



Woodcot
Primary School

TOGETHER WE LEARN AND GROW



UPAT
University of Portsmouth
Academy Trust

Attendance Policy

Responsibility:	Headteacher
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1. Legal framework

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

- 1.1.1. Education Act 1996
 - 1.1.2. Equality Act 2010
 - 1.1.3. The Education (Pupil Registration) (England) Regulations 2006 (As amended)
 - 1.1.4. The Children (Performances and Activities) (England) Regulations 2014
 - 1.1.5. Children and Young Persons Act 1963
 - 1.1.6. DfE (2022) 'Working together to improve school attendance'
 - 1.1.7. [Updated] DfE (2024) 'Working together to improve school attendance'
 - 1.1.8. DfE (2016) 'Children missing education'
 - 1.1.9. DfE (2023) 'Providing remote education'
 - 1.1.10. [New] DfE (2024) 'Summary table of responsibilities for school attendance'
- 1.2. This policy operates in conjunction with the following school policies:
- 1.2.1. Child Protection and Safeguarding Policy
 - 1.2.2. Complaints Procedures Policy
 - 1.2.3. Behaviour Policy
 - 1.2.4. SEND Policy
 - 1.2.5. Supporting Pupils with Medical Conditions Policy
 - 1.2.6. Social, Emotional and Mental Health (SEMH) Policy
 - 1.2.7. Pupils with Additional Health Needs Attendance Policy

2. Roles and responsibilities

2.1. The governing board has overall responsibility for:

- 2.1.1. Monitoring the implementation of this policy and all relevant procedures across the school.
- 2.1.2. Promoting the importance of good attendance through the school's ethos and policies.
- 2.1.3. Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- 2.1.4. Regularly reviewing attendance data.
- 2.1.5. Sharing effective practice on attendance management and improvement across the school
- 2.1.6. 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.
- 2.1.7. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.1.8. Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- 2.1.9. Ensuring school staff receive adequate training on attendance.

2.2. The headteacher is responsible for:

- 2.2.1. The overall strategic approach to attendance in school.
- 2.2.2. The day-to-day implementation and management of this policy and all relevant procedures across the school.
- 2.2.3. Ensuring all parents are aware of the school's attendance expectations and procedures.
- 2.2.4. Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- 2.2.5. Informing the LA of any pupil being deleted from the admission and attendance registers.

2.3. Staff are responsible for:

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

2.4 The school attendance team is responsible for:

- 2.4.6. Developing a clear vision for improving attendance.
- 2.4.7. Monitoring attendance and the impact of interventions.

- 2.4.8. Analysing attendance data and identifying areas of intervention and improvement.
- 2.4.9. Communicating with pupils and parents with regard to attendance.
- 2.4.10. Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- 2.4.11. Following up on incidents of persistent poor attendance.
- 2.4.12. Enforcing attendance through statutory interventions in cases of persistent poor attendance where other support has not succeeded.
- 2.5. Pupils are responsible for:
 - 2.5.1. Attending their lessons and any agreed activities when at school.
 - 2.5.2. Arriving punctually to lessons when at school.
 - 2.5.3. Following any support provided by the school to improve attendance.
- 2.6. Parents are responsible for:
 - 2.6.1. Providing accurate and up-to-date contact details.
 - 2.6.2. Providing the school with more than one emergency contact number.
 - 2.6.3. Updating the school if their details change.
 - 2.6.4. The attendance of their children at school.
 - 2.6.5. Promoting good attendance with their children.
 - 2.6.6. Proactively engaging with any attendance support offered by the school and the LA.
 - 2.6.7. Notifying the school as soon as possible when their child has to be unexpectedly absent.
 - 2.6.8. Requesting leave of absence only in exceptional circumstances, and in advance.
 - 2.6.9. Booking any medical appointments around school where possible.
 - 2.6.10. Following any family-based support implemented by the school to improve attendance.

3. Definitions

The following definitions apply for the purposes of this policy:

- 3.1. Absence:
 - 3.1.1. Arrival at school after the register has closed
 - 3.1.2. Not attending the registered school for any reason
- 3.2. Authorised absence:
 - 3.2.1. An absence for sickness for which the school has granted leave
 - 3.2.2. Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
 - 3.2.3. Religious or cultural observances for which the school has granted leave
 - 3.2.4. An absence due to a family emergency - judge on a case by case basis
- 3.3. Unauthorised absence:
 - 3.3.1. Parents keeping children off school unnecessarily or without reason
 - 3.3.2. Truancy before or during the school day
 - 3.3.3. Absences which have never been properly explained
 - 3.3.4. Arrival at school after the register has closed
 - 3.3.5. Absence due to shopping, looking after other children or birthdays
 - 3.3.6. Absence due to day trips and holidays in term-time which have not been agreed
 - 3.3.7. Leaving school for no reason during the day
- 3.4. Persistent absence (PA):
 - 3.4.1. Missing 10 percent or more of schooling across the year for any reason
 - 3.4.2. [New] Missing education
 - 3.4.3. Not registered at a school and not receiving suitable education in a setting other than a school

4. Attendance expectations

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

4.3. The school day starts between 8:40am and 8:50am, and pupils must be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to arrive promptly to permit enough time for pupils to complete morning tasks and organise themselves for the day. Pupils will have a morning break, and a lunch break. Detailed timings are available from the school – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

4.4. Registers will be taken as follows throughout the school day:

4.4.1. The morning register will be marked by 9:00am. Pupils will receive a late mark if they are not in their classroom by this time.

4.4.2. The morning register will close at 9:20am. Pupils will receive a mark of unauthorised lateness if they do not attend school before this time. This will count towards unauthorised attendance.

4.4.3. The afternoon register will be marked by 12:55pm for KS1 and 1:10pm for KS2. Pupils will receive a late mark if they are not in their classroom by this time.

4.4.4. The afternoon register will close at 1:00pm for KS1 and 1:15pm for KS2. Pupils will receive a mark of absence if they are not present.

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

5. Absence procedures

5.1. Parents will be required to contact the school office via telephone, before 9:00am, on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

5.2. Where a pupil is absent, and their parent has not contacted the school by the close of the morning register, to report the absence, administrative staff will contact the parent by text through Arbor as soon as is practicable on the first day that they do not attend school. If the school has not heard from the parent, a telephone call will be made. If contact cannot be made with a family for three days then members of school staff will make a home visit.

5.3. The school will always follow up any absences in order to:

5.3.1. Ascertain the reason for the absence.

5.3.2. Ensure the proper safeguarding action is being taken.

5.3.3. Identify whether the absence is authorised or not.

5.3.4. Identify the correct code to use to enter the data onto the school census system.

5.4. 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 will be expected to provide a signed letter with an explanation for the absence(s).

5.5. The school will not request medical evidence, in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. The school will also request supporting evidence where attendance is below 90%.

5.6. In the case of PA, arrangements will be made for parents to speak to the Family Support Coordinator. The school will inform the LA and MAT of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

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

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

6. Attendance register

6.1. The school uses "Arbor" management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

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

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

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

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- [Updated] C = Leave of absence granted by the school for exceptional circumstances
- [New] S = Study leave
- [New] C1 = Leave of absence for participating in a regulated performance or employment abroad
- [New] C2 = Leave of absence for part-time pupils
- [Updated] E = Suspended or permanently excluded but no alternative provision made
- [New] J1 = Leave of absence for job or education interviews
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- [New] K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- [New] Q = Absent due to a lack of access arrangements
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- [New] W = Attending work experience
- [New] Y1 = Absent due to their regular transport not being available
- [New] Y2 = Absent due to travel disruption
- [New] Y3 = Absent due to part of the school premises being closed
- [New] Y4 = Absent due to the school site being closed
- [New] Y5 = Absent due to being in criminal justice detention
- [New] Y6 = Absent due to public health guidance or law
- [New] Y7 = Absent due to any other unavoidable cause
- Z = Pupil not on admission register

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

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

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

6.7. Every entry received into the attendance register will be preserved electronically.

7. Authorising parental absence requests

7.1. Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal.

7.2. Leave of absence:

7.2.1. The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to complete the request for absence form 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.

7.2.2. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

7.2.3. Requests for leave will not be granted in the following circumstances:

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

7.2.4. 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.

7.3. Illness and healthcare appointments:

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

7.4. Performances and activities, including paid work:

7.4.1. [Updated] The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which supports the school if it approves the absence(s).

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

7.5. Religious observance:

7.5.1. Parents will be expected to request absence for religious observance at least two weeks in advance.

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

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

7.6. Gypsy, Roma and Traveller absence:

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

8. SEND and health-related absences

8.1. The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

8.2. In line with the SEND Policy and Children with health needs who cannot attend school Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

8.3. Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

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

8.4.1. Inform the LA if a pupil is likely to be away from the school for more than 15 school days across an academic year.

8.4.2. Provide the LA with information about the pupil's needs, capabilities and programme of work.

8.4.3. Help the pupil reintegrate at school when they return.

8.4.4. Make sure the pupil is kept informed about school events and clubs.

8.4.5. Encourage the pupil to stay in contact with other pupils during their absence.

8.5. 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.

8.6. To support the attendance of pupils with SEND and/or health issues, the school will consider:

8.6.1. Holding regular meetings to evaluate any implemented reasonable adjustments.

8.6.2. Incorporating a pastoral support plan.

8.6.3. Using an internal or external specialist.

8.6.4. Enabling a pupil to have a reduced timetable.

8.6.5. Providing somewhere quiet to spend lunch and break times.

8.6.6. Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.

8.6.7. Temporary late starts or early finishes.

8.6.8. Phased returns to school where there has been a long absence.

8.6.9. Tailored support to meet their individual needs.

9. Leave during lunch times

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

9.2. Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in at the school office.

10. Missing pupils

10.1. 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:

10.1.1. The member of staff who has noticed the absent pupil will inform the headteacher immediately

10.1.2. The office staff will also be informed as they will act as a point of contact for receiving information regarding the search

10.1.3. 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. Staff will take a radio to report back to the headteacher once they have completed their check or to indicate where the child is.

10.1.4. The following areas will be systematically searched:

- All classrooms
- All toilets
- Changing rooms
- The library
- Any outbuildings

- The school grounds

10.1.5. Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.

10.1.6. If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified

10.1.7. The school will attempt to contact parents using the emergency contact numbers provided

10.1.8. If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

10.1.9. The absent pupil's teacher will complete a CPOMs entry, describing all circumstances leading up to the pupil going missing

10.1.10. If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed

10.1.11. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well

10.1.12. Parents and any other agencies will be informed immediately when the pupil has been located

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

10.3. The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. Policy and procedures will be reviewed, in accordance with the outcome, as necessary.

11. Attendance intervention

11.1. In order to ensure the school has effective procedures for managing absence, the Family Support Coordinator, supported by the SLT, will:

1212.1.2. Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

11.1.3. Attend or lead attendance reviews in line with escalation procedures.

11.1.4. Establish robust escalation procedures which will be initiated before absence becomes a problem by:

- Sending letters to parents
- Having regular review meetings
- Engaging with LA attendance teams
- Using fixed penalty notices

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

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

12. Working with parents to improve attendance

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

12.2. 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.

12.3. The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain

circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

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

12.5. Where these barriers are related to the pupil's experience in school, e.g. bullying, the Family Support Coordinator will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Family Support Coordinator will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

13. Persistent absence (PA)

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

- 13.1.1. Children in need
- 13.1.2. LAC
- 13.1.3. Young carers
- 13.1.4. Pupils who are eligible for FSM
- 13.1.5. Pupils with EAL
- 13.1.6. Pupils with SEND
- 13.1.7. Pupils who have faced bullying and/or discrimination

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

- 13.2.1. [UPDATED] Meeting with pupils and families to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- 13.2.2. Establishing plans to remove barriers and provide additional support.
- 13.2.3. Regular check-ins to review progress and the impact of support.
- 13.2.4. Making regular contact with families to discuss progress.
- 13.2.5. Assessing whether an EHC plan may be appropriate.
- 13.2.6. Considering what support for re-engagement might be needed, including for vulnerable groups.

13.3. The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

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

14. Legal intervention

14.1. The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the Family Support Coordinator will consider:

- 14.1.1. Holding a formal meeting with parents and the school's point of contact in the Attendance Support Team.
- 14.1.2. Working with the LA to put a parenting contract or an education supervision order in place.
- 14.1.3. Engaging children's social care where there are safeguarding concerns.

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

14.3. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

14.4. [New] Education Supervision Orders (ESOs)

14.4.1. Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

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

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

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

15. Monitoring and analysing absence

15.1. The school's Attendance Team will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs. This will include identifying:

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

15.2. The school will collect data regarding punctuality, and authorised and unauthorised absence, for:

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

15.4. The Family Support Coordinator will be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

15.5. The school will also benchmark its attendance data against local, regional and national level data to identify areas of success and areas for improvement.

16. Training of staff

16.1. The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils.

16.2. The governing board will ensure that teachers and support staff receive training in line with this policy. Staff will receive regular and ongoing training as part of their development.

16.4. Training will be provided for The Family Support Coordinator and other staff with specific attendance functions in their role regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

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

APPENDIX A - ATTENDANCE MONITORING PROCEDURES

Woodcot has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below standard.

1. Any attendance/punctuality trends noticed by the class teacher or admin staff are passed immediately to SLT.
2. Contact is made with parents, on the first day of absence, for any pupil whose absence is not reported.
3. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these 'N' codes are reported to SLT and the Family Coordinator weekly.
4. If a reason is not established for the 'N' code, after a week, the absence is recorded as unauthorised.
5. If a pupil's attendance falls below 96%, an attendance letter (1.2) will be sent out to parents. Attendance will be monitored for four weeks; no further action will be taken if attendance improves.
6. If a pupil's attendance falls below 95%, an attendance letter (2.1) will be sent out to parenting support. Attendance will be monitored for four weeks; no further action will be taken if attendance improves. If there is no improvement, the Family Support Coordinator will request a meeting to offer support.
7. If a pupil's attendance falls below 90%, an attendance letter (2.2) will be sent out to parents to arrange a meeting with the Family Support Coordinator to discuss support to avoid legal action being taken. Medical evidence may be required for any further absences. Attendance will be monitored, every two weeks, to ensure there is an improvement. If there is no improvement a fixed penalty notice may be issued.
8. If a pupil's attendance significantly falls below 90%, an attendance letter (3.1) will be sent out to parents offering a Parent Contract and support to avoid referral to the Legal Intervention Team. Attendance will be monitored, every two weeks, to ensure there is an improvement. Medical evidence will be required for any further absences. If parents do not engage or there is no improvement to attendance, a referral will be made to the Legal Intervention Team.

NB: Letters may be amended to reflect the specific circumstances of a child or family

APPENDIX B

Attendance Letter 1.2 – Attendance at or below 96%

Date

Dear

I am writing to let you know that your child's current attendance is xx%.

Good attendance is extremely important as missing school can have a significant impact on the progress a child makes through the year, and as I am sure you are aware, it is also a legal requirement.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance

If you are concerned about your child's attendance or would like some advice or support from our child and Family Support Coordinator Mrs Wood, please do get in contact with us.

We will monitor attendance closely for the next four weeks and expect to see it increase.

APPENDIX C

Attendance Letter 2.1 – Attendance below 95%

Date

Dear

I am writing to let you know that **(CHILD'S NAME)** current attendance is **XX%**.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%.

Please let us know if there are any barriers preventing the improvement of **(CHILD'S NAME)** attendance or if you need any support or advice. Our Family Support Coordinator is available to support children and families and can be contacted via the school office or catch her on the playground at the start of the day.

We will monitor attendance closely for the next four weeks and expect to see it increase.

APPENDIX D

Attendance Letter 2.2 – Attendance below 90%

Date

Dear

I am writing to let you know that **(CHILD'S NAME)** current attendance has dropped below 90%. This means that they are now considered to be **persistently absent** from school.

(CHILD'S NAME) current attendance is **XX%**. Please see the attendance certificate enclosed.

(CHILD'S NAME) has **XX** unauthorised absences in the last 100 sessions. If they were to have **XX** further unauthorised absence, this will result in a Fixed Penalty Notice.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%.

Please contact the school office (01329 234381), as soon as possible, to arrange a suitable date and time for a meeting with our Family Support Coordinator. We will discuss any support that school can provide to try and avoid legal action being taken against you.

We will monitor attendance closely for the next two weeks and expect to see it improve.

APPENDIX E

Attendance Letter 3.1 – Attendance significantly below 90%

Date

Dear

I am writing to let you know that **(CHILD'S NAME)** current attendance has significantly dropped below 90%. This means that they are now considered to be **persistently absent** from school.

(CHILD'S NAME) current attendance is **XX%** with **XX** late marks. Please see the attendance certificate enclosed.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%.

School will no longer be giving 'I' illness codes, unless supported by medical evidence. This might be a letter from a GP or practice nurse, a record of an E. Consult or information from a pharmacist. If your child has a medical appointment that is unavoidable and needs to be during the school day, a medical code may be authorised if you provide a letter or show the appointment text to school.

All late marks will be unauthorised. School begins between 8.40 and 8.50 am.

Please contact the school office, as soon as possible, to arrange a suitable time for a meeting with our Family Support Coordinator and myself. This will be an opportunity to complete a Parenting Contract for your child. We can discuss any support that we can provide to try to avoid a referral to the Legal Intervention Team.