



Attendance and Punctuality Policy

Approved by:

Date: 17/09/2022

Last reviewed on:

04/09/2022

Next review due by:

04/09/2025

1. Aims

At Princess May Primary School we aim to provide the best educational experience possible for your child and we know that positive behaviour, good attendance and punctuality are essential in raising attainment and key in ensuring that your child has the very best chance to succeed. This Attendance and Punctuality Policy sets out how together we will achieve this.

We are committed to meeting our obligations with regards to school attendance through:

- Promoting good attendance preventing patterns of absence from developing
- Reducing absence, including persistent and severe absence through our use of attendance data to spot patterns
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school.

For your child to achieve their full potential it is vital that they attend school regularly and on time. Absence affects your child's education and late arrival to school can also impact your child's learning disrupting teaching routines and can affect the learning of others in the same class.

It is your parental responsibility to ensure your child's regular attendance at school and persistent absence without an appropriate or good reason, is against statutory requirements and may result in prosecution. The School Attendance Lead will consider possible risk factors regarding absences from school and will ensure that appropriate risk assessments are undertaken where needed (in line with the school's Safeguarding and Child Protection Policy and where needed with the support of external partners such as Educational psychologists, Hackney Early Help team, social care).

2. Legislation and guidance - School Attendance and the Law

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

This policy also refers to the DfE's guidance on the school census [Complete the school census - Guidance - GOV.UK \(www.gov.uk\)](#), which explains the persistent absence threshold.

3. Safeguarding

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families, and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm. See Hackney Education – Children Missing Education Policy and Procedures:

<https://www.hackneyservicesforschools.co.uk/system/files?file=extranet/Children%20Missing%20Education%20Policy%20HE.pdf>

Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses:

Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM (Female Genital Mutilation) and CSE (Child Sexual Exploitation).

For more information on safeguarding and child protection please see the schools Safeguarding and Child Protection Policy found on the school website:

<https://www.princessmay.hackney.sch.uk/attachments/download.asp?file=931&type=pdf>

In order for us to safeguard the children in our care it is vital that parents/carers provide us with their current contact details and provide at least 2 other contact numbers in case of an emergency.

4. Roles and responsibilities - Who is responsible for attendance at Princess May?

Who	Responsibility
School Governing Body	<ul style="list-style-type: none"> • Monitor attendance figures for the whole school on at least a termly basis • Ensure school leaders fulfil expectations and statutory duties • Hold the headteacher to account for the implementation of this policy and continuing attendance improvement.
Headteacher Kevin Reynolds	<ul style="list-style-type: none"> • Ensure implementation of the school Attendance and Punctuality Policy • Monitor school-level absence data • Monitor the impact of any implemented attendance strategies
School Attendance Lead DHT/DSL Jennette McCree-Boyle	<ul style="list-style-type: none"> • Lead attendance across the school • Evaluate and monitor expectations and processes • Monitor attendance data across the school and at an individual pupil level • Report concerns about attendance to the headteacher • Work with the School Attendance Officer and WPA Education Welfare Services contracted Attendance Officer to tackle persistent absence and issues around punctuality • Ensure systems are in place that monitor persistent absenteeism and punctuality • Devise specific strategies to address areas of poor attendance identified through data • Deliver targeted intervention and support to pupils and families • Carry out home visits • Follow up on unauthorised absences and CME (Child Missing Education) • Meet with parents/carers re pupil Attendance and Punctuality • Refer families for intervention including referring to Hackney Early Help and if attendance becomes a safeguarding concern to refer families to Hackney Children's Social Care • Issue fixed-penalty notices, where necessary • Analyse attendance data and report to governors • Follow the relevant Local Authority Code of Conduct
School Attendance Officer Deborah Bryan	<ul style="list-style-type: none"> • Ensure both am/pm registers are up to date - daily • Produce daily 'Fire Registers' for both am and pm sessions • Take calls from parents about absence on a day-to-day basis and record it on the school system • Follow up non-attendance, phone call home, if no contact is made then a text message and email will be sent requesting contact is made with school as a matter of urgency to report the reason for absence, <i>if no contact is made with parent/carer this is reported to the School Attendance Lead (DHT/DSL) who will risk assess whether there is a safeguarding concern regarding the pupil's absence and non-contact with the child's parent/carer and take action</i> (for further information see Absence Procedures see section 7 - Q. What does the school do if your child is absent?) • Follow up on and record medical evidence required and provided for authorising an absence • Arrange parent/carer Attendance and Punctuality meetings with the School Attendance Lead to discuss attendance issues • Benchmark attendance data to identify areas of focus for improvement • Provide weekly class/year group attendance figures for whole school 'Achievement Assembly' – celebration • Send out 'Fresh Start' parent/carer messages every 6-8 weeks start & end of each half term (pupils with attendance of 95% and below) • Provide regular attendance reports to school staff and report concerns about attendance to the School Attendance Lead and the headteacher • Work with education welfare officers to tackle persistent absence
Class Teachers	<ul style="list-style-type: none"> • Using Scholarpack, teachers will record daily attendance am/pm, using the correct codes, and submitted to the school office • Share up to date attendance and punctuality figures with parents/carers at termly parent meetings

Parents & Carers	<ul style="list-style-type: none"> • Ensure that your child attends school every day and on time • Call the school to report your child's absence and reason for absence before 9:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return • If requested by the school parent/carers are to provide medical evidence for an absence • Provide at least 2 other emergency contact numbers for their child, ensure all emergency contact details are kept up to date • Ensure that, where possible, appointments for their child are made outside of the school day
Pupils	<ul style="list-style-type: none"> • Attend school every day and on time

5. Promoting Regular Attendance and Good Punctuality at Princess May Primary School

Ensuring regular attendance and good punctuality is the responsibility of parents/carers, pupils and of the school. At Princess May, we aim to raise and maintain good levels of attendance and punctuality and celebrate this with our children and families. We will:

- Promote a positive and welcoming school atmosphere, one in which our children feel safe, secure and valued
- Raise an awareness of the importance of good attendance and punctuality with our children, parents/carers and staff
- Ensure that attendance is monitored effectively and that reasons for pupil absence are recorded promptly, correctly and consistently
- Give parents/carers details on attendance, in weekly school newsletters and at admission interviews
- Contact parents/carers should their child's attendance fall below 95%
- At the start of each term (every 6-8 weeks) message parents/carers of any children with an attendance of below 95% specifying the number of school days missed – reminding them of the importance of their child's regular school attendance and their parental role and responsibility – 'Fresh Start' to improve attendance for the next half term of school
- Report to parents/carers on their child's attendance, absence levels and punctuality in pupils' end of year school reports
- Share with parents/carers our school safeguarding duty regarding their child and their attendance at school and therefore the importance of parents/carers notifying the school of any absence on Day 1
- Unknown 1st day absence will be a safeguarding priority for the school to be able to make contact with the child's parent/carer
- Celebrate excellent attendance, reporting on class attendance achievements during our weekly Achievement Assembly awarding the class with the highest attendance % with the school attendance trophy and sharing this in our weekly school newsletter
- Reward good or improving attendance
- Work in close partnership with WPA Education Welfare Services Attendance Officer contracted in by Princess May Primary School
- Provide before and after school provisions (Breakfast Club & After School Club) to support working and/or studying parents/carers as well as those parents/carers that have multi-school drop offs/pick-ups to be punctual
- Contact parents/carers when their child's punctuality is a concern, e.g. 3 instances of being late/late after registers have been closed (warning them that the school considers 5+ lates as persistent lateness).
- Arranging parent/carer meetings with the School Attendance Lead to discuss issues around attendance and punctuality and how the school can support families in addressing issues and making improvements
- Working with families on 'home/school attendance and punctuality agreements', setting 3-6-week targets in order to make improvements

6. Recording Attendance – daily register

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

We will take our attendance register at the start of the first session of each school day (am) and once during the second session (pm). It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The reason for the amendment

- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive in school each day by 8:55am.

If children are attending Breakfast Club they must arrive at school for 7:45am. Children arriving at school for Breakfast Club **before** 7:45am will not be able to gain access to the school site and children arriving **after** 7:50am will not be able to access Breakfast Club.

The school gates are open from 8:45am each day where children can be left in the school playground in their class line – a member of school staff will be present in the playgrounds at this time.

The register for the first session (am) will be taken by 9:00am and will close registers at 9:05am – **any child arriving at school or arriving to class at 9:10am will be recorded as late.** The register for the second session (pm) will be closed at 12:40pm for the EYFS, at 13:10pm for KS1 and at 13:40pm for KS2. If a child arrives at school at or after 9:30am in accordance with the Regulations, will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. The school Attendance Officer will need to liaise with the School Attendance Lead regarding reason(s) given by the parent/carer for the late arrival re any amendments to the 'unauthorised' attendance mark in the register.

7. Authorised and Unauthorised – What do these types of absence mean?

A child's absence from school is recorded as either 'Authorised' or 'Unauthorised' for the am session, pm session or for the whole day. This is why we require information for the cause of pupil absence in order for the School Attendance Lead to say whether the school absence will be recorded as an authorised or unauthorised absence.

Authorised absences:

An authorised absence may be planned or unplanned; they are absences from school – morning, afternoon or a whole day for an unavoidable reason like an illness (parents/carers may be asked to provide medical evidence for an absence before it can be authorised such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily).

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

Attending a medical or dental appointment which, unavoidably falls during the school day will be counted as authorised as long as the pupil's parent/carer notifies the school and provides evidence of the appointment in advance. Depending on the time of the medical or dental appointment children will be expected to attend school before the appointment or return to school after the appointment. Appointment evidence provided must show appointment time as well as date. However, as is expected of our school staff, we strongly encourage parents/carers to make medical and dental appointments out of school hours where possible. Parents/carers must notify the school of the reason for their child's absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school office on 0207 254 1589 (see also Absence Procedures).

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong will be authorised. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. However, an additional absence due to having stayed up late because of religious celebrations, or arriving home late having visited family for religious celebrations or an absence due to having to travel to/back from visiting family will not be authorised.

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Unauthorised absences:

An unauthorised absence is an absence from school which is not considered reasonable and **for which permission for the absence has not been given**. This type of absence can lead to the Local Authority using sanctions such as 'Penalty Notices' and/or legal proceedings. Through close monitoring of pupil attendance and targeting unauthorised attendance we aim to reduce persistent absence (PA).

Unauthorised absence includes for e.g.

- Parents/carers keeping their child off school unnecessarily e.g. because they had a late night, had a restless night, were tired or for non-infectious illnesses, hay fever, a headache, stuffy nose, runny nose or an injury that would not affect their ability to learn
- Non-attendance due to parent/carer being sick/unwell
- Non-attendance due to parent/carer having to be home for an appointment e.g. heating engineer or another tradesperson
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark on the attendance register
- Shopping trips
- Looking after other children
- Non-attendance due to sibling being sick/unwell
- Children accompanying siblings or parents to medical appointments
- Children accompanying parents/carers to appointments in order to translate for the adult (e.g. embassy, housing, passport office)
- Their own or family birthdays
- Visiting family members (e.g. to see a new baby)
- Day trips
- Staying home due to weather conditions (e.g. raining heavily, cold weather or snow) unless directed to do so by the school
- Holidays taken during term time - 3 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- Other leave of absence in term time which has not been agreed by the Headteacher

At Princess May, the headteacher will not grant a leave of absence to a pupil during term time unless it is considered to be an 'exceptional circumstance'. A leave of absence is only granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website: [Princess May Primary School - Forms](#) the school will also require proof of the exceptional circumstances of any request. The headteacher may require evidence to support any request for leave of absence.

Where a parent/carer removes a child from school during term-time when an application for leave was refused or where no application was made to the school, the issue of a penalty notice will be requested by the school.

Legal sanctions – What is a 'Penalty Notice'?

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. See the Hackney Penalty Notice – Code of Conduct <https://education.hackney.gov.uk/sites/default/files/document/Hackney%20Education%20Penalty%20Notices%20-%20Code%20of%20Conduct.pdf>

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Monitoring of school attendance shows there is a higher rate of absence and application for leave in July and September. We are aware of the inflated cost of travel for families during the school summer holiday but July and September are key school transition points for our children and absence during these key times are often detrimental to your child. This is especially very important in September as children need to settle into their new classes at the start of the academic year as quickly as possible.

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best worked through with the school and at the earliest stage possible. If a parent thinks that their child is reluctant to attend school then the School Attendance Lead will work with that family to understand the root problem and provide any necessary support. Where school intervention is not successful the school will make use of outside agencies to help with this such as the School Nurse, Local Authority Officers or Social Services.

Absence Procedures

Parent/carers: Q. What do you do if your child is absent from school?

If a child is absent from school parents/carers must follow the following procedures:

- Contact the school on the first day of your child's absence before 9.00 am. School telephone number: **0207 254 1589**. If nobody is available to take the call you will be able to leave a message on the school answer machine, or call into the school personally and speak to the office staff. Parents/carers are also able to inform the school of an absence by sending an email to: **admin@princessmay.hackney.sch.uk**
- When reporting your child's absence please make clear: Who you are - your full name, your relationship to the child, your child's full name, your child's year group and class and the reason for your child's absence
- Contact the school on every further day of absence, again before 9.00am
- Ensure that the child returns to school as soon as possible

School Attendance Officer and School Attendance Lead:

Q. What does the school do if your child is absent?

- Telephone, text and email parents/carers **on the first morning of absence** if we have not heard from them. This is done in order to gain an explanation for the absence. If we have not been able to ascertain where a child is then the child's absence will be recorded as 'N', pupil is absent for unknown reason. This will stay on the child's registration certificate until evidence for the absence is provided.
- If the school cannot reach the parent/carer on the first morning of absence, we will try to contact any of the other listed emergency contacts.
- If still no contact has been made with parent/carers or other emergency contacts on the first morning of absence, **a home visit will be conducted** by the the School Attendance Lead (ideally with another member of school staff).
- **If during a home visit there is no-one at the child's home address**, a letter will be left at the address for the parents/carers informing them to contact the school as soon as possible to discuss their child's absence. The School Attendance Lead will attempt to speak with neighbours to ascertain if they have seen the family, timeline of when they last saw the family and if they are aware of where the family are. **The School Attendance Lead will then inform and seek advice from Hackney Children's Social Care which may also include a referral made to the police.** <https://hackney.gov.uk/child-protection>
- Where an absence continues without any home/school contact made, the School Attendance Officer will continue with daily phone calls, text and emails sent to the parent/carer and the School Attendance Lead will carry out further home visits to ensure proper safeguarding action is taken. Hackney Children's Social Care will be kept updated of the continued actions taken by the school.
- The School Attendance Lead will also liaise with The Children Missing Education Team in line with Children Missing Education – Policy and Procedures July 2020 <https://www.hackneyservicesforschools.co.uk/system/files?file=extranet/Children%20Missing%20Education%20Policy%20HE.pdf>
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

Q. What is meant by Persistent Absenteeism (PA)?

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Severe absence is where a pupil misses 50% or more of school. Persistent absence will cause considerable damage to any child's education and we need parent/carers full support and co-operation to tackle this.

The School Attendance Lead will monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the **PA mark (90% attendance = to 19 days absent from school equivalent to 4 weeks)** or is at risk of moving towards that mark we will inform the parents/carers. PA pupils are tracked and monitored carefully.

We also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents/carers are subject to school meetings, possible referral to the school nurse and support plans.

Reducing Persistent Absenteeism (PA)

With our monitoring of attendance and work around unauthorised absence we aim to have no child with a school attendance of 90% or below. If a child's attendance was deemed as PA, the school would work with the family to address this:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Meeting held with the School Attendance Lead to discuss attendance and engagement at school and a home/school agreement written setting out the plan to improve the child's attendance, timeline, who is involved eg Parent/carer, School Attendance Officer, school nurse and actions to be taken by the different individuals. (individual circumstances are considered in the writing of support plans).
- Provide access to wider support services to remove the barriers to attendance
- Closer monitoring of the attendance for any child identified as PA including regular meetings held with parent/carer to review attendance.
- No further absences authorised without medical evidence.
- Allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority or Hackney Children's Social Care.
- We will look to also use individual incentive programs, individual targets and participation in group activities to support us in raising attendance.
- Penalty Notice Warning (PNW) letter sent to the parent/carer and discussed in the meeting with the School Attendance Lead including next steps if attendance does not improve.
- Parents/carers are expected to work with the School Attendance Officer and School Attendance Lead in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority Attendance Officer and consult with Hackney Children's Social Care.

See Appendix 2: Attendance Table (attendance % = no. of days absent = no. of weeks absent)

In all cases, reviews of attendance will consider safeguarding and risk factors.

Lateness and punctuality

Poor punctuality is not acceptable. At Princess May **all children** are in their reading lesson by 9:05am, which for EYs, KS1 and some KS2 children is a 'phonics lesson' – providing the much-needed early teaching of reading skills to support our children to become fluent, confident readers and instill a lifelong pleasure for reading. For all our children from the Early Years to Y6, being a fluent, confident reader is vital for them to be able to access all subjects in the curriculum. Late arriving pupils also disrupt lessons, it can be embarrassing for the child and can also encourage further absence.

Good time-keeping is also a vital life skill which will help our children as they progress through their school life and out into the wider world.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Q. How do we manage punctuality at Princess May Primary School?

- Parents/carers are informed of the timings of the school day.
- Pupils must arrive in school each day by 8:55am.

- The school gates are open from 8:45am each day where children can be left in the school playground in their class line – members of school staff will be present in the playgrounds at this time.
- Breakfast Club is open at 7:45am (children arriving at school for Breakfast Club before 7:45am will not be able to gain access to the school site and children arriving **after** 7:50am will not be able to access Breakfast Club).
- Classes will be collected from the playground by class teachers at 8:55am and registers taken promptly on entry to the classroom. **Any child arriving at school or arriving to class at 9:10am will be recorded as late.**
- Children arriving after the school gates are closed will be required to come into school via the school office, and, if accompanied by a parent/carer will need to provide a reason for the lateness to the office staff. Where a child comes in late by him/herself, the office staff will record this.
- The School Attendance Officer will keep a formal record of pupil lateness.
- The school Attendance Officer will send home 'Punctuality' letters to parents/carers in order to keep them informed of their child's punctuality. Parent/carers will receive a Punctuality Warning Letter if their child has been late to school on 3 occasions.
- If a child is late on 6 occasions parent/carer will be asked to meet with the School Attendance Lead to discuss reasons for lateness and decide on a plan of action to address and improve their child's punctuality – a home/school agreement.
- Senior Leaders will regularly undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school and speaking to parents/carers.
- Any child arriving at or after 9:30am, in accordance with the Regulations, will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.
- At Princess May, we expect all parents/carers and staff to encourage good punctuality by being good role models to the children and to celebrate good class and individual punctuality.

Q. How do we manage late collection at the end of the school day/after school provision?

School finishes at 3:25pm for all children.

Children not collected 5 minutes after their collection time of 3:35pm will be escorted to the school office and registered on the late collection register by a member of the office team. Parents will then be called to advise them that their child must be collected, and they may be charged a late collection fee.

On the second occasion of late collection, a late fee of £3 will be charged to parents for every 5 minutes late.

After School Club Collection Time

Children not collected by 4:45pm will incur a payment of £3.00 per 5 minutes per child up to 5:00pm. If at 5:00pm a child has not been collected and no contact has been made re home/school then the school DHT/DSL will contact Hackney Children's Social Care for advice and actions.

Monitoring

The school DSL is notified of all repeated occurrences of late collection and Hackney Childrens Social Care may be contacted for repeat offenders if following a risk assessment there is a safeguarding concern. If you are late collecting your child on 3 occasions within the same half term, you may be required to attend a meeting in school and the provision of after school club withdrawn for a period of 3-weeks.

8. Monitoring and Analysis of Attendance Data

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Keep parents/carers informed of their child's attendance
- Write to parents/carers if their child/children's attendance drops below 95%
- Invite parents/carers into school for a meeting to discuss their child's attendance with the DHT/DSL – School Attendance Lead if a child's absence drops below 92% (act to prevent Persistent Absenteeism)

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

alongside the national statistics. The school will compare attendance data to the national average, and share this with the school's governing body.

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Use data to improve attendance by providing regular attendance reports to classteachers and other school leaders, to facilitate discussions with parents/carers
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

This policy will be reviewed by Jennette McCree-Boyle, DHT/DSL and School Attendance Lead as guidance from the local authority or DfE is updated, and as a minimum every 2 years. At every review, the policy will be approved by the full governing board.

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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

B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Appendix 2: Attendance Table (attendance % = no. of days absent = no. of weeks absent)

%	Days absent
85	29 days off
86	27 days off
87	25 days off
88	23 days off
89	21 days off
90	19 days off
91	17 days off
92	15 days off
93	13 days off
94	11 days off
95	9 days off
96	7 days off
97	5 days off
98	4 days off
99	2 days off
100	0 days off

Attendance during one school year	Equals days absent	Which is about x weeks absence
95%	9	2
90%	19	4
85%	29	6
80%	38	8
75%	48	10
70%	57	11.5