



**LIGHT YEARS SCHOOL**

**ATTENDANCE POLICY**

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### **Safeguarding at Light Years School**

At Light Years School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Light Years School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Light Years School is carefully considered and a central theme through all school policies.

### **Special Educational Needs & Disabilities (SEND) at Light Years School**

At Light Years School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Light Years School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

The **Attendance Policy** should be read in collaboration with the following policies:

Safeguarding and Child Protection Policy  
Behaviour Policy  
SEND Information Report  
Local Authority Transport Policy  
Ofsted Framework 2019

### **Mission Statement:**

At Light Years School we firmly believe that attendance of all pupil's is everyone's responsibility.

### **Attendance Policy Aims:**

Light Years School's attendance policy aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Building and maintaining positive relationships with parents and carers, continuously promoting, and encouraging good attendance.
- Implementing the children missing from education and children absent from education protocol where necessary (KCSIE 2023).
- Ensuring every pupil has access to full-time education to which they are entitled.
- Ensuring children who access a part-time bespoke timetable, benefit from robust and rigorous monitoring, where the team will complete regular reviews which will offer a clear pathway to full-time education.
- Following a robust monitoring procedure which enables us to follow up absence daily to safeguard children, address patterns of absence and implement support at the earliest opportunity.
- Providing accurate and prompt information on attendance to relevant stakeholders as required.
- Ensuring effective and supportive interventions take place to enable pupils' views are considered and they are given every opportunity to maintain good attendance/return to lessons.
- Offering an interesting, engaging, multi-sensory curriculum, including personal development opportunities, to meet the identified needs of our pupils and encourage positive attendance and engagement.

### **Legislation and Statutory Guidance:**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) September 2022 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:

- The Education Act 1996.
- The Education Act 2011.
- The Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006.

- The Education (Pupil Registration) (England) (Amendment) Regulations 2010.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- Department for Education, Children Missing Education: Statutory Guidance for Local Authorities 2016.
- Keeping Children Safe in Education 2023
- Working together to improve school attendance 2022.
- Summary table of responsibilities for school attendance 2022.

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

### School Procedures:

#### Attendance register

Light Years School keeps an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Late
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
  - The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment

(See appendix 1 for the DfE attendance codes).

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### **Unplanned absence**

Parents or carers must notify the school daily to report of an unplanned absence. Contact should be made by 9:00am or as soon as possible if, for example, their child is unable to attend due to ill health. Parents and carers must notify the school by contacting the main reception via telephone or by emailing our school office on [admin@lightyearseducation.co.uk](mailto:admin@lightyearseducation.co.uk). (Parents and carers are also encouraged to include their child's class teacher in any email correspondence.) Where an email has been received from a parent or carer, the lead administrator will make a follow up phone call to confirm the reason for absence, encouraging verbal communication and parental engagement, in line with Light Years Safeguarding approach.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt and where there are ongoing concerns around poor attendance and or punctuality, Light Years School will ask parents 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.

### **Absence will be recorded as unauthorised if:**

- Light Years School is not satisfied about the authenticity of the illness
- Parents or carers fail to notify the school of planned or unplanned absence
- Parents or carers provide a reason that does not meet the threshold for authorised absence
- Pupils arrive to school after the register is closed (30 minutes after their expected time of arrival)

Parents and carers will be notified by our lead administrator or a member of SLT when absence is unauthorised.

### **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence, providing, parents or carers have presented evidence of appointments wherever possible and where advance notice has been given. However, we do encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents and carers can notify the school via the main reception via telephone or email, in addition to this, parents and carers can communicate the appointment with class teachers, who must then notify our lead administrator. Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in the '*Authorised and Unauthorised Absence*' section.

### **Lateness and punctuality**

The first register of the day opens at 09:00 and is kept open until 09:30. The afternoon register opens at 12:40 and is kept open until 13:10. Due to the complex, special educational needs and disabilities of our pupil's, those attending school on a bespoke timetable are granted the same 30-minute open register. A pupil who arrives late but before the register has closed will be marked as late. (This will be authorised). The rationale for a 30-minute open register is based on the identified needs of our pupils, journey times and traffic for pupils travelling a greater distance by transport. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. *(See Attendance register for specific pupil's lateness)*. Light Years School will aim to support parents and carers to develop a plan if there are persistent punctuality issues, this will involve the class teacher initially, with guidance from the DSL and SLT. Each plan will be bespoke for the individual.

### **Following up absence**

The lead administrator will follow up any absences by contacting parents and carers at the earliest opportunity, to ascertain and or confirm the reason for absence. The lead administrator will identify whether the absence is approved or not and identify the correct attendance code to use. The lead administrator records their findings on CPOMS and informs the DSL at the earliest opportunity to ensure proper safeguarding action is taken where necessary. At Light Years School, our DSL and lead administrator work closely to monitor each case of unauthorised absence Where absence is persistent, the DSL assesses the safeguarding risks and liaises with SLT and outside professionals to form an action support plan this could lead to potential home visits. Each case is treated on its own merit. At Light Years School we will adhere to the protocol for children missing from education as per Department for Education, Children Missing Education: Statutory Guidance (2016).

### **Reporting to parents**

At Light Years School, attendance data is communicated with parents and carers via reports twice per academic year, in addition to annual review meetings and any other meeting such as attendance monitoring and safeguarding meeting etc. However, Parents and carers can request attendance data at any time by contacting the lead administrator or class teacher. Class teachers make weekly phone calls home to parents and carers, any points of punctuality and attendance can also be discussed during these calls.

## Authorised and Unauthorised Absence

### Granting approval for term-time absence

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances cover:

- If a parent or carer is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent, carer or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents and carers to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteachers discretion. Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

### **Examples of circumstances NOT considered as exceptional**

*Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.  
Holidays taken in term time due to lower cost/parental work commitments.*

### **Flexi-schooling**

The Head Teacher may agree to flexi-schooling arrangements where the parents formally request this on medical grounds on the responsibility for their child's education for part of the school week. These arrangements will not be suggested by the school. The Headteacher will consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, pupils will be marked authorised absent from school during periods when they are receiving home education. (Code C).

### **Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parent's must pay £60 each within 21 days or £120 each within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Head teacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute parents or withdraw the notice.

## **Strategies for Promoting Attendance**

At Light Years School we want to create an ethos around the importance of having an excellent attendance record. We recognise and celebrate attendance half termly by giving awards to pupils in specific attendance brackets. Examples of awards are reward visits, certificates and parental contact.

Pupils who gain 100% attendance for the term will be rewarded with a visit or planned activity, pupils with attendance from 99.9% to 95% will be rewarded with certificates.



We work closely with parents and carers to support consistently high attendance, looking to support our pupils and their needs to maintain attendance. Class teachers make weekly phone calls to discuss the week and address any concerns arising. The Senior Leadership Team and Designated Safeguarding Lead are then informed of support required and make decisions on a case-by-case basis to support pupils in moving forward.

All Pupils have an Attendance Plan which reflects their individual journey at Light Years School. The plan identifies the pupil's type of journey (Transition, Bespoke Timetable or Attendance), reasons or cause, strategies, actions, and impact. The plan considers the pupil's, parents and carers views and is collectively completed, monitored, and reviewed by the lead administrator and senior leadership team. Light Years School recognises the importance of pupils, parents, class teachers and members of the senior leadership team all actively being involved in a child's attendance plan as we believe this will ensure the best possible outcome for the child. (See Appendix 2)

### Attendance Monitoring

At Light Years School, we maintain a consistent approach across all pupil's attendance and punctuality, the lead administrator and DSL carry out attendance monitoring review sessions weekly and complete an attendance audit during the last week of every term. A detailed report is shared with the Headteacher.

We review and monitor pupils' attendance and punctuality over a ten-week period (the last 100 sessions), in line with the legal framework.

We complete electronic registers twice a day using Arbor, registers are checked by the lead administrator once registers are closed. The lead administrator records absence and reason for absence on CPOMS, including any communication with parents, carers and professionals and any action taken. The information collated on Arbor registers and CPOMS support attendance monitoring review sessions and is reflected in individual pupil's Attendance plans. The information recorded, informs our next steps. We promote positive attendance by working together with parent's and carers, offering support wherever possible to overcome any potential barriers. We actively encourage parental engagement and meet with all parents and carers who request support, at the earliest opportunity. We may request or carryout a welfare home visit for pupils who are not in school and where there has been no communication from parents or carers. We actively liaise with professionals who are supporting families and provide them with regular updates on individual children's attendance and absence. We adhere to the legal framework and take appropriate steps to monitor and support children who are at risk of becoming children missing in education and those absent from education. We report all safeguarding concerns to the local authorities and follow mandatory reporting in line with legislation and good practice which includes children missing in education.

**Pupils' attendance and punctuality over the last 10 weeks will be categorised into the following stages:**

**Stage 1 – Absence & Punctuality - Correspondence** (See Appendix 3)

A stage 1 support letter will be issued to parents or carers of pupils who have 5 unauthorised absences, including unauthorised absences due to late arrivals after a register is closed.

**Stage 2 - Absence & Punctuality - Meeting**

A stage 2 letter will be issued to parents or carers of pupils who have 8 unauthorised absences, including unauthorised absences due to late arrivals after a register is closed. The purpose of the letter will be to invite parents or carers to a meeting at our school to discuss identified support needs and implement a support plan regarding future attendance and punctuality. Parents will be informed that any absence or lateness moving forward will be unauthorised without consistent communication or reasonable evidence of appointments and illness. During the meeting, parents or carers will be offered support and guidance. Parents and carers will be provided with information about Parent Contracts, legal framework, including Penalty Notices and the process of the Legal Intervention Team.

**Stage 3 - Absence & Punctuality – Action**

**Persistent Absence:**

Light Years School defines the persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. This will be reflected in pupil's individual attendance plans which will be supported by all staff at school.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors. Light Years School collects our data on a hard and electronic copy (Arbor MIS System) this enables reporting to be undertaken.

Following a stage 2 meeting, we will closely monitor the attendance and punctuality of pupils at risk of legal action. Should a pupil obtain 10 unauthorised absence codes, we will consider the next steps. If it is deemed suitable, we will contact parents or carers in writing or invite them to a meeting to discuss next steps and the legal process, answering any questions that parents or carers may have. We will ensure parents and carers understands that once 10 or more unauthorised absences have been recorded, legal action may be taken.

Where appropriate and in line with Hampshire County Council's legal framework, we will begin preparing the relevant paperwork for a referral to the Legal Intervention Team (LIT) and or Penalty Notices (PN). (See Appendix 4)

If unauthorised absence is a direct result of a holiday and where there are no known needs within the family, a PN warning will be issued prior to the holiday. The PN will be issued upon their return. The pupil will then be moved to a stage 1 category. Monitoring will continue.

**Absence & Punctuality - Complex needs/exceptional circumstances/Multi-Agency approach:**

At Light Years School, Senior Leadership Team members will regularly communicate with professionals who are actively involved in supporting the families and pupils attending our school. We will take their lead in respect of a pupil's attendance and absence. We will not proceed with legal action without their knowledge and support. Our aim is to support any family care plan's currently in place and build positive relationships to remove future barriers to positive attendance.

**Severe Absence:**

Persistent absentees, where no improvement is seen despite support and strategies being implemented and despite a multi-agency approach and action taken, Light Years School will continue to offer support and use strategies set out in individual pupil's Attendance Plans whilst seeking guidance from the Local Authorities regarding next steps.

## Roles and Responsibilities

**School Governors**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

**Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

**The Deputy Head and Inclusion Manager**

In their capacity of monitoring attendance, the Deputy Head, and Inclusion Manager:

- Monitors attendance data at the school and individual pupil's Attendance plans.

- Reports concerns about attendance to the Headteacher weekly (Daily where attendance is a safeguarding concern).
- Works closely with colleagues, parents, and children to complete and review pupil's attendance plans.
- Works with the lead administrator to tackle persistent absence.
- Arranges calls and attendance meetings with parents (Stage 2), to discuss attendance issues and explore potential barriers and support required.
- Advises the Headteacher when to issue fixed penalty notices.
- Work closely with the Local Authorities, Legal Intervention Team and external agencies to support attendance improvement.

#### **Administrative staff**

- The Lead Administrator will distribute an Attendance welcome pack to all parents of children who are due to attend Light Years School. The welcome pack will include A statement of expectation, a Light Years School Positive Attendance Guide and a copy of the school's Attendance Policy.
- The Lead Administrator will complete registers twice daily.
- The Lead Administrator will record attendance for those children attending school on a bespoke timetable.
- The Lead Administrator will oversee the recording and use of correct codes on the school system.
- The Lead Administrator will record attendance, absence and parent, carer, and professional communication on to CPOMS daily.
- The Lead Administrator will attend weekly attendance monitoring sessions to review whole school and individual pupil's attendance and individual attendance plans.

#### **Parents and Carers**

Parents and carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents and carers fulfil this responsibility by registering their children at a school.

Parents and carers whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Light Years School encourages and promotes positive parental engagement and asks parents to work closely with our school to ensure that their children are given every opportunity to access a full-time education and experience success.

#### **Monitoring Arrangements**

##### **Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and the Deputy Headteacher. At every review, the policy will be shared and agreed with the Governing Body.

Appendices:

Appendix 1

Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

Code	Definition	Scenario
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Authorised absence		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence

U	Arrival after registration	Pupil arrived at school after the register closed
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Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Individual Pupil Attendance Plan

**Light Years School Attendance Plan**

Light Years School is committed to supporting all pupils to attend full time education. Promoting attendance is everyone’s responsibility. Attendance is closely monitored by the Senior Leadership Team.

<b>Pupil Name</b>	
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<b>Lead Staff</b>	
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<b>Type of Plan (✓)</b>	Transition	
	Bespoke Timetable	
	Attendance	

**Voice of the Child**

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**Voice of the Parent / Carer**

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**Identified Cause(s) / Reason(s)**

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**Current Strategies**

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Attendance Targets		
Date	Target	RAG

Date	Key Event / Action Log	Impact

### Appendix 3 – Stage 1 letter

«date\_of\_printing»

Dear «salutation»

Re: «chosen\_name» «chosen\_surname», Year «year», Class «reg»

Stage 1, attendance correspondence

Whilst carrying out routine monitoring of pupil's attendance and punctuality over the last ten-week period, it has been brought to our attention that your child's unauthorised absence has reached ....

The Light Years School Attendance policy offers guidance to parents and teachers and sets out our expectations for all pupils.

Our aim is to support you and «chosen\_forename» to improve their attendance and or punctuality over the next half term and ensure your child feels supported in school. We would like to identify any potential barriers to attendance and any additional support needs, at the earliest opportunity, so that we can offer you and your child the best possible support.

We would also like to take this opportunity to remind you that poor punctuality significantly impacts on pupils' overall attendance. We are unable to authorise attendance if your child is not in school after the register is closed. We hold an open register for 30 minutes from the time that each child is expected to attend. We recognise the potential difficulties that's families can face when supporting children with special educational needs and disabilities, in addition, we also understand the challenges that fall outside of parent and carers control, such as transport and traffic issues. We therefore ask parents and carers to contact the school by 9am in the event of unavoidable lateness or absence. This will enable the lead administrator to authorise absence wherever possible.

We will continue to monitor attendance and punctuality; we will keep you informed of the outcome of future monitoring sessions and will continue to encourage parental engagement, to prevent a stage two letter being issued.

If there is anything we can do to further support you, please do not hesitate to contact us. We would like to offer you our continued support.

Your support with this matter is much appreciated.

Yours Sincerely

### Appendix 4 – Stage 2 Meeting invite

«date\_of\_printing»

Dear «salutation»

Re: «chosen\_name»,Year «year»,Class «reg»

Stage 2, Meeting invite

As you are aware we have been monitoring your child's attendance and punctuality over the last ten-week period. Despite our previous correspondence, «chosen\_name» attendance has either continued to fall and/or the number of late arrivals after the register has closed has risen to 8, resulting in 8 or more unauthorised absences.

In line with our school's attendance policy, we would like to invite you to a meeting to discuss this matter further and implement a support plan to ensure «chosen\_name» is given every opportunity to access school with positive attendance.

You are invited to attend a meeting on .....

The meeting will be facilitated by our lead administrator and DSL. If you require any support during the meeting via a relative or outside professional, you are welcome to invite them. Please may we ask that you inform us of your intention to attend and if you will be inviting any other persons.

We look forward to meeting with you, your support with this matter is much appreciated.

Yours Sincerely

**Appendix 5 – Stage 3 Legal action correspondence**

PLEASE ENSURE YOU HAVE COMPLETED AN INTERAGENCY REFERRAL FORM (IARF) AND SENT THIS TO CHILDREN'S RECEPTION TEAM ([csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)) IF YOU HAVE **SAFEGUARDING** CONCERNS PRIOR TO MAKING A REFERRAL

Number of unauthorised absences within the last 100 possible school sessions: \_\_\_\_\_

<u>Absence details</u>	
<p><b>NOTE:</b> The threshold for making a referral to the Legal Intervention Team is 10 unauthorised absences (O, U, G Codes) within the last 100 possible school sessions. For all other absence please call the LIT Consultation line for advice</p>	

Referred due to:

Complex needs

Not on school roll

Subsequent term time holiday

Percentage attendance over the last two terms (this can span different academic years): \_\_\_\_\_%

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**Details of person making this referral**

Name:

School:

Role within school:

School address:

Contact telephone number:

E-mail:

Date:

**Important - Please DO NOT** send copies of letters, minutes of meetings and any other relevant reports from school or other agencies regarding attendance with this referral.

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**Details of child/young person**

Name:

Date of birth:

Gender:

Address:

School:

Year group:

Previous school information: (if year 3 or 7 or have recently transferred school in year):

Ethnicity:

Young person's first language:

When was this child last seen by school staff: (Date)

Is the child looked after? Yes/No

Have school followed the CME guidance and completed the necessary tracking form if child is deemed to be CME? Yes/No. *If no, please explain:*

*Does the child/YP receive FSM? Yes/No*

*Is the child/YP a Young Carer? Yes/No*

*Does the child/YP have SEN? Please give details:*

*Does the child/YP have any disabilities? Please give details:*

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**Details of parents/Carers 1**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

**Details of parents/Carers 2**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

**Details of parents/Carers 3**

Name:

Relationship to the child:

Address:

Email address:

Contact telephone number:

Parents first language:

Has everything possible been undertaken to address the attendance concerns including contacting parents and speaking to the child where this is appropriate? Yes / No – *if yes have you followed the Code of Conduct and Penalty Notice Process.*

Has legal action been taken against the parent(s) in the past? Yes/No. *If yes, please give details: e.g. name of parent and details of any legal sanctions issued.*

Details of any Penalty Notices issued under the Education Act 1996 section 444A:

Date of issue	Name of parent	APN number	Name of child	Was the PN paid?

Do you feel there are additional underlying unmet needs within the family Yes/No?

If yes, have you submitted an Interagency Referral Form (IARF) to address these issues? Please give details such as the date submitted and the reasons for the IARF:

Have you established if there are any siblings in different schools and whether there are concerns about their attendance also? Please give details of siblings and your contact with their schools: *please do not leave this section blank, if there are no siblings, please state*

What are the reasons given for absence? *Please include parents and child's views: please do not leave this section blank*

Has illness been cited as a reason, and have you received any medical evidence to support absences? Please give details of your view: *please do not leave this section blank*

What contact have you had with parents in relation to the school attendance concerns? *please do not leave this section blank*

What specific interventions and strategies have already been put in place or attempted to resolve concerns and improve attendance? *Please ensure any information provided is recent. Please do not leave this section blank*

Have you set up a Voluntary Parenting Contract prior to completing this referral?



Yes/No If yes, please give details including date initiated and subsequent review dates:

Are there any other agencies involved in supporting the child/young person and/or the family as a whole? Please give names of professional, agency and their contact details:

**Please send this completed referral form to:**

**[csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)**

All referrals are triaged by the Children's Reception Team (CRT). The Legal Intervention Team will be notified of the referral outcome and the appropriate area team will process the referral accordingly. The referrer will be notified of the outcome of the referral.

Advice can be sought from the Legal Intervention Team Consultation Line on 01252 814838.