



Attendance Policy

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**BEDS-created
Statutory
1-year review cycle**

Believe to achieve! “Roots will grow down into God’s love and keep us strong.” Eph 3:17

Values: Friendship, Respect, Trust, Courage, Perseverance, Compassion

Brinkworth Earl Danby’s is committed to providing a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised. We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best that they can be and finding their place in the world. We believe in: a child’s potential; being part of a community; being the best you can be.

In partnership with parents/carers, we aim to:

- create a happy, caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- meet each child’s needs physically, creatively, intellectually, emotionally and socially
- educate children about a diverse society and world in order to promote understanding and positive attitudes
- help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- inspire each child to be an enthusiastic learner and develop capabilities and attributes that ‘build learning power’
- enable pupils to become confident and responsible citizens

Our ethos underpins our unique culture and behaviour in our Church of England School. Our children are at the centre of every decision made. We always ask ‘of what benefit will this be to our children? Will this help support them to be the best they can be?’ We go the extra mile. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and for our school community.

This policy is written with our vision, values, ethos and aims at its heart.

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the 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/ukxi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)

The law says that ensuring a child receives education is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be referred to the Wiltshire Education Welfare Service for a formal legal intervention.

To avoid this happening we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.

Authorised absences are those that have been agreed by the head teacher.

Unauthorised absences are those where no valid reason has been provided for absence or those absences which the head teacher has not agreed.

3. Roles and responsibilities

Research suggests that a pupil who misses 17 days of school a year will drop 1 GCSE grade in attainment. (DfE)

95% attendance equates to half a day off every two weeks in a school year

90% attendance equates to a day off every two weeks in a school year

85% attendance equates to one and a half days off every two weeks in a school year

80% attendance equates to one whole day off every week in a school year

A secondary age pupil whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

“Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education.” The National Audit Office.

At Brinkworth Earl Danby’s CE Primary School, attendance is the business of everyone in our school community.

.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
- Holding the head teacher to account for the implementation of this policy
- 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

3.2 The head teacher

The head teacher 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 other staff to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) and the SENDCo to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having 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 Mrs Kelly Butt who can be contacted via telephone on 01666 510406 (asking for admin at either site) or via email on lowersite@brinkwortheardanbys.wilts.sch.uk or uppersite@brinkwortheardanbys.wilts.sch.uk with the subject FAO attendance lead

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
- Determining (with Headteacher if separate role) when to issue fixed-penalty notices

The attendance officer is Mrs Kelly Butt and can be contacted as above.

3.5 Class teachers

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 by 8:55 and 1:10 (LS) and 9:10 and 1:10 (US). Teachers can use the paper registers or the register function on SIMS, as long as the office knows which option is being used.

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 headteacher or deputy headteacher 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 8:45 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority (created during school attendance meetings)

- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Kelly Butt, headteacher, who can be contacted via telephone on 01666 510406 (asking for office at either site) or via email on lowersite@brinkworthearldanbys.wilts.sch.uk or uppersite@brinkworthearldanbys.wilts.sch.uk with the subject FAO attendance lead

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 the first session of each school day and once during the second 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:

- (For pupils of compulsory school age) Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45 (LS) and 9:00 (US) and ends at 3:15 (LS) and 3:30 (US).

Pupils must arrive in school by 8:45/9:00 on each school day.

The register for the first session will be taken at 8:45 (LS) and 9:00 (US) and will be kept open until 8:55 (LS) and 9:10 (US). The register for the second session will be taken at 1:00 and will be kept open until 1:10.

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 8:45, or as soon as practically possible, by calling the school office staff, who

can be contacted via 01666 510406, or lowersite@brinkwortheardanbys.wilts.sch.uk or uppersite@brinkwortheardanbys.wilts.sch.uk

There is an option to leave a phone message regarding absence, and office staff will call back if they need further clarification.

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 5 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 as long as the pupil's parent notifies the school in advance of the appointment.

All leaves of absence should be requested by using the form in the appendix – 'Leave of absence request'. These forms are available from the school offices, by printing the appendix, or by ringing school and asking for a form to go into a child's book bag.

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

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If there is a pattern of lateness, or 10 late marks in a rolling 10-week period, the attendance lead will contact the parents to discuss any ways in which the school can support. There may be a 'notice to improve attendance' form sent to parents.

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:

- 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 ring every half an hour for 2 hours. At this point, we may need to visit the home to check on the child's welfare, and if this is unsuccessful we may need to contact the police
- 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 relevant, report the unexplained absence to the pupil's youth offending team 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
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below) as appropriate.

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. At Brinkworth Earl Danby's School, we do this three times a year at least: at the autumn and spring parents' evenings, and in the end of year report. Where children's attendance is lower, we will report more often.

Our school attendance target is: 97%

This means that we are expecting each pupil to have as close to 100% attendance as possible. Pupils who miss just 3 days of school in a school year will contribute to the school not achieving the attendance target.

Legally the school register must be taken twice a day. Pupils arriving late, before registers close will be marked as late (L). Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session.

Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as unauthorised. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken.

We will contact parents to address and improve attendance where:

A pupil's attendance falls below 95%,

A pupil has more than 3 weeks where they haven't achieved full attendance in a term (In Wiltshire there are 6 terms in an academic year)

A pupil has more than 4 recorded lates in a term

A pupil has a regular pattern of absence

Parents are asked to:

Notify the school when their child is unable to attend, with a reason, on the first and subsequent days of absence. Parents should make contact with school before the start of the school day.

Keep the school informed, in cases of ongoing absence. A note from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always remain with the school

Arrange medical or dental appointments outside of school hours unless there is urgent need for an appointment.

Tell the school if their child is going to be late, the reason why and expected time of arrival.

Only request leave of absence if it is for an exceptional circumstance.
The process for requesting leave of absence is explained further in this policy.

We will contact the parent/carer if a child is absent and the parent/carer has not advised that the child will not be in school. Parents can expect contact on every occasion of an un-notified absence. The attendance managers will initially phone parents within 30 minutes of registers closing, this is in line with school safeguarding procedures.

If after 3 days of absence, your child has not been seen and no contact has been made with the school, a home visit will be made by school staff, to ascertain the safety and well-being of your child and establish the reason for absence from school.

After 10 days of unexplained absence and no contact with the school, we are obliged to notify the local authority. The local authority will follow their procedures for Children Missing from Education (CME) and parents may expect contact and visits from an Education Welfare Officer to ascertain the well-being and safety of your child.

Collecting your child from school

We ask that all parents/carers ensure that they are able to collect their children from school on time. If parents are unable to collect their child as usual then they will need to communicate the alternative arrangements they have made with the school.
We will not release children in these circumstances to anyone who we have not been advised of.

Monitoring attendance

Weekly monitoring of the registers will be made by the Senior Attendance Champion, to analyse overall absence for each pupil and identify pupils with low attendance, a pattern of absences that may lead to Persistent Absence (PA), Severe Absence (SA) patterns and levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence.
A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA and SA pupils are tracked and monitored carefully and we combine this with tracking academic progress to assess the effect on the pupil's attainment. Absence for whatever reason disadvantages a pupil by creating gaps in his or her learning. The Senior Attendance Champion will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the school to authorise any further absence due to ill health and/or an attendance meeting with a member of school staff where we can discuss the barriers to attendance and provide help and support to address that. We may ask parents to agree to an Attendance Contract which details how we will work together to improve attendance. However, if absence continues and the support we have offered is not working we may make a referral to the Local Authority for additional intervention.

Requesting leave of absence in exceptional circumstances

In accordance with Department for Education statutory guidance, leave of absence from school may only be authorised in exceptional circumstances.

Absence for the purpose of a holiday is not considered to be an exceptional circumstance.

Parents are required to complete a leave of absence request form which must outline the exceptional circumstances for which the leave has been requested.

Leave of absence request forms must be completed in advance of the dates requested.

We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised.

Requests will be considered by the head teacher and parents and carers will be advised if their request is agreed.

Any pupil who has taken a term time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school or if the absence is immediately before or after a designated school holiday period.

Parents/carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.

Consequences of persistent and severe absence

At Brinkworth Earl Danby's CE Primary school we will always work with you to address any attendance concerns.

If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer you to the local authority where possible actions include:

1) The National Framework for Penalty Notices

The Department for Education has issued a national framework and the Education (Penalty Notices) (England) (Amendment) Regulations 2024 which govern how and when penalty notices may be used.

All local authorities and schools must work within the new framework.

This means that whenever a pupil accrues 10 sessions (half days) of unauthorised absence in a 10 week period a school must consider whether a penalty notice should be issued. The unauthorised absence can relate to unexplained absence, absence that the school has not agreed to including for a holiday in term time or a pupil being late after the register closes.

Where a pupil has accrued 10 sessions of unauthorised absence in 10 weeks that is NOT related to a holiday in term time we may issue you with a Notice to Improve. This will provide you with an opportunity to engage with support to improve your child's attendance. If support is not working then we will refer the matter to the local authority who may decide to issue a penalty notice to you.

Where there are 10 sessions of unauthorised absence in a 10 week period as a result of a holiday taken in term time the absence will be notified to the local authority who may issue a penalty notice without further warning.

Each parent can receive a penalty notice for each child that has unauthorised absence. For example 2 parents with 2 children who take a holiday in term time can expect to receive 4 penalty notices.

The new framework allows for parents to receive a maximum of 2 penalty notices for each of their children in a 3 year period.

The first penalty notice issued in respect of an individual child will be in the sum of £160 to be paid within 2 days, reduced to £80 if paid within 21 days.

The second penalty notice issued in respect of the same child within 3 years shall be in the sum of £160.

If the national threshold is met on a third or subsequent occasion in 3 years then the local authority may present the matter to the magistrates' court.

or

2) The local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, imposition of orders such as Parenting Orders or even imprisonment.

or

3) In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

6. Strategies for promoting attendance

At Brinkworth Earl Danby's CE Primary School we take every opportunity to promote excellent attendance for all pupils. We will celebrate excellent attendance in classes during our Celebration Collective Worship. Buddy the attendance character is won weekly by the class with the highest attendance at each of the school sites.

We are a caring school community where the needs of all pupils are carefully considered. We strive to celebrate, provide and promote a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

If there are specific issues which might impact on your child's attendance it is important that you talk to us so that we can support you and your child. You can speak to Mrs Kelly Butt (Headteacher and Attendance Champion), Mrs Maria Pocock (SENDCo) or your child's class teacher if you feel attendance is becoming a concern for your child.

There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance. (eg Wiltshire Council, school health, Ethnic Minority and Traveller Achievement Service, Medical Needs Education and Reintegration Service). If we feel that this would be helpful we will discuss with you first.

We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and encourage excellent attendance.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

As every child is different, so too are their needs. For those children for whom there are complex barriers to attendance, we aim to work even more closely with families, so that we can understand how best to support.

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

As above, we will work with families to support where we can. In these instances, there may be agreed absence needs.

Where a pupil has an education health and care (EHC) plan or medical care 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.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

If a pupil has been absent for a while (more than a week), we will work to make sure that they are supported in returning to school. If appropriate, we may offer a meeting with the child and parents before coming back, to discuss what the class has been doing, and answer any queries the pupil has. This allows the child to share any worries they may have, which can be addressed and therefore make the return to school more positive for them.

During the first day back after the absence, a classroom adult will check in on them regularly, and if needed assign a work partner to help the child to access their learning.

The class teacher will meet with or phone the parents during the first week back, to discuss how the pupil's return to work has been.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Attendance and punctuality data is analysed and acted upon as necessary, either with a notice to improve letter, an invite to a SAM, or further action.

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.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every year by a member of the Senior Leadership Team. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

ATTENDANCE REGISTERS: NATIONAL ABSENCE AND ATTENDANCE CODES PRESENT

Code / \: Present in school / = am \ = pm

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed.

A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate

AUTHORISED ABSENCE

The national absence codes must be used. Schools cannot add to the list of codes or use their own local codes. In order to be useful to schools in helping them identify patterns of absence, it is essential that there is consistency of use by staff within each school.

- C Leave of absence for exceptional circumstances (not holiday) (*eg bereavement*)
- C1 Participating in a regulated performance or regulated employment abroad
- C2 Absence when a pupil is subject to a part-time timetable
- E Suspended or permanently excluded but no alternative provision made
- I Illness (NOT medical or dental etc appointments)
- J1 Interview (with a prospective employer or another educational establishment)
- M Medical / Dental appointments
- R Religious observance
- S Study leave
- T Parent travelling for occupational purposes

APPROVED EDUCATION ACTIVITY

- K Attending education provision arranged by the local authority
- B Educated off site (*NOT dual registration and not for a pupil participating in remote learning.*)
- D Dual registration (*ie pupil attending other establishment*)
- P Approved sporting activity (*arranged by school*)
- V Educational visit or trip (*arranged by school*)

UNAUTHORISED ABSENCE

- G Holiday not granted by the school
- N Reason for absence not yet established
- O Absent in other/unknown circumstances
- U Arrived in school after registration closed

UNABLE TO ATTEND DUE TO UNAVOIDABLE CAUSE

- Q Unable to attend because of a lack of access arrangements (local authority duty)
- Y1 Unable to attend due to transport normally provided not being available
- Y2 Unable to attend due to widespread disruption to travel
- Y3 Unable to attend due to part of the school premises being closed
- Y4 Unable to attend due to the whole school site being unexpectedly closed
- Y5 Unable to attend as pupil is in criminal justice detention
- Y6 Unable to attend in accordance with public health guidance or law
- Y7 Unable to attend because of any other unavoidable cause

ADMINISTRATIVE CODES

- X Pupil not of compulsory school age not required to be in school
- Z Prospective pupil not on the admission register (to set up registers in advance of pupils joining school)
- # Planned or partial school closure (eg school holidays, teacher training, school used as polling station, staggered starts for different year groups)

APPENDIX 2

CHILDREN MISSING FROM EDUCATION OR WHO MAY OTHERWISE BE AT RISK

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Aspects of Safeguarding and preventing Children Missing Education contained within the Education (Pupil Registration) (England) Regulations 2006:

