

# 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

At Elizabeth Woodville School we have outstanding attendance and we have outstanding exam results and it is important to recognise the link between the two. The vast majority of our students achieve over 96% attendance and this is what we expect from all students.

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 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
- Sharing effective practice on attendance management and improvement across schools
- 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
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance champion to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **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 are Nital Shar (Deanshanger Campus) and Kieron Bailey (Roade Campus) and can be contacted via email at [nital.shah@ewsacademy.org.uk](mailto:nital.shah@ewsacademy.org.uk) and [Kieron.bailey@ewsacademy.org.uk](mailto:Kieron.bailey@ewsacademy.org.uk)

### **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/attendance champion (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Susan Brown (Deanshanger Campus) and Pauline Hardingham (Roade Campus) and can be contacted via email at [susan.brown@ewsacademy.org.uk](mailto:susan.brown@ewsacademy.org.uk) and [pauline.hardingham@ewsacademy.org.uk](mailto:pauline.hardingham@ewsacademy.org.uk)

### **3.5 Heads of Year**

- Holding meetings with parents and relevant outside agencies to address concerns and offer appropriate support both from a school and outside agency perspective
- Where appropriate utilise Early Help and the Ethos family support worker.
- Monitoring and analysing attendance data
- Organising and monitoring referrals and interventions
- Leading assemblies on attendance and reducing absence actively promoting a culture of belonging.

### **3.6 School admin staff**

School admin 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 head of year/pastoral staff/ Ethos team where appropriate, in order to provide them with more detailed support on attendance

### **3.6 Class teachers/Form tutors**

Class teachers/form tutors 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 Bromcom at the start of registration and each lesson.

### 3.7 School admin staff

School admin 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 head of year/pastoral staff 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 and arrives to lessons on time
- Call the school to report their child's absence before 8am 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:

Deanshanger Campus		
Who	Role	Email address
Susan Brown	Attendance Officer	<a href="mailto:Susan.brown@ewacademy.org.uk">Susan.brown@ewacademy.org.uk</a> 01908 563468-opt2
Melissa Palmer	Ethos-Family Support Worker	<a href="mailto:melissa.palmer@ewsacademy.org.uk">melissa.palmer@ewsacademy.org.uk</a>

Roade Campus		
Who	Role	Email address
Pauline Hardingham	Attendance Officer	<a href="mailto:pauline.hardingham@ewsacademy.org.uk">pauline.hardingham@ewsacademy.org.uk</a> 01604 864042
Akilah Bonfield	Ethos-Family Support Worker	<a href="mailto:akilah.bonfield@ewsacademy.org.uk">akilah.bonfield@ewsacademy.org.uk</a>

### 3.8 Pupils

Pupils are expected to:

- Attend every day
- Attend every timetabled session, 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 15:10pm.

Pupils must arrive in school in time to be sat in their registration room by 8:40am on each school day.

The register for the first session will be taken at 8:40am and will be kept open until 9:10am. The register for the second session will be taken at 14:10pm and will be kept open until 14:40pm

### 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 8am or as soon as practically possible, by calling the school attendance officer, who can be contacted via Susan Brown (Deanshanger Campus) 01908 563468-opt2/ [susan.brown@ewsacademy.org.uk](mailto:susan.brown@ewsacademy.org.uk) and Pauline Hardingham (Roade Campus) 01604 864042./ [pauline.hardingham@ewsacademy.org.uk](mailto:pauline.hardingham@ewsacademy.org.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 5 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 if the pupil's parent notifies the school in advance of the appointment.

For medical appointments a copy of the NHS letter or appointment card should be handed or emailed to the attendance officer Susan Brown (Deanshanger Campus) and Pauline Hardingham (Roade Campus) and can be contacted via email at [susan.brown@ewsacademy.org.uk](mailto:susan.brown@ewsacademy.org.uk) and [pauline.hardingham@ewsacademy.org.uk](mailto:pauline.hardingham@ewsacademy.org.uk).

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.

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 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
- If a child is late to school or lessons they will be marked as an L on the register and will be 7 sanctioned according to our behaviour policy.

### **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 contact the Local Authority if there is an immediate safeguarding concern 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 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 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 through Bromcom.

## 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
- Exceptional circumstances

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

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control.

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via [jane.karaolis@ewsacademy.org.uk](mailto:jane.karaolis@ewsacademy.org.uk) (Roade) or [daniel.peel@ewsacademy.org.uk](mailto:daniel.peel@ewsacademy.org.uk) (Deanshanger). The headteacher may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with. 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

## 5.2 Sanctions

***If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.***

***This could include:***

- ***a Penalty Notice payable up to £160 fine***
- ***prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000***
- ***prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment***

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.

### **National Framework for Penalty Notices**

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes will come into force for School Penalty Notice Fines issued after 19 August 2024.

#### **National Threshold**

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (a school day is 2 sessions - morning and afternoon) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

#### **First Offence**

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

#### **Second Offence (within 3 years)**

The second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

#### **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.

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 £80 within 21 days, or £160.

#### **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

### **Irregular Attendance**

***If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.***

A school attendance policy quoting irregular attendance involves the National threshold of 10 sessions (5 days) of unauthorized absence within a rolling 10-week period, triggering potential legal sanctions like fixed penalty notices or prosecution. Irregular attendance is addressed through a tiered approach, starting with support to identify and remove barriers to attendance, progressing to attendance contracts and notices to improve, and ultimately involving the Local Authority for legal action if the issue persists without parental engagement or improvement.

### **Child Missing Education**

CME are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

CME includes children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown

CME are not children who:

- are receiving suitable education otherwise than at a school (for example, pupils who are electively home educated or attending alternative provision) which is suitable to the child's age, ability, aptitude and any special educational needs they may have
- are EHE but the local authority has not had an opportunity to assess whether the education being provided is suitable
- are registered at a school, even if they are persistently or severely absent from that school

### **[Statutory Guidance for Children missing education](#)**

## **6. Strategies for promoting attendance**

- Heads of year and form tutors will hold celebratory assemblies at the end of each term.
- Heads of Year and form tutors will celebrate reduced absence through the attendance challenge every term.
- Form tutors will positively build a culture of belonging and celebrate milestones of positive attendance and reduced absence.
- Displays around the school celebrate the benefits of high attendance and reducing absence.

## **7. Supporting pupils who are absent or returning to school**

### **7.1 Pupils absent due to complex barriers to attendance**

- Regular Communication: The SEND, safeguarding, medical and Attendance teams at EWS collaborate to ensure regular, open lines of communication with the families of pupils who are absent due to health

reasons. This includes scheduled check-ins via phone calls, emails, or virtual meetings to discuss the pupil's well-being and academic progress.

- **Designated Contact:** They may be a designated staff member (e.g., a SENCO, Key worker, pastoral support, or attendance officer) to act as a point of contact for the family. This person will be responsible for coordinating support and ensuring that the family is informed about the pupil's educational plan and available resources.
- **Collaborative Planning:** Staff work collaboratively with families to develop a personalised support plan tailored to the pupil's specific needs, ensuring the family's input is valued and considered in decision-making processes.

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

### **Adjustments and flexibility**

- **Personalised Attendance Options:** Where external medical advice is given, we may consider personalised attendance arrangements to accommodate the pupil's health condition. We encourage and support pupils to access education in person as far as possible. Utilising the school's resources, we provide additional support to aid in the reintegration of pupils and promote consistent school attendance.
- **Accessibility:** We also ensure that all educational materials are accessible, including providing resources in various formats (e.g., audio, large print, digital) and ensuring physical accessibility to the school environment, if applicable.

### **Additional support and resources**

- **Mental Health Support:** We can provide access to school-based mental health services, such as mentoring or alternative forms of intervention, and provide referrals to external mental health professionals if needed.
- **Health Care Coordination:** We also collaborate with healthcare providers to align educational plans with medical advice and treatment plans, ensuring that the pupil's health needs are prioritised.
- **Specialised Interventions:** Upon further assessment, we are able to request targeted interventions such as speech and language therapy, occupational therapy, or physical therapy for pupils with specific SEND requirements.

### **Education Health and Care (EHC) Plan Coordination:**

- **Annual Reviews:** In line with statutory requirements, we conduct annual reviews of the EHC plan to assess progress and make necessary adjustments. We ensure that all relevant parties, including the pupil, parents, teachers, and external professionals, are involved in these reviews.
- **Integration with EHC Plan:** The Learning Support team ensure that all adjustments and support measures are in line with the objectives and provisions set out in the pupil's EHC plan. Regularly monitoring and evaluating the effectiveness of these measures.
- **Transition Planning:** The SENCO provides support for key transitions, such as moving from primary to secondary school or preparing for post-16 education or employment. Collaboratively, we develop a clear transition plan in collaboration with the pupil, family, and relevant external agencies.
- **By implementing these strategies, we aim to provide a supportive and inclusive educational environment that accommodates the diverse needs of all pupils, ensuring that every child has the opportunity to succeed despite any health-related challenges.**
- **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. By implementing these strategies, we aim to provide a supportive and inclusive educational environment that accommodates the diverse needs of all pupils, ensuring that every child has the opportunity to succeed despite any health-related challenges.**

- 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**

After a lengthy period of absence, a collaborative approach will be used to ensure that a student settled back into school life. This will be managed case by case in order to ensure that the right support and process is in place for individuals. Class teachers will ensure students are welcomed back to their lessons and provided with direction on catching up with their learning.

## **8. Attendance monitoring**

- On a daily basis, all absences are noted and reported to the leadership team and key members of staff. Any unexplained absences are pursued daily with a focus on vulnerable students to begin with. Daily attendance figures and reasons for absences are shared with the leadership team and key members of staff and anything of concern is followed up appropriately.
- Weekly attendance reports are generated and shared with the leadership team with discussion on any new or pending interventions or student-specific concerns or actions. Form tutors receive weekly updates of the attendance of their form groups to discuss with their tutees.
- Attendance is a standing item for discussion at every meeting with the Governing Body and a report is shared with them by the Attendance Champion
- Attendance is discussed between the Headteacher and Assistant Headteacher (Attendance Champion) weekly. The Attendance Manager and Assistant Headteacher (Attendance Champion) meet weekly. Heads of Year have fortnightly meetings with the Attendance Champion and Attendance officer. Attendance is shared with pastoral teams during pastoral meetings.
- The Attendance Team keep accurate logs and records of periods of absence and students of concern. Attendance is discussed on a weekly basis with the local authority for escalation.

### **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.
- The school has granted the DfE access to its management information system so the data can be accessed regularly and securely, according to the statutory requirements.
- 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 severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers/form tutors 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)
- Hold meeting with Parents/carers and pupils alongside external agencies where necessary
- Communicate regularly by text and email for harder to reach parents
- Send out appropriate letters regarding levels of concerns and the next steps that will be taken alongside any additional support that can be offered.

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum once per annum Nital Shah and Kieron Bailey. 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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays