



Attendance

Summary	This document details the school's approach to attendance.		
Originator	Headteacher/ School Business Manager	Date:	September 2024
Responsible Governor	Kristy Hill	Responsible Committee	FGB
Approved By:		Minute Number	
Date:			
Review Date:	September 2026	Implementation Date:	September 2024
Document History			
Date	September 2026	Change	Penalty notice wording from DCC

Contents

Introduction	3
Aims.....	3
Legislation and Guidance	3
Roles and Responsibilities.....	5
Working Together to Improve Attendance	10
Registration	11
Lateness	11
Recording Attendance	11
Authorised Absence	14
Strategies for Promoting Attendance	16
Supporting pupils with poor attendance	16
Supporting pupils who are absent or returning to school.....	18
Attendance Monitoring	19
Monitoring Arrangements	21
Links with other Policies and documentation:	21
Appendix 1: Attendance Codes.....	22
Appendix 2: Flowchart	25
Appendix 3 - Child Friendly Attendance Policy	26
Appendix 4 – Effective School Attendance Management Flowchart	28

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Aims

To manage and improve attendance effectively, all schools are expected to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, except for schools where all pupils are boarders, attendance registers and have effective day-to-day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

Legislation and Guidance

In building a culture of good school attendance, all schools are expected to:

- Recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos, and day-to-day life.

- Recognise the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing, and support for disadvantaged students (including use of pupil premium).
- Recognise improving attendance is a school leadership issue and have a designated senior leader with overall responsibility for championing and improving attendance in school. Responsibilities should include offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Make sure attendance support and improvement is appropriately resourced, including where applicable through effective use of pupil premium funding. Where possible this should include attendance or pastoral support staff (either school-based or contracted) who can work with families, conduct home visits and work in partnership with school leaders, the local authority's School Attendance Support Team and other partners.
- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels. In doing so, schools should help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development. It should also include clarity on the short and long term consequences of poor attendance.
- Visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or in registration periods. Where used sensitively and without discrimination, this may also include praising and rewarding improvements in attendance at year group, class/form and individual level.
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Maintained schools: Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- > [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- > The [Equality Act 2010](#)

It also refers to:

- > [School census guidance](#)
- > [Keeping Children Safe in Education](#)
- > [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- > [Ofsted's 2025 framework toolkit](#)

Roles and Responsibilities

Attendance monitoring and improvement is everyone's responsibility within a school, though there are some staff with dedicated attendance responsibilities. If you have questions or concerns regarding attendance, please see the named staff below:

Name	Role in School	Role Regarding Attendance
Charlotte Vernon	Headteacher	Attendance Lead (SLT)
Sharon Bennett	School Business Assistant, Attendance Lead and Play Leader	Attendance Champion, Attendance Panel
Sam James	Family Support Worker	Attendance Panel
Jane Melbourne	Business Manager	Attendance Panel (SLT)
Taylor Simpson	Senior Business Assistant	Day to day office roles regarding attendance - e.g. taking phone calls and monitoring registers
Roberta Hearnshaw	School Business Assistant	Day to day office roles regarding attendance - e.g. taking phone calls and monitoring registers
Kristy Hill	Co-opted Governor	Attendance Governor

The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers.
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and sharing the required information with the DfE and local authority.
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils but adapts processes and supports pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the Headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing penalty notices, where necessary, and/or authorising the Assistant Headteachers to be able to do so.
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels.
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.

The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.

- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Charlotte Vernon and can be contacted via the school number 01246 234546.

The Attendance Officer

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the Headteacher / Senior Leadership Team (authorised by the Headteacher) when to issue fixed-penalty notices.

The Attendance Officer is Sharon Bennett and can be contacted via the School Office, 01246 234546.

Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office twice daily.

School Admin Staff

School admin staff will:

- Take calls from parents and guardians about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents and guardians to the pastoral lead or attendance officer to provide them with more detailed support on attendance where necessary.

Parents/Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.

- All those who have parental responsibility for a child or young person.
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8:30 a.m. on the day of the absence and each subsequent day of absence), and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the attendance team or pastoral team who can be contacted via 01246 234546.

Pupils

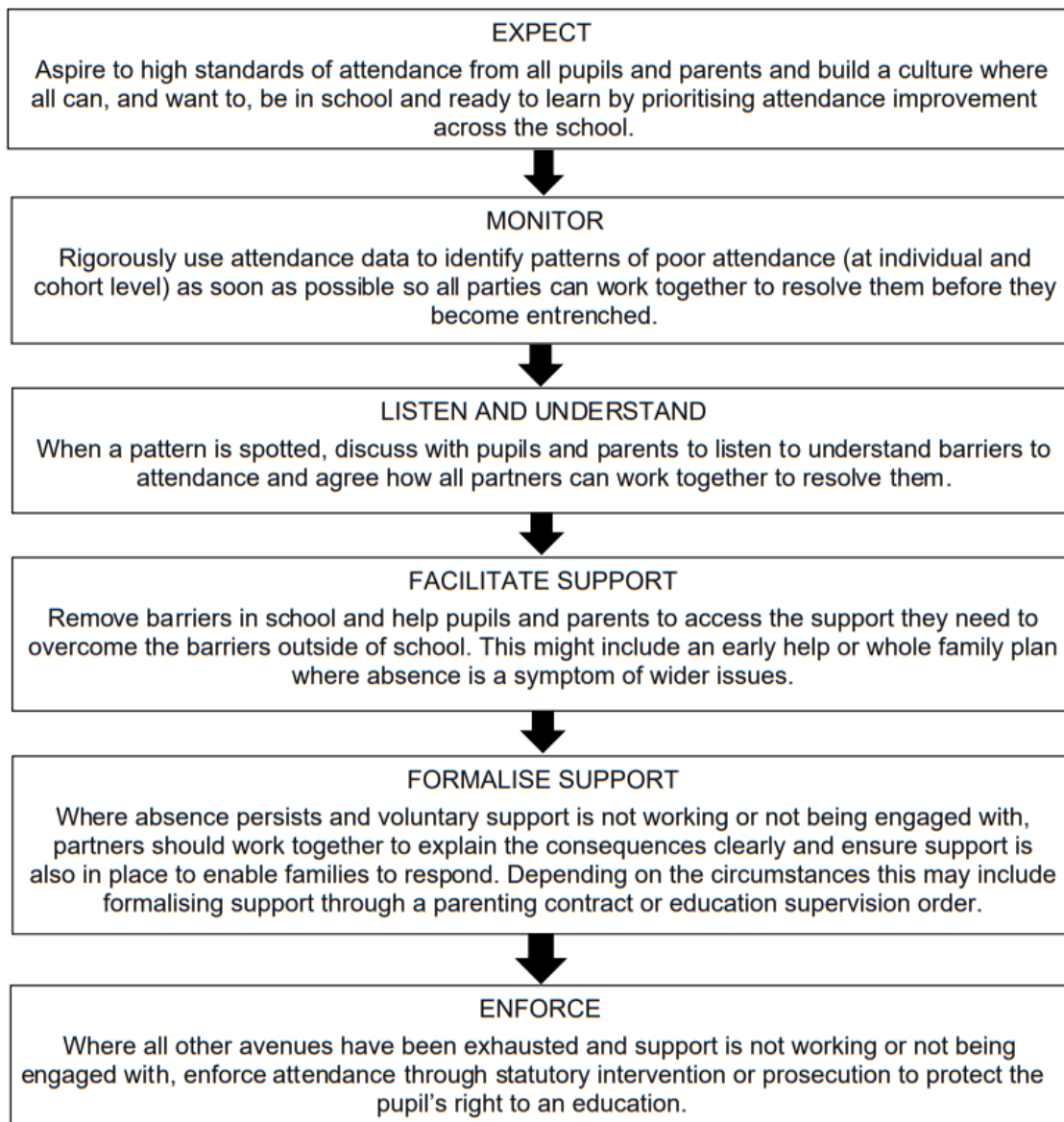
Pupils are expected to:

- Attend school every day on time.
- Arrive at school promptly and be ready to learn.

Working Together to Improve Attendance

Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



Registration

The school gates open at 8:20 a.m. and children are expected to be in school by 8:30 a.m. this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start at 8:40 a.m.

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session.

All attendance records are documented using Arbor. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule.

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 8:40 a.m. will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:30 a.m. will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:30 a.m. will have the absence recorded as a medical absence (Attendance code M).

Recording Attendance

Attendance Register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Unplanned Absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8:40 a.m. or as soon as practically possible by calling the School Office on Tel: 01246 234546.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for 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.

Planned Absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment. This should be done using the Leave of Absence Request Form.

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary and attend school before/after their appointment.
- Wear school uniform to their appointment, to make it easier to return to school afterwards.

However, we encourage parents to make medical and dental appointments out of school hours where possible.

The pupil's parents must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

First Day Contact

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

Following up Unexplained Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit. If there are concerns over the absence or wellbeing of the child, school may contact the police or social care as necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the school will consider involving an education welfare officer.
- School may choose to involve external agencies for support as appropriate, such as TAF meetings.
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

- Where support is not appropriate, not successful, or not engaged with a notice to improve, penalty notice or other legal intervention as appropriate.

Reporting to Parents/Carers

Please note, it is school's policy to fine all holiday requests that are unauthorised. Attendance is monitored half termly for all pupils. If a pupil is below the school's 96% target, a letter will be sent out reminding parents about the importance of attendance and that this will be monitored closely.

If attendance does not improve after a further half term, or school has immediate concerns regarding a family, a meeting will be held to discuss the barriers to attendance and how school can support families. This may include Early Help intervention, offer of Breakfast Club, support for Emotional and Mental Health for both pupils and parents etc. A monitoring period will be set in this meeting to ensure attendance is improved immediately and swiftly.

If attendance still does not improve, a formal Attendance Panel meeting will be held and led by Sharon Bennett to ensure an offer of support is available for the family.

If attendance still does not improve at this stage, the Panel meeting minutes will explain clearly what will happen next with that family. This may include:

- A parenting contract signed by both school and parents.
- An escalation to social services.
- Contact with other health professionals.
- Contact with Behaviour Support.
- Contact with the Local Authority's Attendance Team on advice and support.
- Potential for an Education Supervision Order.
- Fixed Penalty Notices.

Attendance across the school is reported to parents weekly via our Newsletter. The school will regularly inform parents about their child's attendance and absence levels each term, praising families who have achieved 96% or above, or writing the first letter of attendance concern if the attendance is below 96%.

Authorised Absence

Approval for term-time absence

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview for employment or for admission to another educational institution.
- Study leave.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies.
- Family emergencies (e.g. death of a close relative).

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the office, or school website. The Headteacher may require evidence to support any request for leave of absence.

Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance.
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).
-

Absences from the school site (which are not classified as absences)

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

Strategies for Promoting Attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

Certificates are awarded for 100% attendance.

Weekly class rewards (5 minutes extra break for the highest attending class and 10 minutes break for pupils with 100% attendance)

Attendance features on a weekly basis in our newsletter and flyers are sent to parents.

Displays around school to promote good attendance are updated weekly.

Supporting pupils with poor attendance

Our school will make use of the full range of support and potential sanctions - including, but not limited to, those listed below - to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Attendance Contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent / carer (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

Education Supervision Order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

A notice to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

It will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#).
- Details of the support provided so far.
- Opportunities for further support or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

Penalty Notices

The Headteacher (or a deputy or assistant Headteacher, authorised by the Headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).
- Whether a penalty notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Supporting pupils who are absent or returning to school

Pupils absent due to mental or physical ill health

Parents should consult the NHS guidance [Is my child too ill for school?](#) when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

School will support children and families with their attendance where there are ongoing concerns or support needed linked to a child's health. This may include TAF meetings being held with other professionals where appropriate.

Pupils absent due to other barriers to attendance

School upholds the same high standards of attendance for all pupils. Monitoring activities are undertaken to ensure that children of all backgrounds are supported to attend and attend regularly and. Include those who are / are at risk of:

- Having SEND
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

Pupils returning to school after a lengthy or unavoidable period of absence

Where pupils have had a lengthy or unavoidable period of absence, work with the pastoral team will be undertaken where necessary. If it is deemed appropriate by the Headteacher / Assistant Headteachers and the family, there may be occasions where children return under a part-time table to accommodate health needs.

Attendance Monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.

- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families.
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium lead).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school.
 - Listen, and understand barriers to attendance.
 - Explain the help that is available.
 - Explain the potential consequences of, and sanctions for, persistent and severe absence.
 - Review any existing actions or interventions.

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by Charlotte Vernon, Jane Melbourne and Sharon Bennett. At every review, the policy will be approved by the full governing board.

Links with other Policies and documentation:

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Attendance On a Page
- Behaviour Policy
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- [School attendance - Derbyshire County Council](#)

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of Absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of Absence	Leave of absence for the purpose of participating in a regulated performance
C2	Temporary Reduced Timetable	Pupil is on a part-time timetable agreed by staff and parents.
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
K	Attending education provision arranged by the local authority	Attending an alternative school place in the afternoon for therapy
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason

		emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Flowchart

Absence Management Flowchart	
7:45 a.m. Breakfast club is available to pupils where this will support the attendance and punctuality.	 
8:20 a.m. Learning Mentor and Pastoral Manager (or other designated person) to be in the playground to welcome pupils and identify any pupils who are late.	
8:30 a.m. - 8:40 a.m. Registration period / Meet and Greet	
8:40 a.m. - 9:30 a.m. Discussion with pupils to promote attendance and punctuality and ascertain reasons for lateness. Children arriving at this time will be recording as 'L' for late.	
9:00 a.m. Make first call for absent pupils Call parents of targeted pupils Update any relevant information on CPOMS and Attendance File	
Periodically (Depending on Need) Create absence reports from MIS Edit the latest weekly monitoring list with highlight according to data Check whole school attendance percentage Check whole school persistent absence percentage Update display in the Office and School Hall (Termly)	
Termly Congratulate positives for pupils and families who are no concern Arrange attendance panel meetings for monitor and intervene where relevant Monitor and discuss actions for strategic improvements for attendance	

Appendix 3 - Child Friendly Attendance Policy

Reasons to attend school

- Going to school helps you to learn new things and make friends. Taking part in school activities and clubs is fun.
- Going to school every day improves your chances of getting a job when you're older.
- Going on school trips helps you to learn about the big, wide world outside of your local community.
- Going to school means you will get to see your friends.
- Good attendance at school is rewarded.
- Purposely missing school is called truancy. This is against the law.
- Being at school and keeping busy might help you sleep better at night.

Rewards

- Our school has a reward system in place for good attendance.
- Pupils should aim to attend school at least 96% of the days they are expected to.
- Attendance certificates will be handed out in celebration assemblies once a term to pupils with good attendance.
- Rewards will be provided at the end of the school year for pupils with 100 percent attendance.
- Extra playtime will be rewarded weekly, to the class with the highest attendance.

If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends or get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



What if you can't come to school?

- You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.
- If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:
- Ringing the School Office.
- Emailing the School Office.

- It is important that the school is told you will not be attending before 8:40 a.m., so staff members know that you are safe.
- You may need to hand in a note from the doctor to the School Office.

What are you responsible for?

- You must be in classes by 8:40 a.m. and 1:05 p.m. every day, where the teacher will record that you are in school.
- You should tell your parents / carers if you do not feel well enough to go to school.
- You must not leave the school during the day unless the Headteacher has told you it is fine to do so and there is an authorised adult with you.
- If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it.
- If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back

What are your parents / carers responsible for?

- Your parents or carers must make sure you go to school if you feel fine and able to do so.
- Your parents or carers must tell the school before 8:40am if you cannot attend that day.
- Your adults should promote good attendance at school.
- Parents or carers should try to book all doctor, dentist and hospital appointments outside of school time where possible.
- If you need to go to a doctor, dentist or hospital appointment during school time, your adults must let the school know as soon as possible.
- Parents or carers must inform the school in advance if absences are required for religious reasons, including weddings and funerals.

What are the school responsible for?

- The school will record your attendance every day.
- When you are absent, the school will decide if it is 'authorised'.
- If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.
- The school will keep an eye on your attendance and look out for any concerns.
- Staff members are responsible for your safety and wellbeing whilst at school.
- Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.

Appendix 4 – Effective School Attendance Management Flowchart

