



Defence
Children
Services

DCS Directive 3.2.6

School Attendance

DCS Nov 2022 v3.0

General

Authorisation	Director DCS
Senior Responsible Owner	DCS Chief Education Officer MOD Schools
Points of Contact	SO1 Policy, Risk and Assurance
Review Date	Nov 2024
Related Policy/Guidance	The Education Act 2002 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013
	Department for Education Statutory Guidance: School Attendance (2019) Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour (2013) Department for Education Advice: Behaviour and Discipline in schools (2016)
Annex A	School model policy
Annex B	Application for term time absence for exceptional circumstances
Annex C	Application for term time absence for Post Operational Leave (POL)
Annex D	Attendance graduated response
Annex E	Unauthorised attendance flow chart
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Introduction

1. Good attendance at school is strongly linked to educational achievement and is the single most important factor to ensure that children and young people have optimal life chances.
2. MOD provided schools are to ensure that all children gain maximum benefit from the educational opportunities available in order that they achieve their full potential.

3. MOD provided schools use the Department for Education (DfE) definition of unauthorised absence (also known as truancy): “absence without leave from a teacher or other authorised representative of the school. This includes all unexplained or unjustified absence” and will adopt, where reasonably practicable overseas, statutory guidance directed by Central Government (England) through the DfE.

Aim

4. This document provides a supporting framework for the prioritisation of attendance in school; laying out DCS direction and guidance for managing school attendance and encouraging good attendance.

Scope

5. This Directive applies to the attendance of pupils of compulsory school age¹ who are on roll within a MOD provided school overseas.

6. The Queen Victoria School (Dunblane) will follow Scottish National statutory direction and guidance for school attendance and may make use of this Directive where it is complementary.

7. MOD Early Years settings may use this Directive when developing their strategies for encouraging good attendance.

Legal Framework

8. DCS’s school direction and guidance adopt, where reasonably practicable overseas, Central Government policy for England directed through the DfE.

9. The MOD applies the statutory requirement for parents to ensure that their children of compulsory school age receive an ‘efficient and suitable²’ education. Should parents fail to do so there are mechanisms that can be brought to bear, if necessary, in order to enforce attendance for Defence personnel who come under scope of the Armed Forces Act 2006.

Roles and Responsibilities

10. DCS does not operate an Education Welfare Service as a local authority in England would, however, does employ Education Welfare Officers (EWO) to support schools and settings. However, the lead responsibility for monitoring and ensuring attendance is with the school staff. This makes it particularly important that all staff have a clear understanding of their respective roles and responsibilities in relation to attendance. The MOD Schools EWOs will monitor the effectiveness in this.

11. MOD Schools district School Improvement Advisor will conduct oversight of pupil attendance during their core visits.

12. HQ DCS (MOD Schools) provides the following support:

¹ Compulsory school age in England is 5 years of age.

² Education defined through case law: Mr Justice Woolf in the case of R v Secretary of State for Education and Science, ex parte Talmud Torah Machzikei Hadass School Trust, *the Times* (April 1985)

- a. development and monitoring of school procedures.
- b. contribution to in-service training of school staff.
- c. direct work with families and pupils.
- d. Provision of a district Education Welfare Officer

13. It is essential that MOD schools liaise with local Commands, in particular the Unit Welfare Officer/single Service equivalent. Where there is no designated Unit Welfare Officer/equivalent then the Commander/Commanding Officer/Head of Establishment assumes or delegates this function.

School Requirements

14. All MOD schools are to have a school attendance policy which is to be published on the school website. Schools are to adapt the model policy at Annex A and should include:

- a. Roles and responsibilities.
- b. How schools will work in partnership with parents and the local Command.
- c. How schools will manage attendance.
- d. How schools will report absences.
- e. Details of school calendar; school day timings; absence reporting.

15. MOD provided schools should have a register of pupil attendance and use national attendance codes, as detailed in DfE statutory guidance for [School Attendance](#).

16. MOD provided schools are to have arrangements in place for attendance issues, including:

- a. Following up unexplained and unexpected absence.
- b. Granting leave of absence.
- c. Notifying of illness.
- d. Making appointments during school hours.

Attendance Data

17. A high proportion of children in MOD schools are likely to experience a parent deployed on an operational tour – this may generate a high number of requests for absence linked to Post Operational Leave (POL) which will impact on term-time leave and attendance data. Whilst MOD school attendance data is benchmarked against National (English) targets, the impact of POL is recognised by Ofsted, School Governance Committees (SGC) and by MOD Schools district School Improvement Advisors during their core visits.

18. To enable transparency in the data, MOD school attendance data is expressed through two figures:

- a. One overall school attendance figure.
- b. An additional school attendance figure to record absence agreed to by the head teacher for Post Operational Leave (POL) (Code H).

19. MOD schools are required to regularly analyse school attendance data in order to identify pupils with poor overall attendance and persistent absentees. This will be used to inform reviews of attendance and absence management conducted by MOD Schools district Education Welfare Officer.

20. MOD Schools district School Improvement Advisors, working with the district EWO will provide oversight of attendance and absence management during their core visits programme and will work with individual schools to:

- a. understand the factors that affect school attendance and
- b. identify appropriate strategies for improvement.

Term Time Pupil Absence

21. In line with statutory requirements laid out by the DfE, the granting of term time pupil absence can only be on the 'exceptional grounds' detailed below:

a. **Exceptional circumstances.** Each MOD school will consider every application for term-time absence individually. Parents will need to be directed to use the form at Annex B to apply for term-time absence on the grounds of exceptional circumstances. Schools should define 'exceptional circumstances' in their school attendance policy. Examples of 'exceptional circumstances' should include:

- (1) bereavement or serious illness of relatives.
- (2) medical needs where treatment is required in the UK.
- (3) where delivery of the Defence Mission by service parents employed in specific roles impacts on the ability to observe standard leave patterns.

22. **Post Operational Leave (POL).** Children may be granted a maximum of ten days term time absence in support of a parent's POL. Parents must have confirmation from their Command that they are entitled to apply for this absence and will need to use the Application Form at Annex C.

23. The entitlement to and granting of POL to Service personnel is contained in JSP 760 (Ch11). Whilst it is recognised that families face unique circumstances in a military community, given operational tours, it is important that parents understand the potential risks of non-attendance at school to a child's education. The granting of POL to a serving parent is distinct from the granting of term-time absence for a pupil and it is important to highlight that families can and do enjoy the POL of the serving parent without going away and without therefore requesting that their child is absent from school during term time.

24. MOD Schools acknowledges that, as directed in JSP 760 (Ch11, section 11.4) POL will be taken *'as soon as possible and at the latest within one month, after a Service person's return from qualifying Operations or Deployments'* and will therefore coincide with academic terms. When deciding whether to grant such requests, head teachers will take into account a range of

issues, for example the individual pupils' previous attendance record as well as their age and stage within the academic cycle. Head teachers are ultimately responsible for agreeing authorised absences to support POL.

25. **Non-compliance.** There will be occasions when term time absence has been applied for by a parent, not agreed to by the school, but been taken anyway. For the purposes of school data, such absences should continue to be recorded as code G, defined as 'Unauthorised absence as pupil is on a family holiday, not agreed'.

26. In England there is a legal power to issue parenting orders and penalty notices; that power does not exist overseas. Where there is a concern over the welfare of the child the in-country contracted social care service may be contacted, in addition to the district EWO. For persistently non-compliant parents head teachers can work in partnership with the local Command to seek a solution.

Encouraging Attendance

27. Achieving favourable learning outcomes for children starts by children being at school. Regular attendance is a prerequisite to a good education and securing it must be a high priority for all.

28. There are proven links between absence rates and pupil attainment. Being out of school can cause serious long-term harm to young people's lives and ruin their chances of success. By failing to attend school regularly, pupils diminish the value of the education provided for them. Schools need to monitor and support pupils to maintain regular school attendance principally because:

- a. regular and punctual attendance at school is essential to the process of raising attainment.
- b. young people not in school are more vulnerable, i.e., to drifting into crime or other anti-social activity.

29. MOD schools are to encourage and promote good attendance in as many ways and for as many pupils as they can and will need to balance this with measures to address the needs of vulnerable children who, for whatever reason, find it difficult to attend.

30. MOD schools are to have a whole school approach to attendance which focuses primarily on promoting attendance but also addresses such issues as truancy, condoned absences, exclusion and re-integration. It relates to a wide range of other school issues including punctuality, rewards and incentives, the quality of teaching and learning, curricular differentiation and home-school links.

31. The context of MOD schools within a Defence environment and overseas locations presents a number of supporting conditions for good attendance:

- a. the close-knit nature of local communities means that truancy is less likely.
- b. parents are usually supportive of attendance in school.
- c. there is an expectation within the military community that children will attend school regularly and that parents will support their children's education.

- d. family circumstances (health, housing, employment) are usually favourable.
- e. there is organised transportation in most locations from home to school and back each day.
- f. The provision and access to a dedicated district Educational Welfare Officer (EWO).

32. The list above should not distract from individual issues which can occur in any family, and which can result in poor attendance. Whilst some aspects of the Defence community overseas do support good attendance, others can impact on the continuity of education for children of Defence personnel, for example:

- a. frequent moves of school due to parental postings can mask underlying issues regarding attendance and welfare.
- b. pupils can be absent from school due to a family requirement for compassionate leave.
- c. special consideration for additional leave has to be given to the return of a parent from active duty.
- d. the stress of deployment can impact on families in many ways.
- e. gaps between postings can result in children being out of school and tracking children can be complex when families may move at short notice and without a destination address being available.
- f. there can be added pressure on non serving parents during times of service-related separation due to deployments, (for example, transporting children to school if the non-serving parent does not drive and no school transport is provided). This highlights the need for close liaison between the parents, school and unit staff - all of whom have a close interest in identifying solutions to attendance issues.

33. MOD schools will need to consider how these 'Service specific' factors can be mitigated in order to promote optimal attendance.

Partnership Working

34. Improving attendance requires effective working relationships between MOD Schools, SGCs, local Commands, the community and parents. To achieve success outcomes for Service children it is essential that partners work together within a creative framework, but also one that defines agreed expectations for all partners.

35. Joint action between partners is required in order to encourage and manage pupil attendance. Whilst MOD schools may not always have access to the full range of services and agencies that might support attendance in the UK, it is important to recognise the support that is available, which includes:

- a. Education Welfare Officers (EWOs).
- b. Unit Welfare (Families) Officers.

- c. DCS personnel (MOD schools district School Improvement Advisor and Education Welfare Officer).
- d. Health and Welfare.
- e. Service and Civil Police.
- f. Single Service specialist welfare agencies.
- g. MOD contracted social care services.

36. Where parents are unaware of the impact that absences can have on their children's education, or are unsupportive of the school, then interventions may be ineffective. It is essential, therefore, that parents recognised as partners in any strategy to improve attendance. This can be achieved in a number of ways:

- a. Overseas Commands and DCS MOD schools through:
 - (1) The presence, guidance and support of a dedicated district EWO.
 - (2) use of the local press and BFBS for publicising the importance of attendance.
 - (3) leaflets for parents on attendance matters.
 - (4) supporting UWOs in their work with families.
 - (5) identification and close monitoring of any vulnerable children and/or vulnerable groups.
 - (6) monitoring at key times e.g., transition between primary and secondary schools.
- b. Locally, by MOD provided Schools through:
 - (1) regular and timely communication to parents.
 - (2) Citizenship and Personal, Social & Health Education (PSHE).
 - (3) parents' evenings.
 - (4) award/reward systems.
 - (5) specific reports on individual pupils.

Attendance Policy

(School name)

(School logo)

Approved by	
Date	
Review Date	XXX 2022
Related Policy/Guidance	The Education Act 2002 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013
	Department for Education Statutory Guidance: School Attendance Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour Department for Education Advice: Behaviour and Discipline in schools

Aim

1. Our school aims to meet its obligations with regards to school attendance by:
 - a. Promoting good attendance and reducing absence, including persistent absence. DCS considers “good” attendance is at least 96% (excluding post operational leave POL³)
 - b. Ensuring every pupil has access to full-time education to which they are entitled
 - c. Acting early to address patterns of absence

³ Post Operational Leave is detailed at paragraph 22 of the DCS Directive 3.2.6 School Attendance.

2. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

You may wish to add information about your school's principles or ethos around why attendance is important.

You may also wish to define 'regularly' according to your school's internal attendance strategy.

School Procedures

3. **Attendance register.** Adopting statutory requirements for school attendance (England), our school is required to keep an attendance register, and all pupils must be placed on this register.

4. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- a. Present
- b. Attending an approved off-site educational activity
- c. Absent
- d. Authorised Absent (due to medical/dental appointments, exceptional circumstances or POL)

5. Any amendment to the attendance register will include:

- a. The original entry
- b. The amended entry
- c. The reason for the amendment
- d. The date on which the amendment was made
- e. The name and position of the person who made the amendment

6. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

7. *The following is a suggestion only. You will need to adapt this to suit your school's session times,*

8. Pupils must arrive in school by [time] on each school day.

9. The register for the first session will be taken at [time] and will be kept open until [time]. The register for the second session will be taken at [time] and will be kept open until [time].

Unplanned Absence

10. Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by [time] or as soon as practically possible.
11. *Insert information about how parents notify the school of an unplanned absence.*
12. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
13. If the authenticity of the illness is in doubt, the school may ask parents 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.
14. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this prior to recording.

Medical or Dental Appointments

15. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
16. However, parents are encouraged 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.
17. *Insert information about how parents notify the school in advance of a medical or dental appointment.*

Other Term Time Absence

18. Applications for other types of absence in term time must also be made in advance.

Lateness and Punctuality

19. A pupil who arrives late but before registration has been taken will be marked as late, using the appropriate code.
20. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.
21. *You may also wish to explain how you identify and respond to ongoing punctuality issues; including partnership working with local Commander/Command/Head of Establishment.*

Following up Absence

22. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary (liaising with the district Educational Welfare Officer, if appropriate), identify whether the absence is approved or not and identify the correct attendance code to use.

You may also wish to explain your school's process and timings for pursuing an unauthorised absence.

Reporting to parents

23. *Explain when and how you report to parents on their child's attendance record annually in the written end-of-year report.*

Authorised and Unauthorised Absence

24. Head teachers (or designated deputy) may not grant leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

25. We define 'exceptional circumstances' as *(insert your school's definition here using the direction laid out in DCS Directive 3.2.6: School Attendance)*

26. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, current attendance figure, and relevant context behind the request. The head teacher may choose to discuss a request with their local Assistant Chief Education Officer (ACEO); however, a leave of absence is granted entirely at the head teacher's (or designated deputy) discretion.

27. Valid reasons for **authorised absence** include:

- a. Illness and medical/dental appointments.
- b. 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.
- c. Post Operational Leave.
- d. *You may wish to add further examples drawing on guidance from DCS Directive 3.2.6 and the DfE's school attendance advice.*

28. *In this section you may wish to add examples of unauthorised absence, such as when term-time holiday will not be approved; information about targeting unauthorised attendance; how study leave is only granted to pupils in year 11.*

29. Strategies for Promoting Attendance

30. *Explain your school's approach to encouraging good attendance.*

31. Attendance Monitoring

32. *Explain your school's approach to monitoring attendance: include when parents are expected to notify the school and if parents are expected to call the school each day a child is ill.*

33. If a pupil's absence goes above *(insert number)* days, we will contact the parents to discuss the reasons for this.

34. *State the actions that the school will take if a pupil's absence goes above the threshold identified in paragraph 33 and continues to rise.A*

Roles and Responsibilities

35. *Lay out the roles and responsibilities for Office/reception staff, Class teachers, the head teacher (or designated deputy); the School Governance Committee.*

Annex B Application for Term-Time Leave for Exceptional Circumstances

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term time absence from school on the grounds of 'exceptional circumstances' for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

Explanation of exceptional circumstances

I am requesting term time absence for my child from (date) _____ until _____ resulting in an absence of _____ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: _____ Date: _____

Head teacher (designated deputy) use only

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record for the last term/academic year is: _____% attendance

a) I confirm that this exceptional absence has been agreed:

Signed _____ Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

Signed _____ Date _____

Annex C Application for Term-Time Absence for Post Operational Leave

Name of child: _____

School/Class: _____

I would like to request permission for my child to be granted term-time absence from school during term time due to my own post operational leave. I understand that any term time leave for children is discouraged and may be detrimental to my child's education.

Explanation for exceptional leave:

I understand that DCS MOD Schools expects that a maximum of ten days is applied for and that the Serving person must have returned from a minimum of a 3 months tour of duty.

I understand that permission for this exceptional term time leave from school can only be granted by my child's head teacher.

Unit Declaration confirming entitlement to apply for term-time absence in support of POL:

<u>UNIT DECLARATION</u>	
Name of Unit	_____
Rank/Name of Unit representative	_____
This is to certify that _____ is entitled to apply for term time absence from school for their child in support of post operational leave.	
Signature of Unit representative	_____ Unit Stamp

I am requesting term time absence for my child from (date) _____ until _____ resulting in a total absence of _____ school days.

Signature of parent: _____ Date: _____

Head teacher(designated deputy) use only:

Thank you for your application for 'post-operational leave' for your child.

Your child's attendance record for the last term/academic year is: _____ % attendance
and the number of sessions missed last term/year was _____

a) I confirm that this exceptional leave has been agreed:

Signed _____

Date _____

b) Your request for exceptional leave has not been agreed for the following reason:

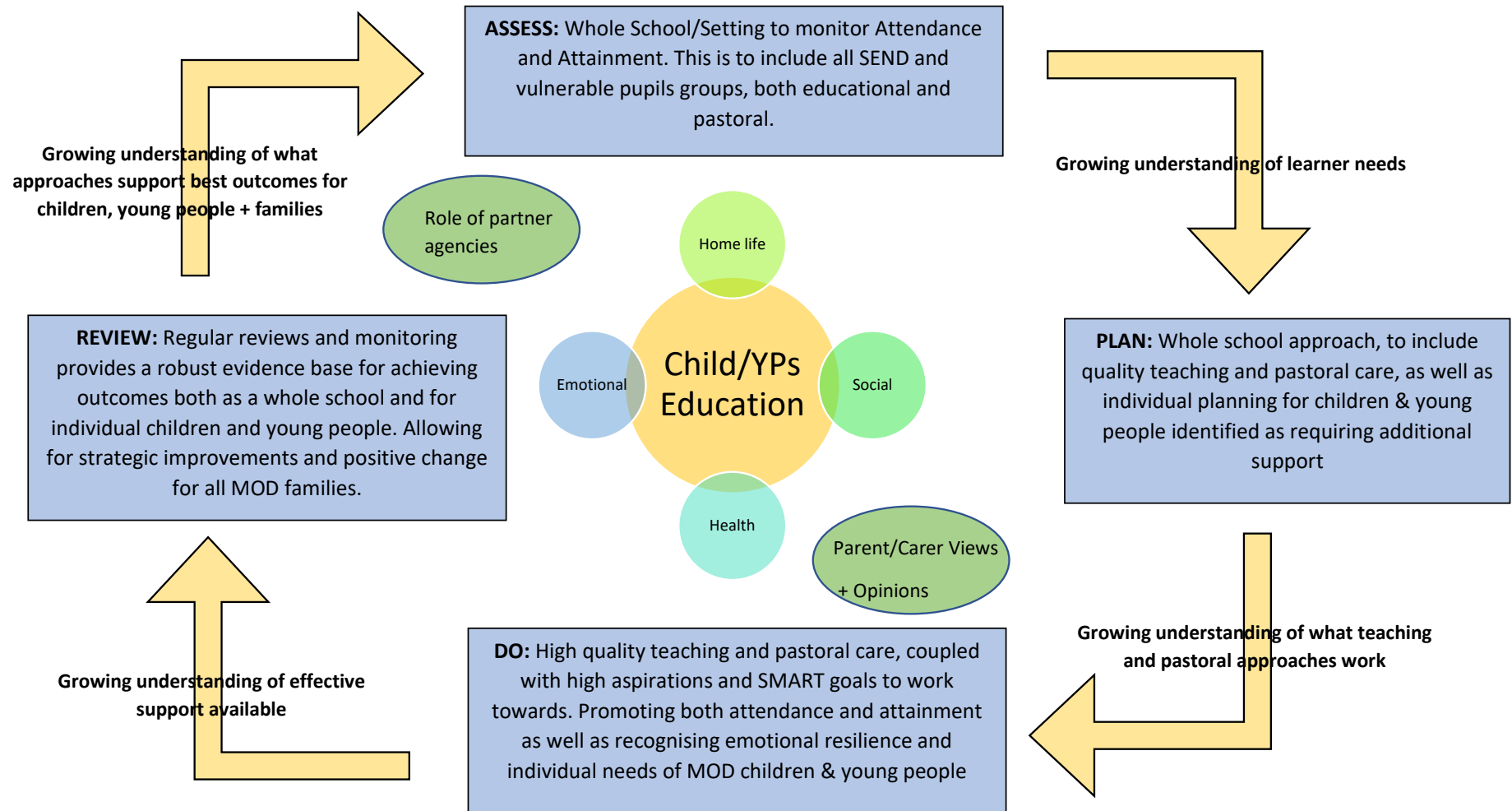
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Signed _____

Date _____

Annex D Attendance Graduated Response

Attendance Graduated Response



Annex E Unauthorised Attendance Flow Chart

Stage 1

First unauthorised absence recorded:

(day 1) 2 Sessions missed: Welfare T/C from school

(day 2) 4 Sessions missed: Further Welfare T/C from school

If more than 4 sessions missed with the same illness, request medical evidence such as drs note.

(day 3) If parents are not contactable after 6 missed sessions: Welfare visit to be undertaken *by school.* - *Offer of referral to informal EWO support*

(day 4) 8 Sessions missed: Depending on success of welfare visit, parents to be invited in for an informal attendance discussion.

(day 5) 10 sessions missed: If after 5 days, no attendance has been achieved and parents not contacted, child is reported as Missing from Education and reported to the EWO.

Unauthorised Persistent Lates (UPLs).

(day 1) Late arrival: Welfare T/C from school

(day 2) Repeat Late arrival: Further Welfare T/C from school – *offer of referral to informal EWO support*

(day 3) Repeat Late arrival: Welfare visit school and EWO if possible.

(day 4) Prolific Late arrivals: Referral to EWO service for support. *After this point, UPLs are supported in the same way as Repeat Unauthorised Absences*

Attendance Letters from Head Teacher to be sent to parents/carers if by day 4, no contact with family has been made and child remains out of school.

Stage 2

Repeat Unauthorised Absences & Persistent Lates

If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.

If attendance is **above 96%** and pupil has two separate unauthorised absences: T/C from schools to discuss absence and invite to informal meeting with EWO and school. *Letter to be sent as a follow up advising around good school attendance, importance etc.*

If attendance is **below 96%** or 3 separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR) *EWO Flow chart to be followed moving forward.*

Continued Unauthorised Absence – no contact

If a child is not in school for 5 or more days (10 sessions) the child is deemed **MISSING** from Education (**CME**) and must be reported to EWO for tracking.

School should make every effort within reason to contact the family and track the child's location and any updates should be shared directly with the EWO.

Continued Unauthorised Absence – contact made

If a child is not in school for 5 or more days (10 sessions) but the family are in contact with the school, the child is deemed **MISSING OUT** on Education.

Referral to EWO formal support with parents/carers invited to MOD Attendance Review (MOR). *EWO Flow chart to be followed moving forward.*

Attendance Letters from Head Teacher to be sent to parents/carers at each stage, advising of next steps. *Letter template available*

Stage 3

Repeat Unauthorised Absence, Persistent Lates and Continued Unauthorised Absences.

If attendance continues **below 96%** despite formal support from EWO. **After 3 MOR's** (timescales individual to the needs of the family), consideration for initiating an assessment of supportability as the families needs may not be able to be met overseas.

Further EWO support can be provided if DCS, School and Command all in agreement, this will be agreed on individual circumstances.

Continued Unauthorised Absence – no contact

If after **28 days**, school (with EWO support) unable to locate child, the child can be "off-rolled" from the setting and will remain with EWO for continued CME tracking.

Child **MUST** remain on-roll for 28 academic days before being off-rolled.

**red is optional at your discretion and DCS available to discuss and support as needed*

Annex F Template Letter Persistence Absence

Dear PARENT/CARER

Persistent Absence Letter 1/2/3

I am writing to you to inform you that your child's current school attendance is % with % of this being unauthorised.

Currently your child's attendance is at Stage 1/2/3.

I have attached a copy of our attendance flow chart for your reference.

Please delete depending on stage

Stage 1: Your child has missed X sessions since X date. Our Education Welfare Office is able to provide informal support if you wish to access this please let us know. If your child's attendance does not improve by X date, we will move to stage 2 of our attendance process.

Stage 2: Your child has now missed further sessions despite support at stage 1. They have now missed X sessions. We would like to invite you in for a MOD Attendance Review (MOR) on X date/time/location. Our Education Welfare Officer will be available to attend this review to support you and your child moving forward.

Stage 3: Despite support at stage 1 and 2, your child's attendance has not improved. At this point we are requesting a review of your family's supportability overseas and further details will be provided to you. You were informed of this decision at your last MOR on X date.

At X School, we strive to achieve the best outcomes for our children and young people and positive school attendance and attainment is at the forefront of our focus. Supported by Defence Children's Services our school is available to support you and your family at every stage of your child's education.

If you have any questions about the attendance process, please speak to us at the earliest possible opportunity.

Yours sincerely, [can be handwritten or typed]

Add signature or [Signed on original]

Name

Rank (if appropriate)

Job title, if not included in address

Copied to: List of copy addressees