



**GREAT FINBOROUGH  
CHURCH PRIMARY**

# Attendance Policy

*Linked documents:*

*Anti-bullying*

*Behaviour*

*Equality*

*Looked After Children*

*Mental Health & Emotional Wellbeing*

*Pupil Premium Strategy*

*RSHE*

*Safeguarding Policy and Child Protection Procedures*

*SEND & Inclusion*

*Supporting Children with Medical Needs*

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|---------------------------------------------|-----------------------------------------------------------|
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# **Great Finborough Church Primary Attendance Policy**

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## 1. Statement of Intent

Great Finborough CEVC Primary School 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.

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:

- Returning our attendance levels to our pre-pandemic outcomes
- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all.
- Ensuring our 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.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

We prioritise, working in collaboration with parents/carers, the Educational Welfare Officer (EWO) and other external agencies, achieving and supporting good attendance and remain committed to achieving our pre-pandemic level of attendance of **96.4%** (2018-2019).

The school's attendance and behaviour champion is Kim Cotton and can be contacted via email [admin@finboroughprimary.co.uk](mailto:admin@finboroughprimary.co.uk). Staff, parents and pupils will be expected to contact the attendance and behaviour champion or attendance and behaviour lead, Lesley Dickens, for queries or concerns about attendance.

## 2. 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
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2026) 'Working together to improve school attendance'
- DfE (2026) 'Keeping children safe in education (KCSIE) 2026'
- DfE (September 2025) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

## 3. Roles and Responsibilities

**The Governing 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.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- 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 KCSIE when making decisions to safeguard and promote the welfare of children.
- Ensuring the procedures for children missing education (CME), within the Safeguarding and Child Protection Policy, are followed 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 school.
- Appointing a member of the SLT to the attendance and behaviour and lead role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

**The Attendance and Behaviour Lead 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.

**The Attendance and Behaviour Champion is responsible for:**

- Welcoming children and families at the school gate on a daily basis.
- Checking for absences that we are unaware of and making immediate contact with families.
- Updating Arbor with attendance data.
- Providing reports to the attendance and behaviour lead for analysis
- Raising any concerns immediately with the appropriate member of the SLT.
- Supporting the SLT to promote good attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

**Staff 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.

**Pupils are responsible for:**

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

**Parents are responsible for:**

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- 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, preferably before 8:40 am and via email.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments out of school where possible.
- Following any family-based support implemented by the school to improve attendance.

## 4. Definitions

The following definitions apply for the purposes of this policy:

### **Late**

- Late arrival at school before the register closes (8:50 - 9:10am)

### **Absence:**

- Arrival at school after the register has closed (9:10am)
- Not attending the registered 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 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
- Includes in year transitions until the child starts at their new school.

## 5. 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.

The school day starts at 8.40am, 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 from this time. Pupils will have a morning break for 15 minutes, and a lunch break at 12pm, which will last until 12:50pm – 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 morning register will be taken by 8.50am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:10am**. Pupils will receive a mark of 'unauthorised late' beyond this time.
- The afternoon register will be taken by 1.00pm.

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

## 6. Absence Procedures

Parents will be required to contact the school office by email before 8:40am 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. Absences can be made by phone before 8:40 am but these must be followed up by an email by the end of the school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, the attendance and behaviour champion 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 Arbor system.

Where a pupil is absent for more than three school days in a row, the parent is required to contact the school office by email before 8:40 am and every subsequent day. This may result in the school reaching out to check in on the health and wellbeing of the child and family.

Where a pupil is absent for 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).

Supporting evidence, such as appointment cards, are an important part of the tracking and confirmation process for attendance monitoring and safeguarding. We do not routinely request sensitive medical evidence where a pupil is absent for medical reasons. However, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Medical evidence for recording absences will only be needed in a minority of cases. Where a pupil's health needs mean they need reasonable adjustments or support because their needs are complex, long term or frequently recurring, schools can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance on 'supporting pupils at school with medical conditions' or 'arranging education for children who cannot attend school because of health needs'.

In the case of PA, arrangements will be made for parents to speak to the attendance and behaviour champion or attendance and behaviour lead. The school will inform the LA, through termly

meetings, 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 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

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

## 7. Attendance Register

The school uses paper-based registers in class, due to a lack of reliability of internet. Data is transferred to Arbor attendance registers so it can be easily analysed and shared with the appropriate authorities.

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.

The registers will be returned to the office by 9:10am in the morning and 1pm in the afternoon.

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

### **Attending the school**

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register is closed

### **Attending a place other than school**

- K = Attending education provision arranged by local authority
- V = Attending an educational visit or trip
- P = Participating in a sporting activity
- W = Attending work experience
- B = Attending any other approved educational activity

### **Absent – leave of absence**

- C1 = Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- M = Leave of absence for the purpose of attending a medical or dental appointment
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- S = Leave of absence for the purpose of studying for a public examination
- X = Non-compulsory school age pupil not required to attend school
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D = Dual registered at another school.
- C = Leave of absence for exceptional circumstances

### **Absent – other authorised reasons**

- T = Parent travelling for occupational purposes
- R = Religious observance

- I = Illness (not medical or dental appointment)
- E = Suspended or permanently excluded

**Absent – unable to attend school because of unavoidable cause**

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

**Absent – unauthorised absence**

- G = holiday not granted by the school
- N = reason for absence not yet established
- O = Absent in other or unknown circumstances
- U = Arrived after registration closed

**Administrative codes**

- Z = Prospective pupil not on admission register
- # = Planned whole school closure

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.

Any 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. These must be authorised by the Attendance and Behaviour Lead or Headteacher.

Every entry received into the attendance register will be preserved for a minimum of 6 years.

## 8. 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

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 contact the headteacher 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 should be in writing using the school's "Exceptional Circumstances Form" and handed into the main office, these will then be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

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 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 Fixed Penalty Notice (FPN). 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 inform the school for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

## **Performances and Activities, Including Paid Work**

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s). A letter from the Headteacher, providing information on attendance and permission for the pupil to be absent, is required for the LA to issue a licence.

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

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

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

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 95 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

## Religious Observance

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

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

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

## Gypsy, Roma and Traveller Absence

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

## 9. SEND- and Health and 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 Mental Health & Wellbeing 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 have 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 Early Help Assessment (EHA) (previously the Common Assessment Framework).
- 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 one-to-one lessons.
- Tailored support to meet their individual needs.

Where a parent/carer has been diagnosed with a terminal illness the school understands the immense pressure families face during a difficult health crisis. Fines will not be issued for unauthorised absences under these circumstances.

### **Part Time Timetable**

In exceptional circumstances it may be necessary for us to put a part time timetable in place to support the needs of a pupil. When doing this we consider and apply the following:

- Have the agreement of both the school and the parent the pupil normally lives with
- Have a clear ambition and the part of the pupil's wider support, health care or reintegration plan.
- Have a regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part time timetable for a prolonged period.

Where the pupil has a social worker, the school is expected to keep the informed and involved in the process.

## 10. Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the attendance champion and the attendance and behaviour lead, will work together to:

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.
  - Meeting parents both informally and formally.
  - Engaging with LA attendance teams.
  - Submitting a referral for a fixed penalty notice to the Local Authority.

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

## 11. Working with Parents to Improve Attendance

Parents/Carers are required to notify the school of their child's absence by 8:40am, this must be done via email [admin@finboroughprimary.co.uk](mailto:admin@finboroughprimary.co.uk) Absences can be made by phone before 8:40 am but these must be followed up by an email by the end of the school day

If we are unaware of the reason for a child's absence, a telephone call will be made initially to the parent requesting information and to notify them that their child has not arrived on site. If contact cannot be made we will use the other emergency contacts held on our records. If it has not been possible to make contact, an email will be sent notifying them of their child's absence and requesting information.

If we still do not have an explanation on day 3 we will seek advice from our allocated Educational Welfare Office on how to proceed.

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

## **12.** Persistent Absence (PA)

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

- Child Protection/ Children in Need
- Looked After Children (LAC)
- Young carers
- Pupils who are eligible for FSM
- Pupils who are eligible for Pupil Premium
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination
- Pupils needing additional support

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 weekly 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 under 90 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.

### 13. 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 and behaviour lead 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.

First offence penalty notices for unauthorised absences will be charged at £160, per parent, per child, reduced to £80 if paid within 21 days (and £160 if paid within 28 days).

Second offence penalty notices for unauthorised absences will be charged at £160, per parent, per child payable within 28 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.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

## 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 ESO 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.
- Holding review meetings involving all parties, every 3 months.

Failing to comply with an ESO will result in a fine and may lead to further legal action where applicable.

## 14. Monitoring and Analysing Absence

The attendance and behaviour lead 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 and behaviour lead 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 and behaviour lead 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 and behaviour lead 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.

## **15. Training of Staff**

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

The governing board will ensure the Headteacher has provided for the teachers and support staff to 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

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

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

## **16. 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.

## **17. Monitoring and Review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96.4 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the attendance team. The next scheduled review date for this policy is September 2027.

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

This policy is written in line with the 'working together to improve school attendance' statutory guidance for maintained schools (July 2026). We treat every child as an individual and recognise that their needs will vary and we will apply the appropriate sections of this statutory guidance to inform their individual plans.