms or school years.
- Where the national threshold is met, each case will be considered individually. Where support is appropriate, the school will consider whether appropriate support has been provided and whether a Notice to Improve should be issued. Where support is not appropriate, for example an unauthorised holiday in term time, a penalty notice may be considered without a Notice to Improve.
- Tidbury Green School will ensure it communicates effectively the decision made for parents/carers who have low levels of literacy or where English is not the first language.

Recording of a leave of absence for schools:

CODE	Description	Category
C	Leave of absence for exceptional circumstances.	Authorised
C1	Regulated performance	Authorised
G	Holiday not granted by the school	Unauthorised
I	Illness (NOT medical or dental etc. appointments)	Authorised
O	Unauthorised absence - not covered by any other code/description)	Unauthorised
R	Religious observance	Authorised
L	Authorise Late – before 9am (KS2) or 9:15am (all other pupils)	Authorised
U	Unauthorised Late - at or after 9am (KS2) or 9:15am (all other pupils)	Unauthorised

Other reasons for absence

Other reasons for absence must be discussed with the school each time a pupil is absent; notes or telephone calls will not necessarily be accepted as providing valid reasons. The school will follow DfE guidance and will not authorise absences for shopping, birthdays, holidays or childcare. Examples of authorised absence may include days of religious observance, illness, and exceptional medical appointments.

Punctuality

Children must attend on time to be given a present mark for the session. Where a pupil arrives after the register closes, this will be classed as an unauthorised absence (code U as per the DfE compulsory

attendance codes).

School starts promptly at the times stated in the **Registration Process** above. Registers are taken within 10 minutes of start time; pupils arriving after this time will be marked in the pupils' register as late (code L as per the DfE compulsory attendance codes). Pupils arriving after the registers close at 09.10hrs for Key Stage 2 and 09.20hrs for Key Stage 1/Foundation will be marked in the pupils register as an unauthorised absence (code U as per the DfE compulsory attendance codes).

Parental support

Parent/carers can support regular school attendance by;

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents' consultation meetings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.

Good attendance

Each class is recognised weekly for good attendance with a certificate and Markus and Tickus (the attendance bears) spend a week in the winning classroom.

All the children who have 100% attendance in any one term will receive an excellence certificate for attendance and entered into the prize draw, awarded during the last assembly of the term. There are special certificates for any child who has 99% or above attendance for a whole year and a prize. Each class is again recognised for good attendance weekly and the class with the best attendance over the year receives a class prize and certificate. Weekly and termly class attendance is published in the school newsletter every week.

A letter to parents /carers will be sent home when a significant attendance improvement for their child has been observed.

Poor attendance

Children whose attendance falls below the national average will be closely monitored and further action considered. Where attendance is a concern, the school will work with the pupil and their family to understand the barriers to attendance, provide appropriate support and agree actions to improve attendance. Where necessary, support will be intensified and other services or the Local Authority will be involved.

As all registers are checked and monitored on a regular basis, individual pupil data is analysed to identify quickly patterns of absence which cause concern and parent/carers will be informed by the school where their child's attendance is a cause for concern. School have a clear and escalating approach to intervention where there are concerns regarding school attendance.

After school has attempted to address attendance issues with parent/carers and if there is no improvement, the Education Participation Service (EPAS) will be informed where the child's attendance remains a concern.

School will ensure returning pupils catch up on their learning and re-integrate within the school.

Persistent Absences

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and an action plan will be put in place to address the underlying reasons for the absence level. Particular focus will be given to pupils who are severely absent from school. Severe absence is where a pupil misses

50% or more of possible school sessions. The school will work intensively with the pupil and their family to understand and address the barriers to attendance and will work with the Local Authority and other relevant services to provide coordinated support where appropriate. Where there are safeguarding concerns, appropriate safeguarding procedures will be followed. Attendance profiles containing relevant information will be kept for children on MyConcern with attendance or punctuality concerns.

Attendance Panels

Parent/carers of pupils whose attendance or punctuality gives cause for concern may be invited to attend an attendance panel. An attendance panel is a formal meeting to discuss the child's school attendance, identify any barriers to regular school attendance, provide relevant support and agree a target and action plan to improve school attendance.

An attendance panel is chaired by a school governor or senior member of school staff. School representatives will be present and this may include anyone in school who is involved with your child, for example the family support worker.

Pupils with additional barriers to attendance

We recognise that some pupils face greater barriers to attendance, including pupils with long-term physical or mental-health conditions and pupils with special educational needs and/or disabilities. High expectations for attendance will be maintained for all pupils while recognising that additional support and reasonable adjustments may be required.

We will work in partnership with pupils and parents to understand individual barriers, provide appropriate pastoral support, consider reasonable adjustments and work with the local authority and other agencies where external support is required. Where appropriate, a time-limited phased return may form part of a pupil's support or reintegration plan.

Young carers

We recognise that caring responsibilities can create additional barriers to attendance. Where a pupil's caring role may be contributing to absence, the school will work with the pupil and their family to understand those barriers and put appropriate support in place. Where needs extend beyond school, the school will work with the local authority and relevant services to facilitate appropriate support.

Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. A part-time timetable will only be used in very exceptional circumstances where it is in the pupil's best interests and will not be used to manage behaviour.

Any part-time timetable will be temporary, agreed with the parent, form part of a wider support, health-care or reintegration plan, include regular review dates and have a proposed end date with the aim of returning the pupil to full-time education as soon as appropriate. Where a pupil has a social worker or an Education, Health and Care Plan, the relevant professionals/local authority will be involved as required.

Data Analysis

Schools must provide their attendance data to the DfE and most schools use their management information systems to send their data via school census. The figures returned are then published by the DfE as part of the annual publication of school statistics. Tidbury Green School will use data effectively to identify particular groups of children whose absences cause concern as well as individual pupils.

Where attendance is a concern, school will use data to analyse attendance by year group, classes and groups of pupils, for example ethnicity or gender to help illuminate areas of concern. Data will be used to identify the main causes of absences within the school and take action to address and improve those areas. Subsequent data will monitor and evaluate these interventions

Appendix 1

Roles and Responsibilities for school attendance

Person	Role	Responsibilities
Attendance Governor	Schools Governors	• Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Setting Attendance targets with Headteacher • Reviewing school attendance • Agreeing and Reviewing School Policy • Chairing attendance panels
Mrs R Fitter	Headteacher	• Compliance with relevant legislation • Putting into practice school policy • Authorise or unauthorise absences • Leave of absence request • Line management • Contact with parents/carers: overview of clear and escalating interventions • Responsibility for links with Education Enforcement Team • Attendance at attendance panels
Miss E Morgan, Mr P Jones, Mrs K Lynch and Mrs E Wilson	Assistant Headteachers	• Take overall responsibility in the absence of the Headteacher. • Targeted attendance meetings and interventions
Mrs L Price, supported by Ms M Applewhaite	Attendance Team	• Compliance with relevant legislation • Putting into practice school policy • Contact with parents/carers • Overview of clear and escalating interventions • Recording and evaluation of interventions • Data analysis • Responsibility for links with Education Enforcement Team • Data analysis • Promoting school attendance • Management of reward scheme • Pupil Profiles • Planning attendance panels • First day calling by telephone and email • Late arrivals • Attendance targeting • Day to day responsibility for escalating approach • Making home visits due to attendance concerns or to seek medical evidence
Class teachers	Class teachers	• Marking registers • Promoting importance of regular schools attendance • Providing early warning of attendance concerns

		• Positive role modelling • Following policy and procedures
Miss M Applewhaite Mrs L Price Mr C Pinner Mrs A Harbison Mrs A Nayyar Mrs E Smith	School Office	• Maintaining registers • First day calling • Late arrivals • Attendance targeting • Process for clearing registers • Day to day responsibility for escalating approach

Appendix 2

Children missing from education pathway

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in the future.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing in their area.

All education providers should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

School Requirements

The **law** requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. More information about school register codes and

Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

The Department for Education has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance. https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Involving other agencies and signposting:

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school's permission for a continuous period of 5 school days or more, at such intervals as are agreed between the school and the local authority.

Email: educationwelfare@solihull.gov.uk or telephone 0121 779 1737.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Solihull Children's Services:

MASH (0121) 788 4300

Out of Hours (EDT) (0121) 605 6060

Families of members of the Armed Forces

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions

Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

A pupil profile template which will support schools to identify the issues impacting on PA pupils and detail actions to be taken is available on the Solihull MBC attendance toolkit https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS/Attendance%20Pupil%20Profile%20revised%20(2).doc

National Framework for Penalty Notices

Penalty notices are an alternative to prosecution and may be issued where a parent has failed to ensure that their child of compulsory school age regularly attends the school at which they are registered.
The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions can be consecutive or non-consecutive and may include any combination of unauthorised absence. The 10-school-week period may span different terms or school years. When the national threshold is met, the school will consider each individual case and whether support is appropriate. Where support is appropriate but has not been successful or engaged with, a Notice to Improve will usually be issued before a penalty notice is considered. A Notice to Improve provides a final opportunity for a parent to engage with support and improve their child's attendance. The improvement period will be between 3 and 6 weeks in accordance with the Local Authority's Code of Conduct.

A Notice to Improve does not need to be issued where support is not appropriate, for example where an unauthorised holiday in term time results in the national threshold being met.
The first penalty notice issued to a parent in respect of a particular pupil will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil within a three-year rolling period will be £160, payable within 28 days, with no reduced rate.

A maximum of two penalty notices may be issued to the same parent for the same pupil within a three-year rolling period. Where the national threshold is met for a third time within that period, a further penalty notice cannot be issued and alternative action will be considered. This may include prosecution or another attendance legal intervention.

All decisions relating to penalty notices will be made in accordance with the National Framework for Penalty Notices and Solihull Local Authority's current Code of Conduct.

A penalty notice may be issued, subsequent to a Warning letter, if there are a **further five sessions** or more unauthorised absences.

Relevant paperwork can be found at https://extranet.solgrid.org.uk/schoolissues/BehaviourAttendance/GPGATPS

Education Enforcement Team contact details:

Email: educationwelfare@solihull.gov.uk

Telephone: 0121 779 1737

Removing of pupil from the admission register

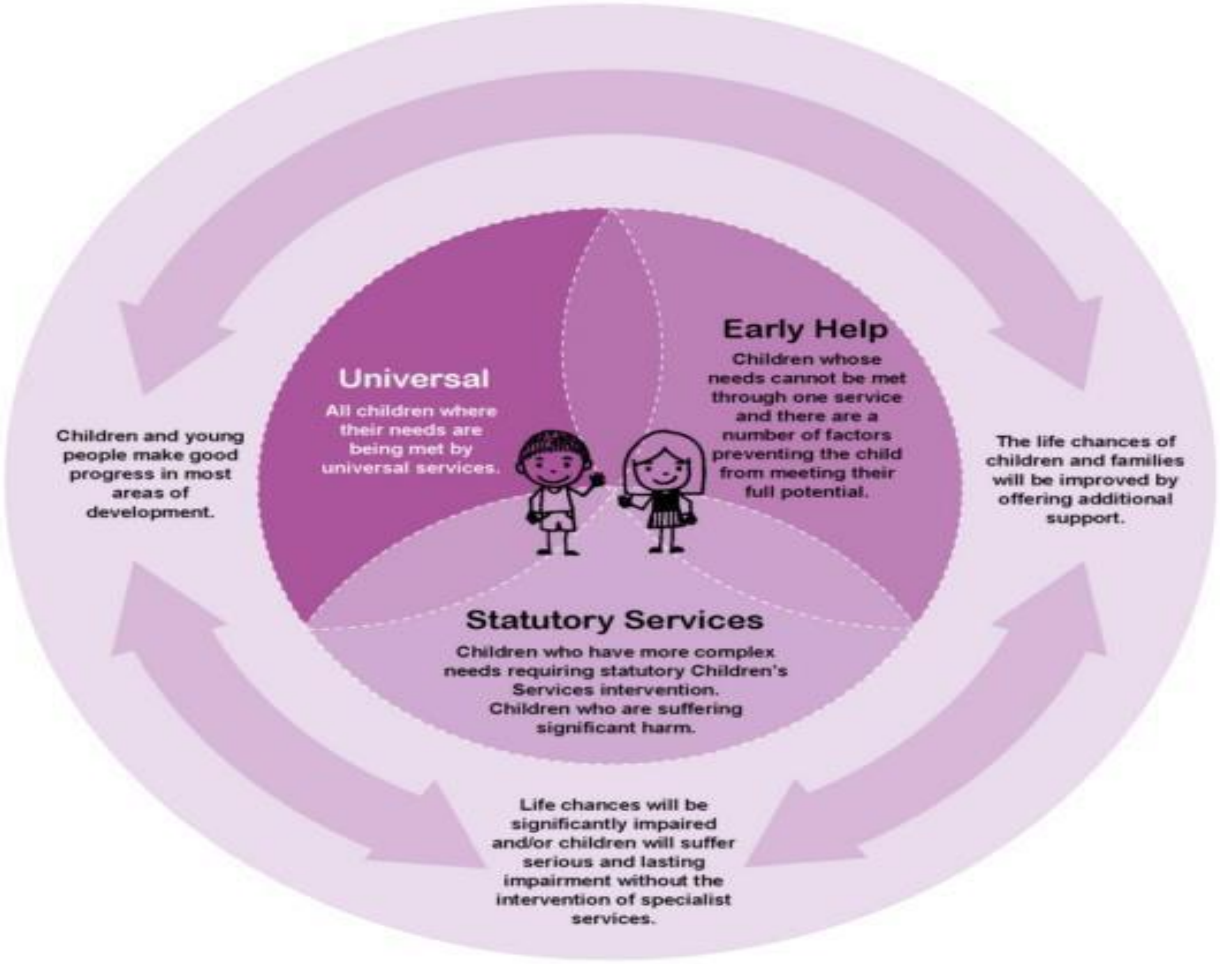
Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools
https://extranet.solgrid.org.uk/management/cme/Forms%20%20Policies/Forms/AllItems.aspx

All schools must inform their local authority of any pupil who is going to be removed from the admission register where they:

- have been taken out of school by their parents/carers and are being educated outside the school system, e.g. elective home education (EHE). Schools must not seek to persuade parents/carers to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by the school 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 he/she nor his/her parent/carer has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period
- have been permanently excluded

Appendix 3

Solihull's Right Help, Right Time, Right Response



The indicators which may suggest early help involvement or statutory services are around health, emotional/behaviour development, identity & self-esteem, education & learning, family & social relationships, basic care and social & community integration.

Appendix 4

Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Leave of absence for exceptional circumstances	Authorised absence
C1	Regulated performance	Authorised absence
C2	Part-time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Suspended or permanently excluded (no alternative provision made)	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Lack of transport arrangements by local authority	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave	Authorised absence

T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity

W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age pupil.	Not counted in possible attendances
Y1	Transport normally available by LA or school unavailable	Not counted in possible attendances
Y2	Widespread travel disruption	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	Planned school closure to pupils	Not counted in possible attendances

Appendix 5

Missing Child Procedure

The children's safety and well-being is of the highest importance whilst under the care of Tidbury Green School.

However, in the unlikely event of a child going missing whilst in our care, members of staff will search the immediate area for a period of 15 minutes. If the child is not found during this time, then the Headteacher, or Senior Member of staff in her absence, will contact the police and then notify the parent or carer. The incident will be carefully recorded and details of where the child was last seen, by whom and time noted.

Appendix 6

ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil ……..……..… Date of Birth …….. …	Class ……..……..
Please detail below the **exceptional circumstances** why you are requesting to take your child out of school. You may be invited into school to discuss your request with a member of the schools Senior Leadership Team. (Please attach any supporting evidence) …….. …….. …….. ……..	
Address …….	

Please enter below the dates of the requested absence.

(first date of absence) ……/……/……. (last date of absence) ……/……/…….

Number of school days that your child will be absent from school ……..……..

Signature …… …… Name of Parent/Carer …….……	Date ……...

Leave of absence, which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.

For School Use:

Date received?

Previous requests for leave of absence Yes / No

Attendance %

Evidence provided for exceptional circumstance Yes/No

Headteacher decision to authorise Y/N Code

Date & time Address/Contacts /dates checked?

Arrange to meet with Parent/Carer Yes / No

Appendix 7

School responses to term time absence request (templates)

insert full Name of Parent Applying

Insert Full Address

Date

Dear *(individual Parent),*

Child: **DOB:** **Class:**

Dates applied for: **to**

Thank you for your recent leave of absence request form dated…..in respect of the above Pupil. Unfortunately, you did not submit the form within the appropriate timeframe as per school`s attendance policy and therefore we have not been able to notify you prior to taking the leave that it would be unauthorised.

On this occasion I am unable to authorise your child's leave of absence because …….

Section 444 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 at the school his/her parent(s)/carers are guilty of an offence.

Unfortunately, you did not submit the form within the appropriate timeframe as set out in our schools Attendance Policy.

As you have chosen to proceed with the leave of absence without the prior authorisation of the Headteacher, (name of child)'s absence of (number of sessions) has been recorded as unauthorised. In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and Solihull Metropolitan Borough Council's Code of Conduct, these unauthorised absences may be referred to the Local Authority for consideration of a Penalty Notice. Any Penalty Notice issued will be in line with the current National Framework for Penalty Notices. Failure to comply with a Penalty Notice may result in legal proceedings being initiated under Section 444 of the Education Act 1996.

If you wish to discuss this matter further, please contact the attendance team via the school office. Yours

sincerely

Mrs. R Fitter

Headteacher

Appendix 8

Unauthorised absence letter (template)

Insert full Name of individual Parent

Insert Full Address of individual Parent

Date

Dear *(individual Parent),*

Child: **DOB:** **Class:**

Re Leave of absences request for pupil detailed above

We have reason to believe that you have taken your child out of school without agreement of the Headteacher during the period ….. to ….

I understand this absence was due to reason .....as examples: (first day calling, social media, pupil information, EVIDENCE IS REQUIRED and a date it came to your attention needs to be provided

As stated in the school attendance policy and previous communications to parents, I am able to authorise absence only in exceptional circumstances. I do not believe that your reason amounts to an exceptional circumstance and I am therefore unable to authorise your child's absence.

Section 444 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 at the school his/her parent(s)/carers are guilty of an offence.

(Pupil name)'s absence will be recorded as unauthorised. In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and Solihull Metropolitan Borough Council's Code of Conduct, these unauthorised absences may be referred to the Local Authority for consideration of a Penalty Notice. Any Penalty Notice issued will be in line with the current National Framework for Penalty Notices. Failure to comply with a Penalty Notice may result in legal proceedings being initiated under Section 444 of the Education Act 1996.

If you wish to discuss this matter further, please contact the attendance team via the school office.

Yours sincerely

Mrs R Fitter

Headteacher