



Springvale Primary School

Policy Title: Attendance
Date of Review: Autumn 2025
Review by: Autumn 2028

Attendance Officer: Ms. Raistrick

Attendance Lead: Mr Taylor

Signed by:
Chair of Governors

All policies are available at: www.springvaleprimary.org

1) School ethos

At Springvale Primary we aim to make a difference and support everyone to reach their full potential by living out our ethos of:

‘Play together, learn together, achieve together.’

We aim to support the child and their entire family by going above and beyond our core role as educators. Springvale is committed to promoting high standards of academic achievement for all learners in all subjects across the primary curriculum. As a school we will continue to develop and instil key life skills and values in our pupils. We will encourage positive relationships and communications between home, our community and the wider world. We will encourage positive relationships and communications between home, our community and the wider world through:

- Recognising that education is a three-way process between: child, home and school.
- Nurturing and encouraging personal aspirations.
- Recognising that everyone can make a difference in the world.
- Teaching pupils about different cultures and providing cultural capital through exciting and broad experiences so that they are diverse and prepared for life as a global citizen.
- Ensuring that we are all working to a common goal.
- Being an accessible and welcoming community learning resource.
- Having respect for an understanding of others’ beliefs and ways of life.

Springvale Primary is committed to promoting high standards of academic achievement for all learners in all subjects by:

- Providing a friendly and safe environment as a context for all learning activities.
- Developing active learners where all learning styles are recognised and developed.
- Providing vibrant exciting learning and teaching environments.
- Providing a broad, thematic approach to teaching that encompasses physical development, emotional intelligence and the arts.
- The recognition of all achievements.
- Encouraging a sense of personal achievement, pride in work and high self-esteem.
- Providing a range of opportunities and experiences through clubs and school visits.

As a school we will continue to develop and instil key life skills and values in our pupils by:

- Developing confidence, a sense of responsibility and independence.
- Promoting a respect for themselves and others.
- Valuing the contributions of all.
- Developing the concepts of fairness and right and wrong to encourage the highest possible standards of behaviour.
- Using and applying academic and social skills in a range of situations.

2) Legal framework

This policy has due regard to all relevant legislation and guidance.

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- Inclusion Policy
- Managing Medical Needs Policy
- Children Missing Education Policy

3) Roles and responsibilities

The governing body will have overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring 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 LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Having regard for monitoring children's attendance in relation to safeguarding concerns such as: Prevent or Operation Encompass notification.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher will be responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Issuing fixed penalty notices where necessary, or authorising a suitable member of staff to be able to do so.
- Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times.
- Providing the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days where their absence has been classed as unauthorised.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with parents of pupils with SEND to develop specific support approaches for attendance

The deputy headteacher will be responsible for:

- Leading the development, implementation, and review of the school's Attendance Policy.
- Setting ambitious attendance targets and develop strategies to improve attendance and punctuality across all year groups.
- Overseeing the work of the Attendance Officer, ensuring effective systems are in place for daily monitoring and follow-up.
- Using data analytics to track attendance patterns by year group, vulnerable groups, and individuals, reporting regularly to SLT and governors.
- Ensuring the school meets statutory responsibilities under the Education (Pupil Registration) Regulations and DfE attendance guidance.

- Developing and lead tiered intervention systems — from universal strategies to targeted and intensive support.
- Working collaboratively with external agencies, including the Local Authority Attendance Team and safeguarding partners.
- Line managing the Attendance Officer, conducting regular reviews and professional development.
- Promoting a culture of high attendance through assemblies, newsletters, rewards, and parental engagement.
- Contributing to school improvement planning in relation to attendance and safeguarding.

The attendance officer will be responsible for:

- Monitoring daily attendance and punctuality through the school's MIS (SIMS).
- Identifying and investigate unexplained or concerning absences, contacting parents/carers promptly by phone, text, or email.
- Recording and code attendance accurately in line with statutory and school procedures.
- Producing daily, weekly, and termly attendance reports for senior leaders.
- Supporting the Deputy Headteacher in implementing the school's Attendance Policy and improvement plan.
- Arranging and attend attendance review meetings with parents/carers and pupils where necessary.
- Liaising with external agencies (e.g., Education Welfare Officer, Early Help, Social Care) for persistent or severe cases.
- Preparing documentation for legal processes such as penalty notices and court proceedings, when required.
- Promoting a positive attitude to attendance through communication, displays, and rewards initiatives.

Staff will be responsible for:

- Following this policy and ensuring parents/carers do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to further support decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

Parents/carers will be responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent and advising when it is expected that their child will return.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

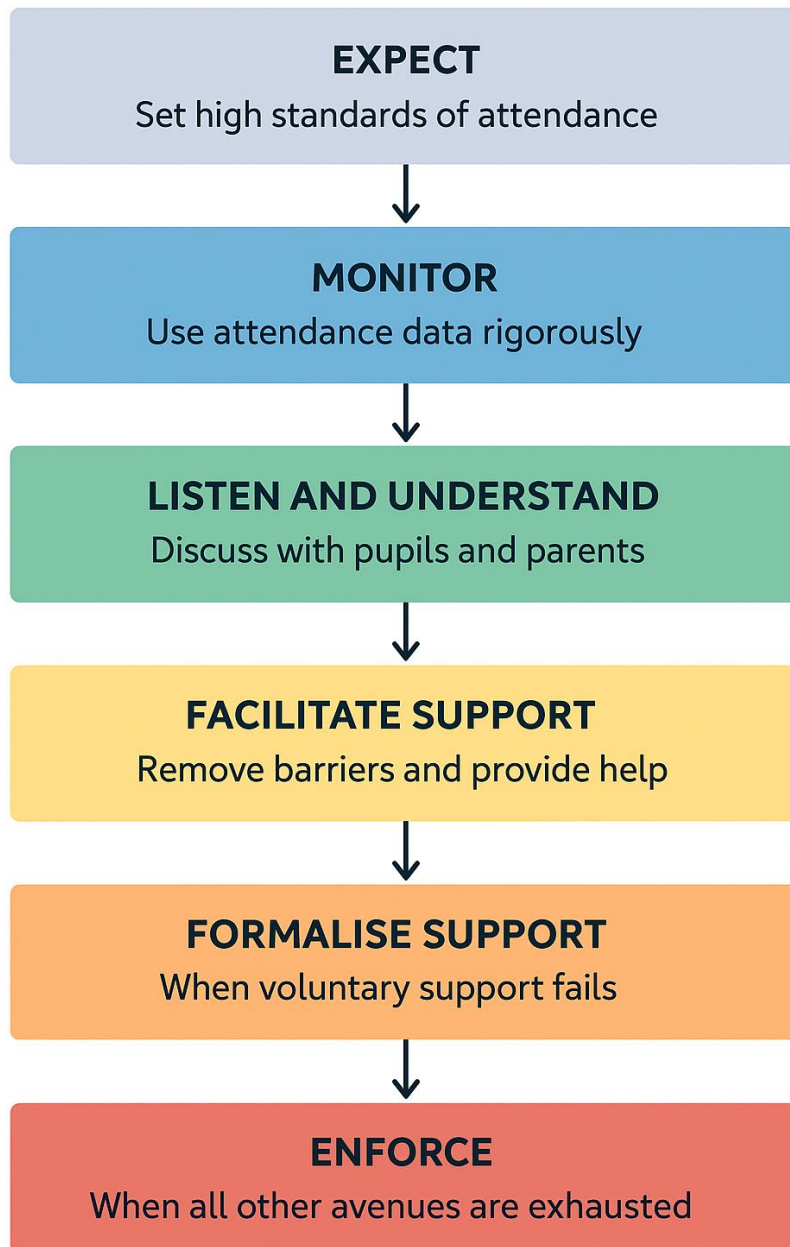
4) Rationale of this policy

This policy sets out the school's commitment to promoting excellent attendance and punctuality as essential foundations for learning, progress, and wellbeing. Regular attendance supports pupils in achieving their full potential and fosters a sense of belonging within the school community. The policy provides a consistent framework for monitoring, supporting, and improving attendance, ensuring early intervention and collaboration with families and external agencies in line with statutory responsibilities and the school's values.

5) Definitions

Word or phrase	Definition
Absence	When a pupil is not present at school during a registered session.
Authorised absence	An absence that the school has approved as valid and unavoidable, such as illness, medical appointments, religious observance, or other exceptional circumstances agreed by the headteacher.
Unauthorised absence	An absence that the school has not approved because no valid reason has been provided, or the reason does not meet the criteria for authorisation. This includes absences without parental explanation or those due to holidays taken during term time without permission.
Persistently absent	A pupil is defined as persistently absent when their overall attendance falls below 90% across the academic year.
Severely absent	A pupil is defined as severely absent when their overall attendance falls below 50% across the academic year.
Missing education	Not registered at a school and not receiving suitable education in a setting other than a school.

6) Improving Attendance Overview



7) The impact of poor attendance

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed	Absence over 5 years
95%	9 days	2 weeks	50 lessons	$\frac{1}{4}$ year
90%	19 days	4 weeks	100 lessons	$\frac{1}{2}$ year
80%	38 days	8 weeks	200 lessons	1 year
70%	59 days	12 weeks	300 lessons	1½ years
60%	80 days	16 weeks	400 lessons	2 years
50%	100 days	20 weeks	500 lessons	2½ years

8) Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 9:00am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:45am and in their classrooms by 8:55am. Pupils will have a morning break at around 10:20am (depending on the year group), which will last until 10:40am, and a lunch break around 12pm (depending on the year group), which will last for one hour – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:10am. Pupils will receive a late mark if they were absent when the register started being taken but arrive before the register is closed.
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked by 1:30pm at the latest (depending on the year group). Pupils will receive a late mark if they are not in their classroom by this time but arrive before the register is closed.
- The afternoon register will close at 1:45pm. Pupils will receive a mark of absence if they are not present.

The school will seek evidence for recording absences in all cases.

9) Punctuality monitoring procedures

Pupils are expected to arrive at school on time. If a pupil arrives after 8:55pm, their attendance will be marked as late. Where pupils do not arrive to school on time and are marked as late, the following steps will be followed:

Step 1

The school office staff will ask parents/carers for the reason a pupil was late and record this using our school system (SIMS). The number of minutes late will also be recorded.

Step 2

If a pupil is late more than 3 times over a half term, an attendance notification letter is sent home raising concerns that their child's punctuality has fallen below the school's expected standard and to seek cooperation in improving this. The letter also shares guidance outlining how parents can work with the school and their child to improve punctuality.

Step 3

If a pupil is late more than 6 times over a half-term, an attendance meeting letter is sent home explaining that the pupil's punctuality is now being monitored and a meeting with the attendance officer must take place. At this meeting:

- The attendance officer, and where appropriate external support agencies, will offer any relevant support or guidance to the family and they may make referrals as required for further intervention.
- A clear target will be set for improvement (and monitored over the following two weeks).
- Expectations will be made clear and the impact on future learning.
- A copy of the school policy will be provided in the meeting for future reference.
- Parents will be reminded to ensure their child arrives on time to school.

The pupil's punctuality will then be monitored for two weeks and, if it does not improve after this time, parents are required to attend a second meeting in school with the attendance officer to set further targets for their child.

After the two-week monitoring period, and if targets are met, a letter is sent home from the school to congratulate the pupil and their parents on improving punctuality.

Step 4

If after the above steps have been completed and there is no improvement, or parents are unwilling to cooperate and punctuality does not improve, a referral will be made to the local education welfare officer (EWO). All stakeholders will meet a third time and complete a punctuality contract together.

10) Absence monitoring procedures

These steps work in conjunction with the attendance intervention procedures detailed in this policy.

Step 1

- Parents are required to contact the school office via telephone before 8:45am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last. For example, one school day.
- If contact from parents is not provided and a pupil is absent after the close of registers, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.
- The school will always follow up any absences in order to:
 - Ascertain the reason for the absence.
 - Ensure the proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto the school system.
- Any absence reasons not established after two days are recorded as an unauthorised absence and safeguarding procedures will be initiated. Where a child is vulnerable, safeguarding procedures will be initiated immediately.

Step 2

If a pupil's attendance falls below 97 percent over a half term, an attendance notification letter is sent home raising concerns that their child's attendance has fallen below the school's expected standard and to seek cooperation in improving this. The letter also offers guidance outlining how parents can work with the school and their child to improve attendance. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, it will be progressed to Step 3.

Step 3

If a pupil's attendance falls below 95 percent over a half-term, or attendance does not improve after Step 2, an attendance meeting letter is sent home explaining that the pupil's attendance is now being monitored and a meeting with the attendance officer must take place. At this meeting:

- The attendance officer, and where appropriate external support agencies, will offer any relevant support or guidance to the family and they may make referrals as required for further intervention.
- A clear target will be set for improvement (and monitored over the following two weeks).
- Expectations will be made clear and the impact on future learning.
- A copy of the school policy will be provided in the meeting for future reference.
- Parents will be reminded to provide medical evidence for any future absence from school for a set period of time.

The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a second meeting in school with the attendance officer and set targets for their child.

After the two-week monitoring period, and if targets are met, a letter is sent home from the school to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to at least 95 percent.

Step 4

If after the above steps have been completed and there is no improvement, all stakeholders will meet a third time and complete an attendance agreement together.

If a child's attendance drops below 90%, their attendance will be classed as persistently absent and a notice to improve will be issued. School will then refer the case to the education welfare officer and consider whether further intervention is required, which may include issuing penalty notices or taking legal action as outlined in this policy.

If a parent takes their child out of school for a term-time holiday, and it results in the child having 10 or more unauthorized sessions of absences in a 10-week period, a penalty notice may be issued immediately without conducting Steps 1, 2 or 3.

Child missing education

Where a pupil does not return from a period of leave or has a continuous period of absence, the school will work jointly with the LA to carry out reasonable enquiries under the School Attendance (Pupil Registration) (England) Regulations 2024 to establish the pupil's whereabouts. In conducting these enquiries, the school and its LA will liaise with the Home LA. If, following these enquiries, the pupil's name is removed from the school's admission register, the Home LA will be expected to investigate whether the pupil should be classified as a child missing education.

Attendance register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. The school uses the attendance codes outlined in the Working together to improve school attendance (DfE, 2004).

11) Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time

that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays. Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

General illnesses and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Chronic or terminal illnesses

The school recognises that some pupils may live with chronic or terminal medical conditions that can significantly impact their attendance. These pupils will not be penalised under this policy, and absence linked to their condition will be recorded and monitored with sensitivity and discretion.

Attendance intervention processes (such as staged letters, meetings, or referrals) will not be applied in these cases. Pupils will remain eligible for attendance rewards and recognition, acknowledging their effort, engagement, and participation whenever possible. The school will work closely with families and healthcare professionals to ensure appropriate support is in place.

Performances and activities, including paid work

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

A leave of absence will only be given by a person who the school's proprietor has authorised to do so. That authorised person will not give a pupil leave of absence to undertake employment (whether paid or unpaid) during school hours except employment to take part in a regulated performance or regulated employment abroad as per The School Attendance (Pupil Registration) (England) Regulations 2024 namely:

- Where the LA has issued a licence for the pupil to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been granted by the LA in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the pupil to travel abroad for a performance or another regulated purpose.

The school will give due consideration to requests for leave of absence supported by a licence issued by a LA or a BOPA. Such requests will be treated sympathetically, provided the school is satisfied that participation in the activity will not have a detrimental impact on the pupil's education.

Where a LA licence specifies the dates on which a pupil is permitted to be absent for the purpose of a performance, the school will record the absence for those dates as if a formal leave of absence has been requested and granted.

In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence – such as one granted by a Justice of the Peace under relevant legislation – the decision to grant leave of absence will remain at the discretion of the school.

This code will be recorded as an authorised absence for statistical purposes.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks in advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

Parent's travelling for occupational purposes

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

12) SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. In line with the Inclusion Policy and Managing Medical Needs Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHCP's or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate. Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health. If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

Where it is relevant and appropriate, the school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement. To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a part-time timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

Part-time timetables

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014. Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible. A part-time timetable should:

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

Where the pupil has a social worker, the school is expected to keep them informed and involved in the process. If the pupil has an education health and care plan, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly.

13) Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises. Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch. Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher. Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

14) Attendance Awards and Incentives

We believe that attendance is a key factor in achieving academic success and developing positive learning habits. To recognise and celebrate pupils who demonstrate excellent commitment to attending school, we offer rewards for outstanding attendance. Outstanding attendance is defined as an attendance rate of 97%. We recognise that 100% attendance can be difficult to achieve, as illness or other genuine circumstances may occasionally prevent pupils from

attending school. Therefore, our approach rewards those who show consistent effort to attend whenever possible in the following ways:

- Text messages home to all pupils who have attendance of at least 97% for a half term.
- Reward prize draws each half term to pupils who have attendance of at least 97% for a half term.
- Awards of 10 Class Dojo points each to pupils who have attendance of at least 97% for a half term.

15) Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards. For example, by setting individualised targets.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance. For example, social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances. For example, sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches. Where these barriers are related to the pupil's experience in school. For example, bullying, the attendance officer will work with the headteacher and any relevant school staff to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Persistent and severe absence

Persistent absence is where a pupil misses 10 percent or more of school and severe absence is where a pupil misses 50% or more of school. The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA or SA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of SA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance. Where these measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered. Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued by a headteacher or someone authorised by them (a deputy or assistant head), the LA office, or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance. Penalty notices will be charged at £160, if paid within 28 days reduced to £60 if paid within 21 days. Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort. Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

School may consider using an ESO to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the LA will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

Parenting orders

Parenting orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive help and support to enable them to improve their child's attendance for up to 3 months.

All parenting orders must specify a 'responsible officer' which will be named on the order. This should be the most appropriate lead practitioner working with the family. Any breach of the order could lead to a fine of up to level 3 (£1,000).

16) Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs. The school will collect data regarding punctuality and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups. For example, pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils. For example, pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17) Deletions of names from the admissions register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information. When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.