

Universal Good Practice all Schools

There is an expectation for all schools to:

- Have a policy that sets out clearly the expectations, systems and procedures for ensuring regular school attendance.
- Have defined within the policy what regular school attendance is.
- Include in the policy the times the register is open and closed .
- Report regularly to Governors on overall absence, PA and vulnerable groups.
- Make effective use of the data available to analyse trends over time and identifying pupils who may be at risk. All data must be benchmarked against national performance.
- Have a dedicated Governor with responsibility for oversight and scrutiny of attendance .
- Have a nominated senior leader responsible for ensuring school attendance is a high priority and there are effective procedures in place to address pupil absence.
- Have clear roles, responsibilities and contributions for the whole school community.
- Ensure all registers are accurately recorded.
- Ensure all staff use the correct attendance codes and do so consistently.
- Focus resources on preventing pupils becoming PA .
- Have a robust first day response system in place.
- Involve parents - communicate frequently, emphasise the role of parents working in partnership with the school .
- Issue regular reminders to parents of the procedures for notifying the school of pupil absence.
- Contact parents as soon as a pattern of absence begins to occur.
- Where appropriate, personalise the support. Set success criteria and monitor progress.
- Make effective use of incentives and positively reintegrate absentees.
- Incorporate attendance into all aspects of school life, including the school development plan, meeting agendas, parents evenings and transition planning.
- Schools should continually review their performance in relation to attendance.

Escalation of Absence Tier 1

School absence procedures:

- Schools must ensure parents are aware of the requirement to notify the school on the first day of their child's absence.
- Parents will be required to provide a reason and an expected date of return to school .
- There is an expectation for all schools to have in place a first day response system. This process must be initiated, if the school has not been notified why a child is absent. This can be by telephone call, text or email.
- Schools must ensure contact is prioritised for vulnerable children.
- For all pupils who attend off site provision daily liaison (AM / PM) must be undertaken with the external provider to ensure accurate recording of pupil attendance.
- Schools must be able to account for all children who are absent on a daily basis and the reason for absence is determined.
- If a child is absent and they require additional support to return to school. A referral should be made to the relevant agency - **tier 2 targeted support**
- Schools should always consider a whole family approach as factors such as adult mental health and domestic abuse are key features in households where there is poor attendance. In such cases an early help assessment such be initiated by the school and a multi-agency plan formulated that is regularly reviewed at Team Around the Family Meetings.
- If a child is absent without authorisation, there is an expectation for schools to challenge and inform parents of the outcome, if the child does not return to school.
- It is recommended school staff conduct a home visit if contact cannot be made with parents.
- If a pupil's absence continues without authorisation, contact must be made at the earliest opportunity with the parent to discuss concerns. A meeting in school with the parent should be arranged.
- The schools SLT attendance lead must be informed daily of all vulnerable children who are absent and the outcome of actions taken.
- SLT attendance lead must prioritise pupils not attending by safeguarding requirements.
- If a pupil's absence relates to unauthorised leave in term time due to a family holiday, schools should complete a PN request form in accordance with the Code of Conduct and submit to the LA. The referral must be made as soon as the pupil returns to school.

Escalation of Absence Tier 2

Targeted Support:

Schools:

- **Day 1-3** school to attempt to make contact with the parents. If no response is received conduct a home visit Repeat daily. (For vulnerable children inform the relevant practitioner; social worker, family support worker, EWO)
- **Day 4** if the child is still absent, contact the parent inviting them to a meeting in school (for vulnerable children consult with the relevant practitioner on the appropriate next steps) continue to undertake FDR and home visits.
- **Day 6** If the parent does not attend the meeting and the absence continues, if there are no additional vulnerabilities and the pupil has 10 sessions of unauthorised absence in one term (and there has been no prior legal intervention) **The school to issue a penalty notice warning letter** in accordance with the Code of Conduct and in agreement with the EWO.
- Schools need to consider the nature of a pupil's absence over time, any educational or school-based issues, contributory family issues and the pupil's perception (where age appropriate)
- Establishing what the key issues are and whether they are predominately related to the pupil, family or school will help to decide the most appropriate intervention.
- **School to action referrals for single/multi agency support:**
- **Education Welfare Service: traded offer**
Single referrals - a referral can be made to for pupils at risk of PA. In agreement with the school, EWS will make contact with the parent by initial letter or conduct a home visit.
Casework intervention - Fast track and time focussed case management model to improve the attendance of individual pupils .
- **School Nurses**
If a health/medical condition has been provided as an ongoing explanation for absence, you can with consent of the parent/ carer refer to the school nurse via their referral form to explore further.
- **Early Help**
Schools that purchase the School Family Support Outreach Service can refer families direct to this team. The team will lead on the assessment, plan and review and will undertake direct work.
- Liverpool children (aged 5-9) who have complex social needs, that is, needs that unless addressed, are likely to lead to escalate to Children's Social Care, should complete a Pre-EHAT and refer the family to the Early Help Hubs..

Local Authority Intervention Tier 3

Local Authority:

- **Penalty Notices - Unauthorised leave of absence in term time - Holidays** LA to issue a penalty notice without warning and in accordance with the Code of Conduct following a request from schools. If the PN is unpaid after 28 days the LA to consider instigating a prosecution.
- **Penalty Notices - Unauthorised absence** LA to issue a Penalty Notice in accordance with the Code of Conduct following the issue of a penalty notice warning letter by the school. If the PN is unpaid after 28 days the LA to consider instigating a prosecution.
- **Education Supervision Orders**
The LA will consider in every case, prior to prosecution if it would be appropriate to apply for an ESO if a child is not being properly educated .
- **Non Attendance Prosecution 444/441a**
The LA will consider enforcement where a pupil's unauthorised absence rate exceeds 10%. Prosecution may be considered at an earlier stage dependent upon the circumstances and subject to negotiation with the school. [EWS 12 week casework/prosecution flowchart.](#)

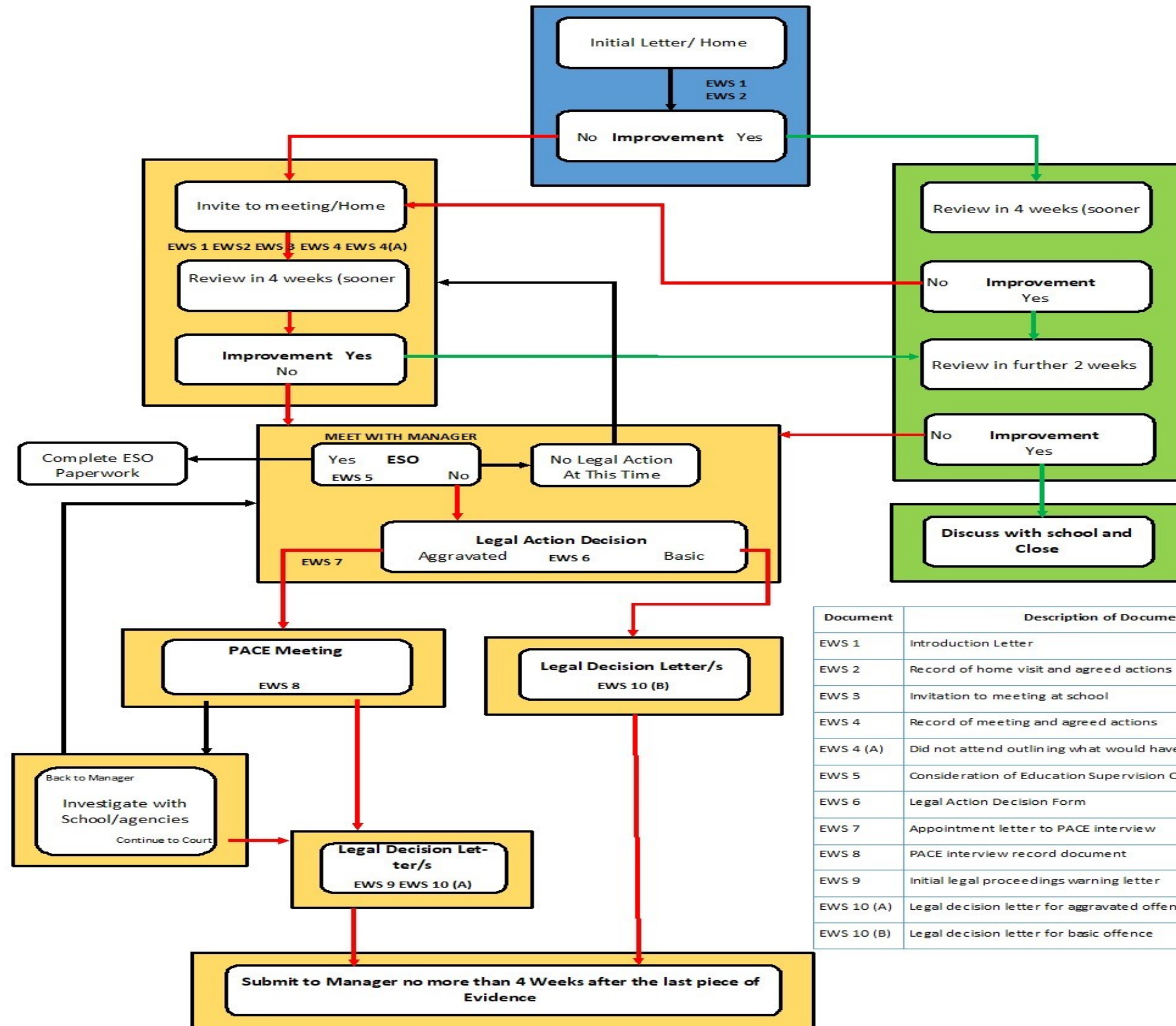
Preventing Persistent Absenteeism

Autumn Term 2021/2022	99%	98%	97%	96%	95%	94%	93%	92%	91%	90%						
Number of sessions absent	2	3	5	6	7	8	10	12	14	16						
Spring Term 2021/2022				98%	97%	96%	95%	94%	93%	92%	91%	90%				
Number of sessions absent				6	8	11	13	17	19	22	25	28				
Summer Term 2021/2022						98%	97%	96%	95%	94%	93%	92%	91%	90%		
Number of sessions absent						8	12	15	19	23	27	30	34	38		

Education Welfare Service Process

School Action

Referral Form



Document	Description of Document
EWS 1	Introduction Letter
EWS 2	Record of home visit and agreed actions
EWS 3	Invitation to meeting at school
EWS 4	Record of meeting and agreed actions
EWS 4 (A)	Did not attend outlining what would have been discussed
EWS 5	Consideration of Education Supervision Order
EWS 6	Legal Action Decision Form
EWS 7	Appointment letter to PACE interview
EWS 8	PACE interview record document
EWS 9	Initial legal proceedings warning letter
EWS 10 (A)	Legal decision letter for aggravated offence
EWS 10 (B)	Legal decision letter for basic offence