



Pupil attendance Policy

Date of Approval:	February 2024
Date of Next Review:	July 2025
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

1. Principles

We believe that our school community thrives, with all of our pupils in school, on time, every day. Consistently attending school equips children with skills for life. It ensures they develop their social skills, helps them grow in confidence and builds a sense of routine and responsibility, essential for future success. For the most vulnerable pupils, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. For all pupils, it promotes their learning, ensuring they access as much of the curriculum as possible to achieve the maximum amount of academic progress.

The curriculum is designed with carefully sequenced lessons. Lessons build on what children have learned previously and missing just one creates a gap in knowledge. The more lessons children miss, the more knowledge gaps appear, making it harder to build further knowledge. When children return to school following an absence, they often end up working harder, having to first catch up on missed learning before they can begin to understand a lesson's new learning. For these reasons, it is clear why research shows the highest attaining pupils at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. It is therefore very important that children attend regularly. They should be at school every day the school is open, unless the absence is unavoidable. This policy sets out how we will achieve this working together in partnership with families.

2. Aims

We are committed to:

- Promoting 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 and working with other agencies to ensure the health and safety of our pupils
- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school
- Promoting a culture which identifies the importance of regular and punctual attendance

3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)

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

4. Parents' legal duty

Section 7 of the Education Act 1996 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

(a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise.

Section 444 of the Education Act 1996 states:

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

The [Working together to improve school attendance](#) guidance states:

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

5. Definitions

Absence – Not attending school for any reason or arrival at school after the register has closed.

Authorised absence – An authorised absence is where the school has given approval in advance or has accepted an explanation from the parent for the absence afterwards. Only the school can authorise absence. Section 444 of The Education Act states that the explanations that could be accepted as legitimate reasons for a parent not to send their child into school are:

- illness/medical or dental appointments, which unavoidably fall during school time;
- religious observance;
- granted leave of absence requests for exceptional circumstances;
- transport issues where the local authority is responsible for providing transport for the child;
- Traveller pupils travelling with their parents for occupational purposes; or
- unavoidable cause such as a family bereavement.

Unauthorised absence - Unauthorised absences are those that the staff at school do not consider reasonable, or for which no 'leave' has been given. These are an offence on the part of the parent and include:

- Parents keeping children off school unnecessarily or without reason
- Children staying home because their parent/carer is ill
- Truancy before or during the school day
- Absences which have never been properly explained
- Children arriving at school after the register has closed who are too late to get a mark
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time
- Leaving school for no reason during the day
- Absence when a request for leave has not been authorised by the school
- Taking holidays during term-time
- More than one day for religious observance

Session – a morning or an afternoon at school. One school day consists of two sessions.

Persistent absence – 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised

Severe absence - 50% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised

Persistent lateness - pupils who have five or more late marks recorded in a single half-term.

6. Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Executive Headteacher

The Executive Headteacher is responsible for:

- Implementation of this policy at the school
- Authorising fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Monitoring and analysing school-level absence data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Reporting attendance data analysis to governors
- Devising specific strategies to address areas of poor attendance identified through data
- Alongside the attendance officer, creating intervention reintegration plans in partnership with pupils and their parents/carers
- Supporting the attendance officer with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

The designated senior leader responsible for attendance is **Alex Dixon (Head of School)** and can be contacted via **01908 605027**

The attendance officer

The school attendance officer is responsible for:

- Carrying out 'first day calling and beyond' procedures when no reason for absence has been provided by parents/carers
- Ensuring that all unexplained absences (N) are correctly coded on the register by the end of each day
- Building relationships with parents/carers to discuss and tackle attendance issues
- Ensuring individual attendance is regularly communicated with parents through Parents' evenings, end of year reports and monthly attendance monitoring letters
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance
- Advising the Head of School (authorised by the Executive Headteacher) when to issue fixed-penalty notices

The attendance officer is **Julie Newton** and can be contacted via **01908 605027**

Class teachers

Class teachers are responsible for:

- Taking the register on time everyday:

Year group	Morning register	Afternoon register submitted by
EYFS, Year 1 and Year 2	8.55am	12.50pm
Year 3, 4, 5	8.55am	1.20pm
Year 6	8.55am	1.50pm

- Ensuring they use / or N codes only.

- Adding a comment to the N code if the child's parent/carer has notified them in advance of the reason their child is not in school. This will ensure the family avoids a call from the attendance officer when the reason for absence has already been communicated.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and pass this on to the attendance officer
- Transfer calls from parents/carers to the attendance officer in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time, arriving at school **between 8.30am and 8.50am** each school day
- Call the school to report their child's absence before 9.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with contact numbers for each parent and at least one more emergency contact
- Ensure that, where possible, appointments for their child are made outside of the school day. Where such appointments in school time are unavoidable, staff should be informed in advance and given evidence for this appointment (for example, a medical letter). A 'present' mark can still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole session.
- Contact school staff and work with them in resolving any problems together.

Pupils

Pupils are expected to:

- Attend school every day on time, arriving at school **between 8.30am and 8.50am**.

7. Maintaining the 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 once during the second session. We will use the DfE attendance codes (appendix 1). These national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations.

It will mark 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

We will also record:

- Whether the absence is authorised or not
- 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 3 years after the date on which the entry was made.

Pupils should arrive in school **between 8.30am and 8.50am** on each school day.

The register for the first session will be taken at **8.55am** and will be kept open until **9.15am**. Pupils arriving late should report to the main reception and be signed in. The register for the second session is taken at different times depending on the child's year group:

Year group	Afternoon register taken at	Remains open until
EYFS, Year 1 and Year 2	12.50pm	1.00pm
Year 3, 4, 5	1.20pm	1.30pm
Year 6	1.50pm	2.00pm

If a pupil needs to leave school during the day they must sign out at the main reception with a parent or adult who has been authorized to collect once authorisation has been given from the Head of School.

Where pupils are dual registered or taking part in other approved educational activities, the register will be updated daily following discussion and information sharing with the other establishment. Staff work closely with the staff at the off-site provision, the pupil and their parents to take action to support the pupil to maintain good attendance.

8. Reporting Absence

It is the responsibility of the parent/carer to inform us of their child's absence each day **by 9.15 a.m.** or as soon as practically possible by calling the school office staff on 01908 605027 or sending a message on School Gateway. They must make contact **on each day of absence** providing the reason for absence and when their child will be returning to school.

9. Authorised reasons for absence

9.1 Appointments

As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, you should notify us of the appointment, providing evidence where possible, prior to the appointment. Pupils must attend before and after the appointment wherever possible. If the appointment

requires the pupil to leave during the day, they must be signed out by an adult who is on the child's authorized pick up list. Should a pupil arrive late following an appointment, they should report to the main reception. Absences for medical appointments will be recorded with a M code.

9.2 Religious Observance

Parents must inform us in advance if absences are required for days of religious observance. We will authorise absences for the day of the observance only where a reasonable request is made. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance. Absences for religious observance will be coded as R.

9.3 Illness

In order to make informed decisions about their child's fitness for attending, parents are encouraged to refer to the NHS guidance Is My Child Too Ill for School?. <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

In line with Department for Education guidelines when a child is off school due to sickness and or diarrhoea we ask parents to keep their child at home for a further 48 hours following the last bout of illness to aid a full recovery and prevent spreading the illness at school.

Any authorisation of absence through illness is done so at the discretion of the Head of School or member of staff delegated to carry out this task, such as the Attendance Officer. In the case of an illness which lasts for five days or more (or four days in the event of an INSET day or Bank Holiday), parents are asked to provide medical evidence. Where medical evidence is not provided, the absence may be recorded as unauthorised. Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Acceptable forms of medical evidence include:

- An appointment text message or letter
- A GP stamp
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription

Where evidence has been requested and has not been provided, the absence will be recorded as unauthorized.

9.4 Traveller Pupils Travelling for Occupational Purposes

Traveller pupils travelling for occupational purposes covers Roma, English and Welsh Travellers, Irish and Scottish Travellers, Circus workers, 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 us but it is not known whether the pupil is attending educational provision.

9.5 Absence due to unavoidable cause

The Head of School can authorize absence in emergencies where the parent can prove that the reason their child was prevented from coming to school was unavoidable, such as a bereavement or a sudden emergency.

Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which are being dealt

with by adult family members. Being at school with support from staff and peers can provide children with stability. The school routine offers a safe and familiar background during times of uncertainty.

If the Head of School is satisfied with the reason given and the reason is in relation to the child, not just the parent, then the absence will be recorded as authorized.

10. Requesting leave during term time, including for holidays

Absence for purposes of leave during term time can only be authorised by the Head of School at their discretion, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. "Head Teachers may not authorise leave during term time except where the circumstances are exceptional." Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted so if parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised. We define exceptional circumstances as **rare, significant events which are unavoidable**, for example attendance at a funeral (only the day of the funeral and not travelling days), accredited extra curricular exams (such as ballet) participation in approved sporting events (regional or national level) or visiting a terminally ill relative.

The following guiding principles apply:

- The decision to authorise a pupil's absence is wholly at the Head of School's discretion. The Head of School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- If an event can reasonably be scheduled outside of term-time then a request for leave will not be authorised for such an event – **holidays are therefore not considered 'exceptional circumstances'**.
- It is acceptable for the Head of School to take a pupil's record of attendance into account when making absence-related decisions.
- The Head of School may require evidence to support any request for leave of absence.
- We have a duty to make reasonable adjustments for pupils with special needs and/or disabilities.

If the Head of School is satisfied that there are exceptional circumstances to warrant the granting of leave of absence, the head teacher will then determine the number of school days that can be authorized.

Any request should be submitted as soon as it is anticipated using the leave of absence request form, accessible via the school office.

If you are considering asking permission for your child to be granted leave of absence from school, please think very carefully. Missing out on lessons will always have a negative impact on your child's educational progress. When a child is absent from school, valuable teaching and learning time is lost and it is often very difficult to make up for gaps in individual pupils' learning.

If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence. The Milton Keynes Code of Conduct states that a fine can be incurred if a child is removed from school for ten unauthorised sessions (5 days). The fine would be up to £60 if paid in 21 days or £120 if paid in 28 days. The fine is per parent per child. A letter will be sent to you with details on how to pay.

11. Following up unexplained absence

First day calling and beyond procedures

Where any pupil we expect to attend school does not attend, or stops attending, without reason, we will follow our first day calling and beyond procedures:

- Day 1- Child isn't present at school and the parent/carer hasn't informed us why. We call the first contact on SIMS and await a response. Contact by text will also be made. Should the child be working with CSC or is looked after, all SIMS contacts would be called to obtain a reason for absence. We would also inform the Social Worker of the child's absence.
- Day 2- Child is absent again without reason and school has had no response to the message left the previous day. We now contact all contacts on SIMS to see if we can get a reason as to why the child is absent. Should there be no response by the afternoon, a home visit will be conducted to ensure the child and the family are safe and well. A calling card will be left asking the parents to contact the school immediately.
- Day 3- Child is absent again and still no contact has been received. We will continue to try and make contact. We may contact MASH if we have any concerns about the child's safety or request a welfare check from the police.
- Day 4-9- Continue to try and make contact with the family.
- Day 10 - Complete a Child Missing Education referral to the LA.

12. Safe and well checks

Safe and well checks will always be carried out by the second day of an unexplained period of absence. We adopt a safeguarding first approach and may conduct a home visit sooner after actively considering the wider context of a child's life and any vulnerabilities they might have. We may also conduct safe and well checks where contact has been made but there are known vulnerabilities or where the reason given for absence is a cause for concern

Keep in touch visits

We will conduct keep in touch visits when a child has been absent from school for a length of time, for example:

- Where the child has been ill for an extended period of time (2 weeks)
- Where there has been illness both sides of a school holiday

The aim of a keep in touch visit is to support the child's wellbeing, showing that the child is being kept in mind by school staff and reducing the likelihood of any anxiety about returning.

13. Lateness and punctuality

Children are expected to arrive at school **between 8.30 am and 8.50 am** to ensure they are settled and ready to start their learning and receive their registration mark. Learning activities and some intervention groups occur during this time. The registration period runs until 8.55 am and lessons start promptly by 9.00 am.

A pupil who arrives late:

- After registration but before the register has closed (9.15am) will be marked as late, using the appropriate code: L
- After the register has closed (9.15am) will be marked as absent, using the appropriate code: U

13.1 Arriving late procedure

If your child arrives late at school, please ensure that you sign your child in on the electronic system at the front desk. The school has a legal duty and is accountable for all children's attendance, so will require a reason why your child is late to school.

13.2 Persistent lateness

If a pupil continually arrives late to school, the school will make contact with the parent/carer to offer a meeting of support. Intervention from school can sometimes be a welcomed helping hand for supporting the child with routines in the morning. If this meeting isn't attended and punctuality doesn't improve, then the school will offer another meeting of support. If this meeting isn't attended and punctuality doesn't improve, then the school will begin proceedings for Local Authority intervention. See Appendix 3 for flow chart.

14. Legal sanctions

14.1 Fixed Penalty Notice

The school can refer to the local authority to fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Compulsory school age is the term after the child's fifth birthday.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The school will refer to the local authority to issue a fixed penalty notice for all instances of unauthorized term time holiday resulting in 10 consecutive sessions (5 days) being missed.

If a parent pays a fixed penalty notice, they cannot then be prosecuted for irregular attendance during any of the period to which the fixed penalty notice related.

14.2 Legal sanctions warning and next steps

Where voluntary support has not been effective or has not been engaged with, and the level of unauthorised absence remains a concern, a further letter will be sent to parents inviting them in to discuss support which also includes a warning of legal sanctions and what the next steps will be. The warning states that if improvements in attendance are not seen following the next arranged meeting then legal sanctions will commence. As part of this process, the Legal Interventions Team at the Local Authority will invite parents to a PACE interview. Parents will receive a formal caution interview as required by the PACE Act* (Police and Criminal Evidence Act 1984) which will lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996. If convicted, you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence.

15. Reporting to parents/carers

The school will inform parents/carers about their child's attendance at each parents evening and a final attendance figure for the year will be included in the end of academic year report. Letters will be sent to parents notifying them of their child's attendance and the types of absences they have had when attendance falls below 95% and becomes a concern.

16. Supporting attendance of every pupil

16.1 Pupils with medical needs or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.

We work with families to put additional support in place where necessary to help pupils access their full-time education. This includes:

- Making reasonable adjustments where a pupil has a disability
- Putting in place an individual healthcare plan where needed
- Considering whether additional support from external partners (including the local authority or health services) would be appropriate
- Exploring options for approved off-site provision providers
- Making referrals in a timely manner and working together with those services to deliver any subsequent support
- Working with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day

16.2 Part time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example:

- 1) Part of an in-school support package School, parent/carer and other professionals agree that a short-term (no longer than 6 weeks) reduced timetable would support a student who is not currently successful on a full-time basis, 4 to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behavioural, emotional or social needs.
- 2) Medical reasons A student has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a "medical plan" agreed between the school, parents/carers and health professionals. Please see Ensuring a good education for children who cannot attend school because of health needs before offering a reduced timetable for this reason.
- 3) Reintegration As part of a planned reintegration into school (no longer than 6 weeks) following an extended period out of school e.g. following an exclusion, nonattendance, school refusal etc.

A part-time timetable is only put in place for the shortest time necessary and not be treated as a long-term solution. Part time timetables are undertaken with agreement from both parents and school and have a time limit by which point the pupil is expected to attend full time. Formal arrangements are put in place for

regularly reviewing it with the pupil and their parents. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. The local authority has very clear guidance around the use of part time timetables which schools must adhere to which can be found [here](#).

16.3 Emotionally based school avoidance (EBSA)

The following is taken from the Milton Keynes parent guide to EBSA, which can be found [here](#).

'Worrying or anxiety is a normal feeling that we all experience from time to time. It can even keep us safe from harm or help us perform in difficult situations. However, sometimes anxiety or excessive worrying can become a problem especially when it stops people doing what they want or need to do. Many children and young people worry about school. This is normal. Anxieties are part of life and learning to deal with them is part of growing up. However, sometimes a child's worries may lead to difficulties attending school. If your child has high levels of anxiety and does not want to attend school, they may be experiencing Emotionally Based School Avoidance (EBSA). (Credit West Sussex EPS)

EBSA is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to unmet emotional needs, often resulting in an inability to attend school on a regular basis.'

Where school staff or parents suspect EBSA is affecting a child's attendance, the Milton Keynes EBSA documents and processes will be used to guide the school response and next steps. These can be found [here](#).

16.4 Flexischooling

We do not consider or support requests for flexischooling arrangements.

17. Strategies for promoting attendance

- Attendance trophy awarded in the assembly each week to the class with the highest attendance. This to be shared in the weekly newsletter also.
- A.M.A.Z.I.N.G Attendance class reward – classes achieving 96%+ attendance each week earn a letter to display in their classroom from the word 'amazing'. When the class have collected all 7 letters and have spelled out the word amazing, they will earn an agreed class reward.
- Amazing attendance prize draw – children with 96%+ attendance that term are entered into a prize draw. 100% attendees get an extra entry. An EYFS/KS1 winner is drawn and a KS2 winner is drawn at the end of each term.

18. Attendance monitoring

Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, monthly 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
- Follow the letter flow chart in appendix 2 when offering support and challenge to families, where their child's attendance is a cause for concern.
- Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

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
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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.

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
- Provide access to wider support services to remove the barriers to attendance

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Head of School. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Positive behavior for learning 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	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

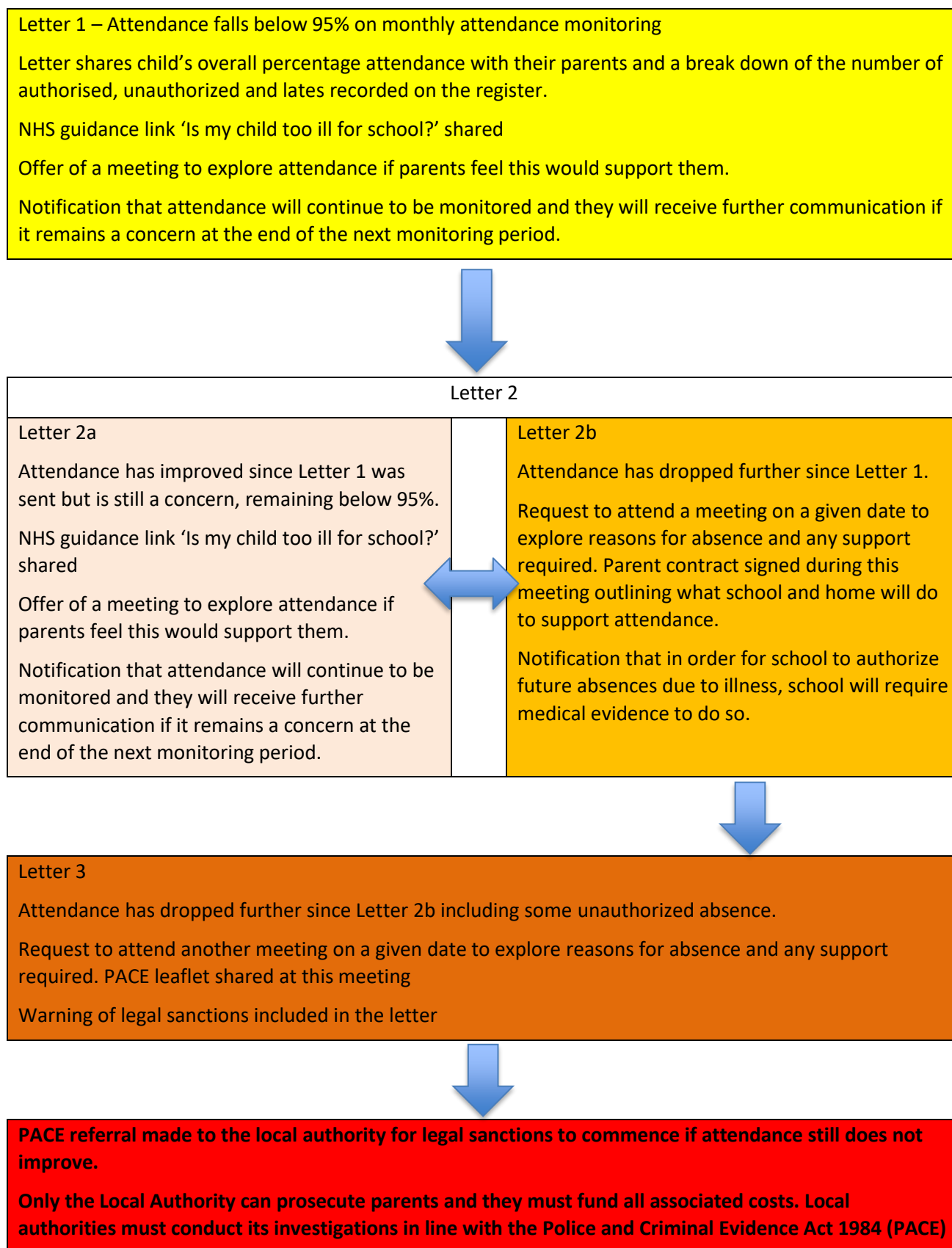
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Letter flow chart



Appendix 3 Punctuality flow chart

Child arrives after 8:55am = entrance via the school office who record lateness –

- 8.55am-9.15 am 'L' code
- 9.15am onwards 'U' code used and minutes late recorded. The 'u' code means that the late is recorded as absent for that session.

3 'L' or 'U' codes combined identified by registration computers during 1 month or cumulatively since September (i.e September and October 6 L or U codes) = 1st letter – polite reminder about timings of school day and indicating how many lates (and minutes late) the child has had during the month. Support offered by one of the Learning Mentors via a meeting or phone call.



If no improvement (continuing lates after the letter has been issued) = Letter 2c issued.

A meeting will be set up so a support plan can be put in place to help improve attendance and punctuality.



If punctuality and attendance during the review period does not improve then an FPN request will be made to the Local Authority.