

Attendance Policy

Great Doddington Primary School



Agreed: February 2023

Next review: February 2024

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The Governing Board

The governing board is responsible for:

- 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
- Holding the headteacher to account for the implementation of this policy

The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- 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
- Celebrate and reward pupils who achieve our expectations of regular, good attendance and those who have shown sustained improvement.

The Attendance Officer

The school attendance officer is responsible for:

- Working alongside the headteacher to monitor and analyse attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The Family Support Worker

- Build strong relationships with families to ensure pupils have the support in place to attend school
- Actively work with families and pupils to remove barriers that negatively impact pupil attendance and punctuality

The Class Teacher

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office within 5 minutes of the official start to morning and afternoon session.

Office Staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Contact parents when a child is absent and no reason is given for the absence.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence), and advise 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

Pupils

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

Reporting to Parents & Carers

The school will report their child's attendance once every long term

Definition of Absence

Absence will be recorded using the codes outlined by the Department for Education Guidance on School Attendance. There are only two categories of absence from school: Authorised (approved) and Unauthorised (not approved). By law, only the Head Teacher (or their delegate) can approve an absence from school.

Authorised Absence

'Authorised absence' means that the School has either given approval in advance for a pupil of compulsory school age to not be present, or has accepted an explanation offered afterwards as justification for absence i.e. the pupil was ill or 'prevented from attending by an unavoidable cause'.

Possible types of authorised (approved) absence (this list is not exhaustive):

- Off-site educational activity
- Dual Registered – attending at another educational establishment
- Participating in a supervised sporting activity
- Educational visit or trip
- Leave of absence – i.e. for bereavement, funeral
- Medical absence for appointments
- Religious observance
- Exclusion from school
- Illness – 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.

Unauthorised Absence

If a pupil is not in school and an explanation is not forthcoming or the school is dissatisfied with the explanation, the pupil will have an "unauthorised absence" recorded in the register. Examples of unauthorised (not approved) absences are (this list is not exhaustive):

- Absence due to birthday, shopping for uniform, looking after family members
- Holiday in term time unless there are exceptional circumstances agreed to by the Head Teacher, in line with changes to the law implemented in 2013
- Late arrival to school after the register has closed has to be recorded as an unauthorised absence
- All absence – authorised and unauthorised – will be analysed and subject to challenge to ensure that any concern regarding frequency, pattern or validity is acted upon swiftly.

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, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- 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.

Reducing persistence or severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- 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

Rewarding Attendance

Each week, in the whole school VIP assembly, the class with the highest attendance are given an extra day on the playground equipment in the following week.

At the end of the academic year, children who have 97% attendance or above will be awarded with an attendance certificate and be entered into a prize draw for their key stage (Early Years, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2) to win a £10 Amazon gift card.

Monitoring arrangements

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

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix A- Letter 1

General attendance to all parents

Dear Parents and Carers,

Information for parents and carers on the importance of attendance and the attendance process.

Great Doddington Primary School is committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim. We will work hard to provide a safe and welcoming environment for your child and will monitor attendance closely.

Great Doddington Primary School is committed to making sure that families are listened to and ensuring that any barriers to pupil attendance is fully understood by the school and we work with families to remove those barriers by offering support.

Good school attendance improves your child's chances of success in life. There is clear evidence of the link between good attendance at school and high levels of achievement. Children with no absence at key stage 4 are almost 2 times more likely to achieve 5 or more GCSEs than children who missed 10-15 percent of lessons.

If your child has an attendance level of 90%, they will have missed one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five-year period it would mean half a school year would have been missed. We would really appreciate your help in ensuring that your child has good school attendance. If there is a concern, we will write to you and talk with you so that we can work together to identify any barriers that may be preventing your child from attending school and ensure support is put in place. We may also contact the Inclusion Team at North Northamptonshire Council for advice and support or other organisations that may be able to help. It is hoped that this will be successful in improving attendance.

Where support has failed to address attendance issues, we will contact you again to invite you to a meeting where we can identify the reasons why attendance has not improved and change or adjust the intervention where appropriate.

Here at Great Doddington Primary School we are determined to ensure that all of our pupils have the opportunity to achieve success and have an excellent record of attendance. If following additional support attendance does not improve sufficiently, you will be invited to meet with the school and possibly an Inclusion Lead from North Northamptonshire Council at an Inclusion Meeting. Other professionals may also be invited where appropriate. This meeting is an opportunity to meet and discuss why your child has a high absence rate and seek solutions to any problems.

The meeting may result in several outcomes, which can include a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice, a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

It is hoped that such measures will not be needed and that your child will have a good record of attendance, is happy and achieves the best possible outcomes.

Please find a copy of our attendance policy [here](#) where contact details are provided for key staff and where the processes for monitoring attendance and punctuality are detailed.

Thank you for your continued support,

Headteachers

Attendance Matters and You Can Help

Dear [parent/carer's name],

This is to inform you that [Pupil name] has missed more school than their classmates. [Pupil name] was absent for [number days] so far this school year which equates to attendance of [insert percentage here]. Pupils fall behind when they miss school – whether students are absent for authorised or unauthorised reasons. What does the attendance percentage really mean across a school year?

Attendance percentage	Days of learning missed	Sessions* missed
100%	0 days	0 lessons
97%	5 days	10 sessions
94%	10 days	20 sessions
90%	20 days	40 sessions
85%	30 days	60 sessions
80%	40 days	80 sessions

*a session equates to half a day- a morning/an afternoon

We would really appreciate your support in ensuring insert [pupil name] attends school regularly. If there is any support that you think the school can offer, please let us know [insert contact details of staff member to contact] here.

Yours sincerely,

Letter 3 - Attendance Improvement

Date:

Dear parent/carer's name,

Thank you for your support in ensuring that [insert pupil name's] attendance is improving.

Their percentage attendance is currently XXX.

We really do appreciate your help as there is clear evidence that good school attendance improves a child's chance of success in life.

Please do contact us if you would like to discuss anything further: [insert name and contact details here.]

Yours sincerely

Letter 4 - Invitation to Attendance Meeting

Date:

Attendance Matters and You Can Help

Dear parent/carer's name,

Great Doddington Primary School is committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim.

Unfortunately, following our letter/meeting/discussion [child's name] attendance has not sufficiently improved. They have number absences which means that their attendance is currently X%.

We would really appreciate your help in improving this and are therefore inviting you to an attendance meeting at location on date, time.

This meeting will be attended by [insert details]. It is really important that you attend this meeting so that any issues or concerns which may be contributing to child's name non-attendance can be discussed and appropriate support put in place to improve their attendance. You are welcome to bring someone along with you.

Please email or telephone us to confirm receipt of this letter and your intention to attend the meeting by contacting insert name, e-mail address and telephone number.

Please be aware that North Northamptonshire's Inclusion Team may be informed of [child's name] current attendance.

Yours sincerely,

Letter 5 - Invite to Inclusion Panel

Date:

Attendance Matters and You Can Help

Dear [Parent/carer's name],

Great Doddington Primary School is committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim.

Unfortunately, following our meeting, [child's name] attendance has not sufficiently improved. They have number absences and so their attendance is currently X %.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends the school at which they are registered regularly.

You are therefore required to attend an Inclusion Panel on [date, time at venue]. You are welcome to bring someone along to support you. This meeting will also be attended by [insert name] the Inclusion Lead from North Northamptonshire Council. We value the working partnership we have with parents and it is important that you attend this meeting so that any issues or concerns which may be contributing to [child's name's] non-attendance can be discussed. If you do not attend the meeting, we will discuss [child's name's] school attendance and a decision will be made, in your absence, on the appropriate action.

PLEASE NOTE: All further absences may be marked as unauthorised and all sickness absences should be supported with evidence such as a GP's appointment card or prescription, or hospital letter. Please telephone or email to confirm receipt of this letter, and your intention to attend the meeting by contacting name and phone number/email. North Northamptonshire Council has already been made aware of child's name's current attendance.

Yours sincerely,

Letter 6 - Failure to attend Inclusion Panel Meeting

Date:

Dear- [Parent/carer's name],

Failure to Attend – Name of Child – DOB

Following the Inclusion Panel on Date which you did not attend, please find enclosed the minutes of the meeting which include the actions and decisions of the panel.

Insert Minutes Inclusion Panel outlining the agreed actions.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the school at which they are registered. Parents/carers may be liable to prosecution under (s) 444 Education Act 1996 (as amended) if they fail to ensure that a child of compulsory school age attends regularly at the school at which the child is registered. You also have a responsibility to contact the school each day should the child be unable to attend for any reason.

PLEASE NOTE: All further absences may be marked as unauthorised and all sickness absences should be supported with evidence such as a GP's appointment card or prescription, or hospital letter.

We will continue to monitor [child's name's] school attendance closely, including arriving on time for school. At Great Doddington Primary School, we are determined to ensure that all our pupils have the opportunity to achieve their best and we want all our pupils to have an excellent record of regular and punctual attendance. We value the working partnership we have with parents and if you would like to discuss the Inclusion Panel minutes, please contact [name of person and contact details].

We hope to see a significant improvement in [child's name's] school attendance. It is only through excellent attendance that your child will achieve all that they are capable of achieving and have the best opportunity for a rewarding and prosperous adult life.

Yours sincerely

Punctuality Matters and You Can Help

Dear [Parent/Carer's name],

At Great Doddington Primary School, we are determined to ensure that [name of pupil] has the opportunity to achieve their best and we want them to have an excellent record of regular, punctual attendance. [Pupil name] has been late on [number] days so far this school year. You can have a big effect on [pupil name's] punctuality this term, and we appreciate your help. We are sure that you are aware of the importance of punctual school attendance for pupil's name:

- When they are on time, [Pupil's name] will be part of all the important learning and hear all the instructions on how to complete a piece of work
- Social interaction with peers before school is important if [pupil's name] is to form friendship groups
- Arriving on time may be less embarrassing for [pupil's name]
- When [pupil's name] arrives on time they can settle more easily, this more likely to maintain a calm learning environment for them and their classmates.

The school site is open for pupils to arrive from 8:40 and the children are expected to be in class ready to begin the school day by 8:45/50. Our registers open at 8:45/50 and close at 8:50/8:55; arrival at school after these times is classed as late and after registers close is classed as absent.

We value the working partnership we have with parents so, if you would like to discuss any aspect of your child's attendance or punctuality with us please [contact insert details here].

Yours sincerely,

Attendance Matters and You Have Helped!

Dear [parent/carer's name],

At Great Doddington Primary School, we are determined to ensure that pupils achieve and maintain a good level of attendance. We know that pupils only achieve that with your support. We would like to take this opportunity to thank you for helping your child over this academic year. [Pupil name] attendance is [insert percentage] which places them in the Green section of the attendance percentage. As a result, your child's name has been placed in a prize draw for their Key Stage (Early Years, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2) and they have the opportunity to win an Amazon gift voucher!

Attendance percentage	Days of learning missed	Sessions* missed
100%	0 days	0 lessons
97%	5 days	10 sessions
94%	10 days	20 sessions
90%	20 days	40 sessions
85%	30 days	60 sessions
80%	40 days	80 sessions

*a session equates to half a day- a morning/an afternoon

Thank you once again for your continued support.

Yours sincerely,

Example of an Attendance Action Plan

Pupil Name:

Year Group:

Address:

Name/s of parent/s:

Contact Number:

% Attendance during period of monitoring:

Sessions of unauthorised absence:

Details of supporting agencies:

Member of School Staff: Role:

The attendance action plan is a formal written agreement with the Parent(s), pupil, school, Local Authority and other agencies to support the following action to address the concerns we have around the school attendance of the pupil.

A meeting was convened to address the following issues:

- 1. The reasons for the pupil's non-attendance at school*
- 2. Actions that can or need to be taken by any or all of the people involved, to ensure the pupil's improved attendance at school.*
- 3. To identify an agreed level or attendance for the pupil to achieve during the review period.*
- 4. The potential consequence of legal action should the pupil's school attendance not improve.*

Date of action plan:

To be reviewed on:

Please note that if the issue of attendance (and punctuality) continues to be a problem, as a result of the action plan not being adhered to, this may be used as evidence in any legal action and may also be referred to social services.

Reasons for absence

Record of discussion

Action Plan

The parent/carer agrees to:

Action:	Agreement (tick/sign)
Make sure the pupil attends school every day	
Attend any further meetings regarding attendance.	
Notify the school on every day of absence, giving a reason and indicating an expected return date/time.	
Contact the school as soon as you become aware of concerns, issues or problems that you or the school have.	
Contact XXX if the pupil feels that the school is not dealing with an issue, or the pupil feels uncomfortable about discussing an issue with the school.	
Notify the school of any occasions when they know that the pupil will be late giving reasons.	
Keep the school updated with full contact details including, where possible, an additional phone number.	
Ensure that the pupil is seen by a GP when ill and provide medical evidence of any absence due to illness (i.e appointment cards, prescriptions, letters, etc.)	
Work with any professionals who are seeking to support the child/ family.	
Other actions (detail).	

The tables below summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the [Working together to improve school attendance guidance](#). **This is guidance from the Department for Education (DfE)**. This guidance is non-statutory, and has been produced to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance. Following public consultation earlier this year, and subject to Parliament, the Secretary of State has committed to this guidance becoming statutory when parliamentary time allows (this will be no sooner than September 2023). The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

All pupils

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child’s barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children’s social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it</p>	<p>Continued support as for pupils at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children’s social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

Severely absent pupils

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
Not applicable.	<p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

Monitoring

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
<p>Schools regularly update parents on their child's attendance.</p>	<p>Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections.</p>	<p>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.</p>	<p>DfE Regions Group monitors local authority efforts as part of regular interaction. services supporting pupils previously looked after.</p>