



Attendance Protocols – Parent/Carer Responsibilities

Parents/carers must ensure that the school has at least 3 emergency contacts per child. They must also ensure that these are correct and update them with the school if any changes are made. This can be done via the school website:

<https://www.ravensheadcofeprimary.co.uk/updating-contact-details/>

For illness:

1. Notify school on the first day of absence by phone or to the office via Class Dojo to explain the reasons for the absence.
2. Notify school, by phone, on subsequent days of the absence to provide updates.

(School may waive this requirement where it is known that the absence may be prolonged).

3. School may request medical evidence where absence is 5 days or longer.
4. Should the absence not be authorised, school will instigate procedures for concerns regarding attendance.
5. Where it becomes known that the absence is for a previously undisclosed holiday, school may request that the Local Authority issue a Fixed Penalty Notice.

For medical appointments:

1. Notify the school in advance of the medical appointment as soon as possible.
2. Provide proof if requested, e.g. an appointment card, a notifying text.
3. Inform the school of when your child is likely to return to school, e.g. the same day or the following day.

Attendance Protocols – School Responsibilities

Day 1 - 9:

1. If the school has not been notified of an absence, the school will phone parents/carers as soon as possible.
2. Will check with the class teacher to discuss if they have been contacted by parents/carers about the absence.
3. Where school has been unable to talk to a parent/carer and the reason still remains unknown for the absence, they will attempt to call the parent/carer again.

4. If school is still unable to make contact with the parent/carer, they will phone down the emergency contact list provided by parents/carers.
5. If contact still has not been made or the reason for absence not ascertained, two members of the Senior Leadership Team will conduct a home visit.
6. If there are still concerns and no contact has been made, the school may call the police and ask for a welfare check to be made.

All attempted contact with the parents/carers will be recorded on the child's information file.

Day 10:

1. If contact has not been made and the child is still not attending school, a referral will be made to the Local Authority Children Missing in Education team.

Where school has concerns about patterns of absence or punctuality over a 6-week period the following will apply:

1. Parents/Carers will be sent a letter and a copy of the child's attendance record to explain any issues and to request improvement.

If the concerns persist:

2. Contact will be made with parents/carers to request a meeting to discuss the concerns and to agree a resolution.

If the concerns persist:

3. Further absences will not be authorised unless medical proof of illness is provided (e.g. doctor's letter or confirmation of appointments).

If the concerns persist:

4. School will refer the case to the LA's Targeted Support (Early Help Team) and may request that the Local Authority issue a Fixed Penalty Notice.

Requests for Absence in Term Time:

1. Parents/Carers should complete a Withdrawal from Learning in Term Time Form at least 4 weeks before the intended absence.
2. School will decide whether or not to authorise the absence and will send a letter to the Parents/Carers.
3. Where the request has not been authorised, any absence relating to the dates stated on the original request will be recorded as unauthorised.
4. School may request that the Local Authority issue a fixed penalty notice.
5. Where it becomes known that the absence is for a previously undisclosed holiday, school may request that the Local Authority issue a Fixed Penalty Notice.