

Attendance Policy Springfield Primary January 2016

PRINCIPLES:

Springfield Primary School is committed to the improvement of attitudes and systems in order to achieve good attendance and punctuality.

- Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. They will also inevitably miss out on essential learning and on events taking place such as school visits if they do not attend.
- Children's social skills are also enhanced by regular attendance. The school displays a positive and proactive ethos that places high value on attendance and punctuality and values its partnership with parents/carers and Education Welfare Service to promote good attendance.

AIMS:

- to share the responsibility for promoting school attendance amongst everyone at Springfield Primary School and the broader school community
- to develop and implement an effective attendance policy that touches all aspects of the life of our school, and relates directly to the school's values, ethos and curriculum
 - **Staff particularly strives:**
- i. to encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others, i.e. have a positive attitude to life-long learning;
- ii. to value application, perseverance, initiative and independence of thought and action, as well as cooperative endeavours.

This attendance policy and its implementation should encourage some pupils to attend school more regularly by the implementation of specific measures, e.g.

- i. registering pupils accurately and efficiently
- ii. setting attendance targets for individual pupils, the school and specific year groups (where applicable)
- iii. contacting parents the same day when reasons for absence are unknown or unauthorised
- iv. regularly monitoring pupil attendance and punctuality;
- v. regularly reporting school attendance statistics to parents, LA and DFE as appropriate.
- to monitor and evaluate this policy and its implementation by, amongst other means, rigorously collecting and analysing data about attendance to check our progress against measurable outcomes, e.g. National and LA level.

Attendance and the Law

It is a legal obligation of all parents/guardians/carers to ensure their child attends regularly, by law all children of compulsory school age must get a proper full time education. The 1996 Education Act states;

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable— (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise“

SECTION 1 ROLES & RESPONSIBILITIES

PARENTS

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly. They should also ensure that they are fully aware of the schools attendance policy and adhere to it. In addition to statutory obligations, parents are encouraged to sign the Home-School Agreement – a section of which describes the agreed responsibilities of the parents which include ‘a responsibility of parents to make sure their child attends regularly.’

THE PARENTS' RESPONSIBILITIES

To help fulfil parents important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged, to the extent feasible:

- To ensure their child attends school regularly and punctually;
- To notify the School if their child cannot attend for any reason – this is for the child's security as well as administrative reasons;
- To work with the School and Attendance and Prosecution service to resolve/alleviate any attendance problems or protracted absence;
- To attend meetings as required in relation of their child’s attendance;
- To ensure they complete a ‘leave of absence’ form for their child for any request for special circumstances (e.g. religious observance) Holidays are not authorised.

To discharge their agreed responsibilities parents should always:

- encourage good attendance making sure that their child goes to school regularly and arrives on time
 - take an interest in their child's school work
 - make sure their child understands that the parents do not approve of absence from school
 - support the school in its efforts to control inappropriate behaviour
 - inform the school on the first day of non-attendance
 - co-operate with the school staff and the School and Attendance and Prosecution service to make sure their child overcomes his or her attendance problems and gets a proper education
- Parents should not normally:
 - i. expect the school to agree to shopping trips during school hours;
 - ii. take their own family holidays outside of the school holidays;
 - iii. take their own family holidays during test time

PUPILS

- i. Pupils are actively encouraged to attend school regularly and to arrive punctually at school and at the start of lessons after break.
- ii. Pupils should inform staff if there is a problem that may lead to their absence, e.g. bullying, racism, etc.
- iii. Pupils should use their best endeavours to pass on absence notes from parents to their class teacher and to pass school correspondence to their parents.
- iv. Pupils must be encouraged to understand the importance of attending school and know that it is compulsory to attend school regularly.
- v. Pupils should all understand that only 'real' illnesses can be a reason for absence.
- vi. Understand, contribute and adhere to the school's Attendance Matters Policy.

The School and Attendance and Prosecution service will monitor the attendance policy practice and advise of action to take where appropriate. The school will make referrals to the service after making 3 points of contact and still seeing no improvement with attendance.

Following referral to the School and Attendance and Prosecution service a decision will be made in relation to possible course of action which may include

- School Attendance Orders (Parent Contract) – these enforce the parents' responsibility for ensuring that children of compulsory school age receive suitable education and to ensure that the parent takes responsibility for making sure that their child attends regularly
- Prosecution may be considered for further periods of poor attendance (again for reasons stated above) following a penalty notice or depending of the circumstances of absenteeism. It may not be necessary to issue a penalty notice initially.
- Parenting Orders - a legal requirement for a parent to undertake specific measures in order to improve the situation.
- Education Supervision Orders - this means that the court appoints a supervisor to help and give advice to the Parents and the child. LAs are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly.

THE GOVERNING BODY

The governing body is legally responsible for many aspects of school management including the attendance register and so it is registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Head Teacher manages the day-to-day running of the School and in so doing takes responsibility for the day-to-day implementation of this policy.

To discharge their agreed responsibilities it is suggested that Governors should:

- i. Meet to discuss whole school attendance regularly.

- ii. Be kept updated on all attendance related issues and monitor termly LA School Attendance Data and external RAISE Data.
- iii. Ensure that the safeguarding governor regularly monitors attendance
- iv. Decide clearly on the policy towards poor attendance for non-compulsory school age children (nursery) – e.g. removal from role at an agreed point.
- v. Monitor the school's annual attendance target and its progress towards this on termly basis.

THE HEAD TEACHER

The Head teacher is required to tell the LA if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised (in addition where deemed appropriate a 'Safe and well Check' can be arranged)

Head Teachers can, of course, notify the LA earlier if there are areas of concern. The initial contact with the LA will be made with the School and Attendance and Prosecution service.

Normally the School itself will have made and recorded efforts to address the non-attendance through the three points of contact prior to any intervention through;

- Action by the class teacher as part of their day-to-day duties
- Involvement of others within the School, e.g. Head Teacher or Deputy Head;
- Contact with parents and parent/ child interviews
- Records of invites to meetings etc.

Referral to the School and Attendance and Prosecution service would normally take place if:

- A pattern of irregular attendance or lateness is either continuing or worsening
- parents do not accept their responsibilities for ensuring the child attends school, and are refusing to discuss ways of improving attendance with the School
- Condoned, unjustified absence is increasingly a problem
- The parents ask for excessive authorised absence.
- Pupil overall attendance remains at 96% or less.

The Head Teacher is also required to maintain two registers:

- An admission register (known as the school roll) which contains a list of all pupils at the School
- an attendance register for all pupils of compulsory school age on the admission register. This must be taken twice a day; once at the start of the morning session and once during the afternoon session. Similarly, the School keeps a register of pupils present on the school site during lunch time, this is needed in the event of an emergency to show which pupils need to be accounted for. The Head Teacher ensures that a clear policy on attendance is in place, which is known to staff, pupils and parents. The positive link with parents can be strengthened if the

arrangements for notifying absence and the School's policy towards absence (authorised and unauthorised) is regularly publicised annually. Each term, the School is required to submit to the details of the level of absence within the School via the School Census. The report details how many half days were missed due to authorised and unauthorised absence.

CLASS TEACHER

Class teachers must enforce this policy strictly. If a pupil is absent without explanation when the register is called and electronically submitted, the School Attendance Officer (or similar) will contact the parents the same day wherever possible. The absence will also be followed up with the parent to ensure that a written note or verbal acceptable explanation is received explaining the absence. Where no reply is received, a further letter requesting the reason and warning that unless the absence is explained it will have to be recorded as unauthorised will be sent. When a pupil is missing from class for no apparent reason, the class teacher will immediately inform the school office so that the pupil's absence can be further investigated. Class teachers can also contribute to the reduction of unauthorised absence by delivering interesting and engaging lessons and insisting on punctuality for themselves, colleagues and pupils.

Family Support Worker

The FSW will work with the school in engaging harder-to-reach families, both in supporting their children to participate in curriculum and out of school activities and their parents in taking a more active interest in school life. The FSW will focus on early intervention with families and children to help prevent issues from escalating into crises and attempt to reduce the barriers that may exist in relation to attendance.

POLICE

Under the Crime and Disorder Act 1998 the police now have powers to remove truants found in public places and to return them either to their schools or a place designated by the LA.

SECTION 2 INITIATIVES TO IMPROVE ATTENDANCE RATES

There are many reasons why pupils miss school without permission as such; there is no one solution to the problem of absenteeism- for example setting reward schemes, such as certificates, extra-curricular activities and breakfast clubs. Wherever possible the School works alongside the LA in supporting and implementing attendance initiatives which:

- Help children develop the habit of regular attendance including through providing a number of regular initiatives;
- show parents clearly that unjustified absence will be recorded and challenged;

The School has considered initiatives that are most appropriate and always takes into account a pupil's individual circumstances, e.g. setting reward schemes such as certificates, for 100% attendance or effort to attend. Other helpful initiatives include:

- Implementing first day contact with parents of children who are absent from school without prior knowledge. It is hoped that this sends a clear signal to pupils and parents that absence is a matter of concern and will be followed up;
 - Encouraging regular attendance checks, scheduled or unscheduled, which are effective particularly when pupils are not with the class teacher;
 - Regular half termly register sweeps for pupils below 96% and follow up with the support of the School and Attendance and Prosecution service
 - Having a member of the admin staff responsible for first day contact and the Head Teacher/ SMT responsible for attendance overall;
 - Interviews for target families each half term and monitoring to ensure attendance improves before referral to the EWO;
 - Class attendance displays (raising the profile of attendance in class)
 - Attendance rewards in Assembly (raising the profile of Attendance throughout school)
 - Weekly stickers for individual 100% attendance in a week
 - Trophy/Pippin bear awarded to class with highest level of attendance each week
 - Wristbands awarded for 10 week blocks of 100% attendance (Bronze, silver, gold)
 - 100% attendance certificates at the end of each term for pupils who have full attendance for that term
 - Book prizes for 100% attendance over the year
- The introduction of the SIMS.net computer system which stores accessible pupil profiles containing a full range of information from both the existing electronic attendance system and the school management system. Additional technician hours may also allocate to support the network. This school management system:
- i. is accessible to all staff with specific access rights for the SMT and Attendance Officer;
 - ii. Enables staff to have access to a complete pupil profile in reviewing non-academic achievements as well as pupils academic performance;
 - iii. Enables staff to interrogate data and produce ICT generated management information and reports; In addition, the school has also purchased a behaviour management system which is located on one central computer and is accessible to the SMT and FSW. This enables staff to record disciplinary and other events electronically and have no need to make paper records. Behaviour trends may then be used to report collectively or in relation to individual children.
- The Head teacher has made a concerted effort to encourage a good working relationship with parents by regularly publicising the arrangements for notifying absence and the school's policy towards authorised absence in the prospectus and regular communications.

SECTION 3 - KEEPING THE REGISTER

Registers should be treated as legal documents – indeed they may be used as evidence in court cases. For this reason they should be retained for a minimum of three years. For each pupil, the register must be marked either as present or absent. If the pupil is absent, the register must clearly differentiate between whether the absence is authorised or unauthorised by the School.

Understanding Types of Absence Authorised Absence Authorised absence is absence with permission from the Head Teacher or other authorised representative of the School - this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Parents reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis should be kept with the School Attendance Officer. For periods of extended absence, the school WILL seek the advice of the school nurse and School and Attendance and Prosecution service and will only authorise the number of days that have been advised by Sandwell Health Authority for the illness.

Where the school has been unable to contact the parents to explain an absence, a written notification (endorsed by the Head teacher's signature) will normally be issued to parents to complete. If this is not returned to school, the absence will remain unauthorised and will be passed to the School and Attendance and Prosecution service.

NB- Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and your child's past attendance record is taken into consideration. Medical appointment cards and hospital letters WILL be required for all appointments, in order that an authorisation can be made. No absence below 96% will be authorised unless in extenuating circumstances.

Authorised absences are equivalent to 'present' for performance table purposes. Even when pupils are engaged in Approved Educational Activity off-site, they must not be marked as present, as good Health and Safety practice requires that the School needs to know who is on the premises in the case of a fire drill or a real emergency. In the case of a pupil leaving school during a session and/or returning later, care must be taken to maintain the accuracy of who is known to be on site in the case of an emergency - for this reason pencil annotations can be used.

Or school may authorise absence in the following circumstances:-

- Personal illness (Excessive or extended absences will require medical evidence).
- Medical appointment (Copy of appointment card to be seen and retained) • Family bereavement.
- Conditions rendering attendance impossible or hazardous to child's health and safety. Religious observance, necessitating absence from school.
- Involvement in a public performance
- Approved sporting activity The Sandwell HA guidance will be used in order to determine the amount of days to be authorized for infectious and contagious diseases and/or the advice of the school health nurse.

Unauthorised Absence

Unauthorised absence is absence without permission from a teacher or other authorised representative of the School - this includes all unexplained or unjustified absences. NB – Please note that NO absences are authorised by the Head Teacher unless the pupil's past attendance record is taken into consideration. Medical appointment cards and hospital letters WILL be required for all appointments, in order that an authorisation can be made. All registers must allow for the original entry and any subsequent correction to be clearly distinguishable and that, on retrieval, they appear in chronological order.

Our School will not authorise absence in the following circumstances

- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory (e.g. shopping, minding the house etc.)
- Lateness when the child arrives after the register has closed.
- Special occasions, birthdays (when the school does not agree that leave should be given)
- Looking after siblings
- Family holidays in term time

The Education Welfare service has the duty to consider the use of legal action in terms of court action to address incidences of poor attendance. Persistent Absenteeism (PA) Persistent Absentees are pupils whose attendance falls below 96 %. All PAs are tracked and reported to the Governing Body on a termly basis.

Punctuality and Lateness: The School actively discourages late arrival by staff setting a good example and by challenging it whenever it occurs. Frequent lateness of pupils can provide grounds for prosecution of parents. The School allows the register to be kept open for up to 10 minutes from the beginning of registration, however all teachers must ensure that registers are completed electronically by 9:15am in the morning and by 1:20pm in the afternoon. The Head Teacher completes a punctuality trawl each half term and targets families who are at risk. A monitoring period with then follows and if progress is not made then a referral to the School and Attendance and Prosecution service will be made. Lateness is often an indication of more serious problems, but can also be the result of poor time management. 2 minutes every day over 2 weeks equates to 20 minutes of missed opportunities for learning.

- The school day starts at staggered times of 8.50.8.55 and 9 for each phase
- If you are late after the register has closed you will be asked to sign the late book.
- All late pupils are marked appropriately using code "L" if your child is late before the register closes, "U" after the close of register.
- School will send out letters to parents whose children are late on more than 5 occasions.
- Refer to the School and Attendance and Prosecution service after 10 lates are recorded.

Pupils Present At Registration (SIMS.net Electronic Registration)

The school uses the SIMS Electronic registration system, which must be marked directly onto the computer. / - is entered to show the pupil is present in the morning session \ - is entered to show the pupil is present in the afternoon session N - is entered to show the pupil is absent If the pupil arrives late this is recorded in the signing in register in the reception area by the parent or will be added directly to the electronic system by Attendance Officer (add as appropriate) if the time is close to register close. Pupils who are helping with events on-site should still personally report to their class teacher (if at all possible) to be registered no matter how brief their presence may be.

If a pupils does arrive late following register close, teachers should always send a member of the Learning Support Team, if the pupil is not old enough to return to the office alone as directed by the teacher, to check that they have been signed in or have been added to the system to comply with current fire regulations

Annotation For Absences - The SIMS attendance system records absence with N for no reason yet supplied. The official register is printed for monitoring by the Head Teacher and Attendance Officer on a Friday where the appropriate attendance code is then applied. Codes used for unauthorised absence: Late after register close (9.15am or 1.30pm) U Unauthorised circumstances O Codes used for authorised absence Present / (AM) Present \ (PM) Educated off site B Other authorised circumstances C Dual registration D Excluded E Illness I Interview J Late before register close L Medical/Dental M No reason yet provided for absence N Approved Sporting Activity P Religious Observance R Study Leave S Traveller Absence T Late after register close U Educational Visit V Work Experience W Only staff should attend X Enforced closure Y Attendance not required ! These codes and the criteria of authorised absence are all recorded by the Attendance Officer into the computerised SIMS Attendance System.

Temporary School Closures

Where a school has to close due to severe weather conditions, fire or other structural damage or for in-service training, no attendance registers are needed. This will be coded appropriately.

Deleting Pupils from the Admissions Register

There are strict rules on when schools can delete pupils from their admissions register. Where a school has decided to remove a pupil from their admission roll for any reason, they should notify their LA – weekly tracking is submitted to the LA for monitoring. If a pupil is to be taken off the admissions register because the child is moving to another area or school, staff should first find out the name and address of the new school and when the pupil will start, confirming this information with the receiving school. School staff should be concerned:

- If the parents do not name the receiving school;
- If a pupil has 'disappeared' from the area without explanation;
- if a pupil has not returned to school within ten school days of the return date specified on the Leave of Absence Form after a family holiday in term-time (which is recorded as an unauthorised absence). If schools are concerned they should alert the Area Child Protection Representative (as

named in the School's Child Protection Policy) without delay. The LA's Designated Child Protection Officer will then decide whether to alert Children's Services who may in turn involve the police. If, however, schools have good reason to believe that a crime may have been committed, they should contact the police directly.

Attendance Registers –

Security The School keeps the attendance registers secure on the school network and paper records relating to monitoring when not in use and are located in the School Office

SECTION 4 MONITORING, EVALUATION AND REVIEW

The School will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School and staff, pupils and parents should be reminded regularly of its contents. Effective monitoring/evaluation of the attendance policy and guidelines are dependent upon the maintenance of accurate and up-to-date records. The criteria by which the monitoring and evaluation of the provision is undertaken are described below:

PARENTS:

1. The degree to which the pupils and parents have been consulted during the formation and implementation of relevant policies; (including an annual update to parents in the form of a summary)
2. Any pertinent feedback from parents;
3. Regular updating of the information pack for parents (Prospectus);
4. The amount of data and information given to parents regarding the attendance rates of their children (annually in the end of year report or as requested).

ATTENDANCE REPORTS TO PARENTS: The school issues termly attendance reports to ALL parents in order that they can begin to actively monitor their own child's attendance. The school sets challenging targets for overall attendance and expects all pupils to reach the target of 96%+ for each academic year. Children who fall below the agreed levels will be targeted by the school and School and Attendance and Prosecution service, where applicable, in order to provide support and a possible solution to the ongoing absence. If parents at all worried about their child's attendance levels or wish to discuss any part of the school attendance policy further, they are encouraged to contact the school for an appointment informally on a day to day basis and in the bi-annual school parent survey.

PUPILS:

5 the degree to which the social inclusion targets have been met - these include:

- Pupil achievement, e.g. increase in attendance over time;
- The numbers of fixed-period and/or permanent exclusions;

6 any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them;

7. The number, frequency or extent of incidents of poor behaviour in school;

8. The rate of reintegration into mainstream education of pupils who have been out of school;

9. The number of reports of bullying;

10. Any pertinent feedback from pupils;

OUTSIDE AGENCIES & LA:

11. The instigation of effective links with LAs' behaviour support plans;

12. The effectiveness of a partnership approach, making full and appropriate use of the experience and expertise of all agencies with relevant skills, e.g. the Education Welfare and Educational Psychology Services, voluntary organisations and the private sector wherever appropriate;

BUDGET:

13. Any appropriate adjustments in budget allocation to reflect changing needs;

PLANNING:

14. The consideration of attendance issues in development planning. Planning should have a clear implementation strategy and statement of objectives and targets, together with performance indicators against which the effectiveness of provision can be measured; (inclusion of RAG information from EWS)

15. Time allocated to planning for pupils with special needs related to attendance;

16. The effects on school ethos/atmosphere related to attendance and related policies;

STAFF/INSET:

17. Involvement by all staff in INSET courses relating to attendance issues as required;

18. School management involvement in attendance issues;

19. Any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them;

INDEPENDENT REPORTS:

20. Analysis and publication of OFSTED/RAISE/ LA reports.

APPENDIX 1 CATEGORIES OF AUTHORISED ABSENCE

For all absence known in advance pupils/ parents are encouraged to give advance notice and to supply written evidence, such as dental appointment cards, etc. In all cases the Head Teacher will consider criteria such as the nature of the event;

Its frequency (is it a one-off, or likely to become a regular occurrence?);

Whether the parent gave advance notice; the pupil's overall attendance pattern, etc.

Illness, Medical and Dental Appointments Pupils/parents are encouraged to make appointments out of school hours. A pupil receiving medical treatment should be brought into school to be marked 'present' and then signed out when collected by the parent. If possible the child should be returned to school after the appointment and signed back in school at reception. If the authenticity of illness is in doubt, schools and EWOs can consult the School Health Service, the School Nurse or the pupil's GP.

Dual Registration

Where a pupil is dually registered at two institutions, e.g. a mainstream school and a Pupil Referral Unit (PRU) or Special School, the pupil is registered as authorised absent while they are attending the other institution. A similar situation arises whilst traveller children are travelling - during this time they should enrol with another school.

Special Situations and Occasions

The School responds sensitively to special situations or requests to attend funerals. Situations such as family bereavement or the child caring for a sick or disabled family member should clearly be recorded as authorised absence.

Public Performances The Local Authority must licence a pupil aged 5 - 16 to take part in a public performance. Licensed participation should therefore clearly be treated as authorised absence.

Approved Educational Activities Off-Site The following activities show when the approved educational activity categories (P, V, B) can be used: "V" - field trips and educational visits, in this country and overseas; "P" - participation in or attendance at approved sporting activities; "B" - pupils receiving part of their tuition off-site at another location while remaining under overall supervision of the home school, i.e. a flexible arrangement short of formal dual registration. This can include special tuition for dyslexic children and sick children being taught at home but remaining on roll.

Family Holidays

Under education law parents may request absence for pupils from school due to a family holiday. H

However, it is made clear to parents in the School Prospectus and Attendance Information that pupils should not normally take holidays in term time unless in exceptional circumstances. The school does not authorise absence for this purpose. If the pupil goes on holiday, absence is unauthorised. If a parent still decides to take a child on holiday they must complete a Leave of

Absence form available from the school office. A letter will be sent informing the parent the absence is not granted. A referral will be made to School and Attendance and Prosecution service

APPENDIX 2 PUPIL EXCLUSION

A pupil excluded for a fixed period remains on roll and the absence should be treated as authorised as it results from a decision taken by the School - this includes the period whilst any review or appeal is in progress and must continue until the pupil is removed from the school roll. "Exclude" means exclude on disciplinary grounds without specifying any degree of seriousness. There are two categories of exclusion: fixed period (suspension) or permanent (expulsion). Pupils may also be excluded from the school premises for the duration of the lunchtime break between the morning and afternoon school sessions. N.B. When exclusion is for a fixed period (suspension), appropriate work must be set as soon as is reasonable for the excluded pupil. Exclusion is a serious step which should be used only in response to serious breaches of a school's discipline policy (Social Inclusion Policy). Exclusion should only be sanctioned after;

- i. a range of alternative strategies to resolve the pupil's disciplinary problems have been tried and proven to have failed and;
- ii. Where allowing the pupil to remain in school would be seriously detrimental to the education or welfare of other pupils and staff, (or of the pupil himself or herself).
- iii. The Sandwell Protocol for Fixed Term and Permanent Exclusions and Hard to Place Pupils **MUST BE CONSULTED** before considering any type of exclusion and the protocol followed as prescribed. Only the Head teacher (or Acting Head teacher) can exclude a pupil from school and may:

- Not delegate that power to someone else;
- exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year; • also exclude a pupil permanently;
- Also convert a fixed period exclusion into a permanent exclusion, if he or she decides circumstances warrant this.

In all cases the Head teacher will promptly:

- inform the pupil's parent of the period of the exclusion, or that the exclusion is permanent;
- give the reasons for the exclusion;
- advise the parent that he or she may make representations about the exclusion to the governing body's discipline committee; • advise the parent how his or her representations may be made;
- In the case of a permanent exclusion being confirmed, remove a pupil from the school roll on the school day either:
 - i. after the appeal committee's confirmation of permanent exclusion;
 - ii. on expiry of the time allowed for appeals to be made;

iii. The pupil takes up a place elsewhere before events i. or ii. Occur.

The Head teacher will immediately notify both the LA (Exclusions Team) - plus complete the necessary paperwork promptly as prescribed by the Protocol- and the governing body's discipline committee of the details of an exclusion, (including the reasons for it) in the following cases:

- Permanent exclusions
- Fixed period exclusions are converted to permanent exclusions;
- fixed period exclusions total more than five school days in any one term;
- An exclusion would result in the loss of an opportunity to take an external exam. There are statutory procedures involving disciplinary and appeals committees for the further process of dealing with exclusions and appeals against such actions. Meanwhile absence should be recorded as authorised. The school remains responsible for the education of children who have been excluded, even if the child has been permanently excluded until a time that he or she may either be allowed to return to school or has been allocated another place in another setting. Teachers are responsible for setting work for an excluded pupil who remains on the school