



URSULINE HIGH SCHOOL

Wimbledon

Attendance Policy

September 2023

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Vision

In support of the School Mission Statement, we aim to “develop personal qualities of understanding of self and others, self-discipline and motivation and responsible maturity.”

All staff and governors recognise that education is the key to achievement for all young people and that irregular attendance can lead to educational disadvantage and can place young people at risk, possibly leading to disengagement and lack of educational progress.

This Policy has links with:

- The Safeguarding and Child protection policy
- The Behaviour Policy

Aims

As a school, we aim to implement the expectations of the government by;

- Encourage parents/carers to recognise their legal responsibility in ensuring regular attendance and understanding the link between attendance and attainment and to work in partnership to encourage good attendance.
- Encourage students through the curriculum and the pastoral programme to recognise the importance of good attendance in achieving their full educational potential and to develop good habits in preparation for the world of work.
- Work towards ensuring that all students feel supported and valued, sending out a clear message that if a student is absent, she will be missed.

To act early to noticed patterns of absenteeism and to intervene appropriately using the school policy.

- Work in partnership with agencies such as the Education Welfare Service to encourage and monitor attendance.
- Ensure that all staff are aware of the requirements of the registration process and the Law relating to attendance.
- Implement a structured system of attendance monitoring at all levels especially persistent absentees.
- Evaluate procedure on a regular basis.
- Offer appropriate support within and out of school to students who are experiencing difficulties with attendance.

- Work with the Education Welfare Service to issue Penalty Notices to families who, continue to have poor attendance after continued support is offered.

Aims

As a school, we aim to implement the expectations of the government by;

- Encourage parents/carers to recognise their legal responsibility to ensure regular attendance, understand the link between attendance and attainment, and work in partnership to encourage good attendance.
- Encourage students through the curriculum and the pastoral programme to recognise the importance of good attendance to achieve their full educational potential and to develop good habits in preparation for work.
- Work towards ensuring that all students feel supported and valued, sending out a clear message that she will be missed if a student is absent.
- Act early to notice absenteeism patterns and intervene appropriately using the school policy.
- Work with agencies such as the Education Welfare Service to encourage and monitor attendance.
- Ensure that all staff are aware of the requirements of the registration process and the Law relating to attendance.
- Implement a structured attendance monitoring system at all levels, especially for persistent absentees.
- Evaluate procedure regularly.
- Offer appropriate support within and out of school to students experiencing difficulties with attendance.
- Work with the Education Welfare Service to issue Penalty Notices to families with poor attendance after continued support is offered.

Statutory Duty of Schools

The Education Act 1996 requires parents/carers to ensure their children receive efficient, fulltime education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of Compulsory School Age who are on the school's admission roll. The Education Act 2002 and the Anti-Social Behaviour Act 2003 place a legal responsibility for enforcing regular school attendance on the LA. This responsibility is delegated to the Educational Social Workers (Attendance). Legal action can be instigated against parents/carers whose children fail to sustain an acceptable level of attendance and where parents/carers are failing to fulfil their responsibility.

The Statutory Framework

Regulation of the Education (Pupil Registration) Regulations 1995 states that:

Every school must keep:

- An admissions register
- An attendance register

The admission register and the attendance register of every school must be available for inspection during school hours by:

- Any of Her Majesty's Inspectors of Schools appointed under Section 1(2) or 5(2) of the Education (Schools) Act 1992(a);
- Any Inspector registered under Section 10 of that Act; and In the case of a school maintained by a Local Authority (LA), any officer of the LA authorised for that purpose (usually Education Welfare Officers).

The Law requires regular attendance. Schools are required to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The register shows whether the pupil is present, engaged in an approved educational activity offsite, or absent. If a student at compulsory school age is absent, the register must show whether the absence was authorised or unauthorised. Authorised absence is where the school has given approval in advance for a student at compulsory school age to be away or has accepted an explanation offered afterwards as a satisfactory justification for the absence. All other absences must be treated as unauthorised.

The governing body (which is legally responsible for the attendance register) must register with the Data Protection Registrar under the Data Protection Act 1998. Progresso is used for attendance registration, the attendance officer must print the attendance register at least once a month. At the end of each school year sheets must be bound into annual volumes and, like manual registers, kept for at least three years.

Parents/Carers have a legal duty to ensure that their child/children attend school. If they fail to do so they may receive a penalty notice which invokes a fine of £120.00. If the fine is not paid, then the matter will usually proceed to a prosecution under s444 Education Act 1996. If convicted the potential penalties include a fine and/or other legal sanction and a criminal record.

Leave of absence

The Governors of Ursuline High school believe that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The Education (Pupil Registration) (England) Amendment Regulations 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form (Appendix 1). (Available from the school office or Head of Year)
3. This must include the reason why you feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers.

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to you within 7 days.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued by the London Borough of Merton. The Penalty Notice carries a fine of £120

Parenting Contracts (see Appendix 6)

A parenting contract is a formal written agreement with the School, Parent(s), student(s), and School Education Welfare Officer (EWO). A parenting contract is not a punitive tool and is designed to provide a support framework. Parents can't be compelled to enter into a contract, and they cannot be agreed in the absence of the parent/s

A letter in stage 3 will be sent to the parents/carers to invite them to a meeting to discuss the concerns regarding attendance and/or punctuality with a time and date of the appointment and details of who to contact if this is not convenient.

Parenting Contracts should be in place for a minimum of 3 months and a maximum of 12 months. The aim is to offer support by listening to the reasons for absence and difficulties that prevent regular school attendance during a meeting with the parents, child, School staff and EWO in the school where appropriate. It should set out an action plan to address the poor school attendance of the pupil with realistic achievable targets to be made within a reasonable time. Any issues raised by the parent/carer or pupil on the school's side are addressed with specific solutions. Everyone attending should be asked to score the level of concern as per the scale shown on the Parenting Contract. A review date should be set at the initial meeting.

Procedure for reporting absences

Key Stage 3, 4 and 5 students should arrive for morning registration by 8.35am. The register will be taken and any students arriving after this time will be marked absent and asked to sign in using the late book in Student Services. If a student is absent, her parent/carer should telephone the school by 9.00am to report their absence or email Bernadette.young@uhsw.com.

If any sixth form student is absent, their parent should call the school to report their absence or email sixthformadmin@ursulinehigh.merton.sch.uk.

KS3 and KS4 Attendance below 96%

The attendance expectation is above 96% and any student that falls below this the following steps are followed. This is monitored by the attendance office, Head of year and Assistant headteacher.

Stage 1

Students' attendance is between 94-90%-A Letter is sent to the Parents/carer warning their daughters attendance is Low and to avoid any time off school if possible. The students tutor calls home to find out any reasons and look at support needed

Stage 2 (1 month at this stage then moves to stage 3)

Student attendance is below 90% and are classed as a **Persistent absentee**- A letter is sent home to inform they are on a PA plan (see appendix) sent by tutor. The form tutor to arrange online meeting to agree Plan with the parent and the student.

The Head of Year monitors the students at stage at stage 2 to move to stage 3 if no improvement in a month.

Stage 3(1 month continued % below 90% then move to stage 4)

Student attendance between 90-85% The Head of Year will send letter to arrange meeting face to face with the parent/carer to look at possible support and discuss continued barriers. A home visit maybe necessary at this point. A parental support contract is agreed at the meeting and will be in place for 3 months.

Stage 4(1 month from meeting move to stage 5)

Student attendance continues to decrease below 85%-The Head of year and SLT lead for the year group arrange meeting with parent/carer and review the parental support contract. A referral to the education welfare team is made. The head of year may also arrange for the student is picked up from their house in mornings by the PSA, social worker, or police. The head of year now takes over the PA plan weekly meetings.

Stage 5

Student attendance is still below 85% -Headteacher meets with the student and parents/carers. Education welfare officer grants a warning letter and attendance is monitored for 6 weeks.

Stage 6

Student continues below 85%-Assistant Headteacher with responsibility for inclusion and the Headteacher discuss, and penalty fines are given by education welfare.

At each stage we will ensure that students are supported to catch up with missing work with their subject teachers and overseen by their tutors.

KS5 Attendance below 96%

Stage 1

Students attendance is between 94-90%-A Letter is sent to the Parents/carer warning their daughters attendance is Low and to avoid any time off school if possible. The students tutor calls home to find out any reasons and look at support needed

Stage 2 (under 90%)

Student attendance is below 90% and are classed as a **Persistent absentee**- A letter is sent home to inform they are on a PA plan sent by tutor. The form tutor to arrange online meeting to agree Plan with the parent and the student. If attendance increases above 90%

Stage 3(under 85%)

Student attendance under 85% Students under 85% to be placed on Head of Year action plan. Head of Year to communicate with parents. If there is no improvement after 14 days, there will be a face-to-face parental meeting and attendance will be reviewed again 14 days later. Student loses any early finishes.

Stage 4 (no improvement on stage 3 after two weeks)

Student still under 85% after stage 3 Attendance report and face-to-face meeting with Assistant Headteacher to help support with attendance. Assistant Headteacher

to communicate weekly with parents. Impact reviewed after two weeks. Student loses any early finishes.

Stage 5 (no improvement on stage 4 after two weeks)

Student attendance not improving after meeting with Assistant headteacher

Student and parent have a face to face meeting with Head of Sixth Form to discuss place in the sixth form.

Punctuality KS3 and 4

- Punctuality is taken very seriously. It is important that students are on time to school and for lessons.
- Every week the Head of Year and tutor will check punctuality and communicate with the student and the parents/carers if there are any concerns.
- If the student arrives late, they must have evidence of a valid reason.
- Please see the actions and consequence for poor punctuality below.

Notifying students and parents:

- At 10.30 am, any student with an unauthorised late will be emailed by the attendance officer via Arbor and notified about their late detention.
- At 10.30 am, the parents of students with an unauthorised late will be emailed by attendance officer via Arbor and notified about their late detention.
- The attendance officer to print off names and to be handed to AHT behaviour of who to expect daily.

Number of lates	Action to be taken	Consequence for pupil
1	Same day detention Then same for any later there after day after	Same day detention- 30 mins If doesn't attend 1 hour Friday
4	Tutor call home and asks Parents informed and plan for being in on time	Same day detention 30 mins If doesn't attend 1 hour Friday
5-8	HoY to send punctuality letter home to parents and student and offer support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report
9-12	HoY meeting with parents	Same day detention- 30 mins If doesn't attend 1 hour Friday

	Parent meeting and action plan in place	Punctuality report escalated
13-14	Assistant Headteacher meeting parents to review action plan and support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report escalated
15	Meeting with Headteacher and parents	Saturday detentions- 2 hours Failure to turn up to detention leads to suspension

Punctuality Plan KS5

- Our punctuality plan aims to help our sixth form students become dependable young adults who are reliable and disciplined - all key traits of successful people in life.
- Every week, their HoY and tutor will check their punctuality and communicate with students and parents if there are any concerns. If a student arrives late, they must have evidence of a valid reason.
- Please see the actions and consequences for poor punctuality below.
- **If a student does not show up for detention, they will be put on a punctuality report and have a daily detention while on the report.**

Number of lates	Action to be taken	Consequence for pupil
1-3	Tutor conversation and HoY informed	Warning
4	Tutor call home	Parents informed
5-8	HoY to send punctuality letter home to parents and student	30-minute Friday detention for every late (detentions carry over if several in the same week)
9-11	HoY to send 2 nd punctuality letter home to parents and students	60-minute Friday detention for every late (detentions carry over if several in the same week)
12	HoY meeting with parents	Parent meeting/stage 1 punctuality action plan/daily detentions for a week
Failed stage 1 punctuality report	Assistant Headteacher meeting with parents to review action plan and support	Parent meeting/stage 2 punctuality action plan/daily detentions for a week

Failed stage 2 punctuality report	Meeting with Head of Sixth Form – parents and student to attend
No further improvement	Meeting with Headteacher and suspension

Responsibilities

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. The vital role of parents/carers in securing good attendance is recognised and a high priority is given to communication with parents/carers. The school seeks to establish strong home-school links from the time of student admission and strives to ensure partnership with students and parents/carers so that a speedy resolution to problems can be sought. This is supported by the Home School Agreement. The school will encourage and value high attendance rates.

The school will recognise the external factors which influence student attendance and will work in partnership with parents/carers, the School Attendance Officer and other relevant services to deal with any issues. The school will actively work with parent and offer parental contracts to ensure attendance is high and that further actions by local authority is not needed. The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and borough attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals and a member of the senior leadership team will lead this process.

Role of Head of Year

- To monitor attendance at the weekly Attendance and Inclusion meeting and recommend students for referral to the Education Welfare Service.
- Arrange meetings with parents/carers for attendance concerns
- To send letters of concern to parents/carers with students under 96% attendance
- To work with the Pastoral Support Assistant in monitoring punctuality and attendance

To put parental contract in place at meetings

- To monitor attendance at the weekly Attendance and Inclusion meeting and recommend students for referral to the Education Welfare Service.
- To Investigate any serious cases of unauthorised absence referred by the Pastoral Support Assistant
- Make referrals via the Assistant Head Teacher (Student Services) to the Education Welfare Officer as appropriate. Provide the data needed to support the EWS referral.
- Inform the Attendance Officer of any changes of address (permanent or temporary) and details of special conditions e.g., Student has been moved away from home
- Contact the parents/carers of any student whose attendance falls below 90%; make a record of the contact and take necessary steps to improve attendance e.g., parental interview to set targets; referral to Education Welfare Officer where the appropriate criteria are met.

To make home visits for any students whose attendance is a concern and further support needs to be put into place.

Role of the Pastoral Support Assistant

- To make daily phone calls for students who are not registered in school and to follow up with Head of year for any concerns and alert safeguarding team.
- To Contact the parents/carers of any student whose attendance falls below 90%; make a record of the contact and take necessary steps to improve attendance e.g., parental interview to set targets; referral to Education Welfare Officer where the appropriate criteria are met.
- To meet weekly with the key students who are Persistent absentees (below 90%) and to carry out a 360 questionnaire.
- To update the attendance data with the reasons for absences and to update the attendance and inclusion weekly information

The role of the Form Tutor is to:

- Take the register every morning at 8.35am. If a student arrives after the register has been called, the Form Tutor should send her to the General Office to sign in the late book. The register should be returned to the General Office by 9.00am.
- Collect transcripts of telephone call or letters from parents/carers detailing reasons for absence and pass these on to Student Services in the General Office on the day that they are received.
- Be aware of students who may have attendance issues that are linked to concerns over Child Protection and to be vigilant in reporting any unexplained absence to the Child Protection Officer and Head of Year on the first morning of absence.

- Contact the parents/carers of students in their Tutor groups whose absence has fallen below 90% to find the underlying reasons behind the poor attendance and to offer pastoral support. Form tutors should then inform the Pastoral Support Assistant of contact made so that a record can be kept.
- To arrange a meeting with parent/carer to start a PA Plan for students under 90% attendance
- To meet students who are on a PA plan to support them to improve above 90%.
- To oversee any missed work and ensure student catches up so progress is not affected.

The role of the subject teacher is to:

- Take the electronic register at the start of every lesson.
- Report to the Head of Year any concerns they may have over poor attendance to their lessons of any student.
- To support students to catch up on any missed work and ensure they have caught up on the missed work.

The role of the Student Services/Attendance Officer is to:

- Maintain attendance and punctuality information and provide an accurate summary on a weekly basis to Heads of Year and Senior Leadership Team.
- Liaise with Assistant Headteacher Inclusion and Heads of Year to identify patterns of truancy that require further investigation.

To provide data for stages of attendance to ensure HOY and AHT can intervene appropriately

- Maintain, in liaison with AHT and Heads of Year, an “At Risk” list of students to be contacted on the first day of absence. This list may contain the names of students with a known truancy record or students on the Child Protection Register etc. The Attendance Officer and or PSA is responsible for contacting the parents/carers on the first day.
- Telephone the parents/carers of students on the “At risk” on the first day of absence.
- Meet on a regular basis, the Education Welfare Officer to discuss students who have serious issues of attendance in partnership with the Assistant Head Teacher.
- Update on a weekly basis the “At Risk” register and the list of students who have been referred to the Education Welfare Officer.

- Receive telephone enquiries and emails from parents/carers regarding absence; log the calls and pass information on to Form Tutor, PSA and HOY.
- Print and send out letters to parents/carers asking for explanations of unauthorised absence.

Produce reports for Governors on a termly basis

- Produce weekly attendance reports for the Senior Leadership Team for use at the Attendance and Inclusion meeting.

Role of Sixth form Administrator

As part of our partnership with Wimbledon College, UHS students can attend lessons in the sixth form at Wimbledon College. The sixth form administrator liaises with Wimbledon College regarding the attendance of UHS students on courses on their site to ensure we have an accurate and prompt register for all students

The role of the Assistant Headteacher Inclusion is to:

- To have an overview of weekly attendance to update SLT and to know the trends for each year group and advise action to Heads of year weekly
- To run Attendance and Inclusion meetings weekly to ensure students below 90% are being supported and following the school policy
- To inform governors of termly attendance figures and actions taken.
- Inform Social Services of any student on the Child Protection Register who fails to turn up to school.
- Liaise with the Education Welfare Officer, Attendance Officer, and Heads of Year over students on the "At risk" list and students whose attendance falls below 90%. Where possible the Education Welfare Service (EWS) will work with the school to address attendance issues above their referral criteria. The EWS referral criteria are 10 days unauthorised absence in one term; attendance below 85% with 50% or more of the absences being unauthorised or a sudden unexplained drop in attendance where no explanation has been received.
- Refer students with attendance issues who are in need of support to the appropriate agencies

To work with parents and set parental contracts where necessary.

To inform Headteacher of any unauthorised absences so that a application can be made for a penalty notice warning/fine.

Catching up on missed work

Lesson work will not be sent home during a leave of absence; students are expected to catch up on any missed work on their return. However, work may be provided for a student recuperating at home after an injury or operation if they are well enough to complete it. In cases when absence is related to mental health, the school will judge whether it is in the young person's best interest to have work sent home or whether it may exacerbate any existing condition. There will be no online working for any students.

Children Missing in Education

Children Missing Education (CME) are those who are not registered students at a school and are not receiving suitable education otherwise than at a school. CME are at significant risk of underachieving, being victims of abuse, and becoming NEET (Not in Education, Employment or Training) later on in life. Those children identified as not receiving suitable education at the Ursuline High school should be returned to full time education either at a school or in alternative provision.

Appendix 1

Ursuline High school Leave of Absence Form

LONDON BOROUGH OF MERTON

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- **Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.**
- If the absence is approved by the Head Teacher, you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission, or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren).....

Form/Year-----

Home address:

.....
.....

Dates of absence: From..... To:.....

Reason for request (additional evidence may be required)

.....
.....

Signed: Parent/Guardian

Email address..... Mobile phone number.....

Date form submitted.....

The above request for leave of absence in term time for

has/has not been authorised. If authorised, your child/ren should return to school
on.....

Signed..... Designation.....

Appendix 2 Stages of attendance flow chart years 7-11

	Attendance %	Action	By whom	Support
Stage 1	Students between 94-90%	-Letter sent warning Attendance is Low and to avoid any time of school -Tutor calls home to find out any reasons and look at support needed	Attendance officer- BYO Tutor	Tutor to identify
Stage 2 (1 month at this stage then moves to stage 3)	Student below 90% are classed as PA	-Letter sent to inform they are on a PA plan sent by tutor -tutor to arrange online meeting to agree Plan -Tutor meets weekly to discuss concerns, barriers and progress and logs all contact each week on PA plan. -HOY to monitor those at stage 2 to move to stage 3.	Tutor Tutors to feedback HOY any concerns via email HOY to monitor and move to stage 3 and inform MA at A and I meeting	PA Plan is Referred to care coordinator if case is complexed and needs family support or agency support. PSA HOY Tutor
Stage 3 (1 month continued % below 90% then move to stage 4)	Students' attendance between 90-85%	-HOY send letter to arrange meeting face to face to look at possible support and discuss continued barriers. -Home visit -Parental contract is agreed and is in place for 3 months minimum.	HOY Care coordinator Parental contract	EWP School Social worker School nurse Wellbeing co-ordinator MASH referral SEND referral Willow access

Stage 4 (1 month from meeting move to stage 5)	Students' attendance continues to decrease below 85%	-HOY and SLT lead arrange meeting with parent/carer EWO referral is made -Student is picked up from their house in mornings -Hoy to do PA Plan meeting weekly -Parental contract reviewed	HOY and SLT Lead BYO EWO Care coordinator PC Gunn Social worker	
Stage 5	Student attendance is still below 85%	-Headteacher meeting with student and parents/carers -EWO warnings given - Attendance monitored for 6 weeks -Parental contract reviewed	Headteacher EWO AHT inclusion	
Stage 6	Student continues below 85%	-AHT inclusion and headteacher discuss and penalty fines are given by EWO	Headteacher EWO AHT Inclusion	

Appendix 3

Punctuality plan Year 7-11

Number of lates	Action to be taken	Consequence for pupil
1-3	Tutor conversation and communication home	Warning
4	Tutor call home	Parents informed
5-8	HoY to send punctuality letter home to parents and student	30-minute Friday detention for every late (detentions carry over if several in the same week)
9-11	HoY to send 2 nd punctuality letter home to parents and students	60-minute Friday detention for every late (detentions carry over if several in the same week)
12	HoY meeting with parents	Parent meeting/action plan/break and lunch detentions for a week
14	Assistant Headteacher meeting parents to review action plan and support	Parent meeting/action plan/break and lunch detentions for a week
15	Meeting with Headteacher and parents	Saturday detention

Appendix 4 EWO referral

London Borough of Merton, Education Welfare Service

OPEN TO CLIENT

Referrals will only be accepted if they are fully completed

To	Education Welfare Service, London Borough of Merton, Merton Civic Centre, London Road, Morden, Surrey SM4 5DX
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From (School)		Staff Contact's Name	
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Subject Child			
Last name		First name	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address			
NC Year		Registration Group	
Looked After		SEN/Stage	

Child Protection/ Category		Exclusion from school	
Young Carer		Traveller	
UPN no.			

1.Parent or Other Significant Adult		2. Parent or Other Significant Adult	
Title		Title	
Last name		Last name	
First name		First name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address		Address	
Telephone Number		Telephone Number	
Ethnicity		Ethnicity	
Interpreter Required		Interpreter Required	
Language Spoken		Language Spoken	
Relationship to Child		Relationship to Child	
Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Care of the Child	<input type="checkbox"/> Yes <input type="checkbox"/> No	Care of the Child	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sibling or Other Child		Sibling or Other Child	
Last name		Last name	
First name		First name	
Date of Birth		Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address		Address	
School (if known)		School (if known)	

SCHOOL CHECKLIST PRIOR TO REFERRAL TO EDUCATION WELFARE SERVICE.

Referral Criteria

- 1) *Attendance below 85%, where at least 50% of the absences are unauthorised or a pattern of erratic attendance or an increasing number of unauthorised absences are recorded*
- 2) *Attendance below 90% for two or more years where 50% of the absences are unauthorised*
- 3) *10 days unauthorised absence in a term*
- 4) *A sudden drop in attendance where no explanation has been received and the school is unable to contact the parent or emergency contacts by telephone or letter after 7 school days*
- 5) *Unauthorised Leave of Absence in term time for consideration of enforcement action*

The school is expected to follow up concerns regarding non-attendance initially prior to making a referral to the EWS and be able to evidence any work undertaken.

Child's name:

Date of Birth

Has school contacted parents? Dates

Include any logs.

Has a letter(s) been sent to parents regarding concerns? *Dates/copies*

Have parents been invited to a meeting(s) in school to discuss absences? Yes/No

Include any notes of the meeting(s)

Are there any other agencies involved?

If yes, state which:

How many sessions (half days) have been missed?

Attach attendance printout (Minimum of 6 weeks for a standard referral and 5 days for an Unauthorised Leave of Absence)

Are you aware of any health and safety issues relating to this referral, e.g., in relation to conducting meetings, or carrying out home visits?

Child's name:

REASONS FOR REFERRAL	
----------------------	--

Please include information on:	
--------------------------------	--

- | | |
|--|--|
| <ul style="list-style-type: none">• Presenting problems• Attendance issues• Contact with pupil• Contact/discussions with parent/carer• Contact with support/advice agencies• Agencies working | |
|--|--|

- Expectations from the referral to EWS

Referred to EWS with copy of Attendance printout (Registration Certificate) for the current academic year and the previous year if relevant or referring under criteria 2.

I confirm that the information recorded above is a true and accurate record of this School's work with the pupil named, who is a registered pupil at _____ School.

Print Name

Designation

Signed (electronic signature acceptable)

Date

Please tick one box only to indicate the ethnic background of the pupil named overleaf.

White

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy/Roma
- ☐ Any other White background

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

Chinese

- ☐ Any other ethnic background
- ☐ I do not wish an ethnic background category to be recorded



Appendix 5

Attendance Action plan

Name **Form:** **Date: September 2022**

Attendance and progress are closely linked-students who have good attendance do better! Your attendance has fallen below 90% and the Local Authority define you as a “persistent absentee”. It is important that we act, to increase your attendance and ensure you have access to the education you need.

Current attendance: % Target attendance: 90 %
What have the reasons for your absences been? (Date, reason, duration)
Are there any barriers that stop you from having good attendance? What can we do and what can you do?
You need to... We can help you in school by.....

Weekly Review of your attendance progress:

Review date	Attendance percentage	Issues affecting attendance since start of action plan	Work missed has been caught up? Y/N	Further support needed/given

Student signature:

Parent signature:

Removal from action plan or new action plan needed:

Date:

Appendix 6



Voluntary Aided 11-18 Roman Catholic School for Girls
Headteacher: Ms Julia Waters BSc (Hons) MA
 Crescent Road, Wimbledon, London SW20 8HA
 020 8255 2688 / www.ursulinehigh.merton.sch.uk

Ursuline High school Attendance Parental Contract

Parenting Contract	DOB / Year group	Student's school
Student's Name		
Parent/carer 1 full name	Parent/Carer 2 full name	Address
Contact number		Contact number
Child's ethnicity	Any SEND	Date
Time (start/end)		
Attendance during last 12 weeks	Sessions of unauthorised absence	Number of late marks
What are we worried about?	What's working well?	What needs to happen? What will it look like to not be worried anymore?

010

On a scale of 1 to 10 , where 10 means (pupils name) is attending school regularly on every day the school is open and only absent in exceptional circumstances and when authorised and 0 means that (pupil's name)'s attendance is not improving, where do we rate the situation?