

Harewood Primary School



Aspire, Acquire, Achieve

HAREWOOD PRIMARY SCHOOL

ATTENDANCE POLICY

INCLUDING

PUPIL ATTENDANCE AND ABSENCE MANAGEMENT POLICY

(From Stockton Borough Council)

Approved by Governors:	October 2023
Review Date:	October 2024
Signed by Headteacher:	
Signed by Chair of Governors:	

1. 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.

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

3. Roles and responsibilities

3.1 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

3.2 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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Kate Dawson and can be contacted via 01642 355425.

3.4 The attendance officers

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officers are Sue Abbey and Louise Anderson and can be contacted via 01642 355425.

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. Class teachers should contact parents of identified children whose attendance in previous years has been below 90%.

3.6 School 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
- Transfer calls from parents to Louise Anderson or Kate Dawson or Caroline Heywood 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. School starts at 8.45.
- Call the school to report their child's absence before 8.45 on the day of the absence and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure that their children are dressed appropriately for school

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Be prepared for the school day
- Feel comfortable chatting with school staff if they are experience difficulties at home that is affecting their attendance

4. Recording attendance

4.1 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 the absence is 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.

Pupils must arrive in school by 8:45 on each school day.

The register for the first session will be taken at 8:45 and will be kept open until 9.05. The register for the second session will be taken straight after lunch time.

4.2 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 by 8:45 or as soon as practically possible by calling the school office staff (see also section 7).

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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as 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.

4.4 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 policy is to encourage punctuality by opening the doors at 8:35 am to allow children to come into school ready to learn promptly and to support families with greater flexibility when dropping off multiple children.

Doors close at 8:45 am and registers are taken. Children will be recorded as being late once registration has taken place.

It is school's policy to actively discourage late arrival. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such as bad weather or occasional transport difficulties), registers may be kept open for a reasonable period. For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

Where a pupil does arrive late and misses registration, they enter the school via the main school office. His or her presence on site will need to be noted for purposes of emergency evacuation. It is the responsibility of the parent to confirm their child's arrival via the electronic signing in system. In responding to lateness, we will of course, take account of the individual circumstances of each case. In some instances, enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances.

Pupils who persistently fail to arrive on time with valid reason will be monitored and if required will be reported initially to the Kate Dawson or Caroline Heywood. If this does not appear successful then parents will be invited into school to discuss the situation. Further action may include the involvement of the Local Authority Attendance Officer

4.5 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, the school may call the Police to ask for a welfare check.
- Complete a home visit by the PSA
- 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 an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels termly, through reports or parents evening.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Anyone who requires an absence in exceptional circumstances should make an appointment with the Headteacher prior to submitting their form, if it is not an emergency. Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence request form, accessible via <https://www.harewoodprimary.org.uk/wp-content/uploads/2021/10/Holiday-in-Exceptional-Circumstances-Form-Sept-21.pdf>. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Child needs holiday at a quiet time of the year as they may have a SEND diagnosis (eg ASD, Attachment)
- Child has suffered recent trauma, this could be due to the death or terminal illness of a close family member or parent leaving the family home or a move of foster placement.
- Child has experienced neglect or abuse. Examples of this could be that the child is open to social care at CIN or CP or a supervision order is in place, This would normally be agreed at a planning meeting that a holiday is required to support the child emotionally or physically
- Child has experienced domestic abuse or violence in the home, evidence of this could be an Operation Encompass has been received.or details from a CIN/CP meeting.
- Child has suffered a significant illness, medical evidence would need to be provided by a health professional.
- One or both parents are Service personnel and have restricted leave this would be evidenced by evidence from the Service personnel
- Parent has career where they have set holiday dates. This would be evidenced by letter from their employer.

5.2 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, 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.

6. Strategies for promoting attendance

Good attendance is promoted weekly in class assemblies. Year group attendance data is shared in regular newsletters.

7. Attendance monitoring

Class teachers have the responsibility to highlight any children whose attendance they are concerned about. This could be that attendance has dropped below 90%, attendance has decreased from the previous academic year or that there is a pattern of absence e.g a child is absent on the same day each week.

Class teachers should talk to the child about their attendance to try to find out why they have been off school. This should be followed by a conversation with the parent/carer to see if school can support them with their child attending school.

If attendance doesn't improve then this would then be referred to the Deputy Head or Head teacher who will arrange an attendance meeting with the parent. We will use the ATTEND framework to try to identify any factors affecting attendance and interventions to try to help.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers 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

7.4 Reducing persistent and 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
- Have discussions with the children about their attendance and how this affects their learning.

8. Monitoring arrangements

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

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Stockton Attendance and absence management policy (Appendix two of this policy)

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

Appendix two:

Harewood Primary School

PUPIL ATTENDANCE AND ABSENCE MANAGEMENT POLICY

**(Produced by Stockton Borough Council
and followed by Harewood Primary School)**

STOCKTON COUNCIL PUPIL ABSENCE AND ABSENCE MANAGEMENT POLICY

Stockton Council Attendance Team fulfils the statutory duty and responsibilities of the local authority in relation to school attendance. The attendance team promote and enforce regular attendance at school for all children of statutory school age in Stockton and work in partnership across agencies.

Stockton Council absence procedures ensure schools and the local authority provide support and challenge to parents/carers and pupils to afford children of Stockton to take advantage of the best possible educational opportunities available to them.

If a parent/carer of a child registered at a Stockton school fails to meet their parental responsibility in ensuring their child's regular school attendance, then legal action may be taken.

Stockton Council's absence procedures outline the actions schools and the local authority will take to support and enforce the child's attendance at school.

Stage 1 – School Level Intervention

- School will follow their own internal school attendance procedures. This will include first day response, letters to parent(s)/carer where attendance is becoming a concern, discussions with the pupil, home visits to speak with parent(s)/carer in attempt to resolve issues and remind parent(s)/carer of their responsibility in ensuring their child's attendance at school.
- An Early Help Assessment should be completed at this point to assist the parent(s)/carer and pupil with any issues. Other services should be considered and referred to as relevant, examples include EP Service, SEN Team, Early Help Team, Youth Direction, School Health, Preventions, Social Care for Family Support.
- Where a pupil's absence continues following letters and home visit(s), a member of school staff should invite the parent(s)/carer into school to an attendance improvement support planning meeting.
- This meeting should be recorded and minutes produced detailing the discussion, the key issues/barriers to attendance, actions that each member will take to resolve the issues and an attendance target set. The attendance improvement plan should run for no less than 4 school weeks. Parent(s)/carer should receive a copy of the minutes from this meeting. A review date should be set and agreed with parents.
- During the attendance improvement support plan meeting, school staff should detail how contact with the parent and pupil will take place and who will make the contact. This may be a weekly support meeting, a home visit or this is not feasible, a telephone contact as a minimum. It is advisable that from this meeting, further absences are unauthorised unless evidence is provided to school to inform that the absence is for a serious and unavoidable reason. If the absence is for reasons of illness, acceptable medical evidence that should be considered is: prescription slip, sight of medication prescribed by the GP, note/letter from the GP, medical or dental appointment letter, evidence that the pupil was sent home from school too ill to remain in school. In these instances, the absence for the day the child was sent home should be authorised and a common sense approach taken for any further related subsequent absence.
- Parent(s)/carer should be made aware that continuing unauthorised absences can result in a referral to the local authority attendance team.
- On review, the school should decide to extend the attendance improvement support plan, make a referral to the local authority for legal proceedings to commence, or end the attendance improvement support plan if absence is no longer an issue.

The Local Authority threshold for referral is 10 unauthorised absence sessions in the previous eight school week period.

Stage 2 - Local Authority Attendance Team Intervention.

Referrals to the team are accepted when:

- School completes the Stage 1 process.
- Unauthorised absences continue.
 - The documentation to evidence completion of Stage 1 interventions by school is provided with the referral form.
- The referral threshold is met (10 unauthorised sessions in the previous 8 school weeks).

It is good practice to inform the parent(s)/carer that a referral has been made to the local authority attendance team.

All referrals should be accompanied by the following supporting evidence:

- Copies of letters to parent(s)/carer
- Details of home visits – dates, outcomes
- Copy of school's attendance improvement support plan
- Copy of the Early Help Assessment and details of review (provide reason if this is not in place)
- Up to date attendance printout
- Details of other agency involvement
- Fully completed referral form
- Details of person/s with parental responsibility
- Signed and dated by the head teacher.

On receipt of all the relevant paperwork, a fully completed referral form and an attendance printout displaying recent unauthorised absence, the attendance team will action the referral within 10 school days. The attendance team will make a decision to either:

- (A) Follow Stockton local authority penalty notice procedure **or**
- (B) Arrange an Attendance Case Conference

Penalty Notice Procedure

- A penalty notice warning letter will be issued by the local authority to the parent(s)/carers named on the referral form outlining their parental responsibility. The warning letter advises the parent(s)/carer the child should return to school immediately with regular daily attendance.
- The warning letter will cover a 4 week monitoring period and no further unauthorised absence is expected during this time. Evidence to cover absences must be provided by the parent(s)/carer.
- At the end of the 4 week monitoring period, the attendance officer will review the pupil's school attendance. If the target has been met (no unauthorised absences in the 4 week monitoring period) the case will be closed and passed back to school level monitoring.
- If unauthorised absences continue, a penalty notice will be issued to the parent(s)/carer named on the referral form.
- In cases of non-payment, the local authority will consider prosecuting the parent(s)/carer in the magistrate court.
- Parent(s)/carers may not be issued with more than 2 penalty notices in a 12 month period.

Attendance Case Conference

- If parent(s)/carer have been prosecuted previously for failing to ensure their child's attendance, an Attendance Case Conference will be convened.
- A warning letter will be issued to the parent(s)/carer detailing their parental responsibility and outlining the local authority's consideration of prosecution in the magistrate court if unauthorised absences continue.
- The local authority attendance officer will contact school staff to arrange an Attendance Case Conference.
- Once the attendance case conference has been arranged, a letter will be sent to the parent(s)/carer inviting them to attend to the meeting. If other professionals are involved with the family, they will also be invited to the meeting.

- A parenting contract and a 6 week attendance plan will be negotiated and put in place at the meeting. The parent(s)/carer will be cautioned according to PACE (Police and Criminal Evidence Act 1984, PACE).
- The attendance officer will visit the parent(s)/carer within one week of the meeting to deliver the minutes and parenting contract. The parent(s)/carer will be invited to sign the parenting contract. All parties will be asked to sign the contract: school representative, parent, pupil, and local authority attendance officer.
- Further home visits will be made at least fortnightly during the period of the plan to offer advice and support to the parent and pupil.
- On review, if the attendance target set at the attendance case conference is achieved, a further 4 week monitoring period will take place. The attendance officer will maintain contact with the parent(s)/carer and pupil during this period. If targets continue to be met, the case will be closed and passed back to school level monitoring.
- If new information becomes available to the attendance officer during the intervention that suggests the family circumstances have changed or a significant need emerges relating to the family, then it may be appropriate to return to attendance case conference to ensure the plan is fit for purpose.
- If the targets set at the attendance case conference meeting are not met then the local authority will consider prosecuting the parent(s)/carer in the magistrate court.

Stage 3 Legal Process

- The case file of intervention will be reviewed and authorisation sought from the Attendance and Safeguarding Manager.
- Papers and witness statements will be prepared and sent to Stockton Council's Law and Democracy Department to obtain a summons from the Magistrate Court.
- An attendance certificate detailing the period of prosecution signed by the head teacher is required and will be requested by the attendance officer to accompany the paperwork sent to the solicitor prosecuting on behalf of the local authority from the Law and Democracy Department.
- In some circumstances, school staff may also be asked to provide witness statements and appear in court as a witness for the prosecution where a not guilty plea is entered by the parent(s)/carer.

Following Prosecution

- If the pupil's school attendance has improved, the case will be passed back to school for school level monitoring and should unauthorised absences reoccur, then the school should commence their school attendance procedures.
- If unauthorised absences continue, the attendance officer will arrange a post court attendance case conference. If the parent(s)/carers received a disposal from the magistrates court that is suspended, the parent should be aware that a subsequent prosecution within the time period of the suspended disposal will result in that disposal being imposed along with additional sentencing for the current offence.

In certain circumstances and if deemed necessary, consideration will be given to changing the attendance officer working with the family.

Schools should follow their Safeguarding Procedures for first day response throughout this process.

ATTENDANCE TEAM REFERRAL FORM

PERSONAL/SCHOOL DETAILS			
Name of Pupil:		School:	Year:
Date of Birth:	Ethnicity/Language:	Number of unauthorised sessions in previous 8 school weeks ____	
Gender: Male/Female		Overall Attendance at Referral %:	
Address:		SEN Support <input type="checkbox"/>	Pupil Premium <input type="checkbox"/>
Post Code:		FSM <input type="checkbox"/>	CIN <input type="checkbox"/>
Siblings: name/dob/ school		CYPIOC <input type="checkbox"/>	CP <input type="checkbox"/>
		EHCP <input type="checkbox"/>	EHA <input type="checkbox"/>
PARENT/CARER DETAILS			
Name:	Relationship:	Name:	Relationship:
Parental Responsibility: Y/N		Parental Responsibility: Y/N	
Parent aware of referral: Y/N		Parent aware of referral: Y/N	
Address:		Address:	
Post Code:	Tel:	Post Code:	Tel:
SCHOOL ACTION PRIOR TO REFERRAL (Please note – referral will not be accepted without evidence of School Action)			
<input type="checkbox"/> Letters sent to parent/carers	Date:		
<input type="checkbox"/> Meeting in school	Date:	Parent attended Y/N	
<input type="checkbox"/> Attendance Plan	Date:	Reviewed Y/N Date:	
<input type="checkbox"/> Home Visit/s	Date/s:		
<input type="checkbox"/> Early Help Assessment Completed Y/N	Date:		
<input type="checkbox"/> Discussion with pupil Y/N	Date:		
<input type="checkbox"/> Referral to other agencies Y/N	Details/Date:		
<input type="checkbox"/> Other Y/N	Details/Date:		
(Please attach copies of Attendance Certificate/Minutes of Meetings/Letters/EHAs etc.)			
COMMENTS/ADDITIONAL INFORMATION			

REASON FOR REFERRAL

OTHER AGENCIES/PROFESSIONALS INVOLVED

	AGENCY	WORKER	TEL. NO.		AGENCY	WORKER	TEL. NO.
<input type="checkbox"/>	EPS			<input type="checkbox"/>	CAMHS		
<input type="checkbox"/>	Early Help			<input type="checkbox"/>	YOS		
<input type="checkbox"/>	Family Support			<input type="checkbox"/>	Preventions		
<input type="checkbox"/>	Social Care			<input type="checkbox"/>	Youth Direction		
<input type="checkbox"/>	Inclusion Team			<input type="checkbox"/>	Police/Antisocial		
<input type="checkbox"/>	School Nurse			<input type="checkbox"/>	Alliance		
<input type="checkbox"/>	Eastern Ravens			<input type="checkbox"/>	Housing		
<input type="checkbox"/>	GP			<input type="checkbox"/>	Other		

PARENT/CARER

Has parent engaged? Y/N	Details:
Are you aware of any concerns with regard to carrying out home visits? Y/N	Details:

Name of Referrer/School Contact:

I confirm this is an accurate record of’s attendance

I agree the Local Authority will give consideration to the issue of a penalty notice warning letter: Y/N

Signature of Head Teacher/Principal Date

Please note: If this referral form is incomplete or relevant information is not attached, it will be returned to school

PLEASE RETURN THIS FORM TO:
Attendance Team
Education Improvement Service
EDC@SSFC
Stockton Sixth Form College
Bishopston Road West
Stockton-on-Tees
TS19 0QD
attendance.team@stockton.gov.uk

OFFICE USE ONLY

Date received:

Referral accepted: **Y/N**