

# Attendance Policy

Springside School



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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

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

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- › Part 6 of the [Education Act 1996](#)
- › Part 3 of the [Education Act 2002](#)
- › Part 7 of the [Education and Inspections Act 2006](#)
- › [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- › The [Equality Act 2010](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- › [Ofsted's 2025 framework toolkit](#)
- › [Children Missing Education \(2024\)](#),
- › School policy on [Supporting Learners with Medical Conditions at School](#),

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- › Setting high expectations of all school leaders, staff, learners and parents/carers
- › Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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 learners, 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 learners who need it most by prioritising staff and resources
- › Making sure the school has high aspirations for all learners, but adapts processes and support to learners' individual needs
- › Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual learners 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 learners' needs
- › Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- › Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific learners, 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

Springside School's link governor for Attendance- Lyn O Reilly. Lyn meets with the attendance lead 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 learners
- › Monitoring the impact of any implemented attendance strategies
- › Issuing penalty notices, where necessary, and/or authorising the attendance lead to be able to do so.
- › Working with the parents/carers of learners with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for learners with SEND, including where school transport is regularly being missed, and where learners with SEND face in-school barriers
- › Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- › Communicating the school's high expectations for attendance and punctuality regularly to learners and parents/carers through all available channels
- › Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of learners who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of learners who the school believes will miss 15 days consecutively or cumulatively because of sickness

## 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading, championing and improving attendance across the school
- › Setting a clear vision for improving and maintaining good attendance
- › Evaluating and monitoring expectations and processes
- › Having a strong grasp of absence data and oversight of absence data analysis
- › Regularly monitoring and evaluating progress in attendance
- › Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- › Liaising with learners, parents/carers and external agencies, where needed
- › Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- › Creating intervention or reintegration plans in partnership with learners and their parents/carers
- › Delivering targeted intervention and support to learners and families

The designated senior leader responsible for attendance is Melody Fierro and can be contacted via 01706 764451 or [officeemail@springside.rochdale.sch.uk](mailto:officeemail@springside.rochdale.sch.uk).

## 3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 9)
- › 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 senior leader when to issue fixed-penalty notices

The attendance officer is Shazye Cosar and can be contacted via [01706 764451 or officeemail@springside.rochdale.sch.uk].

### 3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9.15am for morning register and 1.15pm for afternoon registration.

### 3.6 School office/ admin staff

School Office staff will:

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

### 3.7 Parents

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

- › All natural parents, whether they are married or not
- › All those who have parental responsibility for a child or young person
- › Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are expected to:

- › Make sure their child attends every day on time
- › Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- › Provide the school with 2 or more emergency contact number for their child. Ideally 4 emergency contacts will be provided.
- › 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 Shazye Cosar or any member of the safeguarding team on 01706 764451

### 3.8 Learners

Learners are expected to:

- › Attend school every day, on time arriving at school at 8.45 if in Experiential or e8.50am

## 4. Recording attendance

### 4.1 Attendance register

We will keep an electronic attendance register, and place all learners on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- › Present
- › Attending a place other than school

- › Absent
- › Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- › The original entry
- › The amended entry
- › The reason for the amendment
- › The date on which the amendment was made
- › The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity, where a pupil is attending an approved educational activity
- › The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts at-

8.45am and ends at 2.45pm for learners in EYFS and the Experiential phase.

8.50am and ends at 2.50pm for learners in Exploratory and Investigative

Learners must arrive in school by 8.45/ 8.50 on each school day.

The register for the first session will be taken at 8.45am or 8.50am and will be kept open for 15 minutes.

If a learner arrives after 15 minutes of registers opening, they will be given a late mark.

Register will close 30 minutes after opening:

9.15 for learners in EYFS and the Experiential phase

9.20 for learners in Exploratory and Investigative

The register for the second session will be taken at 1.00 and will be kept open until 1.30pm.

## **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am, or as soon as practically possible, by calling the school office staff, who can be contacted on 01706 764451.

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.

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.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

In the case of other planned absences, please contact the school office on 01706 764451 and speak to Shazye or a member of the safeguarding team.

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

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

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code
- › The school identifies punctuality concerns through daily attendance monitoring, register analysis, discussions with class teams and observations from safeguarding and pastoral staff supporting learners into school.
- › Where punctuality concerns are identified, school staff will work in partnership with families to understand any underlying barriers and provide appropriate support. Responses may include discussion with parents/carers, adapted routines, practical support, safeguarding consideration where appropriate, and ongoing monitoring of punctuality patterns.

#### **4.5 Following up unexplained absence**

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

- › Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
- › If the school is unable to make contact with parents/carers or emergency contacts regarding an unexplained absence, the safeguarding team will assess the level of concern based on the learners individual circumstances, known vulnerabilities, attendance patterns, safeguarding history and level of risk.
- › Actions may include additional telephone contact, liaison with siblings' schools, contact with external professionals, a home visit, referral to children's social care, or requesting a police welfare check where appropriate.
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- › Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- › Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- › Where appropriate, offer support to the pupil and/or their parents to improve attendance
- › Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- › Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 7 below), as appropriate.

#### **4.6 Reporting to parents**

The school will regularly inform parents/carers about their child's attendance and absence levels during annual reviews and half-term/ termly written reports as well as reporting attendance during EHM/ CIN/ CP meeting.

## **5. Authorised absence**

### **5.1 Approval for term-time absence**

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

- › Taking part in a regulated performance, or regulated employment abroad
- › Attending an interview for employment or for admission to another educational institution
- › Study leave
- › 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 pupil is authorised to be absent for.

Exceptional Circumstances can be described as rare and unexpected circumstances which are unlikely to reoccur.

Examples include:

- › Medical emergencies
- › Family emergencies (e.g. death of a relative)
- › Significant Life Event: A parent's wedding.
- › Service Personnel Leave: Time off for forces families returning from, or preparing for, long operational tours.

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. A leave of absence request form can be requested from the school office. The headteacher may require evidence to support any request for leave of absence.

## 5.2 Other reasons for authorised 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 pupil'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 for religious observance
- › Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- › If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

## 5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow learners to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- › Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- › Attending another school at which the pupil is also registered (dual registration)
- › Attending provision arranged by the local authority

- › Attending work experience
- › If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 6. Strategies for promoting attendance

We want our learners to succeed and develop their skills. To do this, learners need to avoid missing lessons and days of school as much as possible. As a school, we want to promote high attendance and not just penalise learners for poor attendance.

When learners attend school regularly, they benefit from consistent routines, relationships, therapeutic support and learning opportunities.

Springside School promotes a positive culture of attendance through strong relationships with families, personalised support, celebration of success and early identification of barriers to attendance.

Attendance is discussed regularly with families through annual reviews, EH meetings, safeguarding meetings, review meetings and day-to-day communication.

The school recognises that many learners may experience complex barriers to attendance linked to SEND, medical needs, anxiety, communication difficulties, transport or family circumstances. Staff work proactively and collaboratively with families and professionals to reduce barriers and support learners to attend school successfully.

## 7. Supporting learners with poor attendance

Our school will make use of the full range of support and 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 in considering appropriate support and intervention, the school will take into account the learners individual needs, SEND, medical needs, safeguarding concerns, family circumstances, attendance history and any barriers impacting attendance.

### 7.1 Attendance contract

In some cases we may use an attendance contract as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with parents/carers and, where appropriate, seek the views of the learner (in a way that is meaningful and accessible to their level of understanding and communication needs) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

### 7.2 Education supervision order

In cases where voluntary early help plans and attendance contracts have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

### 7.3 Notice 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.

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

It will include:

- › Details of the pupil's attendance record and of the offences
- › The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- › Details of the support provided so far
- › Opportunities for further support or to access previously provided support that was not engaged with
- › A clear warning that a penalty notice may be issued, or prosecution considered, 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

### 7.4 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), 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, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

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

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

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

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

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

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the

school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £160.

## **8. Supporting learners who are absent or returning to school**

### **8.1 Learners absent due to complex barriers to attendance**

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

The school staff will work with the parents/ carers to identify the reasons for the absence.

An individualised plan will be devised to support the learner back to school, including a staggered start, part-time timetable if appropriate, a linked person at school.

School staff may maintain contact through a range of approaches, including telephone calls, video calls, home visits or the provision of learning activities, where appropriate and based on the learners' individual needs, vulnerabilities and engagement.

School staff may use video calls to keep in touch with the family & learner.

### **8.2 Learners absent due to mental or physical ill health**

If a learner is absent due to physical ill health, school staff will maintain regular contact with the family. The frequency and method of contact will be determined by the learners individual circumstances, vulnerabilities, medical needs and level of concern. School staff will attend multi-agency and/or discharge meetings where appropriate. Following a period of absence, the school will work in partnership with parents/carers and relevant professionals to plan and support the learners return to school. Support may include a personalised risk assessment, updated healthcare or care plans, environmental adaptations, staff training and a phased or adjusted return where appropriate. Also see the policy on Supporting Pupils with Medical Conditions at School.

If a learner is absent due to their mental health, school staff will work with the parents/ carers to identify the reasons for the absence. This will require a proactive, personalized approach focused on consistency, routine, and emotional safety.

The approach will be tailored to the needs of the learner and may include key strategies including the use of visual aids/schedules, establishing trusted adult check-ins, implementing gradual routines (sleep/wake times) beforehand, and creating sensory-friendly and calm spaces to manage anxiety.

### **8.3 Learners absent due to other barriers to attendance**

Other barriers to attendance may include

Being disadvantaged

- › Family have moved out of the authority
- › Being in temporary accommodation
- › Being known (or previously known) to children's social.

Each case will be considered individually and support from the welfare team provided as needed.

### **8.4 Learners returning to school after a lengthy or unavoidable period of absence.**

School staff will maintain appropriate contact with the family during periods of absence. The nature and frequency of contact will be determined on a case-by-case basis, taking into account the learner's needs, vulnerabilities, safeguarding considerations and level of engagement.

Parents/ carers will jointly agree on a return to school plan, taking into account individual circumstances and medical needs.

## **8.5 Prolonged absence for children in the EYFS**

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- › Patterns and trends in the child's absences and their personal circumstances
- › Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy available on school's website) and refer any concerns to local children's social care and/or request a police welfare check.

## **9. Attendance monitoring**

### **9.1 Monitoring attendance**

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

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

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

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

### **9.2 Analysing attendance**

The school will:

- › Analyse attendance and absence data regularly to identify learners, groups or cohorts that need additional support with their attendance, and
- › Identify learners 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

### **9.3 Using data to improve attendance**

The school will:

- › Develop targeted actions to address patterns of absence (of all severities) of individual learners, groups or cohorts that it has identified via data analysis
- › Provide targeted support to the learners we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 9.4 below)
- › Provide regular attendance reports to class teachers, to facilitate discussions with learners and families, and to the governing boards, school, designated safeguarding leads and pupil premium leads.

- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- › Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific learners, where appropriate

#### **9.4 Reducing persistent and severe absence**

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

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › Consider and respond to any safeguarding concerns linked to attendance, including patterns of absence, vulnerability, contextual safeguarding concerns, mental health needs, family circumstances or potential barriers to engagement, to address them in line with Keeping Children Safe in Education
- › Arrange attendance meetings and reviews with parents/carers of learners who are vulnerable, at risk of persistent or severe absence, or who are persistently or severely absent. The frequency and nature of meetings will be determined based on the learners attendance levels, identified barriers, vulnerabilities, safeguarding considerations and response to support, in order 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 learners. In doing so, the school will sensitively consider some of the reasons for absence
- › Implement sanctions, where necessary (see section 7, above)

While the school follows clear attendance procedures, all decisions relating to attendance support, safeguarding responses and escalation will be based on professional judgement, individual circumstances and proportionality.

## **10. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Shazye Cosar, Attendance Officer. At every review, the policy will be approved by the full governing board.

## **11. Links with other policies**

This policy links to the following policies amongst others:

- › Child protection and safeguarding policy
- › Behaviour policy
- › Supporting learners with medical conditions
- › Pupil mental health and wellbeing
- › EYFS policy



## Appendix 1: attendance codes

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

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

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> </ul>

		<ul style="list-style-type: none"> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays