**Improving Attendance – Herefordshire Graduated Approach**

**Poor Attendance – Herefordshire Intervention Process -**

*Our vision in Herefordshire is that no child will be a "persistent absentee".  A persistent absentee is a child who is absent from school for 10% or more, the equivalent of missing half a day of school each week, and who will struggle to maintain the same levels of academic process as a child who attends every lesson.*

**Herefordshire’s Intervention approach to School Attendance**

This document provides a guide to the actions to be taken when attendance is an issue. This document is to be read alongside the Attendance strategy and the DFE ‘working together to improve school attendance guidance’.

**Attendance actions – Universal**

**Attendance Level is between 90% and 100% over a 12-week period**

**Needs met by Universal Services available to all**

**Primary Responsibility: Schools -**

 Children with levels of attendance between 90% and 100% will usually receive support from the school’s attendance officer through a mixture of telephone calls, letters and informal meetings with parents.

The expectation is that schools will:

1. Have in place a first day contacting system with parents of children who are absent from school to establish why the child is absent, and when the child is expected to return.
2. Administer the School Attendance Monitoring Process set out in the school attendance policy when absence and/or punctuality become a concern.
3. Consider the use of Penalty Notices where attendance is unauthorised as an early intervention tool should the criteria within the LA’s Penalty Notice Code of Conduct be met.
4. Have a whole school approach to the benefits of good attendance, this may include displays, assemblies or in registration periods. This should be done sensitively and without discrimination, and may include praising individual improvements.

**Criteria: Attendance Level is below 90% over a 12-week period**

**Universal Plus: additional support which may or may not require multi-agency work with other professionals.**

**Primary Responsibility: Schools - Children with attendance of 90% and below are considered to be Persistently Absent (PA).**

Children with attendance below 90% will require additional support to return them to over 90%.  The support could take the shape of either early help support or via the initial stages of enforcement action.  This level of intervention is the primary responsibility of schools, schools may link in with external services to provide this in conjunction with the school. The table below outlines what actions could be undertaken by schools within this stage. Please note at on the Herefordshire Council Website is a set of letter templates schools can choose to use should they wish to

| **Support Options** | **Initial Enforcement Action Options** |
| --- | --- |
| Early Help Assessment | Penalty Notice Request if attendance meets criteria (unauthorised) |
| Team around the Child/Family | School warning letter |
| School Meeting | Enforcement Letter 2 /Invite to Attendance Panel Meeting (where schools have this in place) |
| Home Visits | Attendance Panel Meeting (Where schools have this in place) |
| In-School Pastoral/Mentoring Support | Parenting Contract |
| Referral to Support Services (i.e. Early Help Hub, Families First) |  |
| Specialist Assessment (i.e. SEN, CAMHS) |  |
| Wellbeing and mental health support referral (i.e. WEST – Wellbeing and Emotional Support Teams) |  |
| Support from Herefordshire Educational Psychology Service for EBSA (Emotionally Based School Avoidance) |  |
|  |  |

The amount of support/enforcement action undertaken by the school should be judged on a case by case basis, but there is an expectation that Support underpins any Enforcement Action, and vice-versa.  Therefore prior to a child’s attendance being progressed to the CMIE panel, there should be evidence that initial enforcement action has been undertaken if appropriate, and clear evidence of the interventions and support that has been put in place where an additional need has been identified. Please see section below\* for details of the evidence requirements

Any contact made between the school (including phone calls/meetings/home visits) should result in a note being kept of the contact, detailing who was involved, what was discussed, any actions agreed and what the outcome was.  The notes should be kept securely and will be asked to be presented as part of the CMIE panel

**Attendance Level is below 50% over a sustained period**

**Primary Responsibility: Schools -**

**Children with attendance of 50% and below are considered to be Severely Absent**

**\*Schools will be expected to evidence the interventions that have taken place this can include (this list is not exhaustive):**

* **Communications with parents**
* **Home visits – dates and times**
* **Professional discussions**
* **Bespoke timetable arrangements**
* **Referrals to outside agencies such as CAMHS/ Behaviour Support team/ Early Help**
* **MARF completed that references attendance ( see Herefordshire levels of need)**
* **Evidence of referral for enforcement action**

**When the above suggested interventions have been tried and school attendance is still below 50% schools can then complete the notification document – see appendix 2.**

**The notification document is:**

**For a school to notify the LA of a severely absent pupil**

**For a school to request either discussion at the CMIE panel (see below for details) or for consideration at the Inclusion and Engagement panel for section 19 funded provision (see form for details)**

**Children Missing in Education Panel**

**The CMIE panel is a solutions focussed professionals meeting chaired by the local authority that seeks to draw on the expertise of all partners. The purpose of the panel is to review the interventions that have occurred and to look at where alternative interventions may be accessed. The panel is not a referral group and no panel member will be asked to directly work with the young person as a result of the case being discussed.**

* **Meetings are held monthly and will be for 2 hours, a maximum of 20 cases will be discussed per meeting.**
* **Year 11 students will only be discussed prior to the Christmas break**
* **Where possible each case will have an allotted time slot and schools/ social care / involved agencies will be invited to attend for that time slot**
* **In addition to panel members directly involved in each case the LA Panel representatives can include**
  + **Representatives of LA SEN team**
  + **Representatives of LA EP team**
  + **Representatives of LA inclusion team**
  + **Representatives of LA admissions team**
  + **Representatives of LA Education MASH team**
  + **External agencies as appropriate**

**Required information for panel discussion**

* **Current % Attendance**
* **Attendance for previous year(s)**
* **Communications with parents**
* **Home visits – dates and times**
* **Professional discussions**
* **Bespoke timetable arrangements**
* **Supporting agencies such as CAMHS/ Behaviour Support team/ Early Help**
* **MARF completed that references attendance ( see Herefordshire levels of need)**
* **Evidence of current/ historical legal interventions**

**Consent to discuss at CMIE/ IAE panel**

The initial referral to the Children not engaging in education group (CMIE)/ Inclusion and Engagement Panel (IAE) is covered under public task rules as we have an obligation to ensure children have access to a full time education ( see [Working together to improve school attendance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

Good practice is that the referring agency informs parents/ carers their child is being discussed at the panel, we would expect this to occur for each child who is referred (suggested words below).

*Your child X’s attendance is currently at X%, this puts them as severely absent, as you are aware we have been working with you and X on attendance but it has not significantly improved, we are referring X to the children not engaging in education panel that is led by the council to look at what needs to happen to support X back into school.*

**Inclusion and Engagement Panel – Please see Herefordshire Needs Policy Appendix 1 and 2 for full details**

The IAE Panel is for children who have been out of school for 15 days or more for the same condition and who have evidence from an appropriate health care official stating the pupil is unable to access school despite the support that has been put in place. The panel will review whether the provision of education should remain with the school or whether section 19 funded provision should be implemented.

Notification Document:

Please indicate below which option you are using this form for:

Notification of 15 days absence Y/N

Referral to children missing in education panel Y/N

Referral to inclusion and engagement panel Y/N

Notes for completing this form:

* Please ensure you comply with Data Protection & Security guidelines by returning the completed form securely. The preferred method is via AnyComms (SEN – Additional Needs). If submitting this form by email ([EducationCYPD@herefordshire.gov.uk](mailto:EducationCYPD@herefordshire.gov.uk)), please ensure that that the document is password protected. Send the password in a separate email.
* **This referral will not be accepted if not completed in full.**

BACKGROUND DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Name of referring organisation: |  | | |
| Referrer’s contact name: |  | | |
| Contact telephone number: |  | Contact email: |  |
| *If referring organisation is not a school:* | | | |
| Name of last/current school: |  | | |
| Contact name & details: |  | | |

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| **CHILD’S DETAILS** | | | | |
|  | | | | |
| NAME | | | DOB | GENDER |
|  | | |  |  |
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| CURRENT YEAR GROUP | UPN | UCI | ETHNICITY | DISABILITY |
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| --- | --- | --- | --- | --- |
| **PARENT / CARER / FAMILY DETAILS** | | | | |
| PARENT / CARER NAME | | RELATIONSHIP | MOBILE PHONE NO. | HOME PHONE NO. |
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|  | |  |  |  |
| ADDRESS | | | POSTCODE | WORK PHONE NO. |
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| OTHER CONTACT DETAILS (e.g. email) | | | OTHER CHILDREN IN HOUSEHOLD IF KNOWN | |
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| **Is the child aware of this referral?** | Y / N | What are their wishes in relation to their education? What outcome do they want from this referral? | | |
|  | | |
| **Is the parent / carer aware of this referral?** | Y / N | What are their wishes in relation to their child’s education? What outcome do they want from this referral | | |
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REFERRAL DETAILS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **REASONS FOR THE REFERRAL *(please tick all that apply)*** | | | | | | | | | | | | | |
| ATTENDANCE |  | BEHAVIOUR |  | EMOTIONAL |  | ANXIETY |  | TRAUMA |  | BULLYING |  | PEx |  |
| MEDICAL |  | Education Other Than At School | | |  | Child without school place | | |  | Other (detail below) | | |  |
|  | | | | | | | | | | | | | |
| *Details:* | | | | | | | | | | | | | |
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| *History of interventions to date:* | | | | | | | | | | | *Date* | | |
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| Successful Strategies | Unsuccessful Strategies |
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CONTEXT

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| **PUPIL’S STRENGTHS / INTERESTS** |
| *Details:* |
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| **BARRIERS TO LEARNING** |
| *Details (e.g literacy, numeracy, home support, health, diet):* |
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| **RELATIONSHIPS** |
| *Details (e.g. with peers, staff & adults, community, home):* |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OTHER AGENCY INVOLVEMENT** | | | | | | | | | | |
| *Is this pupil and/or their family involved with Social Care?* | | | | Y / N | |  | *Social Care contact name / details* | | | |
| *If YES, please indicate the level of involvement below and provide contact details* | | | | | | |  | | | |
| CLA |  | CP |  | | CIN | |  | EHA |  | |
| *Please list any* ***other agencies*** *involved with the pupil and/or family together with contact names and whether their involvement is current (ongoing) or historic:* | | | | | | | *Contact details* | | | *Current / Historic?* |
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SCHOOL DATA

|  |  |  |  |  |  |  |  |  |  |
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| **SPECIAL EDUCATIONAL NEED *(please tick)*:** | | | | | | | | | |
| None |  | SEN Support |  | | EHC Needs Assessment ongoing |  | EHCP IN PLACE |  | |
| Does this pupil receive high-needs top-up funding? | | | Y / N |  | | | | | |
| **ATTENDANCE RECORD *(current / most recent academic year): Please include a copy*** | | | | | | | | | |
| Attendance (%) |  | Authorised (%) |  | | Unauthorised (%) |  | Edu welfare Involved? | |  |
|  | | | | | | | | | |
| **SUSPENSIONS** | | | | | | | | | |
| Reasons / type | | | | | | | Dates from / to | | |
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| **ATTAINMENT** |
| **Current and previous attainment including dates and details of progress** |
| **Details of any standardised assessments** |

Please remember to include any supporting evidence with this referral

INCOMPLETE FORMS WILL BE RETURNED. ALL REQUESTED DOCUMENTS MUST BE ATTACHED. CHILD REMAINS THE EDUCATIONAL RESPONSIBILITY OF THE SCHOOL AND ON THE SCHOOL ROLL.

If the person completing the form is different to the main contact identified earlier in the form please complete the following:

* + Name
  + Position
  + Date of completion

I confirm that as the School Leader making this referral, I will, where it is appropriate or required:

* Attend reviews of progress and to monitor attendance and safeguarding concerns
* Continue to make weekly contact with the pupil and invite the pupil to extra-curricular activities and send school correspondence
* Arrange and fund exam entries and to source and supply invigilators for examinations and appropriate accommodation for all KS4 pupils and to confirm in writing with the Alternative Provider these arrangements where applicable
* The referrer will set up and establish the initial meeting with parents following acceptance at the IAE Panel (see medical needs policy)
* S19 placement by the LA - Transfer the AWPU and per pupil funding to the LA for each term that the pupil is in Alternative Provision whilst the school remains in receipt of funding for the pupil.

You are confirming that you give your consent to the Council using your personal data as outlined in our privacy notice, by submitting this form. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact CYPD business support [CYPD@herefordshire.gov.uk](mailto:CYPD@herefordshire.gov.uk)

Your personal data is being used by the Herefordshire Council Education service for the purposes of assessing the need for additional educational support and referral for alternative provision. We undertake to ensure your personal data will only be used in accordance with our privacy notice <https://www.herefordshire.gov.uk/council/access-information/9>

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or email informationgovernance@herefordshire.gov.uk