Halesowen C of E Primary School

We care, we trust, we believe.

We share, we enjoy, we achieve.

Attendance Policy

Signed by

Head teacher: Date: September 2024

Chair of Governors: J E Price Date: September 2024

Review Date: September 2025

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Context

Halesowen Church of England Primary School was a school built for the local community. Right from the beginning it was an inclusive school built on strong Christian beliefs. It is our duty to ensure that this deeply Christian core runs through everything we do at Halesowen C of E in the modern day.

Taken from the trust deed: *"A school room or school rooms to be used for the education of poor children in the principles of the Christian Religion according to the doctrines and disciplines of the united church of England and Scotland"* (6th November 1838)

Our School Purpose

We are here to provide a safe, nurturing environment where **all** children, children of God, can develop a love of learning and a love of life.

"Living Life in all its fullness"'(John 10:10)

Our Vision

At Halesowen C of E we strive to educate, inspire and empower resilient and independent young people preparing them for the next step in their journey. We are proud to be diverse and celebrate differences. We believe children can flourish if they are loved and valued. We have high expectations of everyone because we know they can achieve if someone has faith in them. We develop trust in each other and are proud that we are one big family. We care about each and every one of our families. We enjoy the job we do and want to make school a happy place to be.

We share this school Halesowen C of E; a place special to all of us, a place where we can feel safe, a place where we can be unique and a place where we can learn and thrive together through our strong Christian values.

Our vision is deeply routed in this bible quote as we aspire for all children to be the best, they can be despite whatever barriers they may face.

"Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." (Joshua 1.9)

Statement of Intent

At Halesowen C of E we are proud of the work we do with our pupils. We want all of our pupils to learn in a high quality, happy and secure environment. We recognise that attendance and punctuality is paramount in raising standards and pupil attainment. We also recognise that attendance is "everyone's business" (Working together to improve school attendance DFE 2024)

Introduction

At Halesowen C of E we believe that every child in our care is entitled to the best possible education. We work hard to develop aspiring young learners so they can gain the skills and knowledge necessary to succeed as 21st century citizens with British values. Our church school ethos works hand in hand with this as children live and learn by the values in our school motto. We recognise the key to learning at our school is quality first teaching. Learning here is fun and purposeful. Children aim high because we all have high expectations.

Aims and Objectives

The Primary aim of this policy is to make it clear to everyone the high expectations we all share for good attendance at Halesowen C of E. We recognise that good attendance and punctuality is paramount in raising standards in pupil attainment. If children attend school regularly, they gain the greatest benefit from their education as they can maximise their potential and take full advantage of the learning experiences available to them.

The objectives of this attendance policy are:

- To promote good attendance and punctuality.
- To establish and sustain good levels of attendance and reduce all absences and lates.
- To ensure the policy and procedures on attendance and punctuality are applied consistently.

- To promote children's welfare and safeguarding.
- To ensure every pupil gets the full-time education they are entitled to.
- To ensure that registers are completed fully and accurately.
- To ensure the principles of our Christian ethos, the school 'motto' and SMSC (spiritual, moral, social and cultural) values are embedded throughout our approach to attending school.
- To articulate the expected standards of attendance to all children and families.
- To endeavour to make sure children enjoy school and want to attend every day.
- To ensure the school have a clear and consistent approach to attendance that all stakeholders are aware of.
- To explain how we celebrate good attendance.
- To reduce absence, including persistent and severe absence.
- To act early to address patterns of absence
- To ensure that all children have an equal opportunity to achieve; this will be achieved through positive action regarding culture, religion, home language, gender and ability.
- To build strong supportive relationships with families.
- To establish working partnerships with the Education Support Service and other agencies to address attendance issues.

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support.

A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority.

Data-driven decision-making and training requirements are pivotal to the implementation of this system.(See appendix) The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024 and the "Summary table of Roles and Responsibilities for School Attendance" 2024.

Our school is proudly working towards as an Inclusive Attendance approach as developed by Waynes Harris https://inclusive-attendance.co.uk/ Our unwavering commitment to attendance centres around child-centric actions,

evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote attendance.

Legislation and Guidance

All children of compulsory school age (between 5 and 16) are required to receive an education. It is a parent/carer's responsibility to ensure that their child has an education suitable to their age, ability and aptitude and any special educational needs that they may have.

Whilst compulsory school age is between 5 and 16, all parents who choose Halesowen C of E Primary for Nursery and Reception are expected to comply with the guidance set out in this Attendance Policy.

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles of Stakeholders

The role of Governors

Our governors support, monitor and review the school's approach to attendance.

In particular they should:

- Promote the importance of school attendance through the school's policies and ethos.
- Make sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitor attendance figures for the whole school.
- Ensure staff receive adequate training on attendance and attend any relevant training themselves.
- Hold the headteacher to account for the implementation of this policy.
- Support the use of appropriate strategies to improve attendance by allocating resources effectively.

The role of the school

Ultimately, ensuring a child's regular attendance at school is a parental responsibility. This is recognised in law and permitting absence from school without a good reason is an offence in law and may result in prosecution.

As a school we promote good attendance, track absence, and communicate with stakeholders so children attend regularly.

The role of Senior Leadership Team

- To have named member of the SLT responsible for attendance – known as the Senior Attendance Champion. At this school it is the headteacher (Mrs L Knowles). From January it will the Deputy Head teacher (Mr T Wagstaff)
- Implement the attendance policy.
- Share the attendance policy on the school website.
- Ensure the children and parents are aware of our high expectations for good attendance.
- To praise pupils for punctuality and good attendance.
- In collaboration with Attendance Officer, monitor school level absence data and report it to governors.

- In collaboration with Attendance Officer, inform parents in writing when a child's attendance is giving cause for concern and is being monitored.
- To set clear and challenging attendance targets as part of school development planning.
- Write in reply to leave of absence requests regarding exceptional circumstances.
- Meet with parents requesting leave of absence where necessary.
- Meet with parents following intervention from the Attendance Officer if attendance does not improve.
- Reports attendance data and concerns to Governors.
- Support the attendance officer with monitoring the attendance of individual pupils.
- Monitor the impact of any attendance strategies used.

The role of the Attendance Officer (Mrs A Bowen)

- Lead on attendance across school.
- Ensure someone listens to voicemails/ collect messages from the office about children's absences.
- Add absence notes to Integris and / or ensure the office have done so.
- Ensure reasons for absences are accurately recorded using agreed codes. (the C code must be agreed by the head teacher)
- Make contact with any families where further discussions about reason for absence is needed (including families where attendance is a concern)
- Record late arrival and reasons and challenge families who arrive late.
- Send out half termly attendance summaries to keep families informed of attendance.
- Invite parents in to discuss attendance issues and support them to improve in attendance clinics or signing an attendance contract/plan.
- In collaboration with head teacher, inform parents in writing when a child's attendance is giving further cause for concern and is being monitored.
- Arrange home visits if non-attendance becomes a concern.
- Celebrate good or improving attendance by rewarding children with certificates and 100% attendance pin badges at the end of the academic year.

- Praise pupils for punctuality and good attendance.
- Give parents/carers details on attendance on the school website.
- Update attendance data using Integris.
- Provide attendance reports when requested to the headteacher.
- Liaise with the ESS (Education Support Service) on attendance matters.
- Work with outside agencies to support families struggling to ensure good attendance of their children.
- Produce attendance figures for end of year reports.
- Advise the headteacher when fixed penalty notices need to be given.
- Prepare relevant paperwork for attendance cases to refer to other agencies including ESS and Early help.
- Complete relevant paperwork and send out refusal letters for term time holidays.

The role of the school administration staff (Mrs M Dorrell)

- Take calls from parents about absence ensuring full reasons are given.
- Listen to voicemails on a day-to-day basis and record it directly onto integris.
- Ensure calls to parents happen on the first day of absence where contact has not been made by parents.
- Sign in children who arrive late on the Inventry system ensuring reasons for lateness are logged and add these to the register.
- Sign out children who leave early (during the school day) on the Inventry system ensuring reasons are logged and add these to the register.
- Sign out children who are collected late on the Inventry system ensuring reasons are logged.
- Transfer calls from parents/ ask parents to wait when they arrive so they can speak to the attendance lead as necessary in order to provide them with more detailed support on attendance.

The role of the Teachers

- To keep an accurate attendance register twice a day.
- Report to parents/carers on their child's attendance in parent's consultation meetings and annual school report.
- To praise pupils for punctuality and good attendance

- To pass on any messages received from parents regarding attendance to the Attendance Officer.
- To monitor pupil absence and inform the Attendance Officer / SLT when attendance is impacting on achievement.
- To raise any concerns regarding attendance issues/ patterns of children in their class

The role of the parents/guardians

Ultimately, ensuring a child's regular attendance at school is a parental responsibility. This is recognised in law and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Parents/Guardians should:

- Ensure children attend school regularly, punctually, properly equipped and in a fit state to learn.
- Support the school in implementing our attendance policy sending children to school when they are medically fit to attend.
- Always communicate with school if children cannot attend. Telephone the school on the first day of any absence to inform school of the reason by 9.15 am, also continue to do so on every day of absence unless advised otherwise.
- Provide medical evidence if requested.
- To do their best to keep their child healthy and fit to attend school and to communicate with school if there are matters outside of school that are likely to affect a child's attendance which they need support for.
- Ensure if a child has a medical appointment the parent/ carer tries, where possible, to book this outside of school hours but if an appointment during a school day is unavoidable the parent needs to contact the school office prior to the appointment to make arrangements for the child to be collected/ returned at an appropriate time. Parents need to provide proof of the appointment.
- To promote a positive attitude towards the school's ethos.
- To attend any meetings with staff as and when required to discuss attendance and work with the school to improve matters.

- Notify the school within 24 hours if there is change of address or telephone number. Also inform us of adults with parental responsibility towards the child. Ensure school holds more than one emergency contact number.
- Not take children out of school to go on a family holiday and understand if they choose to do this the absence will be unauthorised and a fine will be given.
- If leave of absence is required for exceptional circumstances apply in writing to the head teacher 15 days in advance (completing an electronic form)
- To ensure children are at school by 8.40 am every morning so they can be in class for the register. If children do arrive after the doors have closed, parents should take their child to the school office to sign them in on the Inventry system (for safeguarding reasons)
- To ensure children are collected promptly at the end of the school day at 3.30pm.

The role of the pupils

- Attend school every day and on time
- To maintain a good and positive attitude towards coming to school.

Key Considerations

At Halesowen C of E, we have identified the following key considerations for promoting good attendance:

School Registers

- School registers are legal documents that must conform to government guidelines (see attendance codes in appendix).
- Registration is taken twice during the school day, at the start of the first session and once during the second session.
- Morning registers from Reception to Year 6 are taken in class at 8:40am. The school opens at 8.30 am and the bell rings at 8.40 am. All children should be in school by this time in order for them to receive a present mark. Children are late after the bell rings at 8.40am. Registers will close at 9:00 am.
- Nursery starts at 8.30am for the morning session. Children are marked as late if they arrive after 8.40am (unless they doing shorter sessions for transition)
- If your child arrives between 8.40am and 9.00am they will get an L code for late. If they arrive after the registers have closed at 9:00am, they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence (a U code). This may mean that you could face the possibility of a Penalty Notice if the problem persists.
- Any child not in attendance when registers are called will be marked with the N code. If we do not get a message from families by 9.15 with a valid reason the code is changed to a O code to indicate an unauthorised absence.
- Every half-day absence from school has to be classified by the head teacher (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is essential and always required.
- If children are absent for a medical appointment and proof of the appointment has been seen the register is coded as M.
- If children are absent due to illness they are coded as I.
- Unauthorised absences are coded as O.
- Other codes may also be given for other circumstances - See appendix

- Any amendments to the attendance register will include the original entry, amended entry, reason for amendment, date amendment was made and the name of the person making the amendments.

Reasons for Absence

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.15 am.

- Calling the Attendance Line on 01384 818885, then press 1.
- Emailing the Officer at pastoral@halesowen.dudley.sch.uk
- Coming to the school office in person to report at absence.

Parents/carers should not report absences to a child's an adult on the gate or via another parent/carers or pupil. It is important that the office or attendance officer is informed directly by somebody who has parental responsibility for the child not attending school.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness and/or evidence requested has not been provided.

If the authenticity of the illness is in doubt, or a pupil has had a significant amount of absence due to ill health, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance. Where an absence hasn't been reported, parents/carers will be contacted during the morning requesting a response and reason for absence. Where this is not forthcoming, the absence will be classed as unauthorised and further action could be taken.

Parents/carers should note that not all illnesses or injuries require a child to be absent from school. Further information about whether an illness requires time

off from school or not can be found on the NHS website:
https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment using the same methods as detailed above (for unplanned absences) and provides proof of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible (e.g. after school, Friday pm or during school holidays) . Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. It is expected that every effort is made to minimise the amount of time that the child is absent for the appointment, i.e., not leaving until just before the appointment and returning immediately afterwards. If an appointment is unavoidable, siblings must not be taken out of school. If they are taken out of school, this would be recorded as an unauthorised absence.

The school may request confirmation of medical appointments or medical support of illness or injury. Medical evidence can include items such as a GP slip or letter, appointment card or letter, the original prescribed medication or the prescription itself.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section on authorised and unauthorised absence to find out more.

Lateness and Punctuality

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work, do not spend time with their class teacher getting vital information and it can also disrupt lessons for other pupils. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

If children arrive after the doors have closed (8.40am) they must be signed in by an adult. This is for safeguarding reasons to ensure we know children are safely on site and can be accounted for as they will have missed the register.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (before 9am).
- After the register has closed will be marked as absent, using the appropriate code (after 9am).

Unacceptable reasons for being late could include:

- Missed the bus.
- Could not walk quickly enough.
- Delayed due to rain.
- Watch is slow.
- Alarm didn't go off.
- Parent is poorly and could not get up to get the children to school.
- Child would not get ready.

Punctuality will be monitored closely alongside attendance and action for unauthorised absences, due to arriving late after the register has closed, will be the same as an unauthorised session. If children are collected before the end of the day, their afternoon session may be marked as unauthorised and further action could be taken.

If the problem with punctuality persists parents will be sent a letter and / or be invited in for a meeting.

Authorised absence

Absence from school is authorised if children are absent from school in the morning or afternoon sessions for a valid reason such as ill health. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other

appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where possible all medical/ dental appointments should be made out of school time. If this is unavoidable proof must be provided. Absences for religious observance are limited to one day and should be confirmed with the relevant religious body.

Unauthorised absence

These are absences that the school does not consider reasonable and where no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. These could include:

- Waking up late.
- Waiting in for a delivery, the council etc.
- Arrival of a new baby, moving house etc.
- Inclement weather if you live within 1 mile of the school.
- Parents/carers keeping children off school unnecessarily e.g. for a parents birthday meal.
- Truancy before or during the school day.
- Absences are not properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children, haircuts, birthdays etc.
- Day trips and holidays in term time.
- Time off due to another person being ill e.g. a parents/ brother or sister.
- Illnesses not requiring time off school (refer to public health guidance).

(This lists examples and is not exhaustive)

Leave of Absence Requests

The headteacher is only able to grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Examples of exceptional circumstances may include:

- Bereavement of a close family member
- Attendance at a funeral

- Life threatening or critical illness of parent or sibling of the pupil
- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- Essential travel for a passport/ visa meeting that cannot be rescheduled.

(This lists examples and is not exhaustive)

All planned 'Leave of Absence' requests should be submitted on 'Leave of Absence' electronic form at least 10 days before leave is due to be taken. The head teacher will consider any exceptional circumstances and will reply to you in writing to summarise their decision in regard to your request. The head teacher/ attendance officer may request a meeting with parents to further discuss any exceptional circumstances requests and may ask for proof where appropriate.

If you take a leave of absence which **is not authorised** by the school for 10 sessions (5 days) or more **you will be issued with a fixed penalty fine** via the Education Support Service.

It is a legal requirement that parents/carers obtain the permission of the Head Teacher <u>before</u> removing their child from school. A leave of absence request must be made by the parent/carer with parental responsibility.

The Head Teacher (or a representative of the Head Teacher) and the Governing Body are within their rights to decline an application and refuse permission for parents/carers to take their children out of school during term time. Such a decision will have been made in the best interest of the pupils' educational progress and attainment. If the child is subsequently taken out of school this absence will be recorded as 'unauthorised'. The Head Teacher's decision is final and there is no right of appeal with the decisions taken.

Parents/carers who take their children out of school during term time without the authorisation of the Head teacher not only damage their children's educational opportunities but also risk being issued with a penalty notice, being prosecuted in court, and sometimes losing the child's place at the school

The school considers each application for term time absence individually. When making a decision, the Head Teacher will consider a range of circumstances in addition to reason for absence including the child's previous attendance, the dates requested (e.g. impact on statutory tests or assessments), the length of absence, previous eave requests and the welfare needs of the child.

Family holidays

Parents/ guardians do need to complete a leave of absence request for family holidays for safeguarding reasons- so we know where the child/ children are however the Department for education document "Working together to improve school attendance" states:

"As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday."

In line with this, absences from school for the purposes of a term-time holiday will **not** be authorised at Halesowen C of E unless there are exceptional circumstances which are considered on a case-by-case basis. (see examples on previous pages)

Family emergencies

Family emergencies need careful consideration. It is not always in the best interests of the child nor wholly appropriate for them to miss school for family emergencies that are being dealt with by adult members of the family. School and school friendships/relationships can provide the children with stability and care during difficult times. The routine of school can provide a safe and familiar anchor to life during times of upheaval.

Official representation for a sports team or a performance

If a child is involved in a sporting event or a performance, which requires time out of school, then a license may need to be applied for. In this situation, parents/carers should write to the Head Teacher with the details and official confirmation from the organising body. Previous attendance will be taken into account.

Religious observance

At the Head Teacher's discretion, a limited amount of time may be authorised for religious observance. At Halesowen C of E absences for religious observance are limited to one day and should be confirmed with the relevant religious body.

Summary on leave of absence/ Unplanned

Where the Head Teacher has judged there to be genuine and exceptional circumstances for a child to be absent during term time (other than for illness/ medical reasons), **they may only agree to a maximum of 5 days' absence in any a year.** It must be clear that the 5 days is not an entitlement for any individual but can be used, at the discretion of the Head Teacher, for exceptional circumstances. (C code) The only exception to this is children on reduced timetables.

Persistent and severe Absence

The school has a responsibility to work with parents/ carers and the Education support service to reduce persistent and severe absence.

Absence that falls below 90% is categorised by the Government as persistent absence.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

Severe absence is where a pupil misses 50% or more of school.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

Absence data is on a rolling basis so the previous academic year is taken into account.

Long Term Sickness

If a child needs to be hospitalised for 3 days or more we may ask you for permission to contact the Hospital Teaching Service so that they work with your child whilst they are not in school. This would mean that your child is being educated off site and therefore their absence would not affect their overall attendance percentage.

If a child leaves hospital and following this is at home for 2 weeks, or more, then we can contact Cherry Tree Pupil Referral Unit to request support for your child at home.

For any other long term sickness the school will work with the parent, school nurse and GP to try to reintegrate the child back into school. If the child is deemed not well enough to attend they will be referred to other services such as Cherry Tree, Early help etc. and work will be sent home to complete.

Elective Home education

If a parent/carer chooses to elective home educate their child, and effectively remove them from roll at Halesowen C of E Primary School, they must put this in writing. The school will then inform the local authority.

Parents/Carers should ensure their child still attends school until a removal from roll date has been agreed, in writing, with the Head Teacher.

Further information can be found here: Elective home education: guide for parents (publishing.service.gov.uk)

Part time timetables

The DFE document "Working together to improve school attendance" recognises that although all pupils of compulsory school age are entitled to a full-time education that there are exceptional circumstances, where it is in a pupil's best interests, for a temporary part-time timetable to meet their individual needs.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution.

We will review these arrangements regularly. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

Removal from School Roll

Removing a child from the school roll is a very important decision and schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties. Regulation 8 sets out fifteen grounds for removing a pupil of compulsory school age from the admission register.

The most common grounds include:

- A child attended your school as a result of a School Attendance Order issued by ESS but the Order has been revoked or another school has been entered into the Order
- A child has transferred to another school
- A child who has registered at more than one school i.e. Gypsy, Roma and Traveller children
- The pupil is receiving education otherwise than at school (Elective Home Education)
- The child has ceased to attend and is no longer ordinarily resident within a reasonable distance from school
- A child has not returned to school within 10 days of an agreed leave of absence
- A child has been certified as medically unfit to attend the school and is unlikely to return before the end of compulsory education
- A child has been absent for 20 school days with no contact from parents and all reasonable enquiries have been made to locate them (at no point was the any of the absence authorised)
- A child has been detained in custody for more than 4 months and is unlikely to return
- A child is deceased
- A child has been permanently excluded from school

Child Missing education (CME)

Children are classed as missing education when they are not registered at a school or receiving suitable provision elsewhere and are of compulsory school age. To avoid children becoming CME, it is important that they are placed on and off a school roll according to Department for Education (DfE) guidelines. It is vital that schools and local authorities work together to safeguard children and ensure that they receive their educational entitlement.

At Halesowen C of E Primary School, we work closely with the Local Authority and inform them when we have concerns over a child missing education.

These are the practices that we have put in place in order to safeguard children from becoming CME

- Pupils are entered onto the admission register at the beginning of the first day that child is due to enrol. If the child fails to attend, then enquiries will be made to establish their whereabouts and Dudley Metropolitan Borough Council (DMBC) will be notified if we cannot make contact.
- If a pupil does not return to school for ten days after an authorised leave of absence, or is absent without authorisation for twenty days, the pupil can be removed from the admission register. This can only be done if the school and DMBC have made reasonable enquiries to establish the whereabouts of the child.
- If a child is temporarily excluded from school for more than five days, the governing body will arrange suitable alternative full-time education. This must begin no later than the sixth day of exclusion. For permanent exclusions, the local authority will provide alternative education.
- Attendance will be monitored through our daily registers and any unexplained absences will be investigated as part of our safeguarding duty.
- The school will notify DMBC when a pupil's name is removed from the school admission register at non-standard transition points.

- The school will notify DMBC within five days of adding a pupil's name to the admission register at a non-standard transition point.
- If the school cannot locate a pupil by reasonable enquiries (emergency contacts, home visits, contacting other professionals involved with the family), then a Pupil Tracking Referral must be made.

If a child is not able to attend school, due to being incapacitated, chronically poorly or for any other long-term medical condition, the school will agree appropriate provision with the parent/carer and any other professionals involved. This could include a hybrid range of activities such as remote education provided by Halesowen C of E Primary School alongside any other provision allocated such as hospital education or tutoring.

Tackling absence from school

The DfE's Working Together to Improve School Attendance guidance states that prosecuting parents should be a last resort. As a school we want to work with families to support them so children can attend school and get the education they are legally entitled to.

Therefore, all avenues of support to improve a pupil's attendance should have been explored, actioned, and reviewed. All strategies and interventions must be exhausted prior to making a request for legal intervention to the Education Support Service Dudley (ESS) The only exception to this is for family holidays.

Attendance Monitoring

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. (see appendix 4)

Voluntary supportive measures

We want to support families as we are aware there are often numerous reasons why children do not attend school. To do this, we ask that you are open and honest when giving us reason for absence. If we can foster this open communication, we can support families who may be experiencing difficulties. Where there is attendance concerns we will make regular contact with families, will write to you, may conduct home visits or work with another agency to do so and will complete an attendance support plan. If pupils or families have any additional needs, we may make reasonable adjustments to ensure children can attend. If we feel further support is needed, we will offer Early Help. We will keep a log of all support offered whether it is taken or not.

Legal Sanctions

The Education (Penalty Notices) (England) (Amendment) Regulations 2024:

(3) Where no penalty notice has been issued to the parent under section 444A(1) of the 1996 Act in respect of the same child in the preceding three-year period, the amount of the penalty is -

(a) £80, where the amount is paid within the period of 21 days beginning with the date on which the notice is received;

(b) £160, where sub-paragraph (a) does not apply.

(4) Where a penalty notice has been issued to the parent under section 444A(1) of the 1996 Act in respect of the same child in the preceding three-year period, the amount of the penalty is £160.

Escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change parental behaviour without the need for a criminal prosecution. If repeated penalty notices are being considered for the same parent, a further penalty notice is unlikely to be the most appropriate tool available. Therefore, from 19 August 2024, a limit of no more than 2 penalty notices being issued to the same parent for the same pupil within a 3-year rolling period will apply.

The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.

Role of the Education Support Service (Dudley)

The Education Support Service (ESS) is Dudley MBC's statutory service for the enforcement of school attendance and other education related legal interventions for children in employment, entertainment and elective home education.

The head teacher and governing body have the responsibility to ensure they inform ESS when attendance becomes a matter for concern and all voluntary support options have been exhausted. ESS has the legal power to put in place interventions that school cannot, including issuing fixed penalty notices.

Contact Education Support Service on:

Phone: 01384 814317

Email: ess.cs@dudley.gov.uk

Promoting Good Attendance

We want to promote good attendance and have high expectations for pupils to attend school whenever they are well enough to do so. Good attendance and punctuality is essential to ensuring every child achieves their potential.

At Halesowen CE, we promote good attendance and punctuality in the following ways:

- We share with the children that we have high expectations for everything – this includes school attendance
- The importance of good attendance and punctuality is promoted by everyone. This may be through circle time, class assemblies, PSHE or just one to one chats with pupils and / or parents.
- Work in partnership with the Education Support Service to communicate their legal obligations and consequences of condoned absence.
- Improvement in attendance recognised and commended.

Monitoring and Review

We are aware of the need to monitor the school's attendance policy and to review it regularly. We will review this policy annually or sooner if new government guidance or local guidance is published.

Links with Other Polices

This policy links with our policies on:

- Safeguarding / Child protection policy
- Behaviour policy
- Teaching and learning policy
- Parent Code of conduct

Appendix 1: Our Ethos

All of our policies reflect our Christian ethos which underpins everything we do in school:

We care
Our school is a caring community with a family atmosphere. We achieve this through respect for one another and the world around us, treating others as we would wish to be treated, and working co-operatively. As an inclusive community everyone is valued and nurtured equally regardless of gender, race, religion, colour or ability. There is a clear understanding of what it means to be a valued as an individual, and how we work together as part of the school family.

We trust
Our school is a safe place. We provide a stimulating, safe and happy environment where everyone is encouraged and motivated to learn. We achieve this through our committed approach in all we do.

We believe
Our school welcomes and celebrates our diverse community. This helps us to understand each other, and respect each other's beliefs and cultures. We develop children's spirituality through daily worship and by celebrating together. We are proud of our links with St. John's Church and other faith members of the wider community.

We share
Our school builds positive relationships between children, staff, parents, governors and members of the community. We achieve this by valuing all contributions, encouraging teamwork and celebrating successes together.

We enjoy
Our school builds children's confidence and self-esteem to create a love of learning. We achieve this through a vibrant curriculum with real life learning experiences which reflect the needs and interests of all. We actively praise and reward effort, creativity and success.

We achieve
Our school enables each child to develop in order fulfil their potential, and flourish in a supportive but challenging environment. We know each child well and through our individual tracking of their progress, we offer opportunities which enrich their physical, social, emotional, moral and academic development. We aim to equip children with essential life skills and enhance their personal qualities so that they can become successful learners.

Appendix 2 - Absence/ Punctuality - Procedures for Parents

Attendance

If your child is absent the parent/carer **must** follow these procedures:

1. Contact the school as soon as possible on the first day of absence before 9.15am. The school has an answer phone available to leave a message if nobody is available to take the call or you can email pastoral@halesowen.dudley.sch.uk
2. Come into the school personally and report absence to the school office or the Attendance Officer. **Please do not give messages to staff on the gates**
3. Keep the school informed every day of your child's absence unless you have been advised otherwise by the school's Attendance Officer.

If your child is absent without prior notification, we will:

- Telephone you on the first day of absence if we have not heard from you by 9.15 am and continue to call you and any other contacts listed if we do not hear from you.
- If you do not answer a note will be put through your door asking you to contact the school office. (If no one is home we may need to contact the police for a self and well check or Dudley children's services.)
- If absences persist, we will invite you in to discuss the situation with our Attendance Officer and / or head teacher
- Refer the matter to the Education Support Service if attendance falls below an acceptable level.

Punctuality

If your child is late the parent/carer must adhere to the following procedure:

1. Any child arriving at school after the bell at 8:40am must be accompanied by an adult to the school office. They must be signed in on the InVentry system with a reason.
2. We will track children getting late codes and will request a meeting.
3. Children arriving after the register close at 9.15 are marked with a U code to show they are at school but that the start of the session was missed so they have a logged unauthorised absence.

Appendix 3 - Register Codes

The following codes are taken from the DfE's guidance on school attendance 2024.

Code /\ (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

Appendix 4 – Factors Influencing attendance

There are many factors which can impact on a child attending school, if you have any concerns, you should contact the school as soon as possible:

Health Issues: Children may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, and mental health conditions can impact a student's ability to attend school regularly.

Family Circumstances: Family-related factors such as bereavement, family illness, or caring responsibilities can result in absences from school. In some cases, students may need to take time off to support their families.

Friendship issues or bullying Concerns: Children so fall out and this can affect them not wanting to attend school. In addition to this issues such as bullying concerns at school can deter students from attending. They may fear for their safety or well-being, leading to increased absenteeism.

Transportation Issues: Difficulty in accessing transportation to school, especially when moving house or when a family has different children at different schools.

Socioeconomic Factors: Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment can contribute to absenteeism.

Special Educational Needs (SEN): Students with special educational needs may require additional support and accommodations to attend school regularly.

Engagement and Motivation: Lack of engagement with school activities and a perceived lack of relevance in the curriculum can lead to disinterest in attending. Children who are not motivated may avoid attending school.

Academic Challenges: Students facing academic difficulties or feeling overwhelmed by coursework may avoid school. They may fear falling behind or failing in their studies.

Cultural and Language Barriers: Children from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

Parental Involvement: Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

Appendix 5 – Attendance monitoring

Our attendance officer Mrs Bowen monitors attendance and punctuality on a daily basis. Each half term we are going to send you all an attendance summary, so you are all fully aware of your child's record.

If attendance is causing concern, we will act swiftly to inform parents. Our feedback is that sometimes parents do not realise and would like to know sooner.

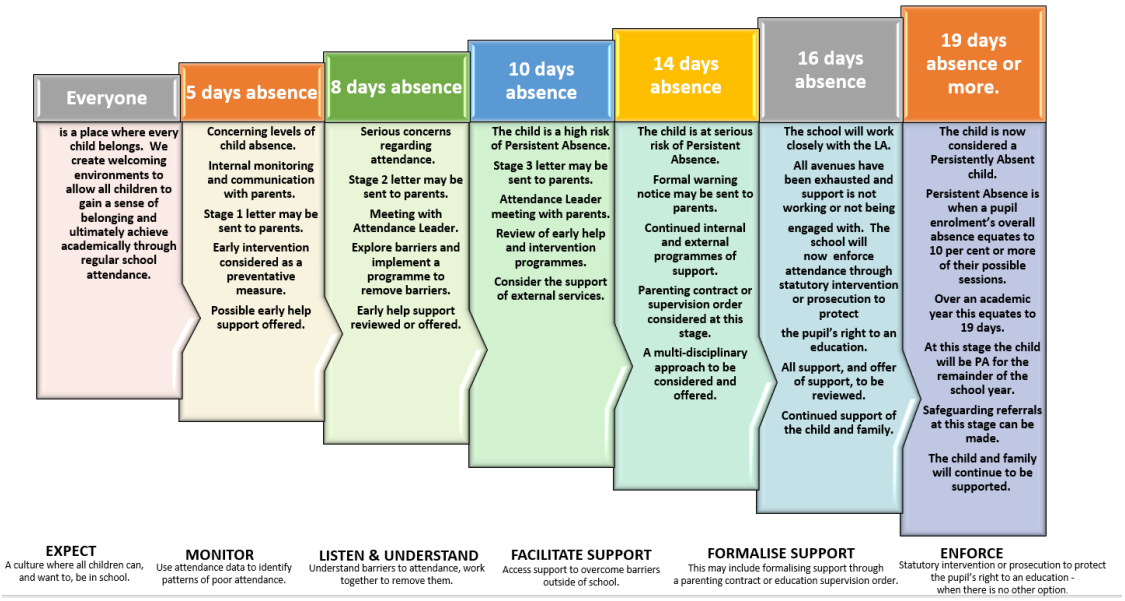
STEP 1- MONITOR- Attendance is beginning to cause concern. A Stage 1 letter will be sent inviting parents to an informal meeting with the attendance officer, and Early Help can be offered if appropriate.

STEP 2- LISTEN AND UNDERSTAND- Attendance is not improving. A Stage 2 letter will be sent inviting parents to a school attendance review meeting with the school attendance officer where an attendance support plan will be implemented and Early Help can be offered if appropriate.

STEP 3- FACILITATE SUPPORT- The child is now at risk of persistent absence. The attendance leader and the school attendance champion (senior leader) will meet with the parents, and Early Help will be offered. The attendance support plan will be reviewed.

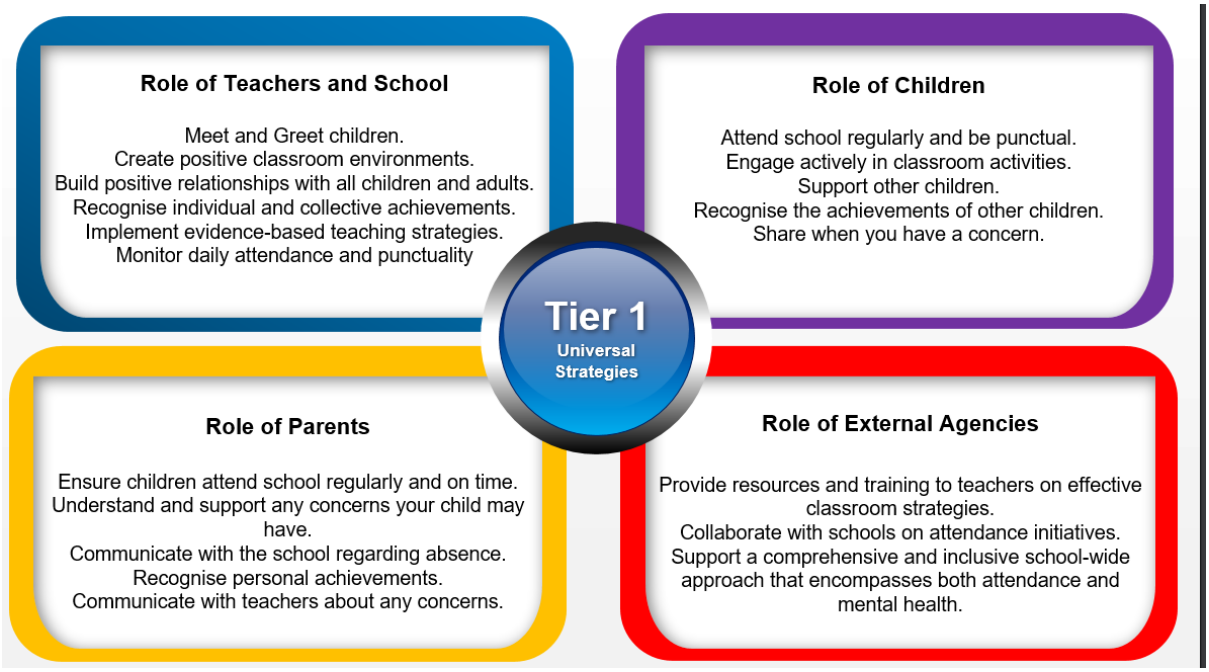
If attendance still does not improve support is formalised and enforcement services can become involved.

** Please all families who request leave for a family holiday will receive a refusal letter and may be subject to a fine." **

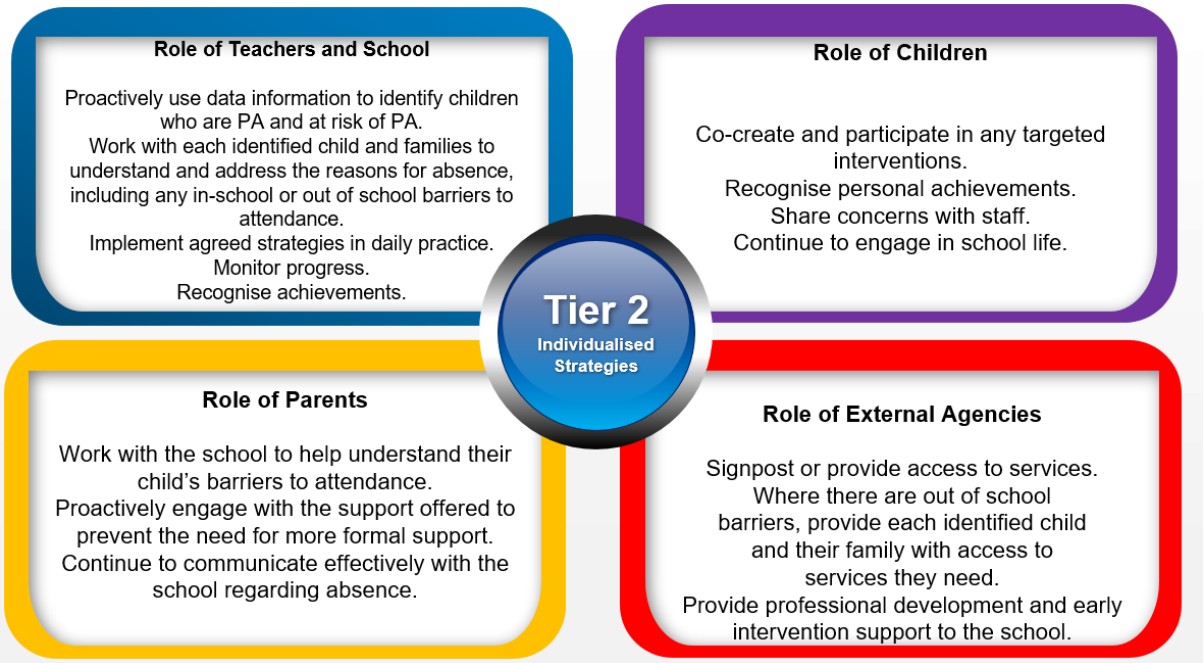


Appendix 6 - Multi Tier Support System

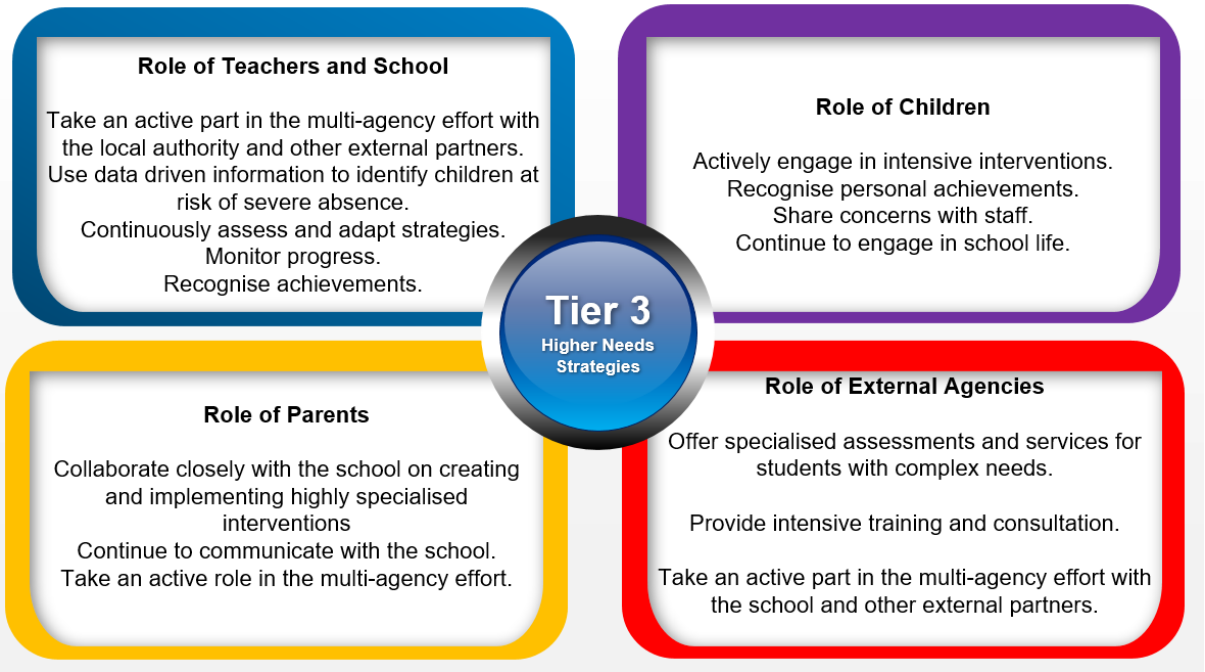
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges such as Attendance Support Plans.



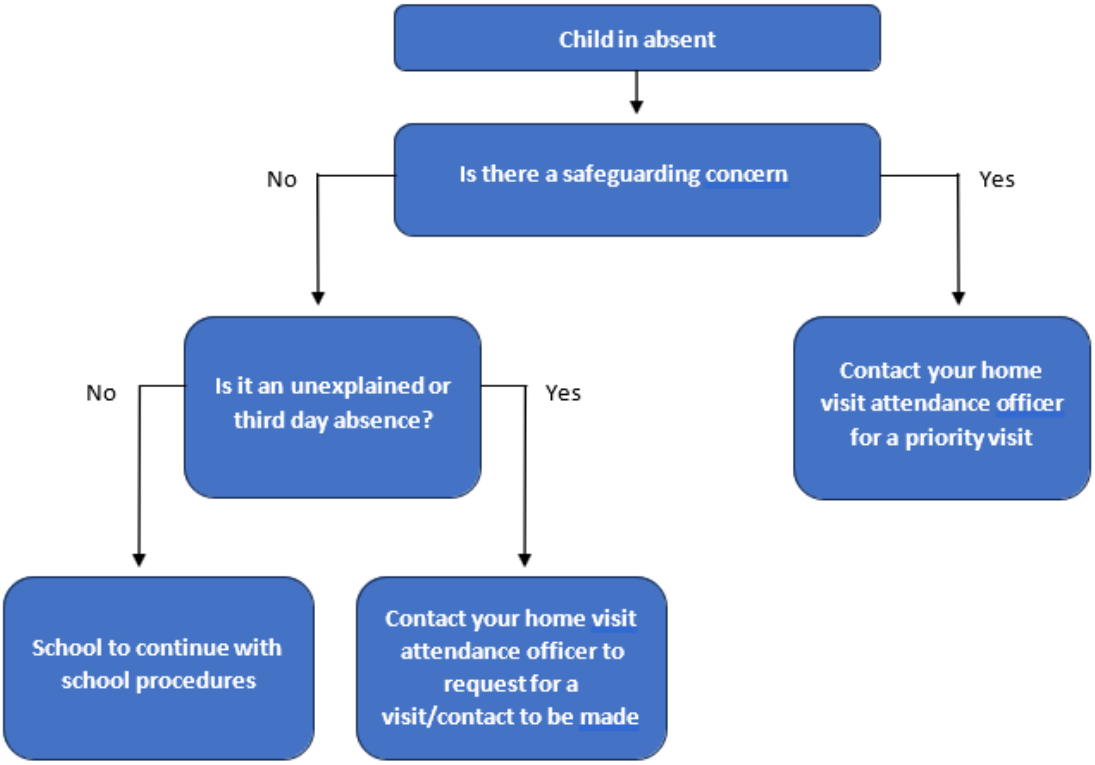
Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support such as local authority REPS process when necessary.



Appendix 7- School action for absence flow chart

School Initial Actions:

- Run attendance report to identify absent pupils. Check messages to the office, phone calls, voicemails and emails. Parents should contact us by 9.15 am
- If we have had not contact or the reason is not clear we will call the parent/carer of each absent pupil to ask for the reason of their absence and record it.
- If the first phone number is not working or no one answers we will try another one or a different way to contact them.
- We will request a visit from our home visit attendance officer before 11:00am if there is no response, the absence is unexplained, it is a third day absence or there any safeguarding concerns.



Appendix 8- When to keep children off school

Is my child too ill for school? NHS Live Well

It can be tricky deciding whether or not to keep your child off school or nursery when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

High temperature

If your child has a high temperature (30 degrees or higher) , keep them off school until it goes away.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

Cold sores

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Ear infection

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

Impetigo

If your child has impetigo, they'll need treatment from a GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Ringworm

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

Scarlet fever

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.

Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious.

But let the school or teacher know if you think your child has slapped cheek syndrome.

Sore throat

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of tonsillitis.

Threadworms

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhoea

Children with diarrhoea or vomiting must stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

Appendix 9- School Closures

The academic year is 190 days. Schools also have to have an additional 5 days that they can use for staff training; often called INSET (In Service Training) Days. These days are not part of the 190 days which is every child's free entitlement.

The Headteacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, the school may have to close.

The Headteacher must always consider the health, safety and welfare of every person who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, to use the school building would be detrimental to a person or persons' health, safety and welfare, then the Headteacher must close part or all of the school. Such events may be:

• Not enough staff to safely supervise the pupils and ensure the safe running of the school.
• Lack of fresh running water and/or toilet facilities.
• Lack of appropriate lighting and/or heating .
• Damage to the structure of the building e.g. fire, water or weather damage.
• Instruction to close due to a local emergency incident / COVID-19 restriction
• Severe weather - In the event that severe weather is forecast, or is developing, the Headteacher, will consider either closing the school in advance of the school day, closing the school early, or opening the school later than usual. The action taken will always result from consideration of pupils, parents and staff facing 'significant risk of serious injury' in school or whilst travelling to or from school.

Once a decision is made, the Headteacher will endeavour to inform parents of that decision and the details of any arrangements that have been put in place.

Parents should always assume that the school will remain open during term time unless they hear otherwise. If the Headteacher decides to close the school, then the register is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.