



Attendance Policy & Procedures

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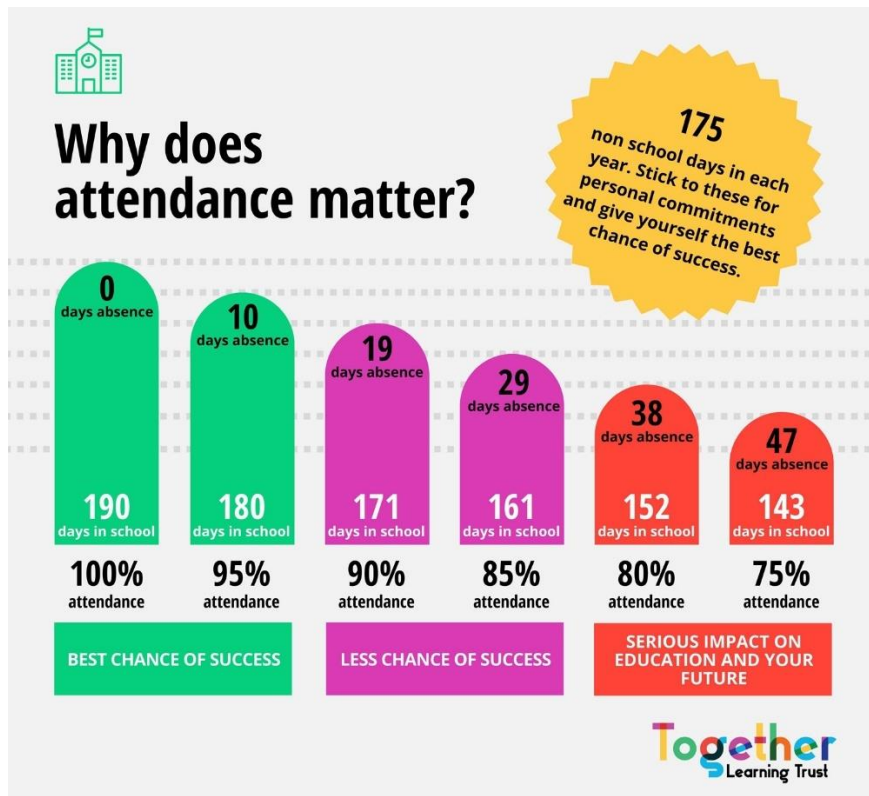
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1.0 Statement of Intent

At Together Learning Trust (TLT) we are driven by a shared commitment to providing magical learning experiences for all our pupils and a belief that all of them can achieve great things. We understand that outstanding achievement is inextricably linked to an exceptional culture which promotes impeccable behaviour, excellent attendance and punctuality, positive professional relationships and the personal development of staff and pupils.

A key facet of this commitment is ensuring that attendance across our family of schools is maximised and that instances of unauthorised and unexplained absence is kept to a minimum. Every child has the right to access education and attendance at school plays a key role in securing strong, positive outcomes for all our young people. The responsibility for promoting and securing positive attendance is a shared one between parents/carers and staff. This partnership is critical in ensuring the best interests of the child are at the heart of everything we do.



2.0 Scope and Legal Framework

The policy has due regard to legislation and guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Keeping children safe in education 2023'

This policy operates in conjunction with the following trust/school policies:

- Complaints Policy
- Safeguarding and Child Protection Policy
- Positive Behaviour Policy
- SEND Policy
- Suspension and Exclusion Policy

- Admissions
- Anti-bullying Policy

3.0 Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Not attending school for any reason
- Arrival at school after the register has closed.

Lateness:

- Arrival at school after the published start time

Authorised absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason.

4.0 Roles and Responsibilities

In some of our schools, particularly primary schools, it is recognised that a number of these roles may be held by the same staff. It is the responsibility of the Headteacher to ensure roles and areas of responsibility are clear within their individual school.

The local governing committee has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education procedure in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance lead role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Promoting good attendance and punctuality through assemblies and class activities.
- Celebrating and rewarding good attendance and punctuality through assemblies, awards events and other activities.

Administration staff are responsible for:

- Monitoring attendance and the impact of interventions and reporting to the senior attendance lead.
- Implementing the absence procedures, including phone calls home, home visits – with SLT support and other methods of communication with pupils and their families.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Liaising with colleagues to ensure missing or incomplete registers are resolved in a timely manner.
- Supporting the attendance lead with further attendance interventions as required to address absence concerns.

Class teachers are responsible for:

- Monitoring the attendance of their group, having discussions with key pupils and celebrating pupils who have good attendance and punctuality.
- Promoting good attendance and punctuality through class discussions and activities.
- Contacting parents/carers to promote and maintain a good home-school relationship.
- Taking accurate and timely registers.

All staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance and punctuality.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking accurate and timely attendance registers at the relevant times during the school day.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.

- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance and punctuality with their children.
- Providing prompt communication about planned and unplanned absences.

Pupils are responsible for:

- Attending school regularly and on time.
- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Aiming for a minimum attendance of 97%

The following link provides further information directly from the Department for Education.

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

5.0 Attendance Expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson on time.

The school day starts at 08:45, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 09:00. Pupils will be expected to return from each scheduled break and be ready to recommence learning in a timely manner and in line with the lesson start time.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 09:00. Pupils will receive a mark of absence if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The afternoon register will be marked at 13:00 (KS1) or 13.15 (KS2). Pupils will receive a mark of absence if they are not present.

6.0 Absence Procedures

Parents will be required to contact the school office via telephone (or where applicable) using the admin email before 09:15 on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day. The number and email for Parents to use is: 01484 859032/ office@melthamoor.org

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, attendance / administrative staff will contact the parent via telephone call or text message as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the school census system.

Where repeated attempts to contact the family have been unsuccessful, the Headteacher/SLT will be informed and a home visit will be conducted. Staff will also ask to speak to the child. If contact is still not made with the pupil and their family, consideration will be given to the involvement of the police and other partner agencies.

Kirklees Council

Educational Welfare Service: 01484 225161

Safeguarding Team: 01484 22100

Children's Social Care: 01484 414960

See Appendix 1 for more information

Where a pupil is absent for more than 10 school days in one term, the pupil's parent may be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness for five or fewer days, unless there are already significant attendance concerns; however, the school reserves the right to request supporting evidence for absences, particularly those of more than five days.

In the case of PA, arrangements will be made for parents to speak to the headteacher and additional support for the pupil and family will be explored. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation. In consultation with the LA, school will ensure appropriate referrals are made to the Education Welfare Team regarding "children missing education" (CME).

If a pupil's attendance drops below 90 percent, the headteacher will send out a formal letter / possibly arrange a meeting with the pupil and their parent. This may result in an Attendance Support Plan being put in place.

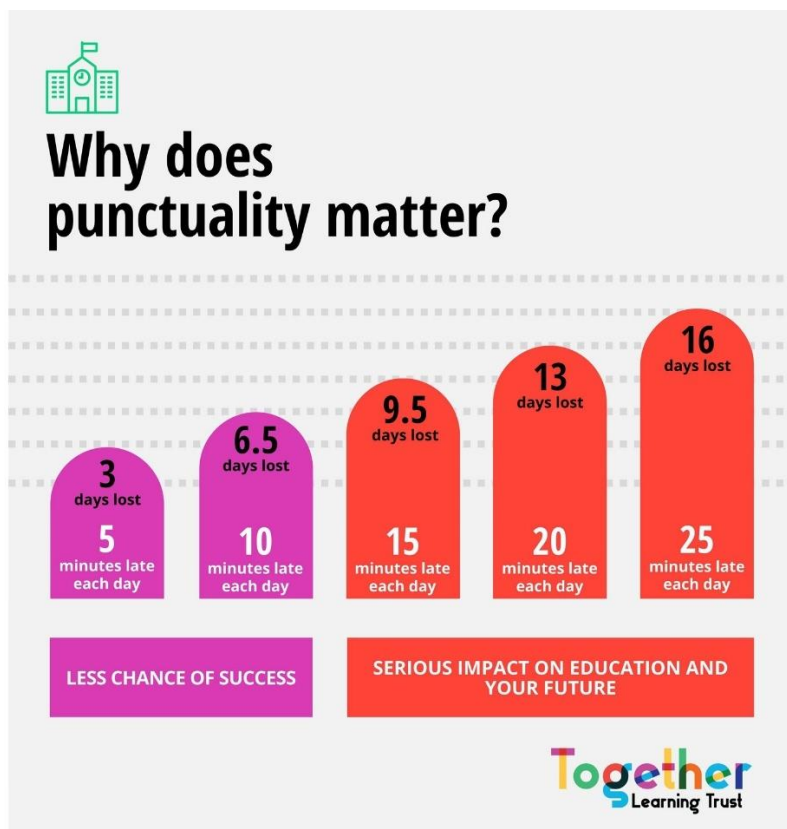
Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

7.0 Punctuality

Being on time to school and lessons is vital. Poor punctuality is not acceptable. Being punctual ensures pupils are:

- Aware of key information and instructions provided about the rest of the day
- Present for the entire lesson, including any starter activities and a recap of previous learning
- Not disrupting the learning of others
- Avoid potentially embarrassing situations associated with arriving late
- Get into good habits with regards to attendance and punctuality that will serve them well in the future

Staff will proactively intervene where pupils are noted as being late. This could include both supportive and punitive measures depending on the reasons and context of the punctuality issues. The law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.



8.0 Rewards and Incentives

The school proactively recognises and promotes excellent attendance through a range of rewards and incentives throughout the academic year. These include:

- Parents / Carers consultations twice a year & a written report in the summer term
- Celebrated in assemblies

9.0 Attendance Register

The school uses an electronic management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- H = Authorised holiday
- E = Excluded but no alternative provision made
- I = Illness

- M = Medical or dental appointments
- R = Religious observance
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another educational establishment
- B = Off-site education activity
- J = At an interview with prospective employers, or another educational establishment
- P = Participating in a supervised sporting activity
- V = Educational visit or trip
- W = Work experience
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment. Every entry received into the attendance register will be preserved in line with our Records Management Policy.

10.0 Authorising Parental Absence Requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents in **exceptional circumstances**, and will not deny any such request without good reason.

Leave of absence

The school will only consider a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing, filling out a leave of absence form at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays, as per Government legislation, unless there are exceptional mitigating circumstances.

Requests for leave will not be granted in the following circumstances:

- In the month of September
- Immediately before and during assessment periods and statutory examination periods
- When a pupil’s attendance is already below 96%

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised and may also result in a penalty notice being issued*. Repeated instances of leave of absence may result in the matter being directly prosecuted at the magistrate’s court.

* *“Failure to pay the penalty notice could result in the local authority commencing legal proceedings for the offence of not ensuring your child’s regular school attendance. If found guilty you could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order and you will receive a criminal record”.* **Department for Education statutory guidance.**

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child’s absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. The school reserves the right to request supporting evidence for healthcare appointments taking place within school hours.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school’s absence(s).

The school will endeavour to support pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. Arrangements will be made in consultation with the LA who will ensure that the overall arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil’s attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil’s parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil’s parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

11.0 SEND and Health Related Absence

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Education and Healthcare (EHC) plans or Individual Healthcare Plans (IHP) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding and Child Protection Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable, in consultation with the relevant LA.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

12.0 Absence in Exceptional Circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- Transport provided by the school, LA or parent is not available and the pupil's home is not within reasonable walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes.

13.0 Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the school during the day, must sign the child out at the school office / reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will arrange for parent/carers to be contacted in order to assess the reasons behind the pupil not attending school.

The following procedures will be considered in the event of a truancy:

- In line with the Behaviour Policy appropriate disciplinary measures will be taken.
- Parental meeting to address the issue of truancy, agreeing next steps to ensure the regular attendance of the pupil and to outline further action which could be taken if truancy persists.
- A letter of warning sent to the parents/carers of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

14.0 Internal Truancy and Missing Children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. Moreover, pupils are expected to attend all lessons, on time, unless they have written permission to be elsewhere from a member of staff.

The following procedures will be taken in the event of a pupil going missing (or suspected of internal truancy) whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher / senior leadership team and appropriate pastoral and attendance staff immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- Available members of staff will conduct a search of the school premises as directed by the headteacher / senior leader.
- The following areas will be checked:
 - Classrooms
 - Toilets
 - School hall
 - Office spaces
 - Intervention rooms
 - The library
 - Any outbuildings
 - The school grounds
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the

police will be contacted.

- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher / senior leader will take the appropriate action to ensure that pupils understand they must not leave the premises or be absent from lesson without permission, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

15.0 Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the attendance lead, supported by the SLT, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Contacting parents in a timely manner via telephone
 - Sending letters to parents.
 - Arranging meetings with parents
 - Providing key staff (Class Teacher) weekly reports to enable proactive intervention.
 - Considering alternative provisions and programmes within school
 - Engaging with LA attendance teams.
 - Using legal intervention.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

16.0 Working with Parents / Carers to Improve Attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the headteacher / member of the SLT will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from

being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, the attendance lead will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance lead will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

17.0 Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more school time across the year for any reason. Absence at this level does considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for PP
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination.

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support. For example, My Support Plan / Attendance Support Plan / Attendance Contract.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including regarding additional vulnerability.

The school will also work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils may be facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding and Child Protection Policy.

18.0 Legal Intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one half term, the headteacher will consider:

- Holding a formal meeting with parents. This may also include a representative from the LA Education

Welfare Team.

- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

19.0 Monitoring and Analysing Attendance

The headteacher will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The admin team will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The administration staff will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The headteacher will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

20.0 Training of Staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training as part of their CPD

opportunities.

Training will cover the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances.
- The legal requirements on schools, e.g., the keeping of registers.
- The school's strategies and procedures for monitoring and improving attendance.
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance lead and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

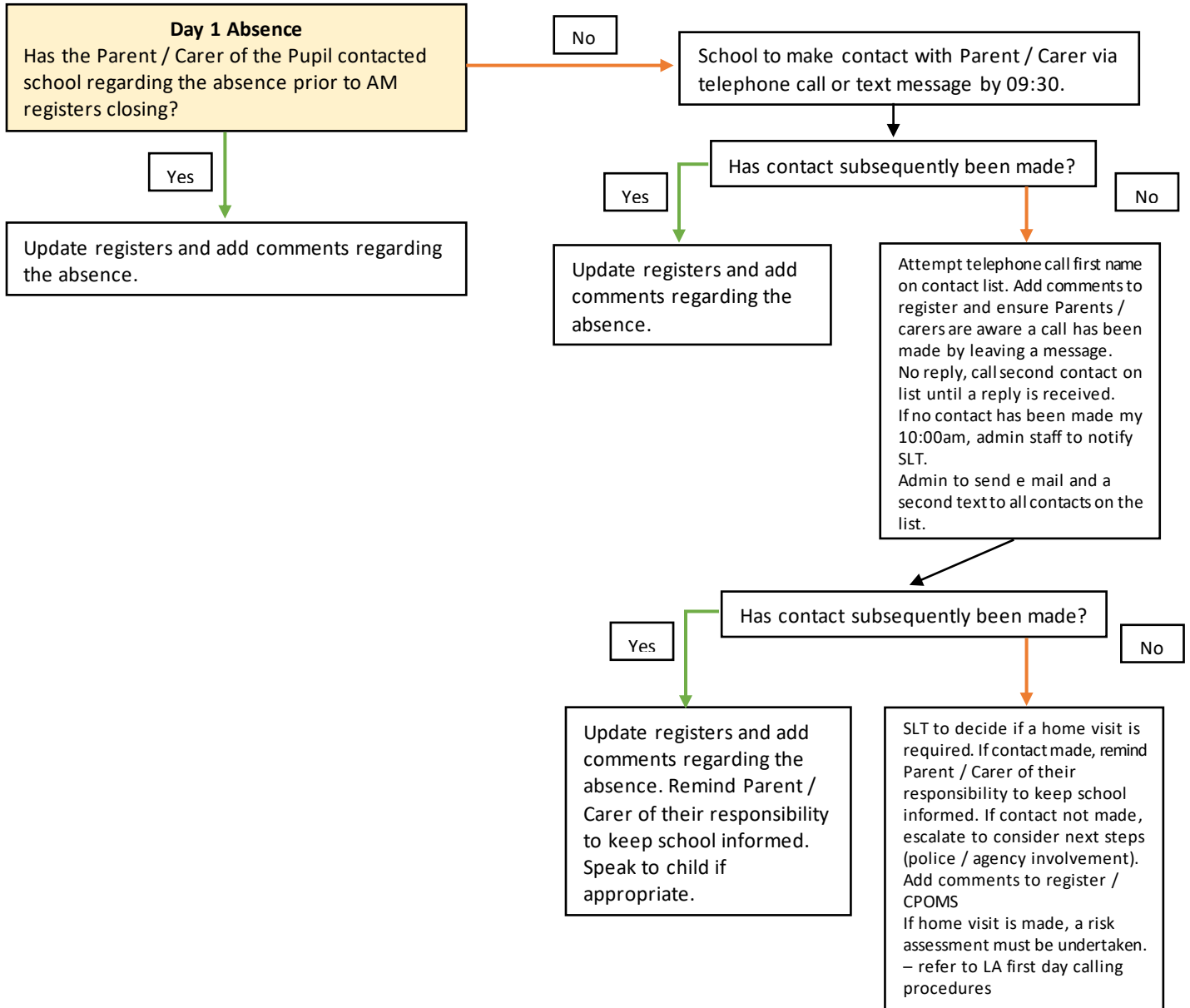
21.0 Policy Monitoring and Review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent. This policy will be reviewed every two years by the trust executive team. The next scheduled review date for this policy is November 2024.

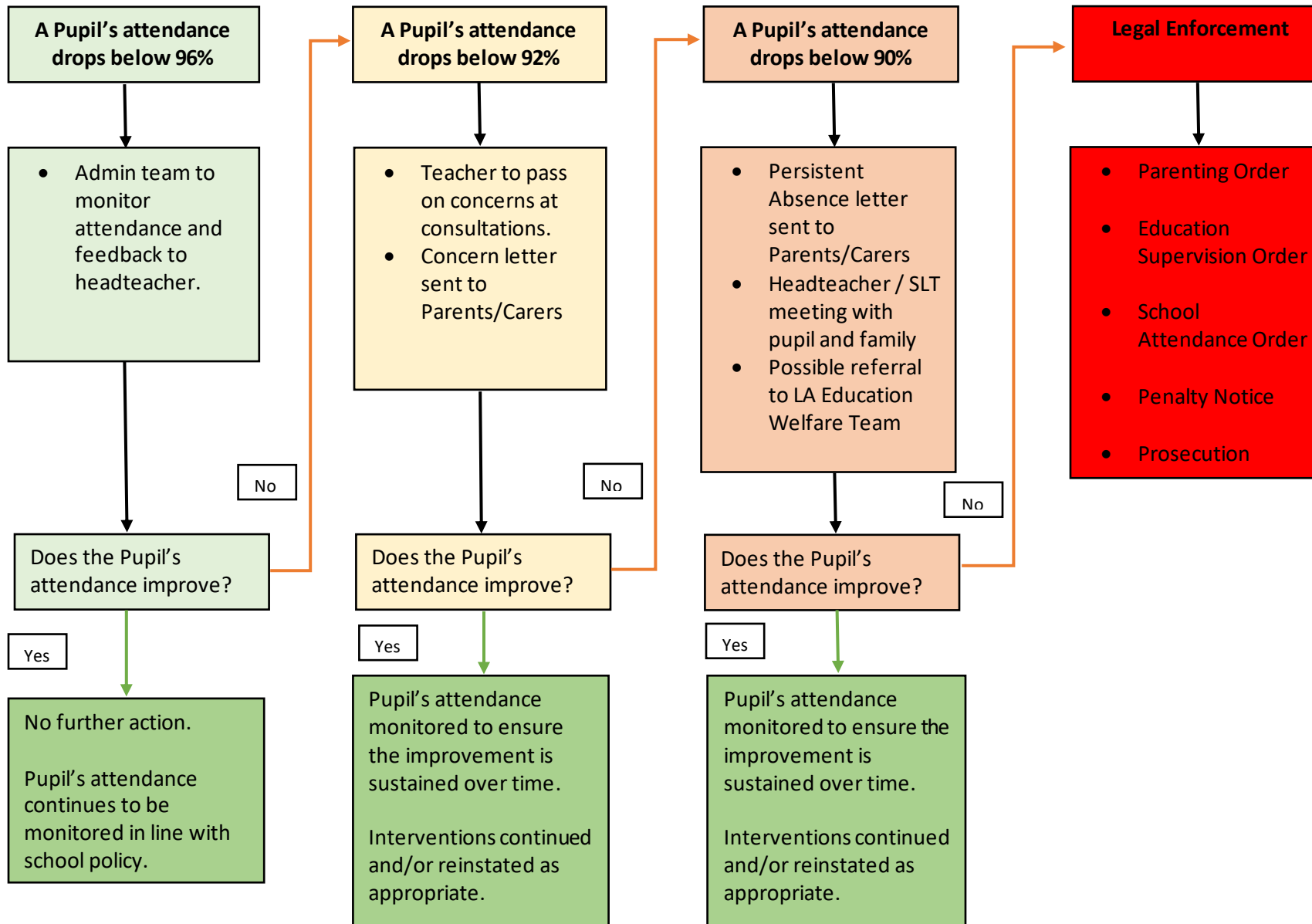
Any changes made to this policy will be communicated to all relevant stakeholders.

Absence Procedures Flowchart

Please refer to the Local Authority First Day Calling Procedures.



Attendance Intervention Flowchart



Attendance Register Codes

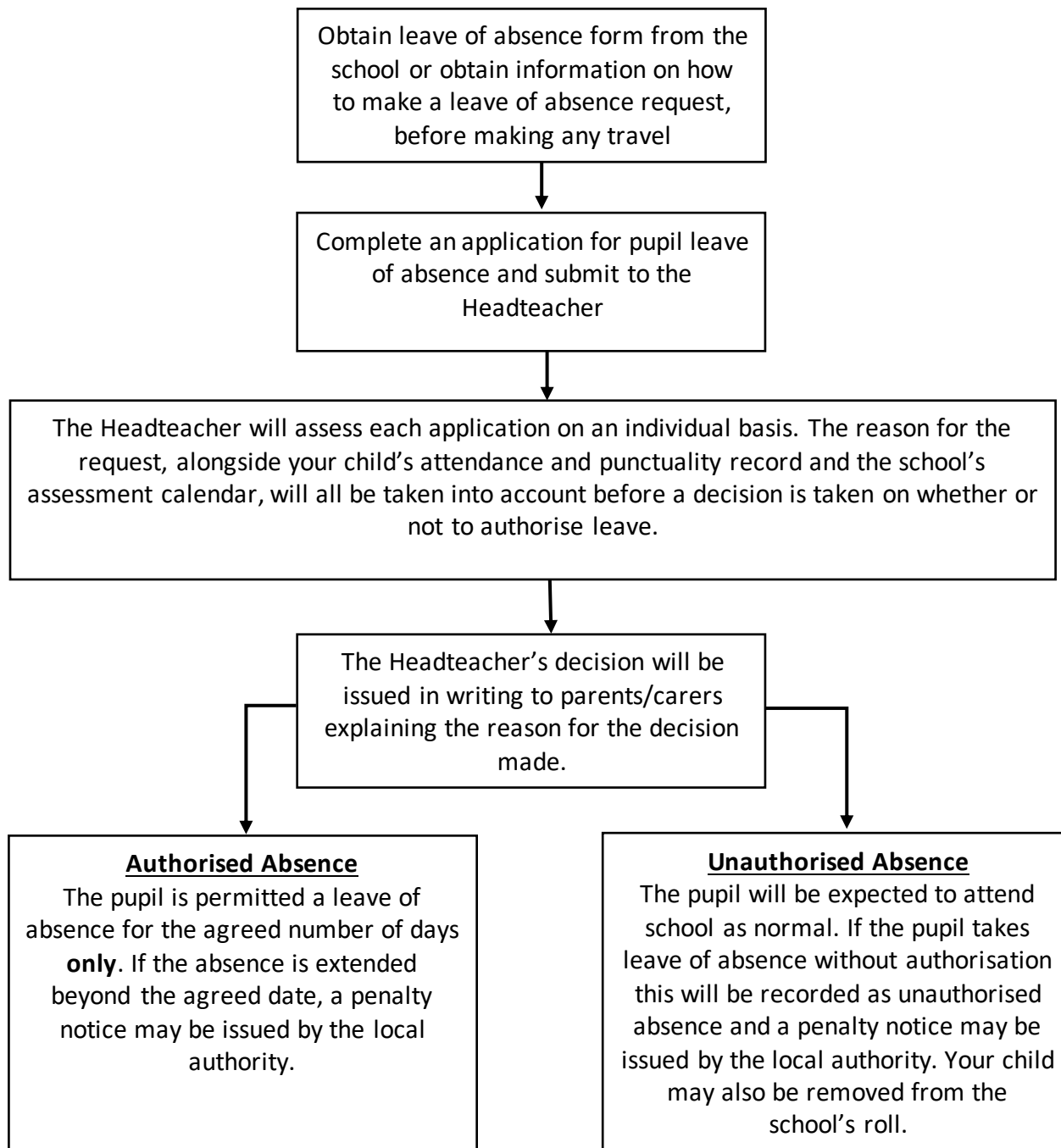
The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- **/ = Present in the morning**
- **\ = Present in the afternoon**
- **L = Late arrival before the register has closed**
- **C = Leave of absence granted by the school**
- **H = Authorised holiday**
- **E = Excluded but no alternative provision made**
- **I = Illness**
- **M = Medical or dental appointments**
- **R = Religious observance**
- **S = Study leave**
- **T = Gypsy, Roma and Traveller absence**
- **G = Unauthorised holiday**
- **N = Reason not yet provided**
- **O = Unauthorised absence**
- **U = Arrived after registration closed**
- **D = Dual registered at another educational establishment**
- **B = Off-site education activity**
- **J = At an interview with prospective employers, or another educational establishment**
- **P = Participating in a supervised sporting activity**
- **V = Educational visit or trip**
- **W = Work experience**
- **Y = Exceptional circumstances**
- **Z = Pupil not on admission register**

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Summary of the application process for pupil leave of absence

(Due to exceptional circumstances in term time)



Penalty Notices:

- Are issued to **each individual parent** of **each child** not in school.
- Are £60 (per parent per child) provided they are paid within 21 days of issue
- Increase to £120 if they are not paid within 21 days of issue but before 28 days have expired.
- Failure to comply with a penalty notice may result in formal legal action by the local authority. If upheld this may result in a fine of up to £2500 per parent per child.