



Clapham Manor Primary School Attendance and Punctuality Policy

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Statement of intent

Clapham Manor Primary School attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- 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 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy as part of the Child Protection and Safeguarding Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.

- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

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

The attendance officer (head of school) is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year **for any reason**

4. Attendance and punctuality 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. Poor punctuality is not acceptable. If a pupil misses the start of the day they will struggle to catch up with the first lesson. Late arriving pupils also disrupt lessons for other pupils. This can be embarrassing for the child and can result in further absence. Extreme lateness, in excess of 30 minutes, is coded as 'unauthorised absence'.

Any attendance falling below 96% is of concern to the school and as such, pupils will be subject to the procedures for improving attendance and punctuality.

There may be special circumstances for lower than expected attendance e.g. medical, bereavement and each pupil will be considered on an individual basis, taking into account their personal circumstances. The school will investigate regular unexplained lateness by a telephone call or letter to parents/carers.

An unauthorised late may be classified as an unauthorised absence and as such may lead to a referral to the Education and Welfare Service in appropriate cases. If a child is developing a pattern of lateness the school will, in the first instance, discuss the matter informally through a first School Attendance Panel meeting. The details of this discussion and any agreements made between the school and the family will be recorded and placed on Arbor. If the parent/carer fails to respond to the request to improve punctuality the school may ask the Education and Welfare Service to intervene.

Daily start and finish times

	Start	End
Nursery	9.00am	3.30pm
Reception, Key Stage 1 and Key Stage 2	8.50 am	3.30pm

The infant and junior playground gates are opened at 8.40am. Pupils should be in the school playground by 8.45am in order to be on time. Teachers will collect their classes at 8.50am and take them into school ready for registration.

The school day starts at 8.50am. Pupils arriving after 8.50am must be accompanied by their parent or carer to the school office. The time of arrival will be noted and an explanation will be requested to explain the lateness. The pupil will be given a late slip, to give to their class teacher. The attendance officer will mark the child as late (coded as L) in the register and record the time the pupil arrived and reason given. This is a fundamental part of safeguarding and ensures an accurate record of punctuality.

Teachers are required to take a register for both morning and afternoon sessions and the completion of registers is monitored.

Registers are taken between 8.55am and 9.05 am, and close at 9.20am. After this time, pupils will be marked as late after the register closes (coded as U) which will be recorded as an unauthorised absence.

After lunch, registers are marked by 1.00pm in Reception and Key Stage One and by 1.25pm in Key Stage Two.

5. Absence procedures

Parents will be required to contact the school office via telephone by 9.30am on the first day of their child's absence and provide an explanation of why they were absent. This is required even if the parent has already contacted the school. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.

A telephone call will be made to the parent of any pupil who has not reported their child's absence 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 census system.

Reasons for absence will be noted on the School Information Management System (Arbor) every day a pupil is absent.

Procedures for improving attendance and punctuality

- Letters will be sent home when the school becomes concerned about attendance.

- A letter including the attendance and punctuality report inviting parents to attend a School attendance panel meeting (SAP). This will usually be led by a member of the Attendance and Punctuality Team.
- Actions will be agreed at the SAP meeting and the completed paperwork will be signed by the parent/carer and present staff. A monitoring period of between 4 weeks will then be undertaken to allow improvement to be seen.
- Should a parent/carer not attend a SAP meeting the school will determine actions to be taken and communicate these with parents/carers.
- The school's Education Welfare Officer will be involved at all stages of this process. If attendance does not improve the following additional actions may also be undertaken: a Multi-Agency Referral Form (MARF); a first penalty warning letter; *Penalty notice letter; Court proceedings initiated.

*If a child has an unauthorised holiday then penalty notice letters can be issued immediately. Penalty notices payable by parents are £60 per child for those who pay within 21 days; and £120 per child for those who pay within 28 days. If a child has 10 days unauthorised continuous absence, then the local authority is notified immediately and the Education Welfare Officer (EWO) will carry out investigations, which may include a home visit. After 20 consecutive school days, the child can be taken off roll at which point a Child Missing Education (CME) form will be completed and sent to the Local Authority.

There may be special circumstances for lower than expected attendance e.g. medical, bereavement and each pupil will be considered on an individual basis, taking into account their personal circumstances. The school will investigate regular unexplained lateness by a telephone call or letter to parents/carers.

Procedures for pupils of non-statutory school age

For pupils in the Early Years Foundation Stage of non-statutory school age, the school is unable to issue Fixed Penalty Notices or refer cases of poor attendance and punctuality to the Educational Welfare Officer. However, we value the importance of developing positive habits with attendance and punctuality and seek to promote the relationship between this and progress in all areas of learning with pupils and families. Therefore, the school adopts the same procedures outlined in policy where there are concerns about attendance and punctuality and utilises the local authority guidelines for authorised/unauthorised absences when determining the actions to take.

6. Attendance register

The school uses ARBOR, an electronic management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

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

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

An unauthorised late may be classified as an unauthorised absence and as such may lead to a referral to the Education and Welfare Service in appropriate cases. If a child is developing a pattern of lateness the school will, in the first instance, discuss the matter informally through a first School Attendance Panel meeting. The details of this discussion and any agreements made between the school and the family will be recorded and placed on ARBOR. If the parent/carer fails to respond to the request to improve punctuality the school may ask the Education and Welfare Service to intervene.

7. Authorising parental absence requests

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases.

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 three 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.

Illness and healthcare appointments

The school reserves the right to request supporting evidence from a medical practitioner where the absence exceeds five school days or where there is genuine and reasonable doubt about the authenticity of the illness. Absences may not be authorised if the school does not receive medical evidence.

As far as possible, parents will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible.

Modelling, sport, performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

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

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

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

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. In such cases the headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance in advance and, where possible, at least two weeks advance.

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

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

Gypsy, Roma and Traveller absence

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

8. 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 SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any

contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

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

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there 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.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

10. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

11. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the LMT, 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 oversee 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.
 - Creating attendance clinics.

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.

The school aims to promote positive attendance and to encourage Parents/Carers to work together with the school in its aim to reduce absence and lateness in the following ways:

- Expectations for high levels of attendance and punctuality are explained at interview/admission, within the school prospectus and outlined within the Home/School agreement.
- Discussions with parents/carers during termly teacher/parent/carers conference meetings.
- Publishing the school attendance and punctuality policy on the school’s website.
- Recording attendance and punctuality records on annual written reports to parents.
- Monitoring and evaluating attendance and punctuality data on a termly basis and presenting and sharing findings with the Leadership and Management team and the governing body. Attendance monitored and reported to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:
 - Children in need
 - LAC
 - Pupils who are eligible for FSM
 - Pupils with EAL
 - Pupils with SEND

- Fortnightly collation of attendance and punctuality data to enable timely intervention with parents/carers of children causing concern where attendance and punctuality has fallen below the required standard. Intervention with the aim of supporting pupils and their families may include opportunities for parents/carers to discuss barriers to attendance and punctuality at School Attendance Panel (SAP) meetings, where strategies to support families are shared.
- Conducting home visits if a child is absent for 2 days and the school has been unable to gain a response from parents/carers or emergency contact numbers.
- Celebrating positive levels of class attendance through publishing the class with the highest attendance in the fortnightly newsletter.

12. 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, e.g. social services.

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

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

If a pattern of absence becomes problematic, the attendance officer will ensure the school works collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance 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.

13. Persistent Absence (PA)

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

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

In the case of pupils at risk of persistent absence (pupils who fail to attend regularly or who have missed 10 school days or more without authorisation), the school will inform the Education Welfare Officer and arrangements will be made for parents to meet with them. If a pupil's attendance drops below 92%, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

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

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The Leadership and Management Team 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.
- Ensure attendance reviews are organised 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.
 - Instigating attendance meetings with the Education Welfare Officer

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

14. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.

- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

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.

15. 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, truancy, and authorised and unauthorised absence, for:

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

The attendance officer will conduct a thorough analysis of the above data on a 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 LMT 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.

16. Training of staff

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

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

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

17. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed every three years by the headteacher and attendance officer.

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