Attendance Policy

June 2024

Last reviewed on:	18th June 2024
Next review due by:	June 2025

1. Aims

Good attendance and punctuality are vital for success at Elmore Green Primary School and to establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing life skills. Children's social skills are similarly enhanced by regular attendance. Non-attendees will also inevitably not only miss out on essential learning but also other social events taking place. Irregular attendance leads to disrupted learning, which affects pupils' academic standards and risks them not achieving their full potential.

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.

> Work in partnership with the Local Authority to support and promote good attendance and punctuality.

At Elmore Green, staff and governors are committed to a whole school approach to attendance and punctuality. Elmore Green Primary School regards education as paramount whilst being sympathetic and supportive to individual family circumstances.

In order to achieve these aims the school will:

> Offer a safe and supportive environment for all pupils.

> Establish clear and effective procedures for administration.

> Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality.

> Comply with legal requirements.

> Ensure any child presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken.

> Have systems in place offering rewards and incentives for regular attendance and punctuality.

> Keep parents and carers informed about their child's attendance.

> Support governors in taking an active role in promoting good attendance.

> Work in partnerships with parents and carers, the Education Welfare Service, Social Care and other outside agencies.

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, and 2016 amendments)](#)

> [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)

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 body

At Elmore Green, the governing body is responsible for:

> Setting high expectations of all school leaders, staff, pupils and parents.

> Making sure school leaders fulfil expectations and statutory duties, including:

> o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.

> o 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 agencies and partners 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:

> o The importance of good attendance.

> o That absence is almost always a symptom of wider issues.

> o The school's legal requirements for keeping registers.

> o 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.

> Nominating a Link Governor for attendance.

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.

> Approving requests for fixed-penalty notices, where necessary, and/or authorising other senior leaders and the school's Attendance Officer to be able to do so.

> Working with the parents of pupils with Special Educational Needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND 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 through all available channels.

3.3 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 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 Mark Jones (Assistant Headteacher) mjones@elmore-green.walsall.sch.uk

3.4 The Attendance Officer

The school's 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, and the headteacher.

❯ Working with education welfare officers to tackle persistent absence.

❯ Advising the Headteacher and other Senior Leaders to approve requests for fixed-penalty notices.

The attendance officer is Dawn Thompson (dawn@attendanceconsultancy.co.uk) 07792422508 who is supported by Mrs J Lloyd (Parent Support Advisor)

3.5 Class teachers

Class teachers or any member of staff responsible for covering a morning or afternoon session 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 on the SIMS system by 9:00 am and within 5 minutes of the start of the afternoon session.

3.6 School administrative staff

School administrative staff and the Parent Support Advisor, Mrs Josie Lloyd (jlloyd@elmore-green.walsall.sch.uk) will:

> Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.

> Liaise with SLT or the Attendance Officer, where appropriate, to provide more information for parents/carers in order to provide them with more detailed support on attendance.

3.7 Parents and carers

Parents and carers are expected to:

> Make sure their child attends every day on time.

> Call the school to report their child's absence 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 school's Parent Support Advisor, the designated Senior Leader or the Attendance Officer.

4. Recording Attendance

4.1 Attendance register

At Elmore Green we keep an electronic attendance register (currently SIMS) and place all pupils onto this register.

We will take our attendance register at the start of the morning session of each school day (8:55 am) and at the start of the afternoon session (12;50 pm in Reception, 1:05 pm in KS1, 1:20 pm in KS2). This 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 8:55 and ends at 3:25 pm.

The register for the first session will be taken at 8:55 am and will be kept open until 9:00 am.

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 as soon as practically possible, by calling the school on 01922 710162 or by a Dojo message or email to postbox@elmore-green.walsall.sch.uk.

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 3 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.

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 and evidence is provided for 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.

Parents/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 details which term-time absences the school can authorise.

4.4 Approval for term-time absence

All children of compulsory school age (5 to 16) should receive a suitable education by regular attendance at school. If a child is registered at school, parents/carers have the primary legal responsibility for ensuring that the child attends regularly. Prosecutions, penalty notices and other sanctions may be imposed on parents/carers who choose to take term-time leave of absence.

Should parents/carers still decide to take their child/ren out of school during term time, then the absence will be recorded as "unauthorised." In line with legislation and our school attendance policy we, as a school, may refer unauthorised leave of absence to the Local Authority School Attendance Service. Such a referral may lead to a penalty notice being issued. School will also take into consideration any

holidays taken in previous academic years, which can be included as evidence towards penalty notices issued by the Local Authority.

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

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.

Examples of 'exceptional circumstances' are highlighted in Section 5.1 below

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. The headteacher may require evidence to support any request for leave of absence.

If a request is deemed to be exceptional circumstances, but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- The first half term of any academic year (applies to all pupils)
- Year 1 Phonics Screening Check window (typically 2 weeks in June)
- Year 4 Multiplication Screening Check window (typically 2 weeks in June)
- Year 6 transition days (typically in the second half of the Summer term)
- Year 6 SATs week (typically in May)

Elmore Green Primary School will also take into consideration the following when deciding on the authorisation of a leave of absence during term time:

- There must be only one request for the academic year. If one holiday has been taken, another will not be considered.
- The ability and individual educational needs of the child.
- The child's current attendance levels (the school will not consider any request below 95%)

All requests must be made via a Leave of Absence Form, which is available from the school office.

4.5 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

The school actively discourages late arrival of pupils. Pupils who arrive late often miss out on teaching, which in-turn leads to poor academic progress.

Normal register entries do not usually indicate the severity or degree of lateness and the school therefore has systems to detect patterns of late arrival. Frequent lateness of pupils can provide grounds for prosecution of parents/carers.

The school allows the register to be kept open for up to 30 minutes from the beginning of registration, however all class teachers must ensure that registers are completed electronically by 9:00 am in the morning and 5 minutes from the beginning of the afternoon session.

The school completes a punctuality trawl each half term and targets families who are at risk. A monitoring period will then follow and if lateness does not improve, then a referral to the Local Authority School Attendance Service will be made.

Lateness is often an indication of more serious problems, but can also be the result of poor time management.

The school day starts at 8.55a.m. If pupils are late after the school gates have closed (8:55am), parents/carers will be asked to sign pupils in with the electronic system and will be asked to explain why they are late (if a pupil arrives unaccompanied, the register will be completed will by office staff, who will endeavour to speak to a parent/carer to ascertain the reason for lateness)

• All late pupils are marked appropriately using code "L" if the child is late before the register closes (between 9:05am and 9:25am) "U" after the close of register (after 9:25am)

• The school will send out letters to parents/carers whose children are late on more than 5 occasions and will request meetings as appropriate.

Referral will be made to the Education Welfare Service after 10 lates

4.6 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 take emergency measures [e.g. contacting Children's Services or the police].

> 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.

> Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Local Authority School Attendance Service.

> Where relevant, report the unexplained absence to any external agency that may be working with the child or their family.

> Where appropriate, offer support to the pupil and parents/carers 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 sanctions outlined in Section 5 will be enforced.

4.7 Reporting to parents

The school will inform parents and carers about their child's attendance and absence levels at least annually, but more frequently if a pupils' attendance is a concern.

5. Authorised and Unauthorised Absence

5.1 Authorised Absence

Authorised absence is absence with permission from the Head Teacher or other authorised representative of the school - this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health.

Parents/carers reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis should be kept with the school. For periods of extended absence, the school will seek the advice of the school nurse PHW (Public Health Walsall or the Health Security Agency (HSA) and will only authorise the number of days that have been advised by the bodies for the illness and infectious disease.

NB- Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and the child's past attendance record is taken into consideration. Medical appointment cards and hospital letters will be required for all appointments, in order that an authorisation can be made. No absence below 90% will be authorised unless in extenuating circumstances.

Please note – Absences for Head lice will not be authorised.

Elmore Green Primary School <u>may</u> authorise absence in the following circumstances: -

> Personal illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail). Excessive or extended absences will require medical evidence. Evidence of appointments will be required.

> Family bereavement.

> 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 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 excluded from school (and no alternative provision has been made).

> Conditions rendering attendance impossible or hazardous to child's health and safety.

> Involvement in a public performance.

> Approved sporting activity.

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.

> 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.

There is no legal entitlement to parents/carers to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional. Parents/carers can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

5.2 Unauthorised Absences

Unauthorised absence is absence without permission from a teacher or other authorised representative of the School - this includes all unexplained or unjustified absences.

NB – Please note that absences are never authorised by the Head Teacher unless the pupil's past attendance record is taken into consideration.

Elmore Green Primary School will not authorise absence in the following circumstances: -

• No explanation is offered by the parent/carer.

• The explanation offered is unsatisfactory (e.g. shopping, minding the house etc.).

• Truancy – a pupil is away from school without authority from the Headteacher. This includes parentally condoned absences.

• Leave of absences (which have been taken without the school's prior consent or knowledge, and/or are in excess of the time agreed by the school) .

• Lateness when the child arrives after the register has closed (after 9:25am.).

• Special occasions, birthdays (when the school does not approve a leave of absence).

• Looking after siblings.

• Head lice.

• Family holidays in term time.

• Any absence that is due to an appointment on behalf of the parent/carer.

No absences will be authorised during National testing weeks.

5.3 Enforced School Closures

There are times when the school is forced to close, typically this is due to unforeseen circumstances related to adverse weather or other health and safety concerns or issues (e.g. disruptions in the water supply or heating). In addition, there may be times when the school is closed due to the direction from an outside agency, for example the Government, the Health Security Agency or Public Health in cases of national lockdown or in order to provide infection control. In such cases the school will authorise the absences in terms of the pupils not being required to attend and the most appropriate 'code' will be assigned to the closure/absence of pupils.

5.4 Persistent Absenteeism (PA)

The DfE defines persistent absentees as school-age pupils missing more than 10% of sessions in a school year. A child with an attendance of 90% or below is a persistent Absentee. The current persistent absence (PA) threshold means a pupil has to be absent from school for around 19 days or more to meet the classification. Elmore Green Primary School will refer any individual child whose attendance is 90% or below to the Local Authority School Attendance Service at which point legal proceedings could follow. All PAs are tracked on a half termly basis by the school. Decisive action is taken at an individual pupil level where identified. PA levels are reported to the Governing Body on a termly basis.

5.5 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), 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, it will check with the Local Authority before doing so, and send it 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.

A penalty notice may also be issued where parents/carers 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).

Each parent or carer who is liable for the pupil's offence(s) can be issued with a penalty notice.

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/carer must pay £80 within 21 days, or £160 within 28 days.

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

A **third** penalty notice cannot be issued to the same parent/carer 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.

Notices to Improve

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

5.6 Deleting Pupils from the Admissions Register

There are strict rules on when schools can delete pupils from their admissions register. If a pupil is to be removed from the admissions register because the child is moving to another area or school, staff should first find out the name, address and contact details of the new school and when the pupil will start, confirming this information with the receiving school. Pupils are not removed from Elmore Green Primary School's roll until we have received confirmation from a child's receiving school that they are now attending there.

As a school we would be concerned:

• If the parents/carers do not name the receiving school.

• If a pupil has 'disappeared' from the area without explanation.

• If a pupil has not returned to school within ten school days of the agreed return date after leave of absence in term-time.

Where a concern exists, we alert the Local Authority School Attendance Service.

6. Managing Attendance and Punctuality

As a school we manage the attendance of all pupils using a scaled response. We use the 'traffic lights' model as described below:

<u>GREEN</u>

• Attendance is above 95% and there are no immediate concerns.

• Punctuality is not an issue.

• Attendance reports will be sent to enable parents/carers to monitor their child's attendance

• Attendance will be monitored on a weekly basis.

<u>AMBER</u>

If a pupil's attendance falls below 94% or there are more than 5 late marks:

• A letter is sent home informing the parents/carers that their child's attendance/punctuality is becoming a concern.

• Parents/carers will be invited into school to discuss attendance concerns. The school will offer support and agree actions to improve attendance.

• The pupil's percentage attendance/punctuality will be monitored for half a term.

<u>RED</u>

If a pupil's attendance falls below 90%. The child will be defined as a 'Persistent Absentee' and the school will liaise with the Local Authority's School Attendance Service. The following procedure will apply:

• A letter will be sent home to the parents/carers and they will be invited in to school to discuss their child's attendance.

• The Local Authority's School Attendance Service will be informed.

• Parents/carers will be invited in to school to an Attendance meeting together with the Parent Support Advisor, Attendance Officer and designated Senior Leader.

• An action plan will beput in place to improve attendance.

• A school attendance contract and support plan will be incorporated and Penalty Notice will be discussed.

• Outside agencies may be involved.

• If there is no significant improvement in attendance over a 4-week period, a penalty notice will be served.

• Further absences will only be authorised if evidence is provided (e.g. prescribed medicine, letters to verify attendance at appointments etc.)

7. Supporting pupils who are absent or returning to school

At Elmore Green, we do recognise that some pupils may have more complex barriers to attendance. In such cases, we will approach each case on an individual basis whilst endeavouring to support pupils and their families to removing such barriers.

Parents/carers will be invited to meet with the Parent Support Advisor, Attendance Officer and designated Senior Leader to discuss strategies to support during the absence and plan out a return to school. If necessary, external agencies and the Local Authority School Attendance Service may also be involved.

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 relevant Local Authority.

The attendance of pupils who are in care (Looked-After Children) is monitored on at least weekly (or, in some instances, daily) basis by the Local Authority responsible for their care.

If a pupil has experienced a lengthy or unavoidable period of absence, school will work with the family and, whenever possible, the pupil themselves to put a thorough transition plan in place to ensure the return to school is as straightforward as possible. This may initially include a phased return or a shorter school day.

8. Attendance Monitoring

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, class and cohort level.

Specific pupil information is shared with the DfE. 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 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 and year group and level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing body.

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.

> 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 severed absence, and their families (see section 8.4 below).

> Provide regular attendance reports to staff and governors to facilitate discussions with pupils and families, and to the governing board and school leaders.

> 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 (PA) is where a pupil misses 10% or more of school, and Severe Absence (SA) is where a pupil misses 50% or more of school. Reducing PA and SA 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/carers of pupils who the school (and/or Local Authority) consider to be vulnerable or at risk of PA or SA, or who are persistently or severely absent, to:

  o Discuss attendance and engagement at school.

  o Listen, and understand barriers to attendance.

  o Explain the help that is available.

  o Explain the potential consequences of, and sanctions for, persistent and severe absence.

  o 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 5.5, above).

9. Monitoring Arrangements

This policy will be reviewed as guidance from the Local Authority and/or DfE is updated, and updated annually. At every review, the policy will be approved by the Governing Body.

10. Links with other policies

This policy links to the following policies:

> Safeguarding Policy

> Behaviour Policy

> Accessibility Policy

> Supporting Pupils with Medical Conditions 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	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • 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