

DOROTHY BARLEY INFANT SCHOOL



Attendance Policy

(Effective from 19th August 2024 in line with new statutory DfE document 'Working Together to Improve Attendance')

Approval by Governing Body: Autumn Term 2024

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils, meeting the school target of 96% as a minimum
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

Good attendance is important because:

- Statistics show a direct link between underachievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders settle into school more easily
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

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

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, or authorising the Attendance Officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

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

The designated senior leader responsible for attendance is Anita Ratford and can be contacted via Tel: 0208 2704655 or email: office@dorothybarleyinfant.org.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance and punctuality data regularly (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Keep a monitoring spreadsheet and update regularly with details of all pupils whose attendance is of a concern
- Hold regular meetings with the External Attendance Officer and prior to these meetings, check all pupils' attendance and add to the monitoring spreadsheet, where applicable
- A pupil may also be added to the spreadsheet at any time, i.e. when a concern is raised or identified through the daily phone calls
- The percentage level for adding to the spreadsheet will be below 93%, although this may vary at different times of the year and if there are particular patterns of absence, e.g. absent on a certain day of the week or any other concerns
- When a pupil's attendance initially becomes a concern, a letter will be sent from school expressing our concerns
- If poor attendance persists following the letter a school meeting will be held with the parent(s). The meeting will be minuted with outcomes for future reference and relevant staff made aware of their role.
- If the poor attendance is not usual for a particular child a phone call may initially be made to enquire if there are any issues the school need to be aware of
- If the attendance does still not improve the parent will be invited in to meet with the SLT Attendance Champion/ School Attendance Officer when the barriers to attendance will be discussed. The meeting will be minuted with outcomes for future reference and relevant staff made aware of their role
- If the School/EAO cannot locate the child after carrying out a home visit, a tenancy audit will be processed and the LA's Child Missing Education Officer will be informed
- There may be times when a vulnerable pupil is referred earlier than the three days
- If there is social care involvement, the social worker will be informed as necessary
- The School's Attendance Officer will also analyse attendance data half-termly for groups of pupils and use this to target attendance performance and inform the governing Body of themes and trends.
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices.

The attendance officer is Donna Scammell and can be contacted via 0208 270 4655 or office@dorothybarleyinfant.org.uk

External Attendance Officer (Partnership learning)

- Fortnightly meetings will take place with the External Attendance Officer where pupils' attendance of a concern will be discussed
- The parent may be sent a letter stating that all absences must be accompanied by 'medical evidence' for the school to authorise the absence
- The EAO will either write or arrange a home visit, depending on the circumstances and the concern
- If the poor attendance persists, the pupil will become an official referral to the EAO who will carry out regular home visits with a view to taking further action if no improvement
- Support and guidance will be offered and plans put in place to assist with improving the attendance
- If the attendance remains an issue the school and/or the EAO will consider making a referral to early Help/ Social Services
- If following this there is no improvement or a referral to early help/ Social Services is not applicable, the EAO may issue a notice to improve letter

- Following this, if there is no improvement, a fixed penalty Notice or court action will be considered, following guidance for issuing penalty notices in 'Working Together to Improve Attendance' August 2024
- FPNs can be issued if there are 10 unauthorised absences in a 10 week period
- A parenting contract will be discussed with the parent in liaison with the EAO.

3.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via the electronic recording system on Integris at the start of the morning and afternoon sessions.

- They are aware of the attendance policy and their role within the process
- They build and promote good relationships with parents and families and are aware of any barriers to attendance and refer as necessary
- Support pupils and families following attendance meetings with SLT Attendance Champion/ SAO as required/after prolonged periods of absence
- Any concerns around attendance are reported to their line manager who will act accordingly and escalate as necessary to SLT Attendance Lead/Attendance Officer
- They inform parents of the importance of attendance and punctuality at 'Meet the Teacher' meetings, termly parents' evening, induction meetings etc
- They report on attendance and punctuality in end of year reports
- They follow up with parents about absence/ welcome back and ensure parents are made aware where the impact on their education is being affected. For example, they are regularly missing a lesson/ impact on education.

3.6 School Office Admin staff

School admin office staff will:

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

3.7 Parents

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

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

Parents are expected to:

- Make sure their child attends every day on time. Absence should only happen when the child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/ unforeseen reason or circumstance which is causing a difficulty/ period of difficulty

- Call the school to report their child's absence before 9.30 am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Frequent absence claimed as illness must be supported by medical evidence
- Keep us updated daily by phone call or email
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Anita Ratford who can be contacted via Tel: 0208 270 4655 or Email: office@dorothybarleyinfant.org.uk
- Parents can check our Attendance policy and procedures via our website. The policy is also within our School Admissions documentation and is raised every year at our 'Meet the Teacher' meetings.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

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

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register in line with GDPR arrangements.

Pupils should arrive at school:

Nursery	8.30am (Morning and 30-hour Nursery) 12.30pm (Afternoon Nursery)
Reception, Year One and Year Two	8.50 am
Gates/ Doors Close	9.00 am
Morning registration is completed	9.05 am
Late marks issued (L)	9.06 am- 9.30 am
Unauthorised Absence (U)	After 9.30am for the remainder of the morning session

- Pupils arriving after 9.00am should enter through the school office.
- Parents must then sign their child in and give a reason for being late.
- All lateness is recorded daily. The information is reviewed at attendance meetings and appropriate action will be taken.
- Children should be collected promptly at the end of the day.

End of the day arrangements:

End of Morning Nursery	11.30am
Gates open	3.08pm
Reception	3.10pm
Years One & Two	3.15pm
Afternoon and 30-hour Nursery	3.30pm

- Where late collection is persistent, parents will initially be invited to a meeting. If late collection continues, parents will be invited to meet with the Designated Safeguarding Lead, who may refer to Children's Services, should the late collection not be resolved.
- If a child is not collected from school and we are unable to contact parents, the school will share concerns with Safeguarding Agencies.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30 am or as soon as practically possible, by calling the school office admin staff, who can be contacted via Tel: 0208 2704655 or Email: office@dorothybarleyinfant.org.uk

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

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

Parents should contact the school office as soon as possible regarding a planned absence.

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

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

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Where punctuality remains an issue, parents are invited to come into school and meet with a member of the school's attendance team, to identify and overcome barriers to the pupil arriving at school on time.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may email the parents to elicit a response, continue to call emergency contacts throughout the morning, contact the Partnership Learning Attendance officer, or contact either Children's Services or the police if there is a concern.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer (School Attendance Officer)
- If, after 3 days, school staff do not receive notification of a child's absence and staff are unable to contact the parents, the Attendance Officer will be contacted to carry out a home visit
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, please see section 5.2 (below)

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via half termly letters and as part of their child's annual school report to parents at the end of each academic year.

The school will send letter or meet with parents of pupils where attendance becomes a concern.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 14 days before the absence, and in accordance with any leave of absence request form, accessible from the school office. The Head of School/ Executive Headteacher will require evidence to support any request for leave of absence.

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

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

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

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

5.2 Sanctions

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

Penalty notices

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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

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

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

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

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

Notices to improve

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

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

They will include:

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

- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The school uses a variety of strategies and awards to promote good attendance:

- The school holds weekly celebration assemblies where pupils in the best class in each year group receive an attendance certificate
- Trophies (KS1) and Attendance Bear (Reception) are given out each week to the best class for attendance in each year group
- Weekly attendance figures for the classes are published in the school's online newsletter, with the classes highlighted for the best attendance
- Certificates are awarded at the end of every half term to those pupils meeting the school's attendance target and 100% attendance
- Rewards are given at the end of each term for those pupils meeting or exceeding the school target for attendance (e.g. parties/ afternoon tea)
- Bronze, silver and gold star badges are presented to pupils for 100% attendance (termly award)
- Certificates are awarded at the end of each term to those pupils achieving the school target and 100% attendance
- Letters are sent to parents at the end of every half term to inform them of their child's current attendance
- Visible displays for pupils in the assembly hall and for parents in the main office foyer, to promote and encourage good attendance
- At parents' welcome meetings, the importance of good attendance is discussed, and parents receive an attendance pamphlet as part of their welcome pack
- Class teachers discuss attendance with parents routinely as part of parents evening meetings
- Parent meetings are arranged as necessary. The Attendance Officer (Partnership Learning) will also conduct home visits, or telephone parents in order to support the families with regards to good regular attendance of their children.
- Attendance matters are brought up during safeguarding meetings where attendance continues to be a difficulty for parents. Good or improving attendance is also fed back to parents, carers and professionals
- A large celebratory event takes place at the end of each academic year, for those children achieving or exceeding the school's attendance target. As part of the celebration, these children will take part in a raffle, where prizes are drawn for each year group (Reception, Year 1 and Year 2).

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where there are pupils who have complex barriers to attendance, the school attendance team will liaise with the Attendance Officer (PL), the school's SENCO, the local authority Education Inclusion Team, and other professionals as appropriate to formulate a supportive plan of action for both the pupil and their family to identify and remove in-school barriers. Parents will be involved in action planning and will be consulted at each stage of the support plan.

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

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

The school's safeguarding team, in collaboration with the SENCO, and other members of the Senior Leadership Team will liaise with professionals in the local authority (including the Education Inclusion team) in order to formulate a plan to support the pupil back into school. The school will continue to work in partnership with the parents to facilitate a plan forward for the pupil to attend school. Where needed, risk assessments will be devised in order to support the pupil in school, and shared with relevant members of staff. The school will ensure that where staff need specialist training to support any particular pupil, this is provided in a timely manner.

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

Where a child has been out of school for a lengthy or unavoidable period of absence, the Senior Leadership Team will liaise with professionals within the local authority inclusion team, including health specialists, hospital specialist teams (where appropriate) and the local authority attendance team for advice and support.

8. Attendance monitoring

The school uses a variety of data sources to monitor attendance and absence of pupils. The school's MIS system (Integris) is linked to the DfE, which then provides accurate attendance data which can be utilised alongside other sources such as Fischer Family Trust (FFT) and the school's own Integris system.

The school's attendance team meets fortnightly with the Attendance Officer (Partnership Learning) to monitor attendance and absence of pupils and work in partnership with parents/carers to formulate plans of action to facilitate pupils attending school regularly.

The school's attendance team meet termly with the local authority's attendance lead in order to identify patterns and trends and facilitate strategies for working with families and improving attendance.

8.1 Monitoring attendance

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

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

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

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

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

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the SLT member responsible for attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
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	Every pupil absent as the school is closed

	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