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Attendance Policy

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Attendance Policy- Document Status			
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Our school is committed to providing a full and efficient educational experience for all children. We believe that, if children are to benefit from education, punctuality and good attendance is crucial. As a school and nursery, we will organise and do all we can to ensure maximum attendance for all children. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school. Our school will actively promote and encourage the goal of 100 per cent attendance for all our children.

Our school will give a high priority to conveying to parents and children the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a children’s attendance we will investigate, identify, and work in partnership with parents and children to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at the child resuming full attendance and consistent punctuality.

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 children
- ✚ Promoting good attendance and the benefits of good attendance
- ✚ Reducing absence, including persistent and severe absence
- ✚ Ensuring every child 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 children have the support in place to attend school

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](#)

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✚ [The Education \(Child Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

✚ [The School Attendance \(Child Registration\) \(England\) 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 child's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for:

- ✚ Setting high expectations of all school leaders, staff, children 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 children, 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 children who need it most by prioritising staff and resources.
- ✚ Making sure the school has high aspirations for all children but adapts processes and support for children's individual needs.
- ✚ Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual children 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 children's needs.
- ✚ Where the school is struggling with attendance, work with school leaders to develop a comprehensive action plan to improve attendance.
- ✚ Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

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- 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 children, where appropriate.
- ✚ Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
 - ✚ Holding the headteacher to account for the implementation of this policy.

The school's link governor for attendance, will attend school to monitor attendance and report back to the governing board termly.

3.2 The headteacher

The headteacher is responsible for:

- ✚ The implementation of this policy at the school.
- ✚ Monitoring school-level absence data and reporting it to governors.
- ✚ Supporting staff with monitoring the attendance of individual children.
- ✚ Monitoring the impact of any implemented attendance strategies.
- ✚ Authorising and issuing fixed-penalty notices, where necessary.
- ✚ Working with the parents of children with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for children with SEND, including where school transport is regularly being missed, and where children with SEND face in-school barriers.
- ✚ Communicating with the local authority when a child with an Education, Health Care Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the child's needs.
- ✚ Communicating the school's high expectations for attendance and punctuality regularly to children 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.

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- ✚ Liaising with children, 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 children and their parents/carers.
- ✚ Delivering targeted intervention and support to children and families.

The designated senior leader responsible for attendance is Mrs Gascoigne and can be contacted via 01952 387860 or H2116@taw.org.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- ✚ Monitoring and analysing attendance data (see section 8).
- ✚ Benchmarking attendance data to identify areas of focus for improvement.
- ✚ Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- ✚ Working with education welfare officers to tackle persistent absence.
- ✚ Advising the headteacher when to issue fixed-penalty notices.

The attendance officer is **Sara Griffiths** and can be contacted via 01952 387860 A2116@taw.org.uk

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1), and submitting this information to the school office by **08:50** and **13:10**.

3.6 School Admin staff

School admin 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 pastoral lead or headteacher where appropriate, 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.

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- ✚ 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 **08:50** 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.
- ✚ Seek support, where necessary, for maintaining good attendance, by contacting the headteacher or pastoral lead who can be contacted via 01952 387860
A2116@taw.org.uk

3.8 Children

Children 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 children 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 (Child Registration) (England) Regulations 2024, whether every child 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.

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See Appendix 1 for the DfE attendance codes.

We will also record:

- ✚ Whether the absence is authorised or not.
- ✚ The nature of the activity, where a child is attending an approved educational activity.
- ✚ The nature of circumstances, where a child 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 **08:40** and ends at **15:10**.

Children must arrive in school by **8:40** on each school day.

The register for the morning session will be taken at **08:40** and will be kept open until **8:50**.

The register for the afternoon session will be taken at **13:00** and will be kept open until **13:10**.

4.2 Unplanned absence

The child's parent must notify the school of the reason for the absence on the first day of an unplanned absence by **08:40** or as soon as practically possible, by calling the school admin staff, who can be contacted via 01952 387860 A2116@taw.org.uk

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 child's parent notifies the school in advance of the appointment.

Parents should bring evidence of the appointment e.g. appointment letter/text when they inform the school or when they collect their child for the appointment.

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

The child'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

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A child 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.

The admin team will ask parents to give a reason why their child has arrived late at school or nursery. The child's name and reason will be recorded in the late book. On going punctuality issues will be monitored weekly by the attendance officer and monthly by the headteacher and Education Welfare Officer. Late letters will be issued to parents. If there is no improvement parents will be asked to work with the school and/or other professionals to improve punctuality.

4.5 Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, without reason, the school will:

- ✚ Call the child's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the child's emergency contacts, depending on the circumstances the school may contact other the EWO, or make a home visit.
- ✚ Identify whether the absence is approved or not.
- ✚ Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the child 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, Family Connect or the police.
- ✚ Where appropriate, offer support to the child and/or their parents to improve attendance.
- ✚ Identify whether the child 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 via termly written reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow children to be absent from the school site for certain educational activities, or to attend other schools or settings.

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The headteacher will only grant a **leave of absence** to a child during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#)

These circumstances are:

- ✚ Taking part in a regulated performance.
- ✚ A temporary, time-limited part-time timetable.
- ✚ Exceptional circumstances.

A leave of absence is granted at the headteacher’s discretion, including the length of time the child is authorised to be absent for.

We define ‘exceptional circumstances’ as a family trauma such as:

- ✚ The death of a close relative.
- ✚ Attendance at a funeral.
- ✚ Respite care of a looked after child.
- ✚ A housing crisis which prevents attendance.

Leave of absence will not be granted for a child to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least **two weeks** before the absence, and in accordance with any leave of absence request form, accessible **via the school office or website**. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- ✚ Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- ✚ Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart.
- ✚ Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision.
- ✚ If the child is currently suspended or excluded from school (and no alternative provision has been made).

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

- ✚ Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- ✚ Attending another school at which the child is also registered (dual registration).
- ✚ Attending provision arranged by the local authority.
- ✚ If there is any other unavoidable cause for the child not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

5.2 Sanctions

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

Penalty notices

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

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

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

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

Each parent who is liable for the child's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same child, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the

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national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the child must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

- ✚ Teachers are physically present to reinforce routines and expectations on arrival and departure.
- ✚ Our Pastoral support is our attendance champion, and she will make face to face informal contact with parents to discuss attendance or punctuality concerns and identify and resolve barriers.
- ✚ We regularly communicate expectations for attendance and punctuality via our weekly newsletter. This includes the winners of the best attendance cup.
- ✚ Engage children in consultation on attendance policy, practice, rewards, and sanctions.
- ✚ Make regular contact with families to discuss progress and success.

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- ✚ The admin team reinforce the importance of good attendance when parents report absence.

7. Supporting children who are absent or returning to school.

7.1 Children absent due to complex barriers to attendance

The school will work with families through our Early Help offer. Please follow the link for more information [Early Help Offer | Wrockwardine Wood Infant School & Nursery](#)

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

Please follow the link to find out more information on how we support children with [Medical Conditions | Wrockwardine Wood Infant School & Nursery](#)

Please follow the link to find out more information on how we support children with [SEND | Wrockwardine Wood Infant School & Nursery](#)

Where a child has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the child's needs, the school will inform the local authority.

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

The headteacher and pastoral lead will meet with parents to agree a transition plan for a child who is returning to school after a lengthy or unavoidable period of absence. Working with other professionals and school intervention programmes may be part of the agreed plan to support a child to catch up.

8. Attendance monitoring

The school's attendance officer monitors daily attendance and reports any concerns. Chaser calls are made to parents who have not reported their child's absence. Class teachers also report any concerns around attendance particularly if poor attendance is impacting on a child's attainment and progress. Each month the headteacher meets with the school's EWO to analyse attendance data. Plans are agreed to improve individual children's attendance particularly children who are persistently absent or severely persistently absent. Senior leader's link attendance data to progress and attainment of specific groups such as disadvantaged children. The safeguarding governor carefully monitors attendance linked to vulnerable children to check plans are in place to keep children safe (**see Appendix 2**)

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) monthly, termly and yearly across the school and at an individual child, year group and cohort level. Specific child information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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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 children, groups or cohorts that need additional support with their attendance, and
- ✚ Identify children 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 children, groups or cohorts that it has identified via data analysis.
- ✚ Provide targeted support to the children 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 teachers to facilitate discussions with children and families, and to the governing board and school leaders (including the special educational needs coordinator, designated safeguarding leads and pupil premium leads)
- ✚ Use data to monitor and evaluate the impact of any interventions put in place 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 child's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific children, where appropriate.

8.4 Reducing persistent and severe absence

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

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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 children 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 children. 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 or DfE is updated, and as a minimum every 2 years by the NAP. 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
- ✚ Relationships and Behaviour policy
- ✚ Supporting children with medical conditions

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Appendix 1: attendance codes

The following codes are taken from the DfE’s [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Child is present at morning registration
\	Present (pm)	Child is present at afternoon registration
L	Late arrival	Child arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Child is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Child is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Child is participating in a supervised sporting activity approved by the school
W	Attending work experience	Child is on an approved work experience placement
B	Attending any other approved educational activity	Child is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Child is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Child is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Child is at a medical or dental appointment
J1	Interview	Child has an interview with a prospective employer/educational establishment

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S	Study leave	Child has been granted leave of absence to study for a public examination
X	Not required to be in school	Child of non-compulsory school age is not required to attend
C2	Part-time timetable	Child is not in school due to having a part-time timetable
C	Exceptional circumstances	Child has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Child is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Child is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Child is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Child has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Child is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Child is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Child is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Child is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

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Y4	Whole school site unexpectedly closed	Every child absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Child is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Child’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Child is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn’t satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Child has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective child not on admission register	Child has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned, including school holidays

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Appendix 2

	Class Teacher, and support staff	Admin Team & School Business Manager (SBM)	SENDCO and Learning Mentor/Pastoral Lead	Headteacher (EHT)	Education Welfare Officer (EWO)
Actions completed	<p><i>Keeping and maintaining registers accurately as a legal document.</i></p> <p><i>Ensure children know they are missed when they are absent.</i></p> <p><i>Forge good relationships with parents and hold them to account.</i></p> <p><i>Have procedures in place to allow children to catch up on work missed.</i></p> <p><i>Seek advice and support from KS leader when necessary</i></p>	<p><i>Monitoring registers to ensure they are marked accurately.</i></p> <p><i>Recording (and retaining) carefully, all telephone messages</i></p> <p><i>Ensuring prompt follow-up action in cases of non-attendance or poor punctuality</i></p> <p><i>Ensure actions from attendance monitoring are followed up e.g. medical evidence required (SAL2).</i></p> <p><i>A signed copy of any correspondence to parents is retained by the federation</i></p>	<p><i>Monitor attendance of SEND and vulnerable children who are involved in EHA/EHSP process.</i></p>	<p><i>Ensure good attendance and punctuality is consistently promoted across school & within the community e.g. certificates for good attendance & punctuality/communication with parents</i></p> <p><i>Hold staff to account to ensure high levels of good attendance and punctuality are maintained.</i></p>	<p><i>Liaise with Executive Headteacher (EHT) or Nominated Attendance Person (NAP) to monitor attendance.</i></p> <p><i>A referral is made to Attendance Support Team (AST) for intervention</i></p>
Monitored by for compliance and standards	<p><i>The Executive Headteacher & Governing Board will monitor levels of absence and punctuality. Particularly monitoring the impact attendance has on pupil progress, particularly for different groups e.g. disadvantaged children.</i></p> <p><i>Senior Leaders hold class teachers to account and consider the clear link between attendance and progress when monitoring data, books and lessons.</i></p> <p><i>T&W Attendance Support Team (AST) will monitor the work of EWO and offer advice on legal proceedings and penalty notices.</i></p>				