Newtown Primary - Attendance policy 2026 – 2027

Created By	S Chesney-Ly
Authorised By	LGB
Reviewed and Updated	September 2026
Review date	September 2027

Why attendance is important.

Our vision and values are at the core of Newtown Primary School's Attendance Policy.

At Newtown we strive to enable every child to become successful learners, responsible citizens and resilient individuals. Our curriculum and provision is designed to allow for all children to develop and embed these attributes. Each child's starting point will differ to the next, but it is our mission to ensure each child embodies these characteristics to belong, believe and achieve at Newtown and throughout their lifetime.

Research shows that good attendance is linked to academic success. If children have good attendance (96% - 100%), we believe that they have every opportunity to succeed at Newtown. We expect children to attend school every day that they possibly can. At Newtown, we support families to be able to achieve this.

Ensuring a pupil's regular attendance at school is the legal responsibility of all parents/carers. Staff at Newtown Primary School will work with and support our families to encourage and ensure regular attendance.

What attendance percentages mean:

Achieved Attendance Target	100%	Excellent attendance	Full attendance and no days missed from school – the best chance of success
	96%	Good attendance	8 days missed from school
Worrying Attendance Monitored	95%	Below the expected level of attendance	9 days missed – less chance of success and makes it harder for your child to make progress
	91%	Below the expected level of attendance and needs to improve	18 days missed
Cause for Concern below 90%	90%	Worrying and attendance needs to improve	18 days missed (persistent absence threshold). Your child will find it very hard to make progress.
	85%	Poor attendance and must improve	28 days missed
Below 50% Attendance	Severely Absent and at risk of Educational Neglect		

- If a pupil has 90% attendance through their primary and secondary education; it means that they have missed the equivalent of a whole year off school.

Contents

Section	Title	Page

1	Aims	3
2	Legislation and Guidance	3
3	Roles and Responsibilities	4
4	Recording Attendance	7
5	Authorised and unauthorised absence	10
6	Strategies for promoting attendance	14
7	Supporting pupils who are absent or returning to school	14
8	Attendance monitoring	15
9	Monitoring arrangements	16
10	Links with other policies	17
11	Appendices	17

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

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

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)

- The School Attendance (Pupil Registration) (England) Regulations 2024
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt 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
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Officer 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 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 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 the Head Teacher and can be contacted using the school contact details.

3.4 The attendance officer

- The school attendance officer is responsible for:
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer can be contacted via the school contact information or on request at the main office.

3.5 The Class Teacher

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office at the close of each registration session.

3.6 School Office Staff

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the Attendance Officer where appropriate, in order to provide them with more detailed support on attendance.

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am 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
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance and Family Support Worker, who can be contacted via 0121 557 8504 or at the school office

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of each school day and once during 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:
- 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.

What Newtown's attendance routines are:

- At Newtown we take a register twice a day – once at the start of the morning and once at the start of the afternoon session.
- Children are welcomed into school at 8.30am by their class teacher.
- The register is opened at 8.35am and closed at 8.45am.
- In exceptional circumstances such as bad weather or public transport difficulties, we may keep the register open for a longer period (discretion of the headteacher).
- Children who arrive after 8:45 are marked as late.
- Learning and interventions start at 8:35 so punctuality (being on time) is essential.

How the register works:

- It is the responsibility of the register marker to record the pupil as present (/) or absent (N).
- We keep our register electronically using the MIS system 'SIMS'.
- The data is captured by calling out names from class the register.
- The information is then entered onto the system as the class teacher, or their cover calls out names.
- The office staff will enter a pupil onto the system, using the appropriate code, should they arrive late to school after the register has closed.

What Persistent Absenteeism (PA) is:

A pupil is on track to becoming a 'persistent absentee' (PA) when they miss 10% or more schooling (i.e., has attendance below 90%) at any given time during the school year for whatever reason. Any pupil who has attendance of 90% or below for the whole school year, whatever the reason for absence, will be recorded as a persistent absentee by the Department for Education. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. PA pupils are tracked and monitored carefully through our pastoral system, and we also combine this with academic mentoring where necessary.

We monitor all absence thoroughly and closely track any student with 5+ sessions of absence. Any case that is seen to have reached the PA mark (90%) or is at risk of moving towards that mark, is given priority and parents will be informed of this.

All pupils with a total of 5+ sessions of absence are monitored weekly; the school will contact parents where required and will support these students and their families to improve attendance.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, by calling the school, who can be contacted via telephone on 0121 557 8504.

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

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment. They must also show proof of the appointment either in the form of a letter or confirmation message.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Why punctuality is important (being on time):

Poor punctuality is not acceptable. It is seriously detrimental to a child's learning and positive start to the school day. Children's learning begins at 8.35am. If your child arrives after this time, they will start to miss key learning. Late arriving pupils also disrupt lessons for teachers and other pupils. It can also be embarrassing or cause worry for children walking in late.

Minutes late per day	Learning time lost in a year
5 minutes	3½ days
10 minutes	7 days
15 minutes	10 ½ days
20 minutes	14 days
30 minutes	21 days

How we manage punctuality:

- Registers are marked at 8.45am. The registers are immediately sent electronically to the school office.
- Your child will receive a late mark if they arrive after 8.45am.
- At 9.15am the registers will be officially closed. In accordance with regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence.
- You are encouraged at any time to call or approach school if you are having problems getting your child to school on time. We will do whatever we can to support you and help overcome the barriers.
- Persistent late arrival is not acceptable and could mean parents/carers face the possibility of a legal sanction if the problem persists.
- The registers are returned electronically to the school office where absences are reviewed, and late arriving pupils are added to the register.
- The office staff will enter a pupil onto the system, using the appropriate code in relation to the reason for absence.

Where pupils arrive late to school, the appropriate code is entered on to the register identifying where a pupil has arrived after the register has closed. Contact is then made with parents and carers regarding any unexplained absences.

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:

What we do if your child is absent (First Day Calling):

- Record your child's absence on their class register.
- Telephone you on the first day of absence if we have not heard from you. This should not be necessary as it is the parent's responsibility to inform school regarding a pupil absence. If we cannot make contact, we will text and call again if no answer.
- Enquire about the reason for absence and provide advice and suggestions.
- Make contact to discuss your child's attendance if we are concerned about a child's absence. It is important to keep the school updated of any changes to

contact details and provide the school with a telephone number on which they can be contacted in case of emergency.

- Please note we monitor whole school attendance below 95% on a weekly basis, with a particular focus on pupils with less than 90% attendance.
- If we have not been notified of a reason for absence and have been unable to contact a parent, we will telephone alternative contacts listed for the child and ask if they are able to help and support in contacting parents.
- Home visits may be carried out at any point during a pupil's absence as an additional method of contacting families.
- For safeguarding purposes, where required, contact may be made with other educational providers where siblings are attending, to assist in contacting families.
- If a child's absence is a concern and all attempts of making contact have failed, the school may contact the Police to discuss the matter, and request that a 'safe and well' visit be carried out if we are worried about a family.
- Parents must be aware that if the school is not informed of where a child is in school time, the child may be referred to relevant agencies for safeguarding purposes. If a child is absent for 20 school days or more and cannot be located after diligent enquiries have been made, they will be removed from the school's roll and recorded as a 'missing child.' The child will then lose their school place at Newtown Primary School.
- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will carry out 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. If absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via termly reports and regular letters if a child's attendance becomes a concern.

5. Authorised and unauthorised absence

What the different types of absence are:

- Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required daily.
- Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, or other unavoidable causes which have been agreed by the Head Teacher.

- We ask that routine dental, optical and medical appointments are made after school, at weekends or in school holidays, to avoid missed learning.
- Where a religious festival is being celebrated and falls within the school term, one day of leave will be authorised by the Head Teacher. If religious festivals fall during school holidays or weekends, pupils are expected to attend school both before and after the celebration and absence will be recorded as unauthorised.
- Unauthorised absences are those which the school does not consider reasonable and for which no agreement has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily.
- Absences which are not agreed by the Head Teacher
- Absences which have never been properly explained or when school do not receive a message for the absence.
- Children who arrive at school too late to get a mark (after the close of register). - Shopping, looking after other children or birthdays.
- Leave of absence that has not been agreed by the school (including term time holidays).
- Absences for which medical evidence has not been provided but has been requested by the school.

This list is not exhaustive, and the authorisation of absence is judged on circumstances at the time. We will always try to contact parents to inform you if your child's absence has not been authorised or if additional information is required regarding the absences.

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
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller children travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- 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.

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.

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed
- known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

What to do if we need to request a Leave of Absence and Holidays in Term Time:

- All requests for leave of absence should be requested by completing the school's leave of absence form, which is available from the school office.
- Any requests for leave should be made in writing to the Head teacher 4 weeks before the leave is required. If however, the leave request is due to an emergency, contact should still be made with the Head Teacher to discuss the leave request. Please be aware, leave can only be authorised on the content of the request. A request for leave of absence form must be completed fully and must include details of all people who have care of the child. Incomplete requests will be declined and will not be considered, which will result in the absence being recorded as unauthorised. Parents will normally be informed of the decision in writing. All letters will be kept on file. If the child takes time off when leave has not been granted, this will be recorded as an unauthorised absence. All leave of absence needs to be requested and agreed before any firm bookings are made, this will allow time for the request to be considered and discussion to be held as required. Meetings with families are routinely held to discuss leave of absence requests to ensure the safeguarding of our children. Supporting information should also be provided with the request, to explain the circumstances and the need for leave to be taken in term time. Requests for leave of absence in term time for holidays, visiting relatives and weddings are not normally agreed by the Head Teacher.
- Where the school receives requests for extended leave of absence and where information has raised concerns that a child is at immediate risk of forced marriage or Female Genital Mutilation, a referral will made to Sandwell Children's Social Care Trust and the Police.
- If the reason for leave is due to an emergency, parents should contact the school without delay to discuss this with a member of the Attendance team.

Term Time Holidays

- Term time holidays If a parent chooses to take their child out of school for a holiday in term time, a leave of absence form must still be completed. Taking holidays in term time will affect your child's academic progress as much as any other absence, and we expect parents to help us by not taking pupils away in school time. We do not permit holidays in term time and will not authorise requests for leave of absence for this reason. Remember that any savings you think you may make by taking a holiday in school time, are offset by the cost to your child's education. There is no automatic entitlement in law to time off in

school time to go on holiday. Holidays should be taken in school holiday time of which we have plenty of weeks available.

5.2 Sanctions

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

Penalty notices

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

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

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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.

Notices to improve

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

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

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

- **Attendance Traffic Lights** – increase awareness of whole school target and daily attendance in classes.
- **Whole class attendance awards** - these are alternated between most improved attendance, overall attendance boy's vs girls. Children are rewarded with extra play time for being the winning class/group.
- At the end of term, pupils are awarded with a **100% attendance certificate**
- At the end of a week, pupils are rewarded with a **100% attendance sticker**
- A special award is given to pupils who have a **yearly attendance of 100%.**
- Weekly, **family incentives** including a family pass to Dudley Zoo
- Varying **whole school month or half term incentives** e.g. ice-cream van, water-fight, pinata and a party bus

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

- Meeting with attendance officer to discuss barriers
- Daily welcome from Attendance Officer and Family Support Worker
- Soft start times where children can come into school with a trusted adult to settle into the school day before joining the rest of the class

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

- Meeting with attendance officer to discuss barriers
- Daily welcome from Attendance Officer and Family Support Worker

- Soft start times where children can come into school with a trusted adult to settle into the school day before joining the rest of the class
- Reduced hours can be agreed between school and families that meet the individual needs 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

How we track and report the attendance of children and measure impact:

- We monitor all absence thoroughly and closely track any student with attendance of 95% or below on a weekly basis. Any pupil that is on track to becoming a persistent absentee (90%) or is at risk of moving towards that mark, is given priority and parents will be informed of this.
- This data is discussed weekly with SLT and the Family Support Worker and actions are agreed for each pupil. We aim to work with families to tackle problems as soon as they become apparent. This may include telephone calls, letters home, invitations to attend school meetings, announced and unannounced home visits, group work and individual student mentoring.
- Impact of interventions is reviewed in meetings weekly and patterns of attendance are analysed each half term and are benchmarked with the learning community and national trends. Intervention and support is identified from this set of data.
- Attendance data is shared with parents and carers at every opportunity including Parents' Evenings, reports, text messages, letters and academic meetings. Attendance data is shared with staff and pupils on a weekly basis where leaders celebrate and promote attendance within their year group. We celebrate efforts relating to individual and class attendance/punctuality at the end of each half term.
- Attendance data is reported to the Trust on a weekly basis and to governors half termly.

What I need to know about thresholds and referrals:

- A pupil is classed as on track to being 'severely absent' (SA) when they have missed 50% or more of their time in school at any given time.
- A pupil is on track to becoming a 'persistent absentee' (PA) when they miss 10% or more schooling (i.e., has attendance below 90%) at any given time during the school year for whatever reason.
- Absence at these levels is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. Whilst it is rare for our pupils to have attendance levels below 50%, both SA and PA pupils are tracked and monitored carefully through our attendance and family support team, and we also combine this with attendance mentoring where necessary.
- Parents are encouraged to contact school at an early stage to resolve any problems relating to attendance and punctuality. This usually has a successful conclusion.
- Support from external agencies and the local authority will be sought where additional resources and expertise is required.

- Where all other avenues have been exhausted and support is not working or not being engaged with, attendance through statutory intervention or prosecution may be necessary. If there are ongoing concerns regarding a pupil's attendance, the school may refer a child's irregular attendance to the Attendance and Prosecution Service within the Local Authority. A variety of legal interventions are possible ranging from parenting contracts, Education Supervision Orders, penalty notice fines and legal action being instituted against parents in Magistrates Court.

Monitoring attendance:

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

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

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. Monitoring arrangements

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

What the roles are within the attendance team:

Mr P Ramage	Chair of Governors	Regular attendance analysis and reporting	
Mrs S. Chesney-Ly	Head Teacher		-Follow up absence telephone calls -School meetings and home visits to discuss attendance concerns -Preventative and responsive attendance mentoring -Referrals to external agencies for support and consideration of legal intervention
Miss L. Edwards	Family Support & Attendance Officer		
Mr R. Clayton	Acting Head Teacher		
Mrs H. Barks	Acting Deputy Head		
Mrs Gemma Merrix	SENDCo		
Mr P Rogers	School Business Manager		-First day absence calls -Attendance coding -Administration of attendance letters -100% attendance stickers and certificates
Mrs A. Kaur	Admin Assistant		

All staff		-All teaching and support staff are trained and refreshed frequently throughout the school year in their roles in promoting attendance, rewards and incentives.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
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