



******* Primary** **Academy**

Pupil Attendance and Absence Policy

Date of Policy	October 2024
Reviewed by	The Executive Board
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Statement of intent

The Societas Trust ("The Trust") believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Our vision for attendance is:

"At Societas every child's presence is a priority, ensuring that regular attendance paves the way for academic achievement, personal growth, and lifelong success."

This includes:

1. **Setting High Expectations and Celebrating Success:** Clear expectations for attendance will be communicated to children and families, emphasising its importance for academic achievement and future opportunities. We will celebrate attendance milestones and improvements, reinforcing positive behaviour and recognising the efforts of children and families
2. **Creating a Positive School Culture:** We aim to build a welcoming and inclusive school atmosphere where children feel safe, valued, and motivated to attend daily. Positive relationships between children, staff, and families will be at the heart of this culture, promoting a sense of belonging and commitment.
3. **Early Identification and Intervention:** By utilising data-driven approaches, we will identify attendance patterns early and intervene promptly. For children at risk of poor attendance, we will address underlying issues and provide necessary resources and encouragement. Recognising that chronic absenteeism can be a sign of safeguarding issues or neglect, we will work closely with safeguarding teams to ensure the well-being of all children.
4. **Engaging Families and the Community:** We recognise the critical role families and the wider community play in supporting regular attendance. We will establish strong partnerships with parents and community organisations, ensuring open communication and collaborative efforts to overcome barriers to attendance.
5. **Providing a Rich and Relevant Curriculum:** To keep children engaged and motivated to attend, we will offer a curriculum that is both challenging and relevant to their interests and future aspirations. Enrichment activities and extracurricular opportunities will complement academic learning, making school a place where children are excited to be.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officers are:

Name	Email
Xxxxxxxxxx	xxxxx@xxxxx
Xxxxxxxxxx	xxxxx@xxxxx
Xxxxxxxxxx	xxxxx@xxxxx

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

Roles and responsibilities

The Trust board 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.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- 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 Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the setting, and distributing these to parents.
- Appointing a member of the SLT to the attendance officer 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.

Staff, including teachers, support staff and volunteers are responsible for:

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

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

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

- Updating the setting if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children and behaviour and ensure that their child attends school every day.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

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 that is not medical, religious or exceptional
- 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

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

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 punctually every day they are required to be at school, for the full day and to keep their attendance at, or above, 96 percent throughout the year.

The setting day starts at **8:45am**, 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 **8:40am**.

Pupils will have a morning break at:

Key Stage 1: 10:15-10:30am

Lower Key Stage 2: 10:30-10:45am

Upper Key Stage 2: 10:45-11:00am

Pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

The setting day starts at **8:45am**. Pupils should be in their classroom at this time.

Registers are marked by **9:00am**. Pupils will receive a late mark if they are on site but not in their classroom by this time. This is marked in the register as an L.

The register closes at **9:15am**. Pupils will receive a mark of absence if they do not attend before this time. This is marked in the register as a U.

After lunch, registers are marked with 10 minutes from returning from lunch. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes 30 minutes after the end of lunch. Pupils will receive a mark of absence if they are not present.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Absence procedures

Parents will be required to contact the school office via telephone before **8:45am** 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.

Alternatively, parents may call into the setting and report to the school office where arrangements will be made to speak to a member of staff.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do 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 a pupil is absent for more than **three** school days in a row, or more than **10** school days in **one term**, the pupil's parent will 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; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. 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.

If a pupil's attendance drops below **90%**, the attendance officer will be informed, and a 'red' attendance letter will be sent out to parents informing them about their child's attendance and that it will be monitored by the school and Education Welfare Officer (EWO) for half a term. If there is no improvement then an attendance clinic will be arranged with the pupil's parent, the school and EWO.

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 and where the school is unable to make contact with parents/carers, the school will contact the LA Child Missing in Education (CME) officer. 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.

If a pupil's attendance falls below 96%, the setting will begin to implement their attendance process of letters home, home visits if applicable, attendance clinics, attendance monitoring and/or parental agreements.

If the situation cannot be resolved and attendance does not improve a referral will be made to the Education Welfare Service and statutory action in the form of Penalty Notices and/or legal action may follow.

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.

The attendance officer will provide regular reports to staff across the setting to enable them to track the attendance of pupils and to implement attendance procedures.

Attendance register

The school uses **Arbor** 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 visit.
- 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:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available

- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- 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.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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 for **three years**.

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, and will not deny any request without good reason.

Leave of absence / Holiday’s

The Societas Trust’s aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to make applications **in writing** 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. The pupil’s current and previous 12 months attendance record will be considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. Any leave of absence is at the discretion of the headteacher. The headteacher will be

unable to authorise holidays during term-time. The headteacher will discuss each case requesting holiday in term time with the school's Education Welfare Officer. Absence will always be unauthorised for holiday in term time.

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

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's attendance is a cause for concern.
- Where a pupil's authorised absence record is already above **10 percent** for any reason

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. These notices are issued in respect of each parent for each child. 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.

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. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment, by ensuring that pupils attend school before and after the appointment

Performances and activities, including paid work

All children of compulsory school age require a Child Performance Licences to take part in any performance or activity that including films, television, radio, commercials, theatre, amateur dramatics, dance groups and any sporting events or modelling assignments where the child is paid. Some performances may be exempt for needing a full performance license but would need to apply for an exemption to licensing. It is the responsibility of the production company to apply to the LA for these Licences or exemptions.

Applications for performance Licences and exemptions should be submitted at least 21 days before the date of the first performance to the Local Authority in which the child resides. A child taking part in a performance or an activity under a licence, or a rehearsal during the licensing period, must be supervised at all times during the performance, activity or rehearsal by a chaperone that has been approved by the licensing authority, unless they are under the direct supervision of their parent, or a person who has parental responsibility for the child, or their teacher.

Under section 37(3)(b) of the 1963 Act, a licence is not required where the performance in which the child is taking part is given under the arrangements made by a school. The deciding factor is whether the school is responsible for organising and producing the performance.

If time off school is required to take part in the performance or activity, permission is required from the Head Teacher, this will need to be submitted to the Local Authority with the application forms and supporting documents.

The local authority should only issue a child performance licence if they are satisfied that the child's education will not suffer, and that the producer has made suitable and sufficient arrangements to protect the child.

Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Young carers

The setting understands the difficulties that can face young carers and will support them in anyway possible to ensure their attendance, attainment and future life chances are not affected.

The setting will endeavour to identify young carers at the earliest opportunity from enrolment at the setting and throughout their time at the setting.

The setting will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

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 setting 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.

SEND- and health-related absences

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 EHC plans or IHPs 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 Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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 An Early Help.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- 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.

Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher.

The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.

The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within **one week** of the request.

Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register via Inventory.

Our lunch time hours are 11:30-12:45 (FS1), 11:30-12:15 (FS2), 11:45-12:30pm (Year 1), 11:55-12:40pm (Year 2), 12:05-12:50pm (Year 3), 12:10-12:55pm (Year 4), 12:15-1:00pm (UKS2). Pupils will leave the setting premises within **5 minutes** of the start of lunch and will return no later than **5 minutes** before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.

A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

If a pupil is expected to be leaving the setting premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.

If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, they will inform a member of staff at the school office immediately.

Pupils will not be permitted to leave the setting premises where they have a lunch time timeout – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a school lunch.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

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.

All pupils are expected to be in their classes by **8:45am** and at the start of the afternoon session, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the **school office** 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 contact the parent in order to assess the reasons behind the pupil not attending school.

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

- In the first instance, a letter of warning will be sent to the parents 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.
- The penalty notice will be charged at £160, but reduced to £80 if it is paid within 21 days of the notice being issued.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the headteacher. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The library

- Any outbuildings
- The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The setting 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.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- 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 will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

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

- Establish a range of 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:
 - Sending letters to parents.
 - Inviting Parents to attendance clinics.
 - Home visits
 - Engaging Education Welfare Service on both a traded and statutory basis
 - Using fixed penalty notices and/or legal action.
 - Holding Attendance clinics

The Extended Services manager will also engage in attendance clinics to reinforce messages and outline relevance in terms of training and employment.

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.

Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with parents to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Sticker rewards
- Certificates
- Extra playtimes etc
- Dojo Points

Weekly Class Attendance Winners are announced during Celebration Assembly (the class will receive an attendance certificate and this will also be recorded on the academy attendance display). The class will also receive the attendance trophy and a 'class treat' chosen by the class in consultation with their teacher.

Termly:

- Termly attendance awards:
- Bronze- children with attendance between 96-97%
- Silver- children with attendance between 98-99%
- Gold- children with attendance of 100%:
- Children with 100% attendance for the term will be put into a raffle draw to win 4 cinema tickets.

Yearly:

- Yearly attendance awards:
- All children with 100% attendance for the whole year will receive a certificate during the end of year Celebration Assembly. In addition, those pupils will receive a £5 book voucher and go into the raffle for the attendance prize.
- Bronze- children with attendance between 96-97%
- Silver- children with attendance between 98-99%
- Gold- children with attendance of 100%: Children with 100% attendance for the year will be put into a raffle draw to win an attendance prize
- At the end of the year pupils with 100% attendance take part in a fun day.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their 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 attendance officer 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, e.g. bullying, the attendance officer 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 officer 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.

Parents will be expected to:

- Ensure their children attend regularly.
- Treat staff with respect.
- Actively support the work of the setting.
- Call staff for help when they need it.
- Communicate with the setting about possible circumstances which may affect their child's attendance or require support.

Persistent absence (PA)

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 FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

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.
- Meeting with pupils 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.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are 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 Child Protection and Safeguarding Policy.

Penalty notices and 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 term**, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support 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 notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is

appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

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.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention 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.
- 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 attendance officer will conduct a 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.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer 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.

Training of staff

The setting 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 receive regular and ongoing training as part of their development.

Training will cover at least 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

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.

Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96%**– full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the Trust Board. The next scheduled review date for this policy is Autumn 2025.

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

Appendix A: Code of Conduct for Issuing Penalty Notices

This code sets out the criteria that will be used to trigger the use of a penalty notice.

Legal Framework:

Section 444 of the Education Act 1996 (as inserted by section 23 of the Anti-Social Behaviour Act 2003) empowers designated Local Authority (LA) officers, head teachers (as well as deputy and assistant head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

- The Education (Penalty Notices) (England) Regulations 2007
- The Education and Inspections Act 2006.
- The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010.
- Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child's regular attendance at school at which they are registered, if that absence is not authorised by the setting. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 1 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.
- There is a period of absence not authorised by the head teacher or in excess of the period authorised by the headteacher (e.g. family holiday)
- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 12 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.

- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Other conditions.

- Penalty Notices can be issued twice for unauthorised leave of absence in any academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for each parent for each child so for e.g. a family with two parents and three children could receive in total 6 Penalty Notices.

Appendix B: Attendance Monitoring Procedures

The setting has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Attendance is monitored on a weekly basis by the **Extended Services Manager** and any concerns are reported to the headteacher and the school's independent EWO.
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a day are recorded as an unauthorised absence.
5. If a pupil's attendance falls to 96 percent, the **Extended Services Manager** speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The Extended Services Manager also makes a phone call home to discuss this with parents, if necessary.
6. If a pupil's attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and that the pupil's attendance is now being monitored.
7. Between 96% and 90% the school will implement its attendance procedures which may include: letters home, home visits, attendance clinics and/or parental meetings. Regular monitoring of attendance will also take place and interventions escalated as and when necessary. If there is no improvement or improvement is not sustained a referral will be made to The Education Welfare Service.
8. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is still being monitored and the attendance officer contacts the parents to discuss this.
9. After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.

Appendix C: Working with Parents – Reporting To Parents

Attendance is reported to parents and carers every half-term via the Academy's Behaviour & Attitude sheets. This informs them of what their child's attendance percentage is and therefore which colour coded section their child is in. This provides parents with an instant visual summary of their child's attendance.

96% - 100%

WELL DONE! THIS IS EXCELLENT

If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended the academy every day

90% - 95%

CONCERN

If you are in the yellow group you could be missing up to 2 weeks of learning in the whole year

Less than 90%

PERSISTENT ABSENCE PUPIL

You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in the academy year

Parents of pupils who are in the RED colour may be invited into the academy for a meeting with the setting's attendance officer and Education Welfare Officer.

The setting will also, on a regular basis, review children's attendance and adopt the following escalation of concern process:

- Letter 1- initial letter of concern
- Letter 2- further concern and requesting some form of medical evidence in order for absences to be authorised.
- Letter 3- Invite to attendance Clinic
- Letter 4- Formal Penalty Notice Warning Letter signed by the head and the Education Welfare Service

NB Some settings in our trust may combine letters 2 and 3 and those that buy additional services from Education Welfare may incorporate home visits into this process.

Appendix D: REGISTRATION: A Statement of Policy

Registration is a time to welcome children into school. It is a formal occasion primarily to identify absentees but at the same time setting the tone for the session by being positive, bright and enthusiastic.

1. The register will be called as soon as possible after the start of the session.

2. Registration times are:

Morning: 8:45am – 9:15am

Afternoon: FS2 → 12:15 pm to 12:45 pm
Year 1 → 12:30pm to 1:00pm
Year 2 → 12:40pm to 1:10pm
Year 3 → 12:50pm to 1:20pm
Year 4 → 12:55pm to 1:25pm
Year 5 & 6 → 1:00pm to 1:30pm

3. Children in attendance to be marked electronically through ARBOR

4. Children not in attendance at the time the register is called to be marked 'N'.

6. Children arriving late are to report to the office where the office staff will mark them present.

7. Children arriving after 9.30 a.m. will be classed as having unauthorised absence (U) for the morning session.

8. If children are away for any reason, parents are requested to contact the school office on the first day of absence, notifying them of the reason for the absence.

9. If the class teacher has any concern about a pupil be it lateness or regular absence, this should be brought to the attention of the Head teacher or Extended Services Manager.