PRIMARY ATTENDANCE AND ABSENCE POLICY- LILYCROFT

September 2026

Together creating opportunity and aspiration for every child

THE PRIESTLEY ACADEMY TRUST
TOGETHER CREATING OPPORTUNITY AND ASPIRATION FOR EVERY CHILD

Contents

Statement of intent 3

1. Legal framework 4

2. Contact details of the school staff who pupils and parents should contact about attendance on a day to day basis 5

3. School Attendance Champions 5

4. Number of school days missing with each absence 6

5. Roles and responsibilities 7

6. **Definitions** 10

7. Attendance expectations – Lilycroft Primary School 12

8. Absence procedures 12

9. Attendance register 15

10. Authorising parental absence requests 17

Leave of absence 17

Illness and healthcare appointments 17

Performances and activities, including paid work 18

Religious observance 18

Parents/carers travelling for occupational purposes 18

11. SEND- and health- related absences 18

12. Leave during lunch times 20

13. Truancy 21

14. Missing/absent children 22

15. Attendance intervention 23

16. Working with parents/carers to improve attendance 23

17. Persistent Absence (PA) 24

18. Penalty notices and legal intervention 25

19. Monitoring and analysing absence 27

20. Training for staff 28

21. Deletions of names from the admissions register 29

22. Monitoring and review 30

Appendix 1 – Stage 1 School Letter 1 31

Appendix 2 – Stage 1 School Letter 2 32

Appendix 3 – Stage 2 Enforcement Letter 1 - Warning Letter 33

Appendix 3 – Stage 2 Enforcement Letter 2 - Attendance Panel Meeting Invite/ 34
Appendix 3 – Stage 2 Enforcement Letter 2A - Parent did not attend Attendance Panel Meeting 35
Appendix 3 – Stage 2 Enforcement Letter 3 – Final Warning Letter 36
Appendix 4 – Attendance Monitoring Procedures 37

First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
June 2023	V4.0	September 2026	September 2027	DoSI

Statement of intent

The Priestley Academy Trust 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.

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/carers.

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, supporting pupils with medical conditions or disabilities, safeguarding, pastoral support wellbeing, support for young carers and children with a social worker, 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/carers.
- Intervening early and working with the LA, where applicable, and other agencies to understand and remove barriers to attendance and provide appropriate support.
- 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/carers understand their legal responsibility to make sure their child receives an efficient, full-time education suitable to their age, aptitude and any special educational needs they have, and that, where their child is registered at school, they have an additional legal duty to ensure their child attends regularly.
- Ensuring our attendance policy is clear and easily understood by all staff, parents/carers and pupils.
- Ensuring attendance is everyone's responsibility as part of an attendance culture in the school.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support. This should be a standing agenda item at STL meetings.

Staff, parents/carers and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

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 1998
- 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
- 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 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE)'
- DfE 'Working together to safeguard children'
- DfE 'Working together to improve school attendance'
- 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 Trust policies:

- Child Protection and Safeguarding Policy
- Concerns and Complaints Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Records Management Policy

2. Contact details of the school staff who pupils and parents should contact about attendance on a day to day basis

All attendance must be reported to school before 9:00am on a day by day basis.
Parents/carers should report their child's absence as follows:

School	Before	Contact for reporting a child's absence on a day to day basis
Atlas Community Primary School	9:00am	Report absence via telephone: 01274 495190 Or via the StudyBugs app
Green Lane Primary School	9:00am	Report absence via telephone: 01274 774644
Lilycroft Primary School	9:00am	Report absence via telephone: 01274 543357 Or via the StudyBugs app
Margaret McMillan Primary School	9:00am	Report absence via telephone: 01274 495934
Miriam Lord Primary School	9:00am	Report absence via telephone: 01274 496611
Westbourne Primary School	9:00am	Report absence via telephone: 01274 483138 Or via the StudyBugs app

3. School Attendance Champions

The Senior Attendance Champion for each school is:

School	Senior Attendance Champion	Contact
Atlas Community Primary	Lisa Simpson, Headteacher	atlas@priestley.academy
Green Lane Primary	Rachel Allinson, Assistant Head	greenlane@priestley.academy
Lilycroft Primary	Leah Florence, Headteacher	lilycroft@priestley.academy
Margaret McMillan Primary	Sarah Johnson, Co-Headteacher	mmps@priestley.academy
Miriam Lord Primary	Bryan Harrison, Headteacher	miriamlord@priestley.academy
Westbourne Primary	Laura Rogers, Deputy Head	westbourne@priestley.academy

The Attendance Officer for each school is:

School	Attendance Officer	Contact
Atlas Community Primary	Liam Brearley	atlas@priestley.academy
Green Lane Primary	Jackie Deaves	greenlane@priestley.academy
Lilycroft Primary	Fozia Bano	lilycroft@priestley.academy
Margaret McMillan Primary	Barbara Nemeth	mmps@priestley.academy
Miriam Lord Primary	Shazana Kauser	miriamlord@priestley.academy
Westbourne Primary	Ahlam Muhsin	westbourne@priestley.academy

4. Number of school days missing with each absence

Attendance percentage	Number of days missed over a school year
100%	0 days
99%	2 days
97%	5 days
95%	10 days
93%	14 days
90%	20 days
85%	30 days
80%	40 days

Minutes late every day	Number of days missed over a school year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

5. 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.
- Ensuring school leaders fulfil expectations and statutory duties including making sure that the school accurately records attendance in the register and shares the required information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Ensuring attendance training forms part of the school's continuing professional development offer for all staff, with dedicated attendance training provided to staff who have a specified attendance function.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data, including recent and historic trends, benchmarking against appropriate comparator schools and local, regional and national attendance data, and paying particular attention to pupil cohorts that face greater barriers to attendance.
- 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 Trust's Concerns and Complaints Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring the school has a dedicated safeguarding and attendance link governor, discussing attendance with the school's Attendance Champion and challenging attendance.
- Ensuring Local Authority guidance is followed.

The headteacher is 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 governors.
- Appointing a member of the SLT as the school's Senior Attendance Champion, with overall responsibility for championing and improving attendance.
- Issuing penalty notices where appropriate or authorising a deputy or assistant headteacher to issue penalty notices, in accordance with the National Framework for Penalty Notices and the LA's Local Code of Conduct.
- 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, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes: **G**, **N**, **O** and/or **U**.
- Providing the LA with a sickness return for any pupil of compulsory school age who is recorded with code **I** where there are reasonable grounds to believe the pupil will miss 15 school days consecutively or cumulatively during the school year because of sickness.
- Ensuring all parents/carers 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/carers 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.
- Ensuring that a pupil's social worker and/or youth offending team worker, where applicable, is informed of any unexplained absence.

All 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 relevant times during the school day.

Teachers are responsible for:

- Ensuring the effective whole school culture of high attendance is underpinned by setting an example of punctuality and good attendance.
- Implementing the policy and ensuring it is applied fairly and consistently.
- Ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date.
- Reviewing class and individual attendance patterns.
- Informing the school attendance champion/line manager of any concerns.
- Emphasizing with pupils the importance of punctuality and good attendance.
- Reminding parents of their commitment to this policy.
- Building respectful relationships with staff, pupils, families, and other stakeholders in order to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.
- Communicating openly and honestly with staff, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.

- Holding regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or who are persistently or severely absent to discuss attendance and engagement at school.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Modeling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should:
- Treat pupils with dignity
- Build relationships rooted in mutual respect and observe proper boundaries
- Take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- Handle confidential information sensitively
- Understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children with a social worker and those who have experienced adversity
- Communicate effectively with families regarding pupils' attendance and well-being
- Rehearse and reinforce attendance and punctuality expectations continually.
- Emphasize the importance of attendance and its impact on attainment.
- Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom.
- Promote rewards and celebrate progress but continue to outline sanctions.
- Apply rewards and sanctions consistently.
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence.
- Contact parents/carers regarding absence and punctuality.
- Review form or tutor group attendance weekly to share data, identify issues, intervene early, and help set targets.
- Periodically review practice and consistency both across and between departments.
- Proactively promote attendance practice as part of staff induction.
- Consider the individual needs and vulnerabilities of pupils.

The attendance officer 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/carers 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.

The Senior Attendance Champion is responsible for:

- Championing and improving attendance.

- Setting a clear vision for improving and maintaining good attendance.
- Establishing and maintain effective systems for tackling absence and ensuring these are followed by all staff.
- Monitoring and analysing attendance data to identify patterns, priorities and pupils or cohorts requiring additional support.
- Regularly evaluating the effectiveness of the school's attendance strategies, processes and interventions.
- Working with pupils, parents/carers, the LA and other relevant partners to remove barriers to attendance.

Pupils are responsible for:

- Attending school regularly and attending all their lessons and any agreed activities
- Arriving at school on time and being ready to learn.
- Following any support provided by the school to improve attendance.

Parents/carers 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.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school on the first day of an unexpected absence, providing the reason for the absence and advising when their child is expected to return.
- Only requesting leave of absence in exceptional circumstances and doing so in advance.
- Booking any medical appointments around the school day where possible.
- In the case of pupils becoming at risk of being persistently absent or being persistently absent or severely absent, working with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engaging with the support offered to prevent the need for more formal support.
- Following any family-based support implemented by the school to improve attendance.

6. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Not being present at school for a session where the pupil is required to attend and the absence is recorded using an appropriate absence code
- Arrival at school after the register has closed

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 purposes 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:

- Parents/carers 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 family members 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
- Absence due to relocating within the local authority (pupils are expected to attend their current school until a new school is allocated)

Persistent Absence (PA):

- Missing 10 percent or more of school sessions for any reason, equivalent to one day or more a fortnight across the year for any reason

Missing education:

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

Severe absence:

- Missing 50 percent or more of school sessions for any reason

7. Attendance expectations – Lilycroft Primary School

The Trust and school have high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents/carers and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school for the full day.

The school day starts at **8:45am**, and pupils need to be ready to begin learning by **8:50am**. To support this, cloakroom doors will be open from **8:45am to 8:50am** to ensure all pupils are in their classrooms and ready to learn. Pupils arriving after **8:50am** will need to enter school via the **Year 3 door entrance**.

Registers will be taken as follows throughout the school day:

- The **morning register** will be marked at **8:50am**. Pupils not in their classroom by this time will receive a **late mark**. Pupils arriving after 8:50am but before the register closes will be marked as present, but this will still count as a late mark.
- The **morning register will close at 9:30am**. Pupils not in school before this time will receive a mark of **absence**.
- The **afternoon register** will be marked at **12:45pm in the Early Years** and at **1:15pm for Years 1–6**. Pupils not in their classroom by these times will receive a **late mark**.
- The **afternoon register will close at 12:45pm in the Early Years** and at **1:15pm for Years 1–6**. Pupils not present by these times will receive a mark of **absence**

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

The school will actively discourage late arrival, seek explanations from parents/carers for lateness and monitor patterns of late arrival to identify where further support or intervention may be needed.

8. Absence procedures

Parents/carers will be required to contact the school office via telephone before **09:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence. Parents/carers are required to contact the school office via telephone on each day of absence.

Where a pupil is absent and their parent/carer has not contacted the school by the close of the morning register to report the absence, the attendance officer or other designated member of staff will contact the parent/carer by telephone call as soon as practically possible on the first day of absence. If school are unable to contact parents/carers the absence will be recorded as unauthorised. Where absence continues without explanation, the school will make further contact with the parent/carer and take appropriate steps to establish the pupil's whereabouts and ensure their safety.

It is the parents/carers responsibility to ensure school is made aware of any absence.

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.

Where a pupil is absent for more than **three** school days in a row, or more than **10** school days in **one term**, the pupil's parent/carer will be expected, where appropriate, to provide a signed letter with an explanation for the absence(s).

The school will not routinely request medical evidence where a pupil is absent due to illness. Where there is genuine and reasonable doubt about the authenticity of the illness, the school may request appropriate supporting evidence. Where a parent/carer cannot provide evidence in the form requested but can provide other evidence, the school will take this into account.

Where a pupil's absence is at risk of becoming persistent or severe, the school will work with the pupil and their parents/carers to understand the barriers to attendance and agree appropriate actions or interventions. The attendance officer will support the day-to-day implementation of agreed actions, with the Senior Attendance Champion overseeing the school's strategic response and escalation where required.

The school will provide the LA, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes **G**, **N**, **O** and/or **U**.

The school will provide the LA with a sickness return for any pupil of compulsory school age who is recorded with code I where the school has reasonable grounds to believe that the pupil will miss 15 school days, consecutively or cumulatively, because of sickness. Only one sickness return will be required for a continuous period of sickness in a school year.

Where a pupil does not return from a period of leave or has a continuous period of absence, the school and LA will carry out joint reasonable enquiries, where required under the School Attendance (Pupil Registration) (England) Regulations 2024, to establish the pupil's whereabouts. Where the pupil lives in a different LA area, the School LA will liaise with the Home LA as appropriate. If, following reasonable enquiries, the pupil's name is lawfully removed from the school's admission register, the relevant LA will consider whether the pupil should be identified as a child missing education.

Where the school is unable to establish the reason for a pupil's absence and there are safeguarding concerns, the school will take appropriate action in line with its safeguarding procedures. The school will recognise that unexplained or prolonged absence from education can be a safeguarding warning sign.

Stage ONE – Poor Attendance Staged Intervention Process

A Pupil's Attendance is causing concern (i.e. attendance below 97%)

First Day Absence Contact
Telephone contact made with parent/carer on the first day of a child's absence from school. (Safeguarding Duty)

Ongoing Procedure

Lates
Letter "L" sent after 5 sessions of lateness

Improved
No Further Action monitor

No Improvement
School Meeting with Parent(s)

Are there unresolved "N" Codes due to absence?

Yes
- School Letter N sent to parent/carer(s)
- "N" codes changed to "O" if no explanation given two weeks after the absence occurred

No

Reason given and improved attendance:
No Further Action - monitor

No reasons given OR the reasons given are unsatisfactory OR attendance fails to improve

School Letter 1 (dependent on circumstances
- Sent to parents of pupils whose attendance is causing concern (i.e. below 92%) dependant on school attendance policy.
- Sent by Senior Member of Staff i.e. Senior Attendance Champion.

Is Absence due to Illness/Medical Reasons?

No

YES
School Letter MED sent if patterns of illness and medical absence exist and no explanation why

School Letter 2
Sent after 2 weeks if there are further unauthorised absences. **Invite to Attendance Support Meeting**

Improved
No Further Action monitor

No **Improvement**
Consider **Penalty Notice** or Escalation to **Stage Two**

No Improvement, concerns still exist and no medical evidence received

Improved or reason known **No Further Action and monitor**

9. Attendance register

The school uses Arbor 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 beginning of each morning session and at the start of the afternoon session, at the same time for all registered pupils.

The register will record the appropriate national attendance or absence code for every pupil, reflecting whether they are attending the school, attending an approved educational activity or other permitted provision, absent, or unable to attend in accordance with the circumstances set out in the relevant regulations.

The school will use the national attendance codes set out I 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:

Colour Key	Description
	Present
	Authorised absence
	Approved educational activity – counted as present
	Unauthorised absence
	Not counted in attendances calculations

Register Code	Description
#	Planned whole or partial school closure – NOT counted in possible attendances
/	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 education provision arranged by LA

R	Religious observance
B	Off-site education activity
G	Unauthorised holiday
O	Unauthorised absence
U	Arrived after registration closed
N	Reason for absence not yet established; where the reason cannot be established within 5 school days, the school will amend the entry to Code O
X	Not required to be in school
T	Traveller absence
Q	Unable to attend school because of a lack of access arrangements in accordance with the circumstances set out in the School Attendance (Pupil Registration) (England) Regulations 2024
V	Approved educational visit or trip
P	Participating in approved supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
D	Dual registered - at another establishment
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

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are not physically attending school but are receiving remote education will continue to be recorded as absent using the appropriate absence code. Remove education will only be used in accordance with the DfE's guidance, including as a last resort where appropriate and as part of a plan to reintegrate the pupil into school.

All amendments made to the absence register will include the original entry, the amended entry, the reason for the amendment, the date of the amendment and the name and role of the person who made the amendment. The attendance register will only routinely be amended where the reason for absence could not be established when the register was taken and it subsequently becomes necessary to correct the entry.

Every entry received into the attendance register will be preserved for three years from the date the data was entered.

10. Authorising parental absence requests

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher. Each request will be considered individually, taking into account the specific facts and circumstances and relevant background context, as well as the best interests of the pupil and the impact on the pupil's education. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers and will not deny any request without good reason.

Leave of absence

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

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. A need or desire for a holiday or other absence for the purpose of leisure and recreation will not generally be considered an exceptional circumstance.

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

Request for leave will not be granted in the following circumstances:

- Immediately before and during the 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.

When considering a request, the school may take relevant factors into account, including the timing and duration of the proposed absence and the pupil's individual attendance circumstances; however, each application will be considered on its individual merits.

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

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where not possible, parents/carers will be expected to request approval for their child's absence as far in advance as is practicable.

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 relevant legislation.

Religious observance

Parents/carers will be expected to notify the school as far in advance as possible where their child will be absent for religious observance.

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

Where the relevant religious body sets apart only one day for a religious observance, only that day will be recorded using Code R. Any additional absence requested will be considered separately as a request for leave of absence in exceptional circumstances.

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

Parents/carers travelling for occupational purposes

Where a pupil is a mobile child and their parent/carer is travelling in the course of their trade or business, the parent/carer will be expected to notify the school of the absence as far in advance as possible. Code T will only be used where the pupil has no fixed abode and the parent/carer is engaged in a trade or business that requires them to travel from place to place. Occasional or short-term travel will not normally meet the requirement of this code.

The school will not routinely require evidence that a parent/carer is travelling for occupational purposes; however, evidence may be requested where there is genuine and reasonable doubt about the authenticity of the reason given for the absence.

Where a parent/carer is travelling for occupational purposes in England, the school will support continuity of education and, where appropriate, the pupil will be expected to attend a school in the area where the parent/carer is travelling and be dual registered at the school and their main school.

11. 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 The school will maintain the same high ambition for their attendance as for all other pupils, while providing additional support and reasonable adjustments where needed.

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 Educational, Health and Care Plans (EHCPs) or individual healthcare plans (IHPs) that have been implemented. The school will ensure 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/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the Social, Emotional and Mental Health (SEMH) Policy.

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

- Inform the LA where there are reasonable grounds to believe that a pupil of compulsory school age will miss 15 days, consecutively or cumulatively, because of sickness, and work with the LA to support continuity of education.
- 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.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal and external specialist.
- Using a temporary, time-limited part-time timetable only in very exceptional circumstances where it is in the pupil's best interests, with parental/carer agreement, regular review dates, a clear proposed end date and the aim of returning the pupil to full-time education as soon as possible. A part-time timetable will not be used to manage behaviour.
- Ensuring a pupil to 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 and early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

Where a pupil subject to a part-time timetable has an EHCP, the school will discuss the arrangement with the LA so that the pupil's support package can be reviewed as appropriate. Where the pupil has a social worker, the school will keep them informed and involved in the process.

The school will not routinely request medical evidence to support illness-related absence. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of the illness, or where a pupil has prolonged or repeated illness and further information would help the school understand their needs, identify appropriate support or reasonable adjustments, or accurately record the absence. The school will not be rigid about the form of evidence requested and will consider other appropriate evidence provide by parents/carers.

12. Leave during lunch times

Parents/carers may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents/carers will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into to school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Pupils will leave the school premises within **10 minutes** of the start of lunch and will return no later than **5 minutes** before the end of lunch.

Pupils must return in sufficient time to attend the afternoon session and be present when the afternoon attendance register is taken. Where a pupil does not return in time, their attendance will be recorded using the appropriate national attendance or absence code.

Parents/carers will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The headteacher reserves the right to withdraw their permission at any time, including where the arrangement is contributing to poor punctuality, missed afternoon registration or other attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision.

If permission is withdrawn, parents/carers will not be entitled to appeal the decision. Parents/carers will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a termly basis – letters will be sent to parents/carers at the beginning of each term to confirm whether they would like their request to continue.

13. Truancy

Truancy will be considered to have occurred where a pupil is absent from school, or from part of the school day, without permission and without a legitimate reason for the absence having been established.

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

All pupils are expected to be in their classrooms and ready to learn by the published start time of the morning and afternoon sessions. The teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. The Attendance Office or other designated member of staff will contact the pupil's parent to establish the reason for the absence and ensure the pupil's safety. Where concerns persist or the absence forms part of a wider pattern, the matter will be escalated to the Senior Attendance Champion.

Where the truancy or other unauthorised absence forms part of a wider attendance concern, the school will work with the pupil and their parents/carers to understand and address any barriers to attendance. Where support is appropriate, it will be offered before legal intervention is considered.

Where voluntary support has not been successful or engaged with, or where support is not appropriate, the school will work with the LA to consider formal support or legal intervention. This may include a Notice to Improve, a penalty notice or other appropriate legal attendance intervention, in accordance with the National Framework for Penalty Notices and the LA's school Code of Conduct.

The first penalty notice issued to a parent/carer in response of a particular pupil will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent/carer in respect of the same pupil within a three-year rolling period will be charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent/carer in respect of the same pupil within that three-year period, and alternative action will be considered instead.

Where the national threshold has been met and support is appropriate but has not been successful or engaged with, the school or LA will usually consider issuing a Notice to Improve before a penalty notice. The improvement period will normally be between three and six weeks and will set out the attendance improvement expected and the support available.

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.

14. Missing/absent 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/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
  - The library
  - Any outbuildings
  - The school grounds
- Available staff will begin to search 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 be found in 10 minutes, the parents/carers of the pupil will be notified.
- The school will attempt to contact the parents/carers using the emergency contact numbers provided.
- If the parents/carers have had no contact from the pupil and the emergency contact 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 and/or youth offending team worker, is a looked-after child, or has any other identified vulnerability that may increase safeguarding concerns, or 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/carers and any other agencies will be informed immediately when the pupil has been located.

Following the incident, the headteacher will consider the circumstances that led to the pupil leaving or becoming absent from the school premises and will ensure that any necessary support, safeguarding action or behavioural response is put in place. Where appropriate, sanctions may be applied in accordance with the school's Behaviour Policy.

The school will ensure that any necessary attendance records are reviewed and amended, where appropriate, to provide an accurate record of the pupil's attendance and absence during the relevant session.

15. Attendance intervention

In order to ensure the school has effective procedures for managing and improving attendance, the Senior Attendance Champion, supported by the SLT, will:

- Establish appropriate interventions are available to address barriers to attendance.
- Monitor and evaluate the effectiveness of attendance strategies and interventions, adapting them where necessary.
- Ensure that pupils at risk of persistent or severe absence and their parents/carers are supported to understand and address barriers to attendance.
- Where absence intensifies, ensure that support is increased and that the school works with the LA and other relevant partners where appropriate.
- Where voluntary support has not been successful or engaged with, oversee the school's work with the LA to formalise support or consider appropriate legal intervention.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to identify pupils and cohorts where patterns of absence are emerging and develop appropriate strategies to improve attendance. Interventions will take account of the particular needs and barriers of the pupils and families they are designed to support.

Where attendance rewards are used, the school will ensure they are applied sensitively and without discrimination and may recognised good attendance, punctuality and improvements in attendance.

Any attendance reward scheme will take account of individual circumstances and will be designed so that pupils who face additional barriers to attendance, including pupils with SEND, disabilities, health conditions or other significant circumstances, are not unfairly disadvantaged. Where appropriate, improvements to attendance or individual attendance goals may be recognised.

16. Working with parents/carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents/carers 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 **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/carers 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/carers 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/carers about their child's levels of attendance, absence and punctuality, and will ensure that parents/carers 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/carers to understand and address the specific barriers to regular attendance. Where absence is at risk of becoming persistent or severe, or where engagement with support is proving challenging, the matter will be escalated to the Senior Attendance Champion, who may lead more formal discussions with the family and involve the LA School Attendance Support Team where appropriate. 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 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 SENDCo, to address this and arrange appropriate support or reasonable adjustments. Where the barriers are outside of the school's control, the school will work with the pupil, parents/carers, the LA and other relevant partners to help the family access appropriate support, which may include referrals to external services, early-help or whole-family support.

Any agreed attendance support, actions or interventions will be regularly reviewed with the pupil and their parents/carers to assess their effectiveness and will be adapted where necessary to reflect the pupil's and family's circumstances.

17. Persistent Absence (PA)

Persistent absence is where a pupil misses 10 percent or more of school. 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 with physical or mental health conditions
- Pupils who have faced bulling and/or discrimination
- Pupils from groups or backgrounds that have, or have historically had, lower attendance than their peers

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.

- Meeting with pupils to discuss patterns of absence, barriers to attendance and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Regular reviewing progress and the impact of support with the pupil and their parents/carers
- Making regular contact with families to discuss progress.
- Assessing whether an EHCP or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will give particular priority to pupils who are severely absent, meaning they miss 50 percent or more of school. These pupils will be treated as a top priority to identify and address the barriers to attendance and coordinate any intensive or whole-family support required.

Where a pupil at risk of PA is also at increased risk or 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.

Where all appropriate avenues of support have been facilitated and any necessary educational support or provision has been put in place, but severe unauthorised absence continues, the school will recognise that this may constitute neglect. Any safeguarding concerns will be escalated in accordance with the Trust's Child Protection and Safeguarding Policy, including referral to children's social care where appropriate.

The Senior Attendance Officer will ensure that patterns of persistent and severe absence are a regular focus of the school's attendance monitoring so that individual pupils and cohorts requiring target support are identified as early as possible.

18. Penalty notices and legal intervention

The school will provide appropriate support to improve attendance wherever possible. Where voluntary support has not been successful or engaged with, or where support is not appropriate in the circumstances, the Senior Attendance Officer will work with the LA to consider whether formal support or legal intervention is appropriate. Attendance legal intervention will only be used in relation to pupils of compulsory school age and will be considered on an individual, case-by-case basis. In particular, the Senior Attendance Champion will consider:

- Whether support is appropriate in the individual case and, where it is appropriate, whether sufficient support has been provided and has been successful or engaged with. Where support is not appropriate, e.g. in the case of an unauthorised term-time holiday, whether a penalty notice is appropriate in accordance with the National Framework and the LA's Local Code of Conduct.
- Whether a penalty notice is the best available tool to improve attendance and change parental/carer 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/carers and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put an attendance contact or an Education Supervision Order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the national threshold has been met and support is appropriate but has not been successful or engaged with, a Notice to Improve will usually be issued as a final opportunity for the parent/carer to engage in support and improve attendance before a penalty notice is issued. A Notice to Improve may not be used where support is not appropriate or where it is considered unlikely to have a behavioural impact. Any Notice to Improve will be issued in accordance with the LA's Code of Conduct and will normally provide an improvement period of between three and six weeks.

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 in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Where a penalty notice is considered appropriate, it may be issued by the headteacher, a deputy or assistant head authorised by the headteacher, an LA office or the police. Any penalty notice will be issued in accordance with the LA's Code of Conduct and the National Framework for Penalty Notices.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

Only two penalty notices may be issued to the same parent/carer in respect of the same pupil within a three-year rolling period. A second penalty notice issued to the same parent/carer 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/carer order or prosecution will be considered.

Where all other appropriate voluntary and formal support or legal interventions have failed, or where they have been deemed inappropriate in the circumstances, the school will work with the LA where prosecution is being considered as a last resort. Only the LA may prosecute parents/carers for school attendance offences.

Where a parent/carer is prosecuted for failing to secure their child's regular attendance, the penalties available to the court will depend on the offence. These may include a fine of up to £1,000 under section 444(1) of the Education Act 1996, or a fine of up to £2,500, a community order and/or imprisonment for up to three months under section 444(1).

Education Supervision Orders (ESOs)

Where voluntary support, including any appropriate early help and attendance contract, not been successful, an ESO may be considered as an alternative form of legal intervention without

criminal prosecution. The school and LA will consider whether voluntary support has been exhausted and whether an ESO would be beneficial for the pupil and parent/carer. The LA will fully consider the use of an ESO before progressing to prosecution.

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

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

Where a parent/carer persistently fails to comply with directions given under an ESO, they may be guilty of an offence and the LA may prosecute. On conviction, the parent/carer may be liable to a fine of up to £1,000. Persistent non-compliance will also be considered with children's social care to determine whether further action is required to secure the pupil's welfare.

Once an ESO is secured, the LA will appoint an appropriate lead practitioner to act as supervisor. The school will work in partnership with the supervisor and provide support where appropriate.

19. Monitoring and analysing absence

The Senior Attendance Champion, supported by the attendance officer, will ensure that attendance and absence data is regularly monitored and analysed so that emerging patterns of poor attendance are identified and appropriate support or intervention is provided as early as possible.

Weekly attendance patterns and trends will be monitored at individual pupil, cohort and year-group level, including punctuality, to identify early indicators of poor attendance and enable timely support.

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, pupils with a social worker, LAC, young carers, pupils with long-term health conditions and pupils eligible for FSM.
- Pupils at risk of PA or sever absence.

The Senior Attendance Champion, supported by the attendance officer, will ensure a thorough analysis of the attendance data is conducted on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.

- Historic and emerging trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular attendance information and reports to staff across the school to support tracking the attendance of individual pupils and to implement attendance procedures. The Senior Attendance Champion will monitor and evaluate the impact of attendance strategies and interventions, using the findings to adapt or inform future approaches.

The governing board will regularly review attendance data, including recent and historic trends and the attendance of pupil cohorts that face greater or entrenched barriers to attendance, and will support and challenge the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

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

The Board of Trustees will ensure staff from different schools within the Trust regularly share expertise and collaborate on interventions.

20. Training for staff

The school recognises that early identification and intervention are essential to preventing patterns of poor attendance from becoming entrenched. Staff will receive appropriate training to enable them to understand their role in improving attendance and to identify pupils who may require additional support.

The governing board will ensure that all staff receive appropriate attendance training as part of their induction and that attendance is included in the Trust's/school's continuing professional development offer. Training will be regularly reviewed and updated to reflect evolving barriers to attendance and the needs of the school community.

Training will cover at least the following:

- The importance of good attendance.
- That absence is almost always a symptom of wider circumstances.
- The law and requirements relating to school attendance, including the keeping of attendance and admission registers.
- The school's strategies and procedures for monitoring and improving attendance.
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

The governing board will ensure that the Senior Attendance Champion, attendance officer and any other staff with specified attendance functions receive dedicated attendance training appropriate to their role. This will include the skills required to interpret and analyse attendance data and any additional training required to support pupils and families to overcome commonly experienced barriers to attendance.

Staff will receive training to ensure they understand that patterns of absence, including persistent or severe absence and children missing education, may be an important warning sign of safeguarding concerns, and will know how to identify, report and respond to such concerns in accordance with the Trust's/school's safeguarding procedures.

21. Deletions of names from the admissions register

The school will only delete a pupil's name from the attendance register where a ground for deletion set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met. Where relevant ground to delete is met, the pupil's name will be deleted as required by the Regulations. A pupil's name will not be removed for any other reason, as doing so could constitute off-rolling.

Where a pupil's name is deleted from the admission register, their name will also be deleted from the attendance register at the same time.

Where a pupil transfers to another school, the school will delete the pupil's name from its admission register as soon as the pupil is entered on the admission register of the new school, subject to any applicable exceptions under the Regulations. the school will continue to record the pupil's attendance and absence up to the date of deletion and will transfer the appropriate pupil information through the school-to-school (S2S) system.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

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

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

22. 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 annually.

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

Appendix 1 – Stage 1 School Letter 1

<Address>
<Address>
<Address>
<Address>

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year
Excellent attendance! These children will almost certainly get the best grades they can, leading to better prospects for the future. Children will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year
These pupils are likely to achieve good grades and form a habit of attending school regularly. Children who take a 2 week holiday every year can only achieve 95% attendance.
90% and below: 19 days + absence a year
The Government classes children in this group as "Persistent Absentees", and it will be almost impossible for them to keep up with work. Parents of children in this group could also face the possibility of legal action being taken by Bradford Council.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>

Appendix 2 – Stage 1 School Letter 2

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <name of parent/carer>

Since we wrote to you on <**date of 1st letter**>, **<name of pupil>**'s attendance has failed to improve significantly and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year – your child will spend more time at home than at school this academic year!

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with **<name of pupil>.** Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help <**name of pupil**> to improve their attendance. I would like you to attend a meeting in school with me on <**date**> at <**time**> to discuss what we can all do to help <**name of pupil**> attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet.

We would appreciate your support to make sure <**name of child**>'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation.

Yours sincerely

<School Contact>

Appendix 3 – Stage 2 Enforcement Letter 1 - Warning Letter

<Address>
<Address>
<Address>
<Address>

<Date >

Dear ***<Name of Parent>***

Name of Child: ***<name of pupil>*** **DOB: <date of birth>**

Attendance Percentage: ***<attendance percentage>***%.

Regular attendance at school is a major focus for the Department for Education (DFE) and Bradford Council. In an effort to improve pupil's school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<*name of pupil*>'s attendance this academic year is currently <***attendance percentage***>%. This is considerably below what our school, the government and Bradford Council considers to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to provide an explanation for their child's absence. Absences through illness will no longer be authorised without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card.

I will be monitoring your child's attendance for the next 3 weeks. Should there be any further unauthorised absences I will invite you to an Attendance Panel Meeting. It is the Headteacher's decision as to whether to accept any parental explanation for absence. Please be aware that pupils arriving to school after the official close of registers will be marked as 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Every day in school counts towards *<name of pupil>*'s future, and I thank you in advance for supporting <name of school> in ensuring excellent school attendance.

If you are experiencing any difficulties, or do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

<School contact>

Appendix 3 – Stage 2 Enforcement Letter 2 - Attendance Panel Meeting Invite/

<Address>
<Address>
<Address>
<Address>

<Date >

Dear ***<Name of Parent>***

Name of Child: *<name of* pupil> **DOB: <date of birth>**

Attendance Percentage: *<attendance percentage>*%.

You will recall that I wrote to you on <**date of Enforcement Letter 1**> regarding <***name of* pupil**>'s poor attendance at school. I enclose a copy of <**name of pupil**>'s registration certificate, showing that since (date), <**name of pupil**> has had <**number of unathorised sessions**> sessions of unauthorised absence. You will notice that further unauthorised absence has occurred.

Unfortunately, <**name of pupils**>'s attendance has failed to improve sufficiently. <n**ame of pupil**>'s current attendance is <**attendance percentage**>%. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at **<name of school>** on **<date>** at **<time>.** You will be asked to agree to an attendance contract to support <**name of pupil**>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact me as soon as possible.

Absences through illness will no longer be authorised for your child without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children receive an education. This is stated in Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".

Should you be prosecuted for failure to ensure <*name of pupil*>'s regular attendance at school, you may be sentenced to a fine of up to £2,500 and/or a 3-month custodial sentence.

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely

<school contact>

Appendix 3 – Stage 2 Enforcement Letter 2A - Parent did not attend Attendance Panel Meeting

<Address>
<Address>
<Address>
<Address>

<Date >

Dear ***<Name of Parent>***

Name of Child: *<name of* pupil> **DOB: <date of birth>**

Attendance Percentage: *<attendance percentage>*%.

I am sorry you were unable to attend the Attendance Panel Meeting today. However, the importance of this meeting cannot be stressed enough as <**name of pupil**>'s school attendance continues to be irregular with many unauthorised absences. I enclose a copy of <**his/her**> registration certificate, which shows that <**name of pupil**> has attended <**attendances made**> out of a possible <**sessions available**> sessions at school; <**unauthorised sessions**> of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child's attendance until <**date of review**>. At that point your child's attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

I continue to be available to you to offer support regarding <**name of pupil**>'s school attendance, therefore please do not hesitate to contact me to discuss the situation further.

Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Bradford Council.

Yours sincerely

<school contact>

Appendix 3 – Stage 2 Enforcement Letter 3 – Final Warning Letter

<Address>
<Address>
<Address>
<Address>

<Date >

Dear ***<Name of Parent>***

Name of Child: *<name of* pupil> **DOB: <date of birth>**

Attendance Percentage: *<attendance percentage>*%.

Despite previous attempts to improve <**name of pupil**>'s poor attendance at <**name of school**> I remain concerned at the level of unauthorised absence. I enclose a copy of <**name of pupil**>'s registration certificate, showing that since (date), <**name of pupil**> has had <**unauthorised sessions**> sessions of unauthorised absence. **You will be aware from previous contact from me that you are legally responsible for the regular attendance of your child at school.**

Following a thorough assessment of this case, the decision has been made to refer your child's poor attendance to Bradford Council. Bradford Council will now conduct a criminal investigation and considering whether to instigate legal proceedings against you for an offence under Section 444 of the 1996 Education Act:

"***If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence."***

The Local Authority will be in contact with you shortly, and in the meantime, I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

<school contact>

Appendix 4 – Attendance Monitoring Procedures

- A spreadsheet is sent to the SLT and attendance officer detailing **weekly** and **annual** attendance to date
- Attendance is discussed by classroom teacher. Any attendance/punctuality trends noticed by classroom teachers are passed to the SLT immediately.
- Contract is made with parents/carers on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
- Contact is made to the parents/carers of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
- If a pupil's attendance falls to **96%**, the attendance officer speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer also makes a phone call home to discuss this with parents/carers, if necessary.
- If a pupil's attendance falls below **96%**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents/carers can work with the school and their child to improve attendance.
- If a pupil's attendance falls below **90%**, a letter is sent hone explaining that the pupil's attendance is now being monitored and the attendance officer contacts the parents/carers to discuss this.
- If a pupil's attendance is monitored for **two weeks** and does not improve after this time, parents/carers are require to attend a meeting in school with the classroom teacher and set targets for their child. If parents/carers are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
- After the two-week monitoring period, and if targets are met, a letter is sent home from SLT to congratulate the pupil and their parents/carers on improving attendance. Monitoring and communication with parents/carers will continue until attendance stabilises to **96%**.
- If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed and a parent/carer contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents/carers if there is not improvement after an additional **four-weeks**, a fixed-penalty notice is issued.