



# Attendance Policy

## Matlock & Dales Primary Partnership

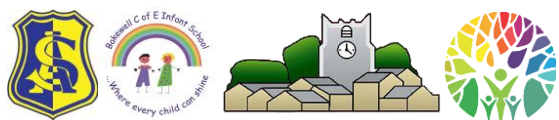
Review: Annually

Full Governing Body

Version	Date	Narrative	Minute Number	Review Date
1	AS: 12.7.22 BI: 12.2.24 DCT: 1.11.22 STG: 30.11.22	Reviewed by each school in the partnership. Reviewed in line with guidance from 'Working together to improve school attendance'	FGB/2122/120 722/8 FGB/2324/120224/07 & FGB/2324/120224/1 FGB/2223/011 222/9 FGB/2223/30 1122/9	August 2023
2	29 <sup>th</sup> August 2023 Bakewell CE Infants: 4 <sup>th</sup> December 2023	New attendance policy from the Trust.  The policy has been reviewed and adapted for adoption by the schools within the M&D Primary Partnership and was adopted by the partnership RMC.	RMC/2223/290823/1	August 2024



		This policy replaces the attendance policies previously adopted by each school. Amendments in <b>green</b> text.		
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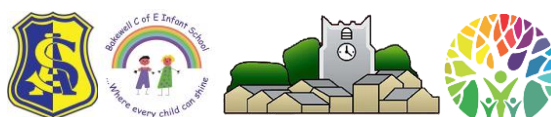




## **Attendance Policy**

**September 2023**

**Approved by Trust Board on: 18<sup>th</sup> July 2023**



## Introduction

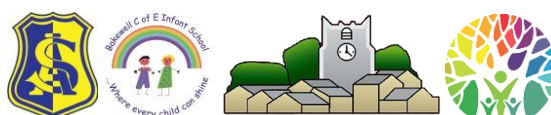
**Promoting good school attendance is everyone's responsibility.**

**DDAT strives to ensure that all its schools create an environment which enables and encourages all pupils to reach their full potential. For pupils to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.**

**DDAT understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, DDAT schools will prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with all pupils and parents.**

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## 1. Aims

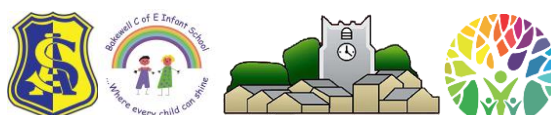
All of the schools within the Matlock and Dales Primary Partnership (All Saints CE Infants, All Saints CE Junior, Bakewell CE Infants, Darley Churchtown and St. Giles) are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos which values good attendance, including:

- Promoting good attendance and supporting punctuality in attending lessons
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils parents.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Intervening early to address patterns of absence and working with other agencies to ensure the health and safety of other pupils
- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Working collaboratively with other schools in the area, as well as other agencies.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

## 2. Legislation and guidance

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 \(and 2010, 2011, 2013, 2016 amendments\)](#)



- [Missing Children and Adults - A cross government strategy \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) (2011)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [DfE's guidance on Children Missing Education \(updated September 2016\)](#)
- [Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK \(www.gov.uk\)](#)

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

### 3. Roles and responsibilities

#### 3.1 The governing body of each school within the Matlock and Dales Primary Partnership

The governing body of each school is responsible for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance appropriate to their role.
- Holding the Headteacher / Executive Headteacher to account for the implementation of this policy.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

As best practice, DDAT recommends that schools utilise the Headteacher / Executive Headteacher report to Governors to share attendance figures to report on attendance.

#### 3.2 The Headteacher / Executive Headteacher

The Headteacher / Executive Headteacher is responsible for:



- Implementation of this policy at **each** school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

### 3.3 The designated senior leader responsible for attendance

The designated senior leader with responsibility for attendance will:

- Offer a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted intervention and support to pupils and families.
- Work with the attendance officer to carry out all agreed actions.

The designated senior leader/Headteacher/Executive Headteacher with responsibility for attendance is Ben O'Connell and can be contacted **via the appropriate school office using the following contact details:**

- All Saints: [info@allsaintsfed.derbyshire.sch.uk](mailto:info@allsaintsfed.derbyshire.sch.uk) and/or 01629 582913
- Bakewell CE Infants: [safeguarding@bakewell-inf.derbyshire.sch.uk](mailto:safeguarding@bakewell-inf.derbyshire.sch.uk) and/or 01628 812322
- Darley Churchtown: [info@darleychurchtown.derbyshire.sch.uk](mailto:info@darleychurchtown.derbyshire.sch.uk) and/or 01629 732236
- St. Giles: [enquires@st-giles-derbyshire.sch.uk](mailto:enquires@st-giles-derbyshire.sch.uk) and/or 01629 56813

### 3.4 The attendance officer

**Each** school's attendance officer will:

- Monitor and analyse attendance data, as detailed in section 8.
- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher / Executive Headteacher.



- Work with education welfare officers, and other professionals, to tackle persistent absence.
- Advise the Headteacher / Executive Headteacher (authorised by the Headteacher / Executive Headteacher) when to issue fixed penalty notices.

The attendance officer **for each school within the partnerships** is detailed below. They can be contacted via the following telephone number and/or email address.

- All Saints: Cath Lee (Head of School ) via: [safeguarding@allsaintsfed.derbyshire.sch.uk](mailto:safeguarding@allsaintsfed.derbyshire.sch.uk) and/or 01629 582913
- Bakewell CE Infants: Emma-Jayne Harry (Head of School) via [safeguarding@bakewell-inf.derbyshire.sch.uk](mailto:safeguarding@bakewell-inf.derbyshire.sch.uk) and/or 01628 812322
- Darley Churchtown: Tom Lloyd (Head of School) via: [safeguarding@darleychurchtown.derbyshire.sch.uk](mailto:safeguarding@darleychurchtown.derbyshire.sch.uk) and/or 01629 732236
- St. Giles: Ben O'Connell (Senior DSL) via: [safeguarding@st-giles-derbyshire.sch.uk](mailto:safeguarding@st-giles-derbyshire.sch.uk) and/or 01629 56813

### 3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office **at the beginning of the school day and also after lunch**.

- Class teachers should have initial conversations with parents when attendance starts to dip to encourage attendance and offer support where necessary.

### 3.6 School office staff

Office staff **within each school** will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the **appropriate member of staff** in order to provide them with more detailed support on attendance.

### 3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time. All children should arrive and be in their classroom ready to learn when registration opens. To support this, the doors at each school open at 8:45 a.m. **and at 8:40 a.m. at Bakewell CE Infants**. This enables all of our children to arrive on time for a settled start to the school day.
- The school start time and school day ends times are set out below:





	All Saints Infants	All Saints CE Junior	Bakewell CE Infants	Darley Churchtown	St. Giles
Start time	8:55 a.m.	8:55 a.m.	8:45 a.m.	08:50 a.m.	08:50 a.m.
Learning starts	09:05 a.m.	09:05 a.m.	09:00 a.m.	09:00 a.m.	09:00 a.m.
Registration closes	09:20 a.m.	09:20 a.m.	09:15 a.m.	09:20 a.m.	09:20 a.m.
Afternoon registration	1 p.m.	1 p.m.	12:45 p.m.	1 p.m.	1 p.m.
End of day	3:15 p.m.	3:30 p.m.	3:15 p.m.	3:20 p.m.	3:15 p.m.

NB: Pupils will receive a late mark (L = Late arrival before the register has closed) if they arrive after the start of the school day but before the register has closed. This is because teacher led learning will have started. This means that if a child arrives after the start of the school day, but before the register has closed, then they are missing important learning.

- Call the school to report their child's absence before the start of the school day on the day of the absence. We ask that this is undertaken for every day that a child is absent, advising when they are expected to return
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

### 3.8 Pupils

Pupils are expected to attend school every day, on time.

## 4. Definitions

The following definitions apply for the purposes of this policy:

### 4.1 Absence

- Arrival at school after the register has closed
- Not attending school for any reason

### 4.2 Authorised Absence

- An absence for sickness for which the school has granted leave



- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

#### **4.3 Unauthorised Absence**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

#### **4.4 Persistent Absence (PA)**

- Missing 10 percent or more of schooling across the academic year for any reason.

### **5. Recording attendance**

#### **5.1 Attendance register**

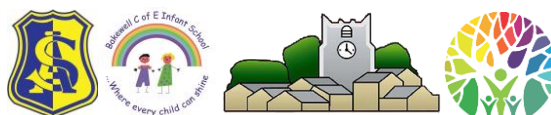
We will keep an attendance register and place all pupils onto this register.

We will take our attendance register 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
- 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.*

We will also record:

- Whether absences are authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

## 5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence before the start of the school or as soon as possible by contacting the school office staff (see also section 8).

- All Saints: [info@allsaintsfed.derbyshire.sch.uk](mailto:info@allsaintsfed.derbyshire.sch.uk) and/or 01629 582913
- Bakewell CE Infants: [safeguarding@bakewell-inf.derbyshire.sch.uk](mailto:safeguarding@bakewell-inf.derbyshire.sch.uk) and/or 01628 812322
- Darley Churchtown: [info@darleychurchtown.derbyshire.sch.uk](mailto:info@darleychurchtown.derbyshire.sch.uk) and/or 01629 732236
- St. Giles: [enquires@st-giles-derbyshire.sch.uk](mailto:enquires@st-giles-derbyshire.sch.uk) and/or 01629 56813

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, and parents/carers will be notified of this in advance.

## 5.3 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.

However, we encourage parents/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.



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 5 to find out which term-time absences the school can authorise.

## 5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

School staff will work closely to support punctuality so that all children are able to fully benefit from all planned learning.

## 5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, we will conduct a home visit. If the pupil is classed as child protection or persistent absentee, a risk assessment is required.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving other agencies as appropriate. E.g. Follow local procedures for Children Missing Education CME.

## 5.6 Reporting to parents/carers

Each school will regularly inform parents about their child's attendance and absence levels with **termly written reports**. One is issued at the end of the Autumn term, one prior to Easter and one at the end of the academic year. Attendance is also discussed during parents' evening appointments which take place during the year.

When we report, we use the following percentages for guidance:





## 6 Authorised and unauthorised absence

### 6.1 Approval for term-time absence

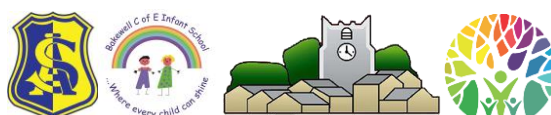
The Department for Education stipulates that Headteachers / Executive Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the Headteacher's / Executive Headteachers discretion, including the length of time the pupil is authorised to be absent for.

The schools **within the partnership** consider each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least **two weeks** before the absence, and in accordance with any leave of absence request form, accessible **via the appropriate school office using the following contact details:**

- All Saints: [info@allsaintsfed.derbyshire.sch.uk](mailto:info@allsaintsfed.derbyshire.sch.uk) and/or 01629 582913
- Bakewell CE Infants: [safeguarding@bakewell-inf.derbyshire.sch.uk](mailto:safeguarding@bakewell-inf.derbyshire.sch.uk) and/or 01628 812322
- Darley Churchtown: [info@darleychurchtown.derbyshire.sch.uk](mailto:info@darleychurchtown.derbyshire.sch.uk) and/or 01629 732236
- St. Giles: [enquires@st-giles-derbyshire.sch.uk](mailto:enquires@st-giles-derbyshire.sch.uk) and/or 01629 56813

The Headteacher / Executive Headteacher may require evidence to support any request for leave of absence.



Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- 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.

## 6.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a Headteacher / Executive Headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The 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 or withdraw the notice.

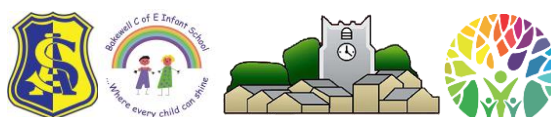
## 7. Strategies for promoting attendance

Promoting good school attendance is everyone's responsibility.

To promote good attendance our school uses the following strategies: each school celebrates strong attendance by sending home a certificate and rewarding/acknowledging children in Celebration Worship.

## 8. Attendance monitoring

### 8.1 Monitoring and analysing attendance



The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM.
- Pupils who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils at risk of PA.
- Pupils at risk of SA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly, and full-year basis to identify patterns and trends. This will include identifying, for each group:

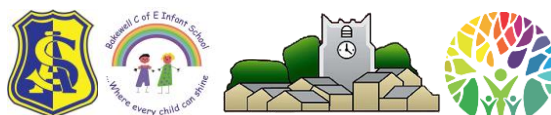
- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. Specifically, where there is a safeguarding concern for a pupil absent or missing from education, the attendance officer will alert the DSL in accordance with the school's established safeguarding recording and reporting processes.

The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Body **for each school** will regularly review attendance data, including examinations of recent and historic trends, and will support the Headteacher / Executive Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will





share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Attendance data will also be monitored via FFT by the Trust and fed back to the Trust Board throughout the year at the Education and Standards Committees.

## 8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and appropriate support staff and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## 8.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school.

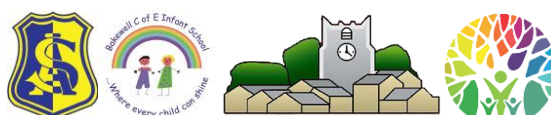
Severe absence is where a pupil misses 50% or more of school.

The school will:

- Ensure notes are added to our MIS system i.e. Integris and also to MyConcern to generate an evidence trail that can be cross referenced with safeguarding software
- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Consider the support from our Early Help Offer to further improve attendance and/or punctuality.
- Use, where appropriate, parenting contracts to formally support attendance and/or punctuality.

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum **every two years** by **the trust**. At every review, the policy will be approved by the full governing board.





## 10. Links with other policies

This policy links to the following policies:

- Safeguarding and child protection policy
- Behaviour policy
- Children Missing Education policy

## 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>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<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>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations



<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<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
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Key Contacts

<b>Safeguarding Role</b>	<b>Name and Role</b>	<b>School contact details</b>
<b>Attendance /Education Welfare Officer</b>	See details within Section 3.4	See details within Section 3.4
<b>SENCo</b>	Sian Arnold	<a href="mailto:senco@matlockanddales.derbyshire.sch.uk">senco@matlockanddales.derbyshire.sch.uk</a>



Safeguarding Role	Name and Role	School contact details
<b>Governor for Attendance</b>	Each school's Chair of Governors	Via appropriate school office: <ul style="list-style-type: none"> <li>• All Saints: <a href="mailto:info@allsaintsfed.derbyshire.sch.uk">info@allsaintsfed.derbyshire.sch.uk</a> and/or 01629 582913</li> <li>• Darley Churchtown: <a href="mailto:info@darleychurchtown.derbyshire.sch.uk">info@darleychurchtown.derbyshire.sch.uk</a> and/or 01629 732236</li> <li>• St. Giles: <a href="mailto:enquires@st-giles-derbyshire.sch.uk">enquires@st-giles-derbyshire.sch.uk</a></li> </ul>
<b>Designated Safeguarding Trustee:</b>	Mark Emly	via <a href="mailto:DDATAdmin@ddat.org.uk">DDATAdmin@ddat.org.uk</a>
<b>DDAT Safeguarding Officer:</b>	Heather Hogg	<a href="mailto:Heather.hogg@ddat.org.uk">Heather.hogg@ddat.org.uk</a>
<b>DDAT CEO</b>	Dr Sarah Clark	via <a href="mailto:info@ddat.org.uk">info@ddat.org.uk</a>
<b>DDAT Attendance Lead</b>	Jonathan Gallimore	<a href="mailto:exechead@hardwick.derby.sch.uk">exechead@hardwick.derby.sch.uk</a>

### Other Key Local Attendance Contacts

	Derbyshire
<b>Education Welfare and Local Authority Children Missing Education (CME) Officer</b>	<ul style="list-style-type: none"> <li>• CME: <a href="mailto:CS.CMECoordinators@derbyshire.gov.uk">CS.CMECoordinators@derbyshire.gov.uk</a></li> <li>• See <a href="#">Children missing from education (CME) policy and guidance</a> and <a href="#">removal from school roll</a> for further information</li> </ul>
<b>Virtual School for Looked After Children</b>	<ul style="list-style-type: none"> <li>• Rachel Moore, Head of the Virtual School for Children in Care 07798 882876</li> </ul>



	<b>Derbyshire</b>
<b>Homelessness or at risk of homelessness</b>	Derbyshire county council Preventing homelessness <a href="#">webpages</a>

### Key National Contacts

Organisation	Description and contact details
<b>NSPCC helpline for adults</b>	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: <ul style="list-style-type: none"> <li>• Text 88858</li> <li>• 0808 800 5000</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>NSPCC helpline Report Abuse in Education</b>	Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance: <ul style="list-style-type: none"> <li>• 0800 136 663</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>National Domestic Abuse Helpline</b>	Hosted by <a href="#">Refuge</a> , Helpline 0808 2000247
<a href="#">Operation Encompass</a>	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990
<b>Report Abuse in Education helpline</b>	<ul style="list-style-type: none"> <li>• Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>



## Appendix 3 – Attendance monitoring procedures



## Appendix 4: Parenting Contract

### Parenting contract for attendance (children of compulsory school age)

Child's name:	
DOB:	
School/NCY:	
Contact tel:	
Parent's name(s):	
Address(es):	

Senior staff member with overall responsibility:
Member of staff responsible day-to-day:
Social Care contact:
Early Help Contact: Contact details:

We are going to work together in making sure that the above named child improves their attendance at school over the next term.

**Current attendance (%) and other information, including number of absences and what has been tried before:**

1. ....



2. ....
3. ....
4. ....

**The specific targets of our plan. What we aim to do by  
(EOY 2024):**

- 1.
- 2.
- 3.
- 4.

**Achieving these targets**

**I (.....) agree to:**  
(please detail)

**We agree to:**  
(please detail)

**Social care agree to:**  
(please detail)





**Agreeing to the contract:**

**Consent by parent(s)**

I/we have agreed to this Parenting Contract and will

- (a) work with the school as detailed above, to improve child's school attendance, and
- (b) carry out what we have promised to do.

I also agree to information being shared with other professionals and agencies as required to help us.

**I understand that if my child has any unauthorised absences from school in the next term, a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.**

**Signed (Parent/s):**

.....

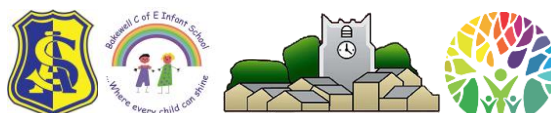
.....

**Signed (on behalf of the school/governing body)**

.....

**Date:**            Copies to be circulated to all parties

**Appendix 5: Highfields Cluster Statement**



## Term Time Holidays

*The Highfields cluster of Primary Schools has a consistent approach towards requests for leave of absence. The contents of this article mirror that consistent approach throughout Matlock's Primary Schools.*

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

We will continue to consider any absence requests in accordance with these regulations and only approve leave in 'exceptional circumstances'. Any requests for absence should be on the official school absence request form and handed into the school office for consideration prior to any leave/holiday arrangements being made.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

***The fixed penalty notice is currently £120 per parent (reduced to £60 per parent if paid within a specified time period) and/or face court action.***

*An Equality Impact Assessment has been completed for this policy.*

