



Attendance & Punctuality Policy

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Monitoring and review

This policy is monitored by the Governing Board and will be reviewed in line with the schools review schedule.

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Appendix 1: Attendance codes

We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and wellbeing is "everyone's business" across the whole school community.

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:

- Promoting good attendance and the benefits of good attendance
- Setting high expectations for the attendance and punctuality of all pupils
- 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 ensure pupils have the support in place to attend school

We will also promote and support punctuality for all attending lessons.



2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

This policy 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
- 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

Our link governor for attendance is **Mr W. Flitcroft.**

3.2 The headteacher

The headteacher is responsible for:

- 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 head teacher 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 (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 an oversight of data analysis



- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Miss A. Hanley and can be contacted via the school's telephone number: 01902 558570

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring daily registers/ attendance marks
- Contacting parents RE: any absences
- 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
- Record all leave of absence requests/ outcomes on the class registers and the attendance tracker
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ deputy headteacher when to issue fixed-penalty notices
- Arranging calls and meetings with parents to discuss attendance issues alongside the IEWO

The attendance officer is Miss K. Hughes and can be contacted via the school's telephone number: 01902 558570

3.5 The Local Authority, via the IEWO

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

3.6 Class teachers



Class teachers are responsible for recording attendance twice daily (AM & PM), using the correct codes (see Appendix 1), and submitting this information to the ARBOR registration system. They will:

- Build positive, effective relationships with their pupils.
- Regularly remind children and parents about the importance of good attendance.
- Follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- Feedback to parents about pupil attendance and punctuality regularly and at Parents' Evenings.
- Be aware of those on the attendance cohort

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 to the pastoral team in order to provide them with more detailed support on attendance, if message not left on school's absence line
- Be aware of those on the attendance cohort and what this means RE: absences/evidence
- Submit all leave of absence requests to the Headteacher (recording the decision/outcome on CPOMS)

3.8 Parents/Carers

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/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence **before 8:45am** on the day of the 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 support plans that they make with the school and/or local authority
- Contact school should the child not return on the expected date
- Seek support, where necessary, for maintaining good attendance, by contacting the school's attendance officer or IEWO to discuss any issues or queries etc

3.9 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an 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 at the start of the 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 an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

A true reflection of the attendance for the child with comments (where possible) as to why amendments have been made.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not [For pupils of compulsory school age]
- The nature of the activity if 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.

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

The register for the first session will be taken and will be kept open until 9:25am. Any child arriving from 8:56am up to 9:25am will be marked as 'L' and the number of minutes recorded on ARBOR. However, if a child arrives after 9:25am they will be marked as 'U' which is classes as an unauthorised absence for the session. The afternoon session begins at 1:15pm and will be kept open until 1:45pm. Any child arriving from 1:16pm will be marked as 'L' and the number of minutes



recorded on ARBOR. However, if a child arrives after 1:45pm they will be marked as 'U' which is classes as an unauthorised absence for the session.

For Nursery children, where attendance is non- compulsory, the register for the first session will be taken at 8:55am and will be kept open until 9:25am. Any child arriving from 8:56am will be marked as 'L' and the number of minutes recorded on SIMS. The afternoon session begins at 12:30pm and will be kept open until 1pm. Any child arriving after 12:31pm will be marked as 'L' and the number of minutes recorded on ARBOR.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence **by 8:45am** or as soon as practically possible by calling the school absence line/ office staff.

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 or, the child is on our monitored attendance cohort.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the child is on our monitored attendance cohort, **or a 'Final Attendance Notice' has been issued**, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. This should be done via notifying the admin team in the school's office and showing proof of appointment (letter, text, email etc.)

However, we encourage parents/carers 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/carer 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 **L**
- After the register has closed will be marked as absent, using the appropriate code **U**

The Pastoral Team and IEWO monitor attendance and punctuality regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over



lateness may also be sent; explaining how much learning children are missing. If this does not improve, parents are invited into school, to discuss the concerns and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to the IEWO who will contact parents/carers warning them that further action may be taken.

Five lates per term will trigger the start of this procedure:

- 5 lates will trigger a Stage 1 punctuality letter- outlining the dates the child was late & schools' expectations.
- 10 lates will trigger a Stage 2 punctuality letter -an arranged meeting in school with attendance team & parents/ carers to discuss concerns & targeted support to help improve punctuality.
- 15 lates will trigger a Stage 3 punctuality letter - informing of possible penalty notice being issued by the local authority and referring parents/ carers to the schools IEWO (who will be now monitoring and tracking punctuality).
- Any further lates will then be recorded as an unauthorised absence and could result in a referral to Children's Social Care on the grounds of educational neglect.

IMPORTANT:

Child Protection and safeguarding concerns must be acted on immediately, in line with the school's Safeguarding and Child Protection Policy. KCSiE 2025 clarifies that being absent as well as missing, from education can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation.

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:

- Follow up on their absence with their parent/carer to ascertain the reason, (by initial first day text, followed by call and IEWO home visit if deemed necessary by the team).

Day 1. Absence text (unless on Attendance Cohort or deemed more vulnerable)

Day 2. Call to parent/carer

Day 3. Refer to IEWO for home visit

Any child on the Attendance Cohort or any child deemed to be more vulnerable will automatically receive a first day call.

- If the school cannot reach any of the pupil's parents/carers or emergency contacts, the school may contact the police to request a safe & well check
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session



- Call the parent/carer on each day that the absence continues without explanation, to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Independent education welfare officer

4.6 Reporting to parents/carers

The HT/SLT/ Attendance Team, monitor individuals, classes, year groups, differentiated groups such as, SEND, PP, FSM children. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance reaches **5** days of absence or more. Parents/ Carers are invited to work in partnership with the school. Reasonable adjustments will be made for individual circumstances, including known medical conditions, e.g., diabetes.

*ACL- Attendance Concern Letter

*ACM- Attendance Concern Meeting

ACL1-Information letter (5 days absence) - information sharing & reminder of school's expectations. School will continue to monitor.

ACL2- Attendance letter (10 days absence) - IEWO/Attendance Team meeting with parents/carers (ACM). Offer of early support and intervention programmes, if required. Attendance Reintegration Plan drawn up. If further absences occur...

Attendance Monitoring letter

Final Attendance Notice (FAN)- (13 days absence) - Monitoring of 5 days (or 10 sessions) of absence within a 6-week period. Parent/ carer to meet with both IEWO & SLT, to complete 'Attendance Contract'. A multi-agency approach to be considered and offered. (Inc follow up letters to parent/carer if further absences occur)

Local Authority Notice to Improve- The LA now monitor attendance for 4 weeks. If improvement is not seen/further absences occur, legal action may be taken via penalty notices or prosecution to protect your child's right to an education.

The school will regularly inform parents/carers about their child's attendance and absence levels via the above steps as well as school reports and parents' evenings.

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

Headteachers may now only grant leave in term time where the circumstances are exceptional.

Examples of this may be:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- A special one-off family event (e.g., parents wedding) - but one that does not happen on an annual basis.
- A funeral which requires the family to travel some distance etc.
- The receipt of a special award which means the family need to travel some distance and stay overnight.
- A parent/ carer who has the potential for a new job and wants to take their family with them to see if they like the area.
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/ carers 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 - 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
- A parent who is in the Armed Forces might be considered under 'exceptional' circumstances.

In line with Wolverhampton Local Authority Guidance- "Parents/Carers do not have the right to take their children out of school during term time. They may receive a Fixed Penalty Notice for taking holidays without the Headteacher's permission. Before taking a child out of school during term time, parents/carers should complete a leave of absence request form, at least four weeks before the leave is taken. They should return it to the schools' Headteacher. The Headteacher/Principal must authorise any holiday requests in term time. Theirs is the final decision. The Headteacher can only grant a request for leave in exceptional circumstances. **Schools do not consider holidays an exception"** [Holiday in term time - penalty notices | City Of Wolverhampton Council](#)

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

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult



family members. Being at school, surrounded by friends, with structure and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If family's have exceptional circumstances, which lead them to request leave in term time they must complete the required form from the school office. The Headteacher will then decide whether the leave can be lawfully authorised and will do so only if there is a genuine, exceptional, and urgent reason for a child to be absent during term time.

Other considerations the school may take into account when receiving a 'Leave of Absence' request.

- Current attendance will be taken into consideration and pupils should have attendance above 95% for leave of absence to be considered.
- Previous holidays already taken will be reviewed as annual leave of absence, will not be granted.
- **No leave of absence will be authorised for Year 6 or Year 2 pupils during SATS week in May (dates to be confirmed)**
- **No leave of absence will be authorised for pupils at the beginning of each academic year during September.**

5.2 Legal 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.

If the school issues a penalty notice (in accordance with the LA's guidance), it will send it a copy of any penalty notice issued to the local authority.

Penalty notices

The headteacher (or deputy in their absence), 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 (in accordance with the LA's guidance), it will send a copy of any penalty notice issued to the local authority.

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 (5 days) of unauthorised absence in a rolling period of 10 school weeks). The 10-school week period can span different terms or school years.



- Whether information has been shared RE: emerging concerns about poor attendance, the effect of this and support offered
- Whether attendance concerns present each school year, despite schools efforts to address and work with the family
- 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 to pursue a prosecution.

What you need to know:

- New Penalty Rates: £160 per parent per child. Pay £80 if settled within 21 days.
- Second Penalty: £160 with no discount if issued within 3 years for the same child.
- Threshold: Penalty notice after 10 sessions (5 days) of unauthorised absence in 10 school weeks (in accordance with The City of Wolverhampton Council's Penalty Notice Code of Conduct).
- Limit: Max 2 penalty notices per child within 3 years. Further offences may result in cases being presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent/ carer's future DBS certificate due to 'failure to safeguard a child's education'.

These changes emphasise the importance of consistent school attendance for your child's education.

6. Strategies for promoting attendance

Good attendance and punctuality are regularly promoted and supported and remains high profile across school.

Weekly Celebration Assemblies -Celebration Assemblies are held every week on Friday. Classes with the highest attendance receive the Attendance 'Award'. Classes receive extra break time if the class achieves 100% attendance. The class receives an extra break, on the following Monday- or whenever is convenient for the class. The most punctual class (the one with the least number of minutes late) will also receive an extra break.

School Newsletter -The school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

Attendance and Punctuality Policy



School Website -This includes attendance information and information about the classes with the highest attendance and punctuality. Details of how parents can support the school by improving their child's attendance and punctuality, is also included via a leaflet on the website.

Early Birds/ Tea- Time Club -This wrap-around service supports parents by allowing them to drop their children off from 7.30 am, ensuring they are on time for school. The club is owned and run by Moore's Childcare Service. <https://www.moorechildcareservices.com/>

The School Learning Environment -A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance -It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching, and this is celebrated.

Sharing attendance data -Children are informed, during Friday's assembly, of attendance/punctuality achievements. (Developing healthy competition between year groups to improve attendance. It also engages the class teacher in conversation with their classes about attendance).

Parent/teacher consultation evenings -This provides an opportunity for form teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. The class teacher then monitors this. If there is no improvement in attendance/punctuality, the pupil is referred to the Pastoral Manager/ Pastoral Manager and DHT.

Family rewards- We recognise that due to the age of our pupils, it falls to parents/ carers to ensure the children are present in school on time every day and so we will celebrate and praise their efforts by issuing a family rewards vouchers for those who have consistent improved attendance. This reward is a voucher of £25 pounds that can be issued for a family celebration event such as a visit to Hollywood Bowl, the Cinema or Smyths so the family can enjoy an experience together or buy a game to play and enjoy together.

End of Term Attendance Rewards - Our school wishes to recognise positive attendance. See the Attendance Rewards table below

<u>Award</u>	<u>Prize to be given</u>
Termly 100% Attendance	100% Attendance Certificate

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	100% Pencil or a 100% Attendance Badge PLUS - Entry to the £10 termly prize draw
Termly Great Attendance (no more than 4 sessions - 2 days - missed)	- Loxdale Attendance Certificate - Loxdale Good Attendance Badge
Improved Attendance (issued as required by the team)	Achievement Certificate
End of Year 100% Attendance	100% Annual Attendance Certificate - Attendance Wristband
End of Year Great Attendance (no more than 6 sessions - 3 days - missed) over the Whole Year	Great Yearly Attendance Certificate, Great Yearly Pencil
End of Whole School Life Attendance Award	- Star Certificate £10 Gift Voucher - Outstanding Attendance Badge

NB The Attendance Team reserve the right to award other attendance awards to individual children and families on an individual needs basis

7. Supporting pupils who are absent or returning to school

Pupils absent due to mental or physical ill health or SEND

Any pupil who is absent due to these needs will be supported compassionately and sensitively while ensuring the '2024 school attendance regulations', 'DfE working together to improve school attendance' guidance and 'local authority guidance' is adhered to.

School will work collaboratively with initiatives such as the EBSNA pathway, which supports schools in identifying and addressing emotionally based school non-attendance and ensures children are supported to attend school, and Early Support Plans, which brings together families, schools, and professionals to identify barriers to attendance early, create a shared action plan, and provide coordinated support that promotes regular school attendance and overall wellbeing. As well as working with partner agencies such as, CAHMS, psychologists, psychiatrists, paediatricians, Reflexions etc to remove any barriers to attendance while promoting the wellbeing of the child.

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.

8. Attendance monitoring

At Loxdale Primary School we procure the services of: 'Independent Education Welfare Services' for advice, support, guidance and to undertake home-visits, welfare checks and lead attendance



meetings as appropriate. The EWO meets with school weekly to discuss attendance with the Pastoral Team **and will lead on any of the legal referrals, where necessary.**

Class registers are recorded using ARBOR. The system ensures that no children are missed, and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of the staff member who has been directed to take the register for that session. Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers **must be accurate and submitted at key times.**

- The Pastoral Team monitors pupil absence daily.
- A pupil's parent/carer is expected to call the school in the morning by **8:45am** if their child is going to be absent due to ill health (see section 4.2).
- Parents/ carers are required to call the school each day their child is ill/ absent stating the reason for absence. (The only time daily contact is not required is if the illness is classed as long-term e.g., Chicken Pox, Measles etc.). The reason will then be recorded on ARBOR.
- If a pupil's absence goes above 3 days, the school will contact the parent/carer of the pupil to discuss the reasons for this (unless we are aware of a long-term absence such as Chicken Pox, Measles etc)
- If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving the Independent Education Welfare Officer.

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data held on ARBOR is currently submitted daily via WONDE and is 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 compare attendance data to the national average and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly alongside our EWO to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- 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:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- 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)
- 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% (19 days) 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
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to:
 - discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements



This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Pastoral Manager/ 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
- Relationships and Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

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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

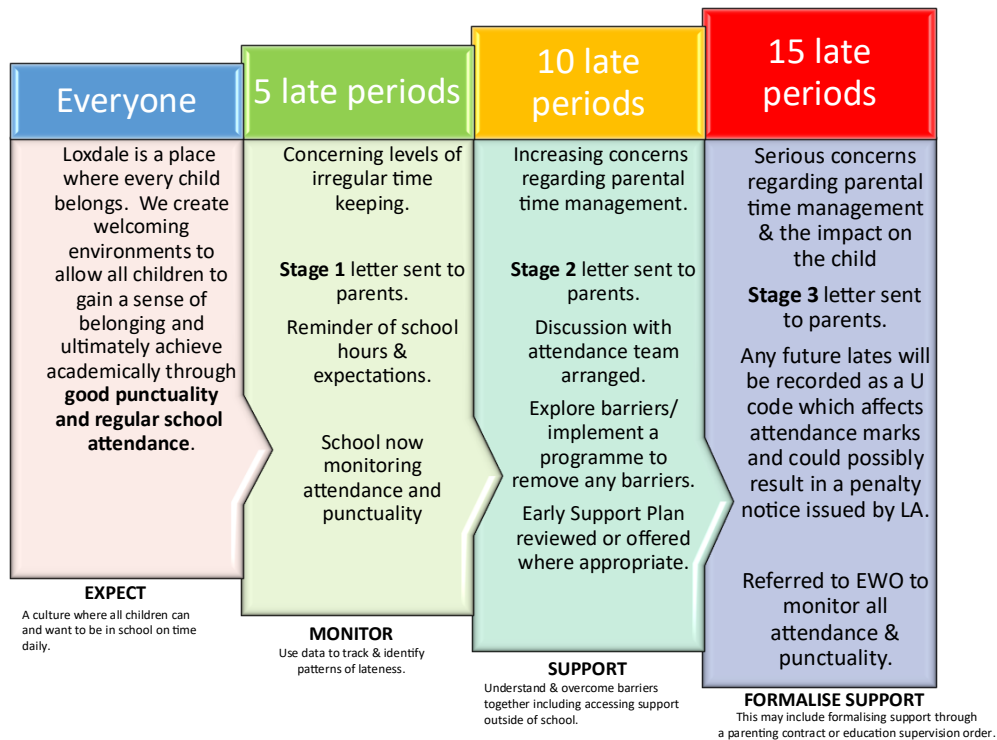
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Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably 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



Punctuality - Escalated approach



Attendance and Punctuality Policy



Attendance - Escalated approach

