

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 statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

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

Part 6 of the [Education Act 1996](#)

Part 7 of the [Education and Inspections Act 2006](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

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

[Equality Act 2010](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

[Sharing daily pupil attendance data \(DfE April 2024\)](#)

[Supporting pupils at school with medical conditions \(DfE December 2015\)](#)

[Arranging education for children who cannot attend school because of health needs](#)

[Children missing education: statutory guidance for local authorities and schools - Sept 2025](#)

[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(DfE July 2026\)](#)

[Travel to school for children of compulsory school age](#)

[Ofsted's 2025 framework toolkit](#)

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, statutory duties and comply with the law on school attendance, including:

- Making sure the school records attendance accurately and promptly in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

Recognising and promoting the importance of school attendance across the school's policies and ethos

Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs

Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

The implementation of this policy at the school

Monitoring school-level absence data and reporting it to governors

Supporting staff with monitoring the attendance of individual pupils

Monitoring the impact of any implemented attendance strategies

Issuing penalty notices, where necessary, and/or authorising the deputy headteacher/assistant headteacher 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 is Nital Shah and can be contacted via n.shah@ews.tove.org.uk

3.4 The head of year

The head of year is responsible for:

Leading, championing and improving attendance across the year group

Having a strong grasp of absence data and oversight of absence data analysis

Regularly monitoring and evaluating progress in attendance

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

Liaising with the attendance officer/team to support escalatory processes

Leading tutors in the approach for attendance and developing their role as 'professional parents'

3.5 The attendance officer

The school attendance officer is responsible for:

Monitoring and analysing attendance data (see section 9)

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/[deputy headteacher/assistant headteacher] (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Susan Young and can be contacted via s.young@ews.tove.org.uk

3.6 Form tutors

Form tutors are responsible for recording attendance for morning sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office before registration closes.

Form tutors provide a daily contact for pupils and should develop positive relationships with pupil and parents, working in partnership to support good and improving attendance.

Class teachers should ensure that all pupils are welcomed to lessons and those who have been absent should be reassured and supported with catch up work.

3.7 School [admin/office] staff

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

3.8 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

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 your child's Head of Year, who can be contacted via email and the relevant support can be put in place

3.9 Pupils

Pupils are expected to:

Attend every timetabled session, on time

Call the school to report their absence before 8am on the day of the absence and each subsequent day of absence.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon 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 a place other than school

Absent

Absent – unable to attend due to unavoidable causes

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 and be in form 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 if a student arrives after 9:10am it will be logged as a U code which is an unauthorised absence. The register for the second session will be taken at 14.10am and will be kept open until 14.40am.

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. This absence needs to be reported before 8am, or as soon as practically possible. All absences to be reported on the absence notification via the MCAS app, or by email to the attendance team on: attendance@ews.tove.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 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.

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.

To log any appointments please do so via the MCAS app, if you are unable to access the app please use the attendance email address. Please log the appointment as soon as you can or by 8am of the school day.

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 possible, attending school before and straight after the appointment.

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

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:

Contact 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 conduct a home visit.

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

Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer

Where appropriate, offer support to the pupil and/or their parents to improve attendance

If a student is off longer than 3 consecutive days or a reason for absence is not given a safeguarding home visit will take place

Where support is not appropriate, not successful, or not engaged with: a referral to the Local Authority for irregular attendance will take place

4.6 Reporting to parents

The school will regularly inform parents (see the definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels

5. Authorised absence

5.1 Approval for term-time absence

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

Taking part in a regulated performance, or regulated employment abroad

Attending an interview for employment or for admission to another educational institution

Study leave

A temporary, time-limited part-time timetable

Exceptional circumstances

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

We define 'exceptional circumstances' as:

Bereavement

Religious Observance

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 4 weeks before the absence, and in accordance with any leave of absence request, please request all leave through the absence notification on the MCAS app or via the attendance email address. The headteacher may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

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

Illness (including mental-health illness) and medical/dental appointments (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 for religious observance.

Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place

If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

Attending another school at which the pupil is also registered (dual registration)

Attending provision arranged by the local authority

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

6. Strategies for promoting attendance

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

We expect all pupils to achieve over 96% attendance, if your child goes below 96% you will receive attendance letters as a notice to improve.

You will get a message via the MCAS app each week if your child has achieved 100% attendance for that school week.

7. Supporting pupils with poor attendance

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

7.1 Attendance contract

If your child has poor or irregular attendance, the Head of Year will invite you to a meeting to put an attendance contract in place. Failure to improve attendance whilst on the contract will result in a referral to the Local Authority for irregular attendance.

We use attendance contracts as a form of attendance support.

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

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

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

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

7.2 Education supervision order

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

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

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

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

7.3 Notice to improve

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

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

It will include:

Details of the pupil's attendance record and of the offences

The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)

Details of the support provided so far

Opportunities for further support or to access previously provided support that was not engaged with

A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

A clear timeframe of between 3 and 6 weeks for the improvement period

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

7.4 Penalty notices

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

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

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

Whether the national threshold for considering a penalty notice has been met

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***

Whether a penalty notice is the best available tool to improve attendance for that pupil

Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

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

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

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

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

National Framework for Penalty Notices

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

8. Supporting pupils who are absent or returning to school

8.1 & 8.3 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 pupils wellbeing 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 pupils specific needs, ensuring the family's input is valued and considered in decision-making processes.

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

We will work with the family and the Local Authority to give support to the family.

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

8.2 Pupils absent due to mental or physical ill health

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 schools 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.

8.4 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.

When deciding whether a child's absence should be considered prolonged, we will consider the:

Patterns and trends in the child's absences and their personal circumstances

Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy which can be found on our school website) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

9.1 Monitoring attendance

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

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

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

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

9.2 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

9.3 Using data to improve attendance

Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)

Provide regular attendance reports to your child's Head of Year, 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

9.4 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 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum [insert frequency] by [name/job title of individual]. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting pupils with medical conditions

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school

P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated

		in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: · 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