

POLICY: Attendance

Review

Approved by:	Board of Directors	Date:	July 2024
Last Review Date:	July 2024	Next Review Date:	July 2025

Responsibilities

School Senior Staff	Implementation at school level
Governors	Check school compliance with policy and report breaches or concerns to Directors Review attendance trends via the dashboard
Directors	Review and approve the policy Review attendance trends via the dashboards

Material Changes Since the Last Review

Section: Throughout	Name change from Kennet School Academies Trust to Equinox Learning Trust
Section: Throughout	The policy has been redrafted in full, taking into account updated guidance from the LA.
Appendix 1	Local procedure adapted

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1) Policy Statement

At Equinox Learning Trust we recognise that attendance is the essential foundation to positive outcomes for all pupils both in terms of academic achievement and safeguarding and wellbeing. Promoting good school attendance, good punctuality and reducing absence is essential in ensuring:

- ❶ the day-to-day welfare and safeguarding of all pupils
- ❷ every pupil has access to full-time education
- ❸ that pupils realise their potential academically and personally
- ❹ that pupils leave with the best possible opportunities for their future.

This policy outlines the responsibilities for the school and families in ensuring that pupils' attendance at in our schools is the best that it can be. It also outlines the strategies used by the school, alongside other public services to support and improve school attendance. 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:

- ❶ Part 6 of the Education Act 1996
- ❷ Part 3 of the [Education Act 2002](#)
- ❸ Part 7 of the [Education and Inspections Act 2006](#)
- ❹ [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- ❺ [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

This policy also refers to the Department for Education's (DfE) guidance on the school census, which explains the persistent absence threshold. Throughout this document we have used the term 'families' to refer to our pupils' parents, carers or others that hold parental responsibility, or 'PR', including the Corporate Parent for those to whom that applies.

2) Scope & Purpose

- ❶ To create an environment in which pupils are enabled to become mature and industrious, accepting responsibility for their own actions and preparing for future success.
- ❷ To form an active partnership with families to support the learning of their children.
- ❸ To ensure regular contact with pupils in order to safeguard their well-being.
- ❹ To provide every opportunity for our pupils to secure outstanding outcomes and reach their full potential.

3) Roles & Responsibilities

The Headteacher, and Senior Leadership Team are responsible for:

- ❶ ensuring the attendance policy is applied consistently
- ❷ conveying clear messages about how absence affects attainment, wellbeing and wider outcomes
- ❸ empowering all staff to take responsibility for attendance
- ❹ recognising attendance as an important area of school improvement
- ❺ making sure good attendance is appropriately resourced to create, build and maintain systems and performance (including through effective use of pupil premium funding)
- ❻ having a designated attendance champion in the senior leadership team with clearly assigned responsibilities
- ❼ making sure staff receive professional development and support to deploy attendance procedures effectively
- ❽ consulting with the Local Authority Education Welfare Service where there are concerns around a pupils' attendance or if there is a child missing from education

Our schools will:

- ❶ accept that outstanding attendance is everyone's responsibility
- ❶ formally recognise good attendance and punctuality (above 97%)
- ❶ challenge attendance that is less than good and set targets for pupils to improve
- ❶ intervene when poor attendance / punctuality becomes a problem and before it becomes a habit
- ❶ follow up on any non-attendance where there is no contact with an action
- ❶ deal sympathetically with any problem a pupil may have which is causing attendance / punctuality to decline and always stay in regular contact with parents / carers
- ❶ act swiftly to reduce absence, in particular persistent absence, with a specific focus on immediate support for vulnerable learners
- ❶ work actively with children and families in Nursery and Reception classes to emphasise the benefits of high attendance; to instil and reinforce good habits of attendance from the start of their educational journey
- ❶ ensure every child of statutory school age has access to full time education
- ❶ communicate a clear and transparent process around the management of attendance to families following the listed process: prevention and reward / recognition; support and challenge with punitive measures where necessary; and legal action and / or external agencies when other measures have no impact
- ❶ not grant extended leave during term time and will refer to the Local Authority for legal action
- ❶ involve other external agencies if we believe there could be wider safeguarding issues surrounding the child
- ❶ Provide support for families where pupils are absent due to extenuating medical related needs,
- ❶ please see the 'support pupils with medical conditions policy'.

Families will:

- ❶ be responsible for ensuring their children have high levels of school attendance
- ❶ adhere to their legal duty to ensure the regular and punctual attendance of their child and that their child is registered unless the absence has been authorised by the school
- ❶ have a responsibility to report their child's absence on the first and subsequent days of absence and to communicate proactively with school staff about issues relating to attendance and absence
- ❶ make every effort to arrange medical appointments outside of the school day and where that is not possible follow the school's procedure for managing leave of absence for medical reasons (see appendix 1)
- ❶ understand that the school cannot authorise requests for term-time absence unless there are exceptional circumstances. All requests for term time absence must be made using the 'Request for Term Time absence form on the school website at least 10 working days before the absence is due to take place. Please note that requests for compassionate absence will be considered without the leave of absence form
- ❶ be aware that information on student attendance may be shared with partner schools for example to support a student who is transitioning to a different educational setting
- ❶ make requests for special leave of absence for their child during term time by completing in advance an 'Application for Leave in Exceptional Circumstances' form which is available from the school office or on the website.

Pupils will:

- ❶ attend school every day
- ❶ always arrive to the school and lessons on time
- ❶ tell a trusted adult (or use 'Tell us What's on Your Mind' forms online for secondary pupils) if there is a problem that might affect their school attendance

Local Governing bodies will:

- ❶ ensure school leaders fulfil expectations and statutory duties as outlined above
- ❶ regularly review and challenge attendance data
- ❶ monitor attendance figures for the whole school and key groups within
- ❶ ensure staff receive adequate training on attendance
- ❶ hold the Headteacher to account for the implementation of this policy.

4) Targets, Attendance & Punctuality

The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance over the academic year of 97%.

If a pupil is absent from school on a regular basis, this is detrimental to realising their potential and damaging to their life chances. The table below correlates year to date attendance with missed learning:

Attendance in one year	Number of days missed	Number of sessions missed (am or pm)	Equivalent weeks missed
95%	9 days	18 sessions	2 weeks
90%	19 days	38 sessions	4 weeks
85%	29 days	58 sessions	6 weeks
80%	38 days	72 sessions	8 weeks
75%	48 days	96 sessions	10 weeks
70%	57 days	114 sessions	11.5 weeks
65%	67 days	134 sessions	13.5 weeks

5) Attendance & Safeguarding

It is recognised that poor attendance may be a sign or a symptom of a wider safeguarding issue that requires further support (this could include but is not limited to domestic abuse, mental health difficulties, substance misuse or financial strain).

Where there are concerns about a child's welfare, action will be taken in line with the school's safeguarding policy.

6) Procedures

All our schools have in place a coherent system of rigorously monitoring pupil attendance. Class teachers, subject tutors, form tutors /advisors, middle leaders, senior leaders, school medical staff, home link officers/family support workers and the Education Welfare Officer all play key roles in this system and our MIS is used to manage this information.

Every period of absence, one day or more, is followed up with an action. Please see Appendix 1 for the school's local procedures.

The school reserves the right to action each absence and will do so through the full range of interventions as follows:

- ① Discussion with pupils
- ① Communication with parents
- ① Meetings with parents (and where appropriate their child)
- ① School Intervention letters
- ① Attendance contracts
- ① Engagement of the Educational Welfare Service
- ① Use of Penalty Notices.

This policy is to be deployed alongside the school's pupil support services which provide a wide range of pastoral, personal and family support in the appropriate way for each case individually.

The school will contact Social Services on the first day of an unexplained absence for any child with a Child Protection Plan and if there are signs that cause concern regarding absence or a change in pupil behaviour which becomes apparent through the attendance support processes.

Schools will communicate the information about a child's attendance in line with the guidance laid out in: [Toolkit for schools: communicating with families to support attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Toolkit_for_schools_communicating_with_families_to_support_attendance.pdf).

7) Leave of Absence During Term Time

Leave of absence during term time is not permitted. Any planned or extended absence from the school will be counted as unauthorised and will normally lead to a fixed penalty notice via the Local Authority.

Absence will be authorised if:

- ❶ the pupil is absent with leave as agreed by the Headteacher in exceptional circumstances
- ❷ the pupil is ill and has not been asked to provide proof of absence
- ❸ the parent notifies the school of a medical or dental appointment (which could not be made outside of school hours)
- ❹ the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil belongs
- ❺ -the pupil is the child of traveller parents who are known to be travelling for occupational purposes and have agreed this with the school
- ❻ The school has decided to give the student a part-time timetable for a specified period of time to support their reintegration into full-time mainstream education (note that information on all students on part-time timetables will be shared with the Local Authority; also note that Kennet School does not use part-time timetables for behavioural reasons)
- ❼ Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963, for which a child performance licence has been issued.

Only the school can authorise an absence. Where a parent has provided no explanation or the explanation given is not deemed to be valid, the absence will be treated as unauthorised.

8) Pupils Who Are Late

Late to school is defined as pupils not being in registration when the register is taken. Where appropriate, the school will contact parents / carers informing them when their child is late. In our secondary schools, lateness results in a next-day sanction in line with the positive Behaviour Policy.

9) Leave of Absence During Term Time

Parents must get permission from the Head Teacher in order to take their child out of school during term time. A leave of absence is granted entirely at the Headteacher's discretion provided that:

- ❶ a completed application form is submitted in advance
- ❷ there are exceptional circumstances.

10) Persistent Absence

School staff regularly monitor cases where attendance is below 95%.

In cases where absences are increasing, actions are taken which aim to prevent children from becoming or remaining a 'persistent absentee' (below 90%).

These actions may include:

- ❶ Regular and supportive telephone contact with the parent/s
- ❷ Supportive conversations and/or regular check-ins with the pupil (where appropriate)
- ❸ Use of staged letters: first letter to indicate concern for a decline in attendance; second letter with invite to attend a meeting to agree an Attendance Support Contract; third letter where there is concern that despite the Attendance Support contract there has been a further decline and with a request for a second parental meeting to review review
- ❹ Engaging with relevant external agencies involved
- ❺ If these actions have been taken and attendance fails to improve a referral will be made to
- ❻ the Local Authority Education Attendance Service.

Attendance contracts: this is a formal written agreement between a parent and the school and/or Local Authority to address irregular attendance at school. Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence. Attendance contracts are a supportive tool, which aims to provide an alternative to prosecution. The aim is for the parent(s), student (if old enough), the

school and Local Authority to work in partnership towards the common goal of improved attendance.

If a parenting contract is not effective at improving attendance, or is deemed not appropriate, the Local Authority has the option to progress legal interventions as a last resort:

- ❶ Penalty Notices
- ❷ Education Supervision Orders
- ❸ Fast Track intervention
- ❹ Attendance prosecutions
- ❺ Parenting Orders.

11) Religious Leave of Absence

For a day set aside exclusively for religious observance, pupils will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'R' code. These are the codes as stipulated by the Department for Education and whilst absence is authorised, it does count against the child's attendance. This is the national policy.

12) Registers

The Register is a legal document which must be completed fully and on time at AM and PM registration and then for every lesson throughout the day. Should a pupil not be in registration, they should be marked absent.

It is a requirement for teachers to complete a lesson register in addition to the two legal registration points. If a pupil is missing from the lesson, then the class teacher will follow the school's Missing Pupil Protocol, alerting the appropriate staff without delay.

13) Strategies for Promoting High Attendance

School Leaders promote a variety of strategies for high attendance. Strategies referred to in the DfE recently published papers are also used to maximise attendance and improve the life chances of all children: The school approach can be found in Appendix 1, but for the Trust we outline the following strategies.

Directors will:

- ❶ hold the Chief Executive Officer to account for explaining patterns of attendance within and between schools.

Local Governors will:

- ❶ scrutinise attendance key performance indicators via the dashboard presented at every LGB meeting (six times a year) – this includes including elective home education, managed moves in and out, fixed term exclusion and the use of alternative provision
- ❷ hold school leaders to account to swift and proportionate action in line with the policy, as well as setting a culture of attendance for all.

The Headteacher will:

- ❶ scrutinise the use of attendance codes in schools
- ❷ oversee decisions regarding elective home education and permanent exclusion.

The School Leadership Team will:

- ❶ form positive relationships with pupils and families
- ❷ ensure that there is a whole school approach which reinforces good attendance
- ❸ monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- ❹ ensure that the Registration Regulations, England, 2006, and other attendance related legislation is complied with
- ❺ ensure that there is a named member of the school leadership team to lead on attendance and allocate sufficient time and resources
- ❻ return school attendance data to the Local Authority and the Department for Education as required and on time

- ❶ ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site, are implemented (see School expectations)
- ❷ ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence and is then interpreted to devise solutions and to evaluate the effectiveness of interventions
- ❸ develop a multi-agency response to improve attendance and support pupils and their families.

14) Attendance Monitoring

The attendance officer monitors child absence daily.

- ❶ Families are expected to call the school in the morning if their child is going to be absent due to ill-health (see above).
- ❷ If a pupil's absence goes below 95% the school will take action with the family and start monitoring their attendance more closely
- ❸ If a pupil's absence goes below 90%, the pupil will be formally monitored with family involvement and a plan for more intensive support
- ❹ The persistent absence threshold is 10%. If a pupil's individual overall attendance rate is greater than or equal to 10%, the child will be classified as a persistent absentee.
- ❺ The Trust and schools will monitor persistent absence and 'low attendance', (this is defined as overall absence being greater than or equal to 5%).
- ❻ Pupil-level absence data is collected each term by the Trust. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with Trustees.

15) Legal Sanctions

Parents should plan holidays within the school breaks and avoid seeking permission to take their child out of school during term time unless absolutely avoidable.

Parents should be aware that an unauthorised leave of absence of 5 days or more will result in the issuing of a penalty notice of £80 (if paid within 21 days) or £160 if paid after 21 days but before 28 days) or a court prosecution (if unpaid after 28 days). Penalty notices are served per parent, per child.

The decision on whether to issue a penalty notice ultimately rests with the Headteacher, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- ❶ a number of unauthorised absences occurring within a rolling academic year
- ❷ one-off instances of irregular attendance, such as holidays taken in term time without permission
- ❸ where an excluded child is found in a public place during school hours without a justifiable reason
- ❹ If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent or withdraw the notice.

Appendix 1: Kennet School's Local Procedures

A: Procedures

Pupils learn best when they have good attendance, and this is the responsibility of all staff. This can be achieved when expectations of attendance are high, and staff follow the school systems when dealing with attendance issues. The school systems range from the use of parent Epraise, emails, and regular phone calls to more formal attendance meetings, contracts and the use of fixed penalty notices in more extreme cases. All staff have a responsibility for supporting students to attend well which is achieved by making the school environment a safe and welcoming place for all people, by following relevant procedures and by celebrating high levels of attendance.

- **The Assistant Head Teacher for Attendance and Safeguarding** is the Designated Attendance Champion and is responsible for the strategic overview of attendance throughout the school, for ensuring that the work of school staff and external agencies regarding attendance is effectively co-ordinated and for leading the Pastoral Team regarding attendance matters (including Heads and Deputy Heads of House, School Matron, Tutors, Mental Health Lead, Family Support Worker and Attendance Officer)
- **The House Heads** are responsible for ensuring that the students in their Houses have excellent attendance, that they foster effective working relationships with families and that attendance procedures are followed effectively. They will lead their team of Tutors who will focus on providing support for students who are on the periphery of persistent absence and will follow up where a pupil is recorded absent for illness for three days
- **The Attendance Officer** is responsible for day-to-day communication through the Attendance Officer inbox, daily phone calls to parents, coordinating attendance meetings between parents and relevant staff, attendance contracts and attendance correspondence.

1) School Procedure

Daily	<p>The Attendance officer will:</p> <ul style="list-style-type: none"> • Contact home where a reason for absence has not been provided. • Run an absent pupil report and share this with key staff <p>Teachers will:</p> <ul style="list-style-type: none"> • Complete registers within the first five minutes of a lesson • Report pupil absence from class <p>Tutors will:</p> <ul style="list-style-type: none"> • Discuss any previous day's absence with tutee and provide support if necessary <p>School Office staff will:</p> <ul style="list-style-type: none"> • Sign pupils in and out of school • Update Epraise with comment and code. <p>Assistant Head Attendance & Safeguarding will:</p> <ul style="list-style-type: none"> • Notify Social Worker where child on a Child Protection Plan is absent.
Weekly	<p>Deputy Heads of House (DHOH) will review the pupil attendance tracker on a Monday morning. Pastoral staff will then be directed to complete an appropriate action. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u></p> <ul style="list-style-type: none"> 1 day absence in a week: Tutor contact with pupil 2- consecutive days of absence: Tutor contact home 3-day absence in a week: House team contact home <p><u>Absence thresholds for wider action</u></p> <ul style="list-style-type: none"> 100%-96%: Green: Tutor conversation with pupil 95%-91%: Amber: Contact home from Tutor/ Deputy Head of House (DHOH) 90% or lower: Red: Head of House (HOH)/DHOH action <p>If the tutor has actioned and attendance does not improve, this is escalated to the DHOH or to action with the HOH.</p> <p>Actions should be reported directly back to the DHOH who will record these centrally by the end of the week.</p>

Fortnightly	<p>Heads of House meet with the Assistant Head Attendance and the Attendance Officer to review attendance, with a focus on PA threshold and all home contact requirements that meet the school's letter thresholds:</p> <ul style="list-style-type: none"> • Letter 1: Attendance drops below 95% • Letter 2: Attendance does not improve and continues to fall since letter 1 • Letter 3: Attendance fails to improve following parental meeting and Attendance Support Contract <p>Letter templates are detailed in Section B of this appendix.</p>
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2) Medical & Dental Appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil must make their own way to reception at the authorised time. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medical Conditions policy.

3) Strategies for Promoting High Attendance

School level strategy for promoting high attendance. Class teachers will:

- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- contact parents and carers regarding absence and punctuality
- review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets
- periodically review practice and consistency both across and between departments
- proactively promote attendance practice as part of staff induction
- consider the individual needs and vulnerabilities of pupils
- actively promote the importance and value of good attendance to pupils and their families
- form positive relationships with pupils and families
- comply with the Registration Regulations, England, 2006, and other attendance related legislation
- contribute to the evaluation of school strategies and interventions
- work with other agencies to improve attendance and support pupils and their families

Lateness

Late to school is defined as pupils not being in registration when the register is taken. Parents are responsible for making sure their child arrives to school on time. All pupils should be on site no later than 10 minutes before the official start time in order that they are prepared for learning.

- pupils are expected to be on site at 8:45 with the morning registration period beginning at 8:55
- pupils who arrive between 8:55 and 9:10 will be marked as late, but counted as present for that session
- pupils who arrive after the register has closed at 9:10 will be marked as absent for that session and an unauthorised absence code of U will be applied to the register

B: Model Letters

Letter 1

Dear Parent/Carer

RE: Persistent Absence – Pupil Name Tutor Group

As you are aware, Kennet School regularly monitors pupil attendance due to the impact low attendance can have on learning and progress. I am concerned that <Forename>'s attendance is now at <percentage>%, below the school's target attendance of 97%. The table overleaf demonstrates the importance of good attendance.

I enclose a copy of <Forename>'s attendance to date and ask that you discuss this with them and there is an improvement with immediate effect.

Please ensure that medical and dental appointments are made outside of school hours unless they are specialist hospital appointments or a medical/dental emergency.

If you would like to discuss this further, please do not hesitate to contact me: Head of House email

Yours sincerely

Head of House

Letter 2

Dear Parent/Carer

RE: Persistent Absence – Pupil Name Tutor Group

As you are aware, Kennet School regularly monitors pupil attendance due to the impact low attendance can have on learning and progress. I am concerned that despite intervention from the Pastoral Team, <Forename>'s attendance has not improved and is now at <percentage>%, well below the school's target attendance of 97%. The table overleaf demonstrates the importance of good attendance.

I enclose a copy of <Forename>'s attendance to date. If the reasons given for your child's low attendance are not satisfactory then legal proceedings may commence against you for failure to comply with the law. This may result in:

- A Penalty Notice payable up to £160
- Prosecution under s.444(1) Education Act 1996, where if convicted you may be fined up to £1,000
- Prosecution under s.144(1A) Education Act 1996, where if convicted you may be fined up to £2,500 and/or 12 weeks imprisonment

It is hoped that enforcement proceedings will not be necessary. I will contact you to arrange a meeting to agree how <Forename> can be supported to attend school.

Yours sincerely

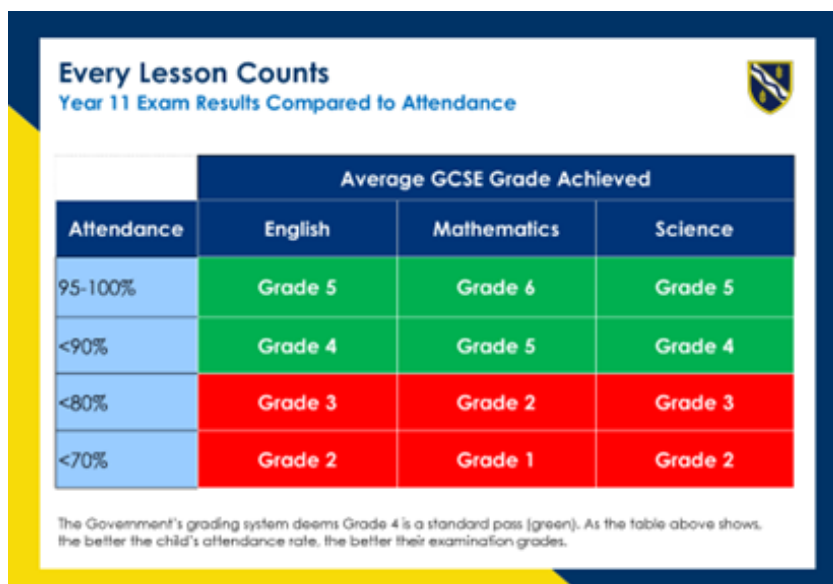
Assistant Head Attendance & Safeguarding

Letter 3

Dear Parent/Carer

RE: Persistent Absence – Pupil Name Tutor Group

Despite intervention from the Pastoral Team, <Forename>'s attendance has not improved. As you can see from the attendance certificate enclosed, <Forename>'s attendance is now <percentage>%. Following our attendance meeting on <date> we agreed a contract to support <Forename>'s attendance. Despite this intervention <Forename>'s attendance has not improved sufficiently. The table below demonstrates the importance of good attendance:



I will contact you to arrange a further meeting to discuss the issues that are impacting on your child's attendance at School. As mentioned in my previous letter if the reasons given for your child's low attendance are not satisfactory then legal proceedings may commence against you for failure to comply with the law.

The Kennet School Education Welfare Office is aware of our concerns and will be advised of our forthcoming meeting.

Yours sincerely

Assistant Head Attendance & Safeguarding

C: Attendance Codes

Please refer to [Working Together to Improve School Attendance](#) page 76 onwards for the full definition of codes available.

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
Attending a Place Other than the School		
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
Absent – Leave of Absence		
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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – Other Authorised Reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil 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	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil 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	Pupil'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	Pupil 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	Pupil has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Francis Baily Primary School's Local Procedures

A: School Procedure

Our attendance procedures to action absences are as follows:

Every period of absence, one day or more, is followed up with an action. The nature of the action will be based on the matrix below.

Daily	The school office will inform the Deputy Safeguarding Lead of every pupil who is absent each day and ensure 1 st day absence contact is made with all pupils.
Weekly	<p>The Headteacher reviews the attendance reporting for the week which includes individual pupils and their year-to-date attendance percentages alongside absence days from the week. They will review with RAG assessment (red, amber, green) the data before directing to relevant staff to complete an action ranging from classroom teacher conversations, Parental contact or directing to the Education Welfare Officer (EWO) to following legal absence proceedings. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u> One day absence in a week: school office notification as per policy (school will chase reason for absence if not provided) Three-day absence in a week: teacher calls for a missed learning conversation (if further contact required this will be logged in CPOMS) Follow-up contact as required following day 2 call Where concerns have been raised, there will be an additional targeted conversation with the child on their return to consider their safety during absence.</p> <p><u>Absence thresholds for wider action</u> The headteacher reviews attendance of pupils across the school weekly and applies RAG rating for appropriate actions. Likely actions as follows: 100%-96%: Green: Class teacher conversations 95%-91%: Amber: Contact home from Headteacher, letter procedure triggered as below 90% or lower: Red: Headteacher and external agencies involved where appropriate</p>
Monthly	<ul style="list-style-type: none"> • School leaders meet with the Attendance Officer (and where possible the EWO) to review attendance rates for all who meet a threshold with a focus on Persistent Absence (below 90%) and carry out all home contact requirements that meet our letter thresholds: <ul style="list-style-type: none"> - <u>Letter 1: Attendance drops below 95%</u> - <u>Letter 2: Attendance does not improve and continues to fall since letter 1</u> - <u>Letter 3: Attendance under 90%- involvement of external agencies as appropriate</u> <p><i>Letter templates can be found in Section B of this appendix.</i></p>

The school reserves the right to actions each and every absence and will do so through the full range of interventions as follows:

- a) Discussion with child
- b) Discussions with parents
- c) School Intervention letters (in line with guidance from EWO meetings)
- d) Engagement of the EWO
- e) Use of Penalty Notices.

Medical & Dental Appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of

appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil will present to the school office at the authorised time for pick up. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medial Conditions policy.

Strategies for Promoting Attendance

At Francis Baily School, we believe it is important to reward pupils with excellent attendance. The range of strategies we use are:

- Positive reinforcement by class teachers and staff
- Each class attendance published in the newsletter recognising classes with highest attendance
- Letters home to parents when attendance improves
- Collaborate with the full range of external agencies and support service to benefit our families.

Class teachers will:

- form positive relationships with pupils and families
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- consider the individual needs and vulnerabilities of pupils
- contribute to the evaluation of school strategies and interventions

Pupils Who Are Late

Late to school is defined as pupils not being in registration when the register is taken. If a pupil arrives more than 15 minutes after the registration closes, then an unauthorised absence code of 'U' will be applied to the register. We ask that all pupils are in the school building no later than 10 minutes before the official start time so that they can get prepared and organised for the learning that day.

Where appropriate, the school will contact parents / carers informing them when their child is late. In our secondary schools, lateness results in a same-day sanction in line with the Positive Behaviour Policy.

Excellent attendance is recognised in celebration assemblies and through certificates, letters and, in some schools, by positive behaviour points.

B: Letter Templates

Letter 1

Dear

As you are well aware Francis Baily Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances. I am therefore concerned about xx level of attendance which is only xx since September. I enclose the registration certificate for you to consider. I note that xx's absences have been due to illness. Please ensure all appointments are now booked outside of school time and no further absence is planned.

I will continue to monitor the situation and hope to see an improvement. Naturally, I will contact you again, if necessary, in order to discuss the situation further.

In the meantime, if you wish to discuss this or any other matter, please do not hesitate to contact me at the school.

Yours sincerely

Headteacher

Letter 2

Dear

RE: Attendance

Our records show that [name of child]'s attendance has continued to fall since our previous letter dated to%. We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances.

The average attendance at Francis Baily Primary School is approximately 96%. X's attendance is falling worryingly short of that figure.

We are very concerned about the impact that the absence is having upon [name of child]'s learning and it is therefore imperative that we have a meeting with yourselves to help support [name of pupil] and yourselves so the attendance issues can be resolved.

Please contact me via the school office to arrange a meeting to discuss ways to improve his / her attendance.

We advise that all medical / dental appointments are arranged to fall outside of the school day and would like to inform you that no further absence can be authorised by the school unless accompanied by medical evidence.

Yours sincerely

Headteacher

Letter 3: Address Letter 3 - Unauthorised letter

Dear

RE: Attendance

Following previous letters to you regarding low rate of attendance, our records show that [name of child]'s attendance has fallen to%.

As you are well aware Francis Baily Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

[Name of child] has missed large sections of his/her learning and without considerable effort on the part of yourself and [name of child] to immediately remedy the attendance problem, he/she will face unfair challenge throughout his/her schooling and will fail to achieve his/her potential.

The School Education Welfare Officer is aware of our concerns and may have to seek your permission to contact your doctor to provide evidence of medical absence, should [name of child] continue to have so many absences. You will be aware that ultimately, the Education Welfare Services may use all means, including legal recourse should attendance concerns persist. The current attendance levels now meet the threshold for such action.

[action e.g. meeting with school or EWO as directed by the EWO at review meetings]

As a school we are exercising our right to not authorise any further absences until significant improvement has been made, unless there is medical evidence indicating medical attention has been sought for illness. As previously stated, appointments are now required to be booked outside of the school day to avoid any further absence. Failure to supply the necessary information will leave you liable to a fixed penalty fine and subsequent legal action if the Education Welfare Services feels that it is appropriate.

Yours sincerely

Headteacher

C: Attendance Codes

Please refer to [Working Together to Improve School Attendance](#) page 76 onwards for the full definition of codes available.

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
Attending a place other than the school		
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
Absent – leave of absence		
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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil 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	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil 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	Pupil'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	Pupil 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	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

D Attendance Process

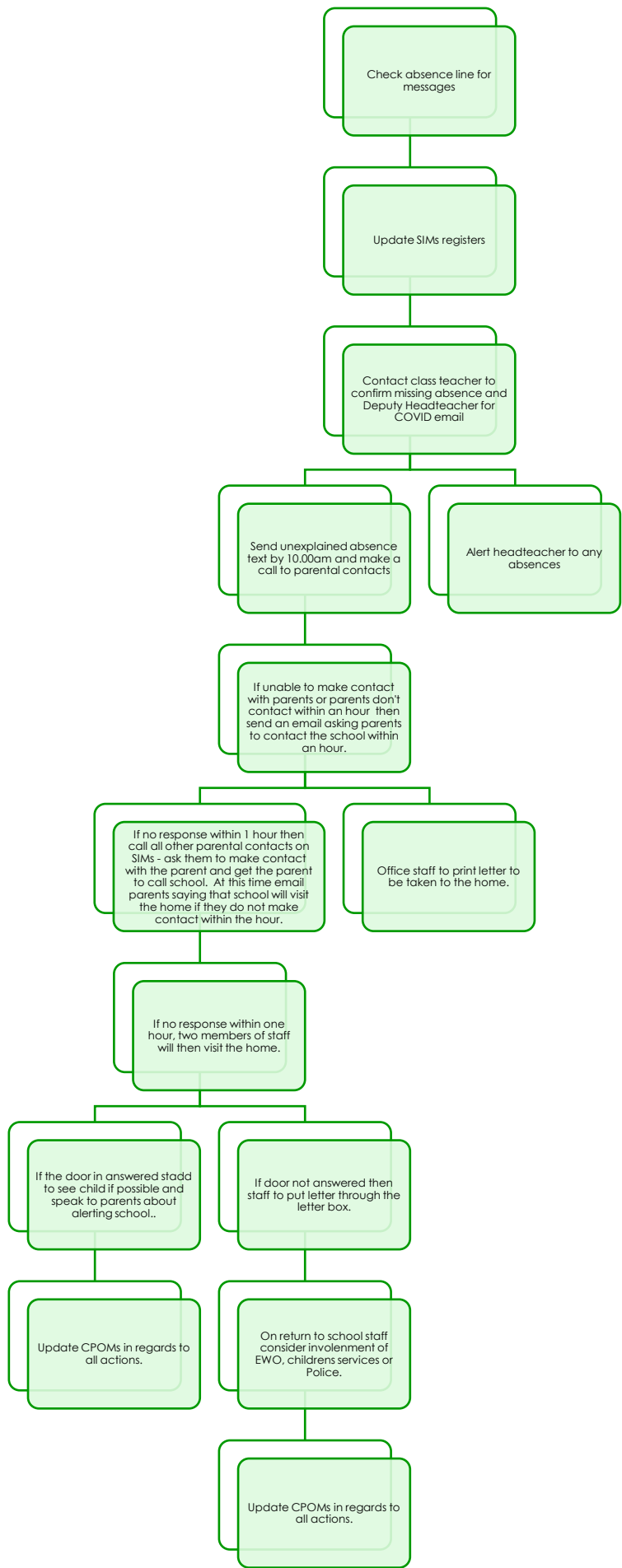
Between 8.45-10am

At 10am To be completed by 10:30am

At latest 11:30am

Email sent by 12pm

At 1pm



Appendix 3: Whiteland Park Primary School's Local Procedures

A: School Procedure

Our attendance procedures to action absences are as follows:

Every period of absence, one day or more, is followed up with an action. The nature of the action will be based on the matrix below.

Daily	The school office will inform the Deputy Safeguarding Lead of every pupil who is absent each day and ensure 1 st day absence contact is made with all pupils.
Weekly	<p>The Headteacher reviews the attendance reporting for the week which includes individual pupils and their year-to-date attendance percentages alongside absence days from the week. They will review with RAG assessment (red, amber, green) the data before directing to relevant staff to complete an action ranging from classroom teacher conversations, Parental contact or directing to the Education Welfare Officer (EWO) to following legal absence proceedings. These actions are based on the following milestones:</p> <p><u>Single periods of absence</u></p> <p>1 day absence in a week: school office notification 2-day absence in a week: teacher calls Follow-up</p> <p><u>Absence thresholds for wider action</u></p> <p>100%-96%: Green: Class teacher conversations 95%-91%: Amber: Contact home from Headteacher and invite to meeting 90% or lower: Red: Headteacher and EWO review and action</p>
Fortnightly	<ul style="list-style-type: none"> • School leaders meet with the Attendance Officer and EWO to review attendance rates for all who meet a threshold with a focus on Persistent Absence (below 90%) and carry out all home contact requirements that meet our letter thresholds: <ul style="list-style-type: none"> - Letter 1: Attendance drops below 95% - Letter 2: Attendance does not improve and continues to fall since letter 1 - Letter 3: Attendance under 90%- EWO involvement <p>Letter templates in Section B of this appendix.</p>

The school reserves the right to actions each and every absence and will do so through the full range of interventions as follows:

- a) Discussion with child
- b) Discussions with parents
- c) School Intervention letters (in line with guidance from EWO meetings)
- d) Engagement of the EWO
- e) Use of Penalty Notices.

Medical & Dental Appointments

These should be made outside school hours. Where emergency or long term planned appointments occur during the school day, pupils must provide proof of appointment to be allowed to meet their family and sign out via the school office. Families must also ensure that the pupil is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the school to inform pupils of appointments. In emergency situations, we will ensure the pupil is aware of the appointment. In any other circumstances, the pupil will present to the school office at the authorised time for pick up. For pupils with long term illness / medical needs or those that suffer an illness for a period of time, please refer to the Supporting Pupils with Medial Conditions policy.

Strategies for Promoting High Attendance

At Whitelands Park, we believe it is important to reward pupils with excellent attendance. The range of strategies we use are:

- Positive reinforcement by class teachers and staff
- Each class attendance published in the newsletter recognising classes with highest attendance
- Letters home to parents when attendance improves
- Collaborate with the full range of external agencies and support service to benefit our families.

Class teachers will:

- form positive relationships with pupils and families
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- consider the individual needs and vulnerabilities of pupils
- contribute to the evaluation of school strategies and interventions.

Pupils Who Are Late

Late to school is defined as pupils not being in registration when the register is taken. If a pupil arrives more than 15 minutes after the registration closes, then an unauthorised absence code of 'U' will be applied to the register. We ask that all pupils are in the school building no later than 10 minutes before the official start time so that they can get prepared and organised for the learning that day.

Where appropriate, the school will contact parents / carers informing them when their child is late. In our secondary schools, lateness results in a same-day sanction in line with the Positive Behaviour Policy.

Excellent attendance is recognised in celebration assemblies and through certificates, letters and, in some schools, by positive behaviour points.

B: Model Letters

Letter 1

Dear

As you are well aware Whitelands Park Primary School prides itself not only on excellent results, but on maintaining very high levels of attendance. It is a proven fact that good attendance is a hugely important contributory factor towards obtaining a great education.

We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances. I am therefore concerned about xx level of attendance which is only xx since September. I enclose the registration certificate for you to consider. I note that xx's absences have been due to illness. Please ensure all appointments are now booked outside of school time and no further absence is planned.

I will continue to monitor the situation and hope to see an improvement. Naturally, I will contact you again, if necessary, in order to discuss the situation further.

In the meantime, if you wish to discuss this or any other matter, please do not hesitate to contact me at the school.

Yours sincerely

Headteacher

Letter 2

Dear

RE: Attendance

Our records show that [name of child]'s attendance has continued to fall since our previous letter dated to%. We pay very close attention to the registers and deal decisively with any problems as they emerge, so as not to let attendance problems compromise the child's education and future life chances.

The average attendance at Whitelands Park Primary School is approximately 96%. X's attendance is falling worryingly short of that figure.

We are very concerned about the impact that the absence is having upon [name of child]'s learning and it is therefore imperative that we have a meeting with yourselves to help support [name of pupil] and yourselves so the attendance issues can be resolved.

Please contact me via the school office to arrange a meeting to discuss ways to improve his / her attendance.

We advise that all medical / dental appointments are arranged to fall outside of the school day and would like to inform you that no further absence can be authorised by the school unless accompanied by medical evidence.

Yours sincerely

Headteacher

Letter 3: Address Letter 3 - Unauthorised letter

Dear

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[Name of child] has missed large sections of his/her learning and without considerable effort on the part of yourself and [name of child] to immediately remedy the attendance problem, he/she will face unfair challenge throughout his/her schooling and will fail to achieve his/her potential.

The School Education Welfare Officer is aware of our concerns and may have to seek your permission to contact your doctor to provide evidence of medical absence, should [name of child] continue to have so many absences. You will be aware that ultimately, the Education Welfare Services may use all means, including legal recourse should attendance concerns persist. The current attendance levels now meet the threshold for such action.

[action e.g. meeting with school or EWO as directed by the EWO at review meetings]

As a school we are exercising our right to not authorise any further absences until significant improvement has been made, unless there is medical evidence indicating medical attention has been sought for illness. As previously stated, appointments are now required to be booked outside of the school day to avoid any further absence. Failure to supply the necessary information will leave you liable to a fixed penalty fine and subsequent legal action if the Education Welfare Services feels that it is appropriate.

Yours sincerely

Headteacher

C: Attendance Codes

Please refer to [Working Together to Improve School Attendance](#) page 76 onwards for the full definition of codes available.

Code	Definition	Scenario
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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
Absent – Leave of Absence		
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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – Other Authorised Reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil 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	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil 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	Pupil'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	Pupil 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	Pupil has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays