

St William of Perth Attendance policy



SWOP

Success, Worship, Originality, Perseverance

Last reviewed: November 2024

Headteacher: Mr J. Willis

Attendance Lead: Miss A. Gray

Ratified by Governors: 21st November 2024

Next review: November 2025 (Annually)

Mission Statement

Our mission is to nourish the growth of all its members as persons illuminated by the light of Christ as our Catholic values permeate all aspects of school life.

We aim to provide a quality education where high standards of attainment and behaviour are expected. We encourage all our pupils to develop as life-long learners as they strive to reach their full physical, intellectual and social potential.

This happens within an atmosphere of love, respect and tolerance of others in mutual co-operation within our School, Home and Parish family.

Introduction

School lays the vital foundations for a child's future life. Research shows that irregular attendance can adversely affect academic and social development. Parents/carers and school staff must work in partnership to make each child's education a positive and successful experience and to ensure that all children have full and equal access to all that the school has to offer.

Parents/carers are legally required to ensure that their children are punctual and have good attendance at school. They are helped to do this by being encouraged to follow our established systems for informing school in case of absence, and to bring to the school's attention any concerns or difficulties that may be affecting their child's attendance or punctuality. As a school we will offer all the support we can to enable them to carry out their responsibilities effectively and aspire to the highest level of attendance with an expectation of 96% in line with Medway and National expectations.

This policy adheres to the school's Equality Plan, incorporating Disability, Gender and Race Equality Schemes.

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils

- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) 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](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 and 2024 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

3. Roles and responsibilities

3.1 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 and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares 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 keeps 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 support to 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

3.2 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
- Refer unauthorised absences to Medway Council for consideration of issuing penalty notices, and where necessary commencing legal proceedings on the school's behalf
- Deciding whether an absence is authorised or unauthorised
- 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

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') 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 J.Willis and can be contacted via office@stwilliamperth.medway.sch.uk or 01634 404267.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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/headteacher and governors
- Working with education welfare officers to tackle persistent absence

The attendance officer is A.Gray and can be contacted via telephone on 01634 404267 or office@stwilliamperth.medway.sch.uk.

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day before close of registration at 9:25 and after Lunchtime by 1:50.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance lead where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents - [A guide for parents on school attendance](#)

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
- Fulfil their legal responsibility by reporting every day of absence to the school before 9.30am including on the first 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
- Seek support, where necessary, for maintaining good attendance, by contacting J.Willis – Headteacher at office@stwilliamperth.medway.sch.uk.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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, where 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 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 3:20pm (3:10pm for EYFS).

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:25am. Children arriving between these times will be marked late (coded L on your child's attendance record). Parents will be expected to give a valid reason for the lateness.

The register for the second session will be taken at 1:00 – EYFS / KS1 and 1:20 KS2 and will be kept open until 1:50pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am, or as soon as practically possible, by calling the school office staff, who can be contacted via absence@stwilliamperth.medway.sch.uk or 01634 404267. If no contact is made before 9.30 am, the school office makes a telephone call.

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

Where the absence is longer than 2 days, or 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.

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 in advance.

Examples of absences which will **be not be authorised**:

- o A child is kept off school because a parent is ill.
- o A child is absent because a sibling is ill.
- o The parent cannot get the child to school.
- o The child is taken on a shopping trip.
- o The child is absent due to birthday treat/family treat.
- o A child is absent due to family work patterns.
- o The child refuses to come to school or wants to stay at home.
- o The family have overslept.
- o The parents have forgotten the term dates.
- o There is a problem with the uniform.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents 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.

Medical Consultants and Orthodontist appointments are can sometimes be inflexible. Therefore if, despite your best efforts, your child's appointment has to be in school session time, please attach a copy of the letter of the appointment (if you have one) to a completed pupil absence form for medical appointments and then return it to school. The absence form will be passed to the Headteacher for authorisation. The Headteacher will make contact only if further clarification is needed.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

The school day begins at 8.55am. Children can come into the building from 8.40am.

Children may not be left before this time as they are not supervised.

Registration takes place at 8.55am.

Children arriving in school after 8.55am and before 9.25am will be marked late (coded L on your child's attendance record) parents will be expected to give a valid reason for the lateness.

9.25am is the official time that registers are closed. If a child arrives after this time an absence will be recorded as U on your child's attendance record.

Where persistent lateness gives cause for concern further action will be taken. This may involve contacting the appropriate authority outside the school.

The class teachers will monitor lateness on a weekly basis. If a child is regularly late, class teachers will inform the Head teacher who will send a letter to the parent/carer. If the child continues to be late, an appointment will be made with the parent/carer in order to agree a way forward.

4.5 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 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 complete a home visit, or in more serious cases, may complete a Safeguarding referral requesting a welfare check.
- 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(s) for which the pupil was absent
- When a parent/carer fails to fulfil their legal responsibility in contacting the school to report every absence, the school will follow the safeguarding policy.
- Where relevant, report the unexplained absence to the pupil's youth offending officer and allocated social worker
- 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: the school will issue a notice to improve, prior to requesting a penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via yearly written reports, or where attendance causes concern.

4.7 Vulnerable Children

Children who are Child in Care (CIC), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the Headteacher. Any unexplained absence will be followed up immediately by a telephone call to the home. To facilitate effective working across the local authority area, schools are expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school. Children missing education officers or a school's point of contact in the School Attendance Support Team should also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register. Children with Special Educational Needs (SEND) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

4.8 Leavers and children who cease to attend without prior notice (CME procedures)

Parents/carers must inform the school in writing if they are planning to remove their child from St William of Perth. This must include the details of the new school and home address the child is planning to attend or that they are exercising their right to electively home educate. All electively home educated information will be passed to the Home Education Team, Medway Council, who are responsible for monitoring all children who are educated otherwise. All children leaving Medway, will be referred to Children Missing Education (CME) team, Medway Council.

4.9 Home Educated/Education Otherwise

On receipt of written notification to educate otherwise, parents/carers will be invited into the school to discuss the reason for this decision and to seek a way forward that may enable the child to remain at the school if parents/carers are in agreement. If the child does not remain at the school and is educated otherwise, the school must inform the pupils' local authority prior to the pupil being deleted from the admission register.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

If there is a serious domestic reason to take a child out of school, e.g., to attend a family funeral, parents must complete an "Application for leave of absence/exceptional circumstances" form. This is expected as far in advance of the absence as possible or a minimum of five working days.

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
- 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.

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. In order for our children to fully utilise their years in education, we believe it is vital that every message they receive reinforces the importance of school. Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption to classes.

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 in accordance with any leave of absence request form, accessible via our school website. The headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- 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
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family of no fixed abode is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, 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
- Attending work experience
- 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.

5.2 Sanctions

Our school will make use of the full range of 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.

Penalty notices

The headteacher (or someone authorised by them), is responsible for authorising absence or not. Parents/carers cannot authorise any absence, only the Headteacher can do this. However parents/carers can provide reasons for absence for the school to consider.

The headteacher may request Medway Council to issue penalty notices or commence legal proceedings on the schools behalf under [Section 444 1/1a Education Act 1996](#), where the child is of compulsory school age.

Before requesting Medway Council issue 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.

Notices to improve

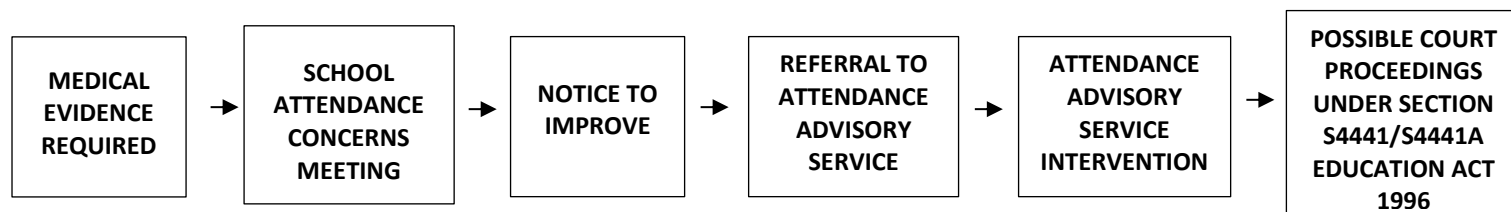
If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices 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.

They 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 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

Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice. In this instance, a 'Notice to Improve' notification will not be issued beforehand.



6. Strategies for promoting attendance

At St. William of Perth Catholic Primary School, we aim to provide a positive, welcoming and supportive environment within the school and its classrooms. We emphasise to parents/carers and pupils the importance of regular attendance and punctuality and we aim to offer a consistent approach to attendance matters through the implementation of procedures to record and follow up pupils' absences and lateness, as well as praising and rewarding excellent and improved pupil attendance including weekly awards for both punctuality and attendance.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. You should do everything possible to encourage your child to attend. However, if their reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the school at the earliest opportunity and the school will do everything possible to resolve the issue.

School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a *Team Around the Family* meeting (TAF) to consider what is working well and what needs to improve. An individualised early help plan will be agreed and subsequently reviewed.

Emotionally Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school.

Parents/carers who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead (Mr Willis), or SENCO (Mrs Morrow) for further information on the support available, which may include:

- a familiar adult to greet them in the morning
- "important" tasks to promote them coming into school
- ELSA intervention
- Pupil Support Plan
- Termly meetings
- Safe and quiet space the child can go to within the school
- Phased returns when absence has been long-term

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable mood. It is important to note that these pupils are still expected to attend school regularly.

7.2 Pupils absent due to mental or physical ill health or SEND

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or Pupil Support Plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

The school will implement an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement. To support the attendance of pupils with SEND and/or health issues, the school will consider:

- a familiar adult to greet them in the morning
- “important” tasks to promote them coming into school
- ELSA intervention
- Pupil Support Plan
- Termly meetings
- Safe and quiet space the child can go to within the school
- Phased returns when absence has been long-term

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil’s needs, the school will inform the local authority.

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

We are aware that, at times, we may need to support pupils back into school after a lengthy or unavoidable period of absence.

As soon as parents have informed the school of the expected date of return:

- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, information about their first day back, a reading book
- Headteacher will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and any Pupil Support Plans that may be in place
- If needed, a known adult will be there to welcome them into school.
- Home-School communication will be encouraged via Class Dojo, to ensure that the return to school goes as smoothly as possible
- Additional support may be provided if necessary (ELSA support, safe and quiet space within the school, buddy systems).

7.3 Reduced Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil’s best interests, there may be a need for a temporary reduced timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A reduced timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents/carers. In agreeing to a reduced timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised and code in the register as a C2, which is an authorised absence. The school will share the relevant reduced timetable paperwork with the local authority who will ensure that the reasons for the timetable are necessary and proportionate.

8. Attendance monitoring

The Governing Body is responsible for overseeing the implementation of the Attendance Policy and work closely with the Headteacher to evaluate the successes of the strategies implemented.

The Headteacher is responsible for reporting attendance to the Governing Body on a termly basis.

Class teachers are responsible for monitoring attendance and punctuality and are responsible for informing the Headteacher should there be an issue. The Headteacher is responsible for regular reviews of all attendance issues and registers, as well as liaison with parents/carers, pupils and other agencies.

When a concern is identified, the Class teacher will liaise with the parents/carers concerned in the first instance and will refer to the Headteacher if the situation does not improve. If this fails to create an

improvement after a reasonable period, the AAP will be asked to contribute to a formal meeting with the parent/carer to discuss the issues preventing attendance.

The final stage will involve the problem being dealt with legally by the AAP with the support of the Headteacher. This could result in a penalty notice being issued to the parent/carer concerned.

Each term the AAP is responsible for carrying out regular checks on school registers in partnership with the Headteacher. The AAP is contacted immediately if the Headteacher has identified a cause for concern in the interim period between monitoring visits.

The school attendance officer is responsible for entering data and obtaining feedback; informing teaching staff of notified absences/lates; making first day absence calls.

It is vital that all members of the school community work together to instil good attendance and punctuality in pupils as a means of preparing them to be socially responsible and to facilitate learning, allowing all pupils to have equality of opportunity and achieve their potential.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) 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.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely

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.

8.2 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

8.3 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 it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- 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-ordinators, designated safeguarding leads and pupil premium leads)

- 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

8.4 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 (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by J. Willis (Headteacher). At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- [Child protection and safeguarding policy](#)
- [Behaviour policy](#)

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention

		<ul style="list-style-type: none"> Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays