

Safeguarding: Attendance

**Useful Vocabulary about Attendance:**

**Persistent Absentee (PA)**

A student that has attendance below 90%. At this stage an EWO referral is completed.

**Home Visit**

If we are unable to make contact with you regarding your child's absence a home visit will be completed.

**Educational Welfare Officer**

This is a member of the Local Authority that works with the school to ensure every child is receiving a full-time education.

**Fixed Penalty Notice (FPN)**

If the attendance of your child does not improve with the support of the EWO a fine is issued.

**Punctuality**

Being on time to lessons or school.

**Attendance Information**

**Medical Appointments**

All medical appointments should be booked outside of school hours. Schools may not authorise the time off school if medical evidence is not provided.

**Absence during term time**

Children should not be absent for:

- Day trips/ shopping
- Birthdays
- Baby sitting
- Part time work
- Parent illness/ sibling illness

All children, regardless of age, ability or special educational needs, are entitled to an appropriate and full-time education.

**A school will authorise an absence if:**

- the child is too ill to attend and the school accepts this as valid (*Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. It should be noted that GPs do not provide sick notes for schoolchildren. When children are absent from school owing to illness, schools may request a letter from a parent or guardian, and this is no different during an exam period. However, children who have missed exams due to illness are frequently told by schools that a note from a doctor is required; but this cannot be provided by a GP. Aside from the fact that parents/guardians are responsible for excusing their children from school, GPs cannot provide retrospective sickness certification. When a child suffers from a long-term condition, any certification will be provided by the responsible specialist.*)
- the parent has got the advance permission of the school e.g. for a holiday, religious observation;
- the child has a medical or dental appointment;
- the child is being educated off-site;
- the child has been excluded.

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission. Schools also have a safeguarding duty, under [section 175 Education Act 2002](#), to investigate any unexplained absences.

**Have you given us two emergency contacts?**

We need additional options for making contact with a responsible adult if a child is missing or we have identified a welfare/safeguarding concern.

Not only can regular absence, particularly unexplained absence, be a red flag for safeguarding issues, but only when children are in school can they talk to staff and be given support for any pastoral and safeguarding problems.

Furthermore, as has been widely seen and discussed in recent months, 'Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.' (Extract from p. 5 of [School Attendance: Guidance for Schools](#)).





# Safeguarding Team

*Safeguarding* is the action that is taken to promote the welfare of children and protect them from harm.



**Ms James**  
Designated Safeguarding Lead



**Ms Wilshire**  
KS3 Deputy Safeguarding Lead  
(Year 7, 8 & 9)



**Mrs Thurston**  
KS4 Deputy Safeguarding Lead  
(Year 10 & 11)

**Need to talk to us, but would prefer to text?**



Text us on 07749723552 between 3:00pm and 5:00pm Monday-Friday

*Please speak to us for support or advice!*

Contact us Via Email:

[Zoe.James@clf.uk](mailto:Zoe.James@clf.uk)

[Carly.Wilshire@clf.uk](mailto:Carly.Wilshire@clf.uk)

[Jane.Thurston@clf.uk](mailto:Jane.Thurston@clf.uk)

## External Agency Support



Both OTR and CYN can offer comprehensive support on all issues. They offer youth clubs, 1-1 support and their websites can be used for students to find advice and information on a range of topics.

Kooth offer free, anonymous online support. You can encourage students to use Kooth on any issue.

