



Spread your wings, learn new things, fly as high as you can.

Attendance Policy

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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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [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](#)

The Impact of Non-Attendance

- **Perfection (100% Attendance)**
 - 190 school days
 - Gives a child the best chance of success.
- **Worrying (90%)**
 - 171 school days = 4 weeks missed
 - Persistent absence. Less chance of success. Makes it harder to achieve good progress.
- **Serious concern (85%)**
 - 161 school days = 6 weeks or half a term missed
 - Learning and progress is seriously affected. Could lead to court action.

A two week holiday during term time means that a child's attendance will automatically be reduced to less than 95%. A two week holiday each year in primary school means a total of 14 weeks teaching time missed. This is the equivalent of a whole term and can have a real impact on a child's literacy and numeracy skills.

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
 - 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
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- 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

Attendance is an agenda item at each Full Governing Board when it is scrutinised and monitored by all governors and presented in the Headteacher Report.

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
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Headteacher, who in the Senior Lead for Attendance, 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, 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 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
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- 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 Laura Jones and can be contacted via 01902 558284.

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, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs A Doughty and can be contacted via 01902 558284 or on the school attendance mobile 07979922937.

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 by 9am for the morning session and 1:35pm for the afternoon session.

They will:

- open doors to their classrooms at 8:45am to receive pupils into their classrooms.
- close doors for pupils at 8:55am and take the register.
- Use the correct codes when marking the register - present or absent. (Absences that are marked 'N' will be completed by the attendance officer.)
- submit the register to the school office by 9am for the morning session and 1:35pm for the afternoon session.

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 Officer, Mrs A Doughty, where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

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
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- Call the school to report their child's absence by 9am on the day of the absence, and each subsequent day of absence, and advise when they are expected to return. Parents/ carers are able to report absence to school from 8:00am onwards or anytime on the school attendance mobile number 07979922937
- 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 Mrs A Doughty (Attendance Officer) on 01902 558284 or Mrs L Hehir (Pastoral Lead) on the same number or using the email address pastorallead@dovecotesprimary.co.uk

NOTE: Parents and carers who regularly fail to contact the school will have all absences unauthorised and may be contacted by the Education Welfare Service.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

NOTE – Year 5/6 pupils will be asked to sign an agreement for attendance when they start school in Year 5 and 6

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
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➤ 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.

Classroom doors open at 8:45 am and the school day starts at 8:55 am and ends at 3:25 pm.

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

The register for the first session will be taken at 8:55 a.m. and will be kept open until 9am. The register for the second session will be taken at 1:30 pm and will be kept open until 1:35 pm.

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 9am, or as soon as practically possible. Parents can contact us in person, telephone the school office on 01902 558284, email on dovecotesprimaryschool@wolverhampton.gov.uk or send a text or Whatsapp message to 07979922937.

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

If 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.

Re-occurring problems will lead to parents being invited into school to address the concern with the leadership team.

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.

Children attending appointments during the school day will need to be signed out at the school office using our electronic system and signed back in on return.

The school follows the local authority procedures when parents and carers apply for leave of absence.

How to Apply for a Leave of Absence

- The Parent/ carer collects leave of absence form from school reception.
- The Parent/ carer returns completed application form at least four weeks before the date of absence.
- The Attendance Officer forwards the application form to the Headteacher.
- The Headteacher applies approval criteria.
- The Application is forwarded to the Attendance Officer who informs parent/ carer of the outcome by appropriate letter.
- Applications are processed within seven working days.
- Leave of absence requests for children under 5 years of age will be approved as children are of non-statutory age.

Leave of absence that is approved = authorised absence.

Leave of absence that is not approved = unauthorised absence.

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

A pupil who arrives after the school bell to mark the start of the school day at 8.55am:

- will need to enter school via our main reception.
- must sign in on the door with our attendance officer.
- will enter class and be marked present using the appropriate code

The class register will be closed at 8:55 am.

A pupil who arrives after 8:55am

- will need to sign in using our electronic system which will record how many minutes late.
- a reason for the lateness must be given.
- will be recorded on the school's data tracking system (SIMS) as late.

Monitoring of lateness will be undertaken by the Attendance Officer and designated senior leader responsible for attendance. Recurring problems will lead to parents being invited into school to address the concern with the headteacher also present.

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. The school will commence absence queries by telephone at 9:30am. If the school cannot reach any of the pupil's emergency contacts, the school may contact 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
- (If we do not receive a response to the phone call) send a text message; if there is still no response a home visit may be carried out.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- After 2/3 days of absence for illness, proof of medication is required to authorise the absence. This can be medication from a pharmacy or GP.
- If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to the pupil's 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: issue a notice to improve, 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 an end of term report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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.

We define 'exceptional circumstances', and so valid reasons for **authorised absence** to be:

- Bereavement
- Serious 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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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
- Significant events such as a family wedding.

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

The government and schools realise that it is more expensive to go on holiday during the school holiday period than at other times of the year. However, it is the view of the DfE that a child should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances.

Holidays are not a good enough reason for taking a child or young person out of school and are not deemed as 'exceptional' circumstances. As such a fixed penalty notice will be issued for any holiday taken in term time of 5 days or more.

As decided by the governors of the school, the Headteacher, apart from highly exceptional cases, can only authorise up to 5 days leave of absence in an academic year. Any further leave of absence in that academic year will not be authorised.

If any further leave of absence exceeds 5 days in succession the school will contact the Education Welfare Service.

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, 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. 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 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

Non- Return from Leave of Absence

It may occur that a child does not return within the stated period of leave of absence. Initially, normal school absence procedure are followed.

If the child has not returned within five days, after the stated period of leave of absence, the following procedure is followed:

- Case referred to the EWO by the Education Welfare Officer.
- Home visit is carried out by the Attendance Officer and/ or the Headteacher.
- Letter is sent by post to parents/ carers by the Attendance Officer on behalf of the Headteacher.

If the child does not return to school for ten days after an authorised absence, the matter will be referred to the Local Authority who will follow the procedures for 'missing pupils'. The pupil will not be removed from roll until the Local Authority has ascertained the pupil's whereabouts and safety or has made reasonable enquiries to this end.

Children Missing from Education (CME)

Guidance has been updated by the Department of Education (DfE) for Children Missing from Education (Sept 2025)

If a child fails to attend school regularly or has missed ten school days without permission and no contact has been made by the parents/carers to inform of the child's whereabouts and reason for absence, the school will complete a referral to the Local Authority following procedures for 'missing pupils'. The pupil will not be removed from roll until the Local Authority has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school, is being educated otherwise or at the very minimum has made reasonable enquiries as to the missing child's whereabouts.

Other reasons for when a CME form will be completed by the School:

- If the school has been informed that a child is moving out of area but the details of the new school are not provided.

- The school has been informed that the child is moving out of area, details of the new school are provided but after 15 days, no confirmation has been received.

If at any point there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

Where a parent notifies our school that a pupil will live at another address, our school will record in the admission register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies our school that the pupil is registered at another school or will be attending a different school in future, our school will record in the admission register:

- the name of the new school; and
- the date on which the pupil first attended or is due to start attending that school.

Our school will notify the local authority within five days when a pupil's name is added to the admission register. We will provide the local authority with all the information held within the admission register about the pupil.

Our school will also notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.

Our school will only delete a pupil's name from the admission if our school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries.

When our school notifies the local authority that a pupil's name is to be deleted from the admission register, our school will provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Our school will work with the local authority to agree on methods of making returns. When making returns, we will highlight to the local authority where we have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. We will also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.

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), 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 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 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.

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
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- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Attendance is tracked by the Attendance Officer daily on the school's SIMS data tracking system and rewards are given as follows:

- The children who have 100% attendance each term will receive a certificate and a badge: Bronze for the Autumn term, Silver for maintaining 100% attendance throughout the Spring Term and Gold for maintaining 100% attendance throughout the Summer Term.
- The class that wins the overall class attendance at the end of each term will be given the opportunity to have a non-uniform day.
- If a class achieves 97% attendance, they receive a treat democratically chosen by the pupils, such as an own clothes day, movie afternoon or disco.
- The class that wins the overall class attendance at the end of the year will be given a treat afternoon with snacks along with a non-uniform day.
- Pupils who have achieved 100% at the end of each term will receive a certificate and a pencil.
- Pupils who have achieved 100% at the end of July will receive a £5 note gift card and a pencil.
- Parents/ carers are kept informed about attendance through the school's website, pupil reports, parents' evening and the weekly attendance noticeboard which is kept in the school entrance area.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

In cases where there are complex barriers to attendance, the school will 'think family' and offer support to remove barriers by signposting families to support through Family Hubs or other local/ national support groups or provide them with the option of opening an Early Support Plan.

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

In cases where pupils are absent from school due to mental or physical ill health or their SEND, school will work with families to signpost them to support through Family Hubs, the Local SEND offer or other local/ national support groups as well as offering them the option of opening an Early Support Plan. The Graduated Approach for SEND will be used and reasonable adjustments will be made in school and personalised learning plans created. The school SENDco will meet regularly with parents to support and advise them alongside the School Attendance Officer. The school pastoral lead will also provide nurture support to ensure that the child has trusted key adults in school and access to the Sunshine Room when and if the school day becomes overwhelming. School will also follow the EBSNA pathway and work with the EBSNA Local Authority Lead, Michelle Dudley, to tailor support for pupils who are not attending school due to Emotional School Based Non Attendance.

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

In order to support pupils back into school after a lengthy or unavoidable period of absence, a meeting will be held in the first instance to ascertain how best to support the child. The school pastoral lead will be involved in such meetings and offer regular check-ins and daily nurture support for the pupil. Adults working alongside the child will also ensure that the needs of the child are met throughout the day.

8. Attendance monitoring

The Headteacher will regularly update the governors with an overview of attendance and formally report to the governing body termly.

For parents/ carers of children whose attendance is identified as a cause for concern. Attendance will be monitored and targets for attendance will be set. Parents/ carers of pupils must provide medical evidence when their child returns to school.

Where pupil attendance is:

Below 96% and falling, parents/carers will receive a letter stating current attendance and next required steps. This letter is posted and will be monitored by the Attendance Officer and EWO.

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-ordinator, designated and deputy safeguarding leads and pupil premium lead)
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- 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
- Discuss school action to be taken in the weekly meeting involving the Attendance Officer and Education Welfare Officer (EWO).
- Liaise with the School Nurse if absences are due to medical reasons.
- 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 (often with the Educational Welfare Officer present).
 - Listen, and understand barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
 - Explain the help that is available and provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

(A letter of invite will be sent on behalf of the Headteacher by the Attendance Officer to arrange a meeting in school with EWO and parents/ carers).

Implement sanctions, where necessary (see section 5.2, above) For example, if there is no further improvement in attendance, an Early Help Assessment will be offered to provide access to wider support services to remove the barriers to attendance. If the Early Help Assessment is refused, or has no response, a DNA letter (did not attend) is sent to parents/ carers and if unauthorised absences continue; legal proceedings may take place.

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 the 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
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Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
l	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