



Hilderthorpe
PRIMARY SCHOOL
Aiming High ~ Reaching Higher

Attendance Policy and Procedures

Policy Updated: September 2022

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Our Vision

Aiming High ~ Reaching Higher

Our vision at Hilderthorpe Primary School is to provide opportunities for children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and wider society. There is a high focus on developing moral, spiritual, social and cultural understanding. Mental health and well-being is at the heart of our curriculum with the theme of “Nurture” being threaded through our curriculum.

Values for success:

Resilience, Perseverance, Respect and Kindness

At Hilderthorpe Primary School our aims are:

- Inspire a love of learning.
- Create a happy and healthy school.
- Provide a caring, supportive and secure environment that promotes children's well being.
- Provide an inclusive, challenging curriculum for all children.
- We value good behaviour, honesty, responsibility and respect.
- We value the close partnership between school and parents as we share in the education of your child.

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Part 1 Policy:

1. Introduction

It is the aim of Hilderthorpe Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

1. Aims

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents of Reception children who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory² school age attend regularly, and will promote and support punctuality in attending lessons.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

² A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

We want our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

We will do all we can to encourage our pupils to attend school. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents: '[Supporting pupils at school with medical conditions - December 2015](#)' and '[Ensuring a good education for children who cannot attend school because of health needs- January 2013](#)' – - or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and inspiring experience for all children, and to foster positive and mutually respectful relationships with parents, carers and families.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

Effects of non-attendance

The table below indicates how, what might seem like just a few days' absence, can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2021 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's

Safeguarding Policy for more information.)

4. Legislation and Guidance

This policy meets the requirements of the 2019 school attendance guidance, from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on school attendance parental

responsibility measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the school census explains the persistent absence threshold.

Part 2 What the Law Says and Our School Procedures:

1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

3. Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Head Teacher or Attendance Lead, supported by the School's Education Welfare Office if relevant, will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive by 8:50am on each school day. Doors are open from 8.40am-8.50am. Our morning register is taken at 8:50am and will be kept open until 9:15am. Our afternoon register is taken at 1:00pm and will be kept open until 1:15pm. A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked with the unauthorised absence code 'Late after registers close' (U). *See DfE Attendance Codes – Appendix One.*

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

Authorised Absence

‘Authorised absence’ means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

3.1 Illness

In most cases, absences for illness which are reported by following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness which will be discussed with parents / carers in the first event.

The school follows the 2019 DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. (See DfE 2019 School Attendance guidance document - link in the Legislation and Guidance section, or at the end of this policy, or ask the school for a printed copy.)

We will not ask for medical evidence unnecessarily. In some instances the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil’s GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised. Parents should telephone the school by 9:15am on the first day of absence. There is a dedicated absence line and parents are encouraged to leave a message.

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information in terms of the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

3.2 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation. Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

3.3 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

3.4 Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place.

This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary.

Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register. To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is

travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

3.5 Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions. Any exclusion must be agreed by the Head Teacher in consultation with parents and other relevant professional agencies. The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer, Social Worker and Virtual School.

In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker. The pupil must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

3. First Day of Absence Response

If the school has not been informed as to the reason for a child's absence, then they will contact the person allocated as priority 1 on the child's emergency details. The school aim to do this by 9:30am each day. The school will prioritise those children considered vulnerable e.g. Looked After Children; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing; primary aged pupils who make their own way to school. Parents will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed on a termly basis through parents' evenings and or newsletter reminders. If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the Police.

5. Rewarding Good and Improved Attendance

Good attendance is promoted through PSHE lessons and designated school assemblies.

Attendance figures and the importance of good attendance and punctuality is shared with parents through our school newsletter, school reports and daily attendance monitoring.

At Hilderthorpe Primary School, we recognise 100% attendance achievements through termly certificates and appropriate incentives. We hold a weekly attendance celebration and award shields to those who achieve weekly attendance. Classes achieving daily levels of 100% will be awarded a red shield. Five red shields award the class with a GOLD shield AND an additional activity for the children to enjoy. The NEW SILVER SHIELD will be awarded to the highest achieving class who almost reach the gold shield to recognise commitment to achieving best levels of attendance . Every day in school matters and means so much for your child's learning.

6. Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the

child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the Head Teacher's discretion and in consultation with Education Welfare if appropriate.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times. Parents should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols.

(Please see our school's Safeguarding Policy for more information.)

7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

8. Approved Educational Activity (AEA)

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2019 School Attendance guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting. Any attendance concerns will be followed up by us, in conjunction with the AP.

9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances

(such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's 'Home to school travel and transport' guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity'.)

10. Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Parents may be asked to meet with the Head Teacher and / or School Attendance Lead to discuss the matter. In some cases, this may result in a formal action plan being completed with support from the Education Welfare Service.

If our school refers a case of poor school attendance we will show that we have advised the parent/s that the attendance levels of their child have met threshold to refer to the Education Welfare Service and this will be evidenced via the sending of our school's Statutory Attendance Letter in addition to consultation with the Attendance Lead.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue, and consult with other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent we will share information with other agencies as we deem necessary.

11. Pupils Subject To Reintegration Plans

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have. If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any Reintegration Plans will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to school on a full time basis.

12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter. The school will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in 12 school week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so.

The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution. Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

1. A Penalty Notice.

The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on School attendance parental responsibility measures for more information and Somerset County Council's Penalty Notice Code of Conduct, available here [Penalty Notices and prosecution](#))

proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

13. Children Missing Education (CME)

Our school will add and delete pupils from roll in line with the law. The school will follow Somerset Child Missing Education process and make CME referral as appropriate.

14. Following up Unexplained Absences

Where no contact has been made with the school the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence by the end of the first day of absence, we will mark the absence as unauthorised, using the O code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts.

15. Reporting to Parents

During the school's parents' evenings, teachers will share each child's attendance record. There will also be a written report on attendance annually in the pupil's end of year school report. Where a child's attendance drops for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to.

16. Recording Information on Attendance and Reasons for Absence

The school will record reasons for absence using the school data system Eduspot. School Attendance Lead and will include as much detail as needed. If a phone call is made home then the details of phone call and any details of messages left will be recorded.

17. Roles and Responsibilities

Class teachers and supply staff have the responsibility of recording attendance accurately and in a timely manner.

Office staff record information left on the absence line within the handwritten absence book which is then shared with the Attendance Lead who records this information on the school data system Eduspot. Any unexplained absences are further investigated.

The Head Teacher and DSL ensure that the office staff know of vulnerable children and the office staff inform the Head Teacher or DSL in her absence of any concerning absences or unexplained absences of vulnerable groups. If there is no reason given or there is reason to think that a child may be at risk, then the DSL will contact Children's Social Care or the Police to undertake a welfare check. The school Attendance Lead and Head Teacher in conjunction and discussion with the Education Welfare Officer have the role of monitoring trends and patterns of absence so appropriate actions can be taken e.g.

- Follow-up action-plans for pupils with low attendance
- Timely liaison with home – this may be through letter, phone call or email.

- Referral to outside agencies

The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

The safeguarding governor also has responsibility to monitor attendance. Attendance of vulnerable groups, the actions taken to improve attendance and the impact that this has had will be the main focus of monitoring visits.

The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary. The Head Teacher has responsibility for interrogating attendance by group, such as pupils entitled to Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL).

Designated Safeguarding Lead (DSL)

The Early Help process will be instigated for families with issues that impact on attendance and support put in place to improve attendance. This may be in conjunction with other professionals such as the Education Welfare Officer.

The DSL regularly checks attendance data for children on CIN (Child in Need) or CP (Child Protection) plans and takes appropriate action based on any concern. Regular liaison with parents should include the implementation of timely action plans and regular meetings to review progress against targets. The DSL may also refer to Children's Social Care by making contact with S&PH for additional support.

Attendance Lead

The school's Attendance Lead carries out the role of monitoring school attendance and the role includes:

- Monitoring attendance data at the school and individual pupil level.
- From Monday 28th February 2022 parents of children recorded as code 'N' will be sent a text message at 09.15 every day to inform them their child has not arrived in school. This new procedure is an additional safeguarding measure to further strengthen our vigilant approach to keeping our children safe as much as we can and will focus upon but will not be exclusive to children who usually travel independently to school.
- Reporting concerns about attendance to the Head Teacher, Designated Safeguarding Lead (DSL) in consultation with Education Welfare and within weekly Senior Leadership Meetings as appropriate.
- Attendance concerns and difficulties will also be shared with the school Inclusion Team during Monthly meetings.
- Arranging calls and meetings with parents to discuss attendance issues and strategies to promote increased levels of school attendance.

- Co-ordinating requests for Term-time Leave of Absence in consultation with Head Teacher and Education Welfare Officer.
- Contact will be established with all parents and carers to ensure all day one absences are authorised. In the event contact is unsuccessful with a 24 hour period, families will be supported with a visit to the family home undertaken by The Designated Safeguarding Lead. If this visit is unsuccessful and all second contacts listed for the child cannot provide relevant information, further consultation with Education Welfare and Children’s Social Care will be undertaken. In the event concerns increase and the child / children do not return to school this may highlight safeguarding concerns in this respect consultation with the Head Teacher will be undertaken in addition The Police will be contacted for further advice and guidance.
- COVID – In the event face to face learning is disrupted, school and the Attendance Lead will establish relevant information required to share with DfE. School will ensure the child is supported in terms of access to online learning and will provide a Laptop if required. School will provide Free School Meal provision if eligibility is established and requirement is confirmed. School will ensure all relevant agencies including Children’s Social Care and Education Welfare Services are made aware of absence in the event the child / family are subject to plans or intervention and considered vulnerable. Contact with school will be maintained.

Team Around the Family

If relevant and in line with consent from the parent / carer, a Team Around the Family support, a meeting with external agencies including Education Welfare, Children’s Social Care and Health can be arranged. This offers professionals opportunity to share advice to families regarding reducing absence whilst identifying barriers to attending school. The outcome of all meetings is to create a plan aimed to increase levels of school attendance to ensure learning opportunity of all the children is maximised.

Class Teachers/Form Tutors

Class teachers and cover teachers are responsible for recording attendance on a daily basis, using on present and N recorded on Eduspot.

School office staff are expected to take calls from parents about absence and record this information within the absence book which is then passed onto the Attendance Lead.

18. Policy Monitoring Arrangements

This policy will be reviewed annually by the Head Teacher or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

19. Links with other policies

This policy is linked to our Anti-Bullying Policy, Behaviour Policy, Equality and Inclusion Policy, SEND policy, Safeguarding and Child Protection Policy

Appendix 1 – Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING

/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments) After a pupil tests positive for COVID-19 (LFD or PCR), they should be recorded as code I (illness) until they are able to return to school. They should continue to self-isolate in line with public health guidance.	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence

P	Approved sporting activity	Approved Education Activity
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CODE	DESCRIPTION	MEANING
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	<p>Un-timetabled sessions for non-compulsory school age pupils</p> <p>If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.</p> <p>Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.</p> <p>Where a pupil is required to take a PCR test, and they test negative and feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the PCR test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result.</p>	Not counted in possible attendances

Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances