



Attendance and Punctuality Policy

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Signature of Chair of Governors	Mr. John Knight and Ms. Hannah Sheehan  		
Signature of Headteacher	Mr. James Broad 		

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NB: Throughout this policy, headteacher refers to the executive headteacher or, in his/her absence, the head of school.

Statement of intent

Acre Schools Federation believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school understands 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.

The school takes a whole-school approach to securing good attendance, and recognises 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.

The school is 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 Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations) 2013
- The Children and Young Persons Act 1933 and 1963
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE) 2025'
- DfE 'Children missing education'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily pupil attendance data'

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
- Children with Health Needs who Cannot Attend School Policy
- Records Management Policy

2. Roles and responsibilities

The governing board 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 Local Authority (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 Leadership and Management Team (LMT) to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- 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.
- Ensuring there is a Children Missing Education Policy in place as part of the Child Protection and Safeguarding Policy and that this is regularly reviewed and updated.

The headteacher will be responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting it to the governors
- Appointing a member of the LMT to the attendance officer role.
- 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 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.
- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.

Staff will be 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) will be responsible for:

- The overall strategic approach to attendance in school.

- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

Pupils will be responsible for:

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

Parents 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.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school

- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

Unauthorised absence (including but not limited to):

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

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason – equivalent to one day or more a fortnight across a full school year.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

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'

Daily start and finish times

	Start	End
Nursery	8.50am	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.

Sudbourne

The gate opens at 8.40am. Pupils should be in the school playground by 8.45am in order to be on time. Children go straight to their classroom ready for registration.

The school day starts at 8.50am. The time of arrival will be noted and an explanation will be requested to explain the lateness. The attendance administrator will mark the child as late (coded as L) in the register and will record the time the pupil arrived and reason given. This is a fundamental part of the safeguarding procedures of the school and ensures an accurate record of punctuality and attendance.

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. **(Clapham Manor)**. After lunch registers are marked by 12.30pm in Nursery and Reception and by 1pm in Key Stage One and Key Stage Two.**(Sudbourne)**

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, the attendance officer will call the parent to discuss the matter informally. If lateness continues a letter will be sent home, and a meeting with the attendance officer and head of school or deputy head will be arranged to discuss what support can be given to the family . 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.

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.

In the case of persistent absence (PA), arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a fortnightly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

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.

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 Officer.
- Actions will be agreed at the SAP meeting and a notice to improve letter will be given. 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 school attendance legal intervention (SALI) meeting; 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 £80 per child per parent 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.

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 set out in Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available

- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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.

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.

Parents will be required to request certain types of absence, as prescribed below, 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.

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 complete a term time leave request form which is available on the school website or from the school office 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.

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 provide evidence of the appointment to the school office and obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Pupils will be expected to attend school before and after the appointment wherever possible. If the appointment requires the pupil to leave during the school day, they will need to be signed out at the school office by a parent. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Modelling, sport, 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 an 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.

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 not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least three 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.

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 10 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.

The school will seek medical evidence for recording absences in a minority of cases. Where a pupil's health needs 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.

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 penalty notice will be charged at £120, but reduced to £60 if it is paid within 21 days of the notice being issued.

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. Absent pupils

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 absent 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
 - Changing rooms
 - Additional teaching and/or intervention rooms
 - 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 absent pupil's teacher will complete a report describing all circumstances leading up to the pupil going missing
- If the absent 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 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 in the case of holidays taken during term time.

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 as part of the admission process and outlined on the school website.
- Discussions with parents/carers during termly teacher/parent/carer conference meetings.
- 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 LMT 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
- Weekly 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 3 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 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 work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance 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

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

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 90%, the attendance officer will be informed, and a letter will be sent to 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. Penalty notices and legal intervention

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

- Whether support is available in this case: It not, for example a holiday in term time, a penalty notice should be issued, whilst also having considerations to the other conditions detailed in this section of the policy.
- Whether a penalty notice is the best available tool to improve attendance and change parental behaviour, or if further support or other legal intervention is more appropriate.
- Whether issuing a penalty notice in this case is appropriate after considering any obligations under the Equality Act 2010, such as if the pupil has a disability.
- Holding a formal meeting with parents and the school's point of contact for attendance.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued 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 £80 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)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in 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.

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 pupils at risk of PA.
- Pupils with SEND, LAC and pupils eligible for Pupil Premium.

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:

- 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 ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

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

All 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. 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.

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.

18. 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 are detailed in the school newsletter.

This policy will be reviewed annually by the headteacher and attendance officer.

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