HAWKESLEY CHURCH PRIMARY ACADEMY ATTENDANCE POLICY 2024-25

Central School Attendance and Welfare Service ltd

Hawkesley Church Primary Academy Pupil Attendance Policy

Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At Hawkesley Church Primary Academy, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

Aims

• To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
• To improve children's attainment through good attendance.
• To make attendance a priority for everyone.
• To ensure there is a clear process to identify and address emerging attendance concerns
• To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- listening to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed and understood.
- having high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- recognising and celebrating achievements in all areas of school life;
- an inclusive approach to the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- providing experiences which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;

- foster and maintain links with our wider community

Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly;
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for Attendance

- The Headteacher is the school Attendance Champion who has overall responsibility for school attendance. Contact can be made through calling school office on 0121 459 6467.
- The first point of contact for parents and pupils with any attendance concerns is our Safeguarding and Attendance Mentor (Mrs Grainger) who can be contacted through calling school on 0121 459 6467 or messaged on Class Dojo.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

Role	Responsibilities
Schools Governors **Chair of LAB: Rev Larry Wright**	• Ensure compliance with relevant legislation (eg pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Head Teacher **Attendance Champion: Miss Poleon**	• Compliance with relevant legislation • Data analysis and Strategic Plan for attendance. • Implementing school policy and leading on whole school approach. • Authorising/unauthorising absences • Responding to leave of absence request • Ensuring there are clearly defined roles and responsibilities for attendance • Ensuring all staff have appropriate training • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance. • Responsibility for links with CSAWS and the LA Statutory Team.
Class Teachers	• Marking registers • Promoting importance of regular school's attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently. • Point of contact for parents to discuss concerns • Creating a welcoming environment
Pastoral/Non teaching staff **Safeguarding and Attendance Mentor: Mrs Dina Grainger**	• Checking registers • First day calls/emails to parents to follow up on unexplained absences • Identifying children whose absence needs further follow-up action in line with the school absence procedure • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports • Communication with CSAWS • Promoting importance of regular school attendance • Providing early warning of attendance concerns • Positive role modelling • Following school policy and procedures consistently • Following Fast Track and Local Authority Procedures • Point of contact for parents to discuss concerns
Designated Safeguarding Lead	• Promoting importance of regular school attendance

Named staff: Mrs Claire Richardson	• Positive role modelling • Following policy and procedures consistently • Supporting attendance officer with • Creating a welcoming environment
School Office **Office Manager: Mrs Kirsten Rhodes** **Office Administrator: Mrs Rachel Pigott**	• Maintaining registers • Late arrivals

- Attendance matters are reviewed by the Head Teacher and the Safeguarding and Attendance Mentor.
- Attendance issues are reported, on a minimum termly basis, to the Governing Body.
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Expected Levels of Attendance
Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

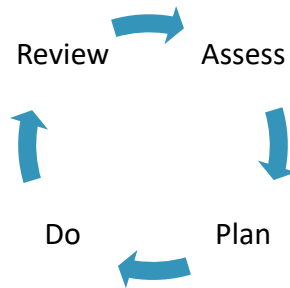|	
98-100%	**Excellent. Accessing all learning opportunities**
96-97%	**Good. Very few learning opportunities missed**
94-95%	**Risk of under achievement** **up to 50 missed lessons** Up to 10 school days absent in an academic year
92-93%	**Increased Risk of under achievement** **Up to 75 missed lessons** Up to 15 school days absent in an academic year.
90-92	**Severe risk of under achievement** **Up to 100 missed lessons** Up to 19 school days absent in an academic year

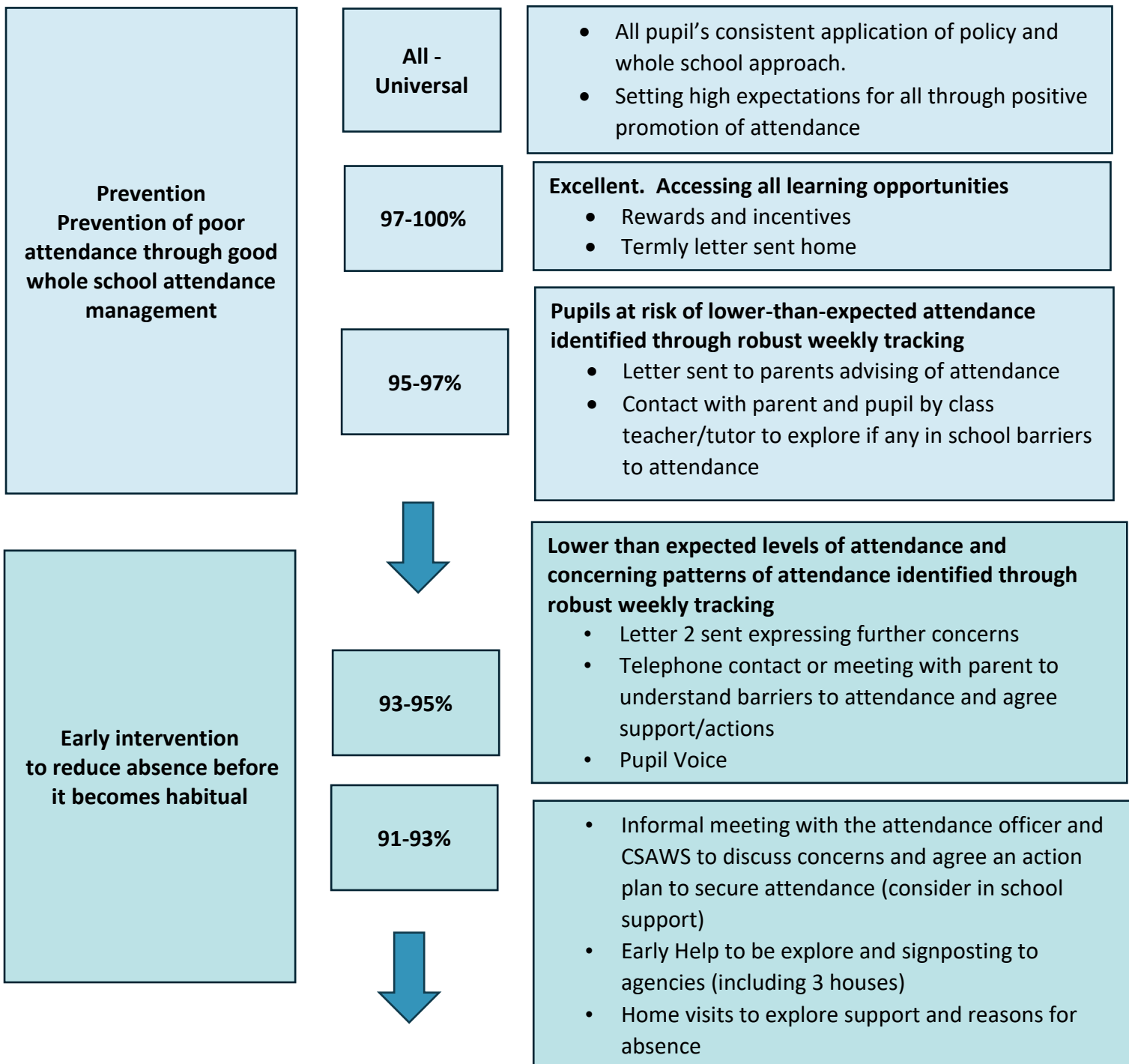| 90% and below	**Extreme risk of underachievement** **over 100 missed lessons** Pupil is persistently absent upwards of 22 school days absent in an academic year
50% and below	**Extreme risk of underachievement** Pupil is severely absent At least half of all lesson and days missed

<u>Support</u>

Our school procedures follow a support first model expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:
- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs
- Formal Statutory Interventions where support has not been effective or engaged with
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support
- Some pupils find it harder than others to attend school and will need targeted or specialist support
- Attendance plans will consider individual needs
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal
- Where there is insufficient improvement and barriers to attendance continue, plans will be reviewed to understand the reasons for lack of change.

Review → Assess → Plan → Do → (cycle)

- Records will be kept of attendance interventions and action plans.

Prevention Prevention of poor attendance through good whole school attendance management	**All - Universal**	• All pupil's consistent application of policy and whole school approach. • Setting high expectations for all through positive promotion of attendance
	97-100%	**Excellent. Accessing all learning opportunities** • Rewards and incentives • Termly letter sent home
	95-97%	**Pupils at risk of lower-than-expected attendance identified through robust weekly tracking** • Letter sent to parents advising of attendance • Contact with parent and pupil by class teacher/tutor to explore if any in school barriers to attendance
Early intervention to reduce absence before it becomes habitual	**93-95%**	**Lower than expected levels of attendance and concerning patterns of attendance identified through robust weekly tracking** • Letter 2 sent expressing further concerns • Telephone contact or meeting with parent to understand barriers to attendance and agree support/actions • Pupil Voice
	91-93%	• Informal meeting with the attendance officer and CSAWS to discuss concerns and agree an action plan to secure attendance (consider in school support) • Early Help to be explore and signposting to agencies (including 3 houses) • Home visits to explore support and reasons for absence

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Targeted reengagement of persistent and severely absent pupil

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Persistent absence

Severe absence

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Pupil is persistently absent and concerning patterns of attendance identified through robust weekly tracking
  - Meeting with attendance lead and CSAWS.
  - Referred to CSAWS for interventions including home visits and direct casework
  - Consider In School Support (CFSW, SENCO) Multi Agency Support and Early Help
  - Follow Birmingham Formalise Support stages
  - Attendance contract
  - Where there is a lack of parental engagement in support (or support isn't effective), referral to the Local Authority for formal and/or Statutory Procedures

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...ool's Safeguarding and ... closely with the Local Authority... standard approaches in managin...

- Where all voluntary support options have not been successful, or have not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.
- School will follow the Birmingham Support First Legal Process. This includes offer of support including an informal meeting to explore Early Help.
- Where Early Help and support is not accepted or not effective, and children have at least one unauthorised absence, school will move to formalise support stage and invite parents to a Formal Attendance Meeting to agree an Attendance Contract.
- If attendance doesn't improve and the actions agreed in the contract are not met, school will refer to the LA for legal interventions/formalised support, Notice to Improve, issue of Penalty Notices, Education Supervision Orders, Attendance Prosecution, consideration of application of Parenting Orders.
- The above voluntary support options are not appropriate for an unauthorised Leave of Absence in term time.
- Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996

Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

Prior to referral, support should be offered in any case where support is appropriate using the Birmingham Support First Model (this does not apply to leave of absence).

If school considers that the trigger has been a met and a penalty notice is appropriate, they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice it is per parent per child/ The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child, this will be a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Promoting Attendance and Preventing Absence

At Hawkesley Church Primary Academy, attendance is everyone's responsibility. Staff have annual safeguarding training, which includes attendance, and weekly updates in staff briefing/phase meetings.

All school staff promote messages of excellent attendance in classrooms, Collective Worship and through posting messages on their Class Dojo pages. Where staff have concerns about a child's attendance, they will speak with the child to try and understand the reasons behind the absence as well as having early help conversations with parents and signposting them to our Child and Family Support worker and/or our Safeguarding and Attendance Mentor. Where children are absent from school, staff show the child that they have been missed upon their return.

Staff use a range of rewards including stickers, praisepads and post cards home to celebrate excellent and improved attendance. We have healthy in-house competition to see which classes achieve the best attendance in our weekly 'attendance battles' and the class with the best attendance receives a certificate from the Headteacher, 5 marbles in their class marble jar and the attendance trophy for the week, which they display with pride in their classroom. The class in 2nd place receives 3 marbles in their class jar and a certificate from the Headteacher. The class in 3rd place receives 1 marble in their class jar and a certificate from the Headteacher.

Each half term, children with attendance of 96% attendance or more are entered into a raffle and have the chance to win prizes.
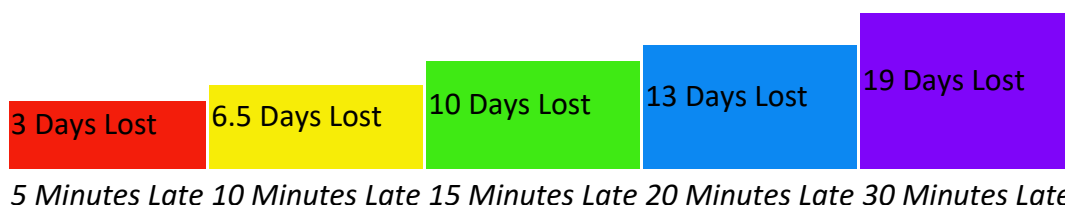
Every year, children with attendance of 98% attendance or more are treated a very special event which range from cinema trips to exciting visitors and activities in school.

Hawkesley Church Primary Academy operates Breakfast Club which is free for all children to attend and starts at 8am.

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.

3 Days Lost   6.5 Days Lost   10 Days Lost   13 Days Lost   19 Days Lost

5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late

(Over one academic year)

To access the most from the school day we ask parents to bring children to school from 08:30am for a 'soft start' to the day. All children can come straight into school at 08.30am to begin their Early Morning Task.

The school gates will close at 08.45am and the register will open at 08.50am. Children arriving after 08.45am will need to access school through the school office. Children who arrive at school after 09:05am are late for school and will receive an L code on the register.

School registration will close at 9:20am. Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

Absence

If a child is absent from school, parents should contact the school on the first day of absence by 9.30am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will conduct an initial first day call to parents to ascertain a reason for the child absence from school. If there is no answer, an email will be sent asking for school to be contacted.

If staff are concerned about a child's absence or there is no response to calls/emails, they will follow the process in detailed in Appendix 1. This includes telephone calls to parents, telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024)

If the pupil has a social worker or a youth offending worker, they will be notified of any absences with no reason provided.

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2024). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, earaches, etc… we would not expect children to be absent. However, when a parent makes the assessment that their chid is unfit for school, they should follow the above absence process.

If your child has symptoms of a respiratory infections and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If you are unsure if your child should attend school, please contact the school who will offer advice and guidance or signpost you to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:
- Child is absent and there are frequent odd days absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problems and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of pupils learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a pupil/and his/her family during a long absence.
- We should always make sure he/she is welcomed back.
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

The Head Teacher, Inclusion Lead and Safeguarding and Attendance Mentor will consider a phased return where appropriate. Consideration will be given to any special needs the pupil may have and appropriate support identified (e.g. access to a key adult).

Class teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Religious Observance

Hawkesley Church Primary Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside

school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions.

Mobile Children

The School Attendance (Pupil Registration) (England) Regulations 2024 and the *Working together to improve school attendance* guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then code T applies.

Requests for Leave of Absence (exceptional circumstances)

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations
- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).

- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

- **Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.**

- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head Teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days taken either prior to or after the request, they may be considered as part of the leave of absence.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

Procedure for requesting a planned absence:

- A 'Leave in Term Time' letter is sent to all parents/carers at the start of every academic year to inform them that the Head Teacher is unable to authorise leave during term time except where there are exceptional circumstances.

- Parents must complete an 'Leave of absence application form" if they are considering taking their child out of school for a period of leave.

- Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.

- Where leave of absence is denied, this will be recorded as an unauthorised absence G code and parents informed in writing.

- Any legal action required will be taken by the Education Legal Intervention Team.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

This attendance policy is part of a broader suite of safeguarding policies including the school's Safeguarding and Child Protection Policy and Procedures.

Truancy within school

Hawkesley Church Primary Academy monitor morning and afternoon registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Officer is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Hawkesley Church Primary Academy. Attendance to approved alternative providers is monitored. When pupils are dual registered at another school or alternative provider, their attendance will be

recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance or absence. For children who are Educated Off site but not dual registered their attendance will be recorded on our school register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Hawkesley Church Primary Academy.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder).

Absence can only be authorised by a person designated to do so by the Head Teacher [see The Education (Pupil Registration) (England) Regulations 2024.

There are procedures in place to resolve unexplained absences within 5 working days.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 (legislation.gov.uk)](#)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been

recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness..

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

We meet termly with the Local Authority for Attendance Targeting Support Meetings where attendance data is shared and discussed.

Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Head Teacher will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil Progress reviews and Parents' Evenings and to target interventions.

Attendance Data will be produced and used to promote attendance through the school newsletter and website.

Appendix 1

Class teacher mark registers by 9am and record pupils as present or absent.

Office staff take voicemails and reasons for absence and add to pupil register using relevant code and adding comment

Office staff add late marks/late arrivals to the attendance register (L code between 9.05am and 9.20am, U code after 9.20am).

By 10.30am, a list of absent pupils and reason (or reason not known) produced by Safeguarding and Attendance Mentor for Head Teacher to review.

Telephone calls made to all pupils on first day of absence where no reason provided.

Telephone call made to all pupils who are on 3rd day of consecutive absence where there has been no update.

Social Worker and/or YOT notified of any pupils absent/absent no reason provided.

By 11.30am, updated list of pupils where no reason is still known for absence produced by Safeguarding and Attendance Mentor for Head Teacher to review.

Follow up action as assessed by DSL.
Contact other emergency contacts.
Safeguarding and Attendance Mentor undertakes home visit
Referral to CSAWS Attendance and Welfare Officer
Request Police Safe and Well Check

Appendix 2 National Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)

Code	Meaning	Statistical Value
K	Attending Education provision arranged the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)

Code	Meaning	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (**not** medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence

G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence

Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, Strep-A)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance