Donnington Wood Infant School & Nursery



Attendance Policy

Date of Policy Creation	Jan 2019	**Named Responsibility**	Headteacher – Mrs C Boddy
Date of review completion	September 2026	**Named Responsibility**	Resources Committee
Inception of new Policy	October 2026	**Named Responsibility**	Mrs C Boddy
Date of Policy Adoption by Governing Body	October 2026	**Review due**	Autumn 2027

Donnington Wood Infant School & Nursery is committed to providing a full educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school are committed to doing all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on Working Together to Improve School Attendance 2026 and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Please refer to 11 of this policy for a full list of relevant legislation and guidance.

3. Roles and responsibilities

3.1 The governing body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy
- Identifying a named link governor for attendance.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Ensuring that all staff are aware of the registration procedures and receive training on registration regulations and education law
- Sending regular newsletters to parents and pupils informing them of attendance information and related issues

3.3 The designated senior leader responsible for attendance (attendance officer)

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes

- Monitoring and analysing attendance data (see section 7)
- Having a strong grasp of absence data and oversight of absence data analysis
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to the headteacher
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Displaying attendance information around the school and rewarding good and improved attendance of all pupils
- Promoting positive staff attitudes to pupils returning after absence

The designated senior leader responsible for attendance (attendance officer) is Mrs Caroline Boddy (headteacher) and can be contacted via 01952 386640 or a2041@taw.org.uk .

3.4 Pastoral staff

The Pupil and Family Support Manager and Pupil and Family Support Worker are responsible for

- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence

3.5 Class teachers

Class teachers are responsible for

- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office within the first 10 minutes of the session.
- having in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members

3.6 School admin staff

School admin staff will:

- Take calls / read emails from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the headteacher or pastoral lead, where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45 on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Rachel Butler (Pupil and Family Support Manager), who can be contacted via 01952 386640 or email a2041@taw.org.uk

3.8 Pupils

Pupils are expected to attend school every day, on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40 and ends at 3:10.

Pupils must arrive in school by 8:45 on each school day.

The register for the first session will be taken at 8:45 and will be kept open until 9:15 . The register for the second session will be taken at 1:00 and will be kept open until 1:05.

Registers are kept 'open' for the first 30 minutes of the session. If a pupil arrives late during the first 30 minutes then this will be coded 'L' in the register. If a pupil arrive after the 30 minutes then this will be coded 'U' in the register and classed as an Unauthorised Absence.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45, or as soon as practically possible, by calling the school office on 01952 386640 (answerphone out of office hours) or email donnwodd.infants@taw.org.uk .

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school office in advance of the appointment and provides evidence of the appointment. Parents can notify the office in person, by phone (01952 386640) or email donnwood.infants@taw.org.uk ,

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (9:15) will be marked as late, using the appropriate code (L)
- After the register has closed (9:15) will be marked as absent, using the appropriate code (U)

If a pupil regularly arrives late then the school will consider –

- Exploring reasons for lateness and offering support to the pupil / parents to improve punctuality
- Identifying whether the pupil / parents need support from wider partners
- Issuing a 'late' letter

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or contact other partners eg Family Connect, Attendance Support Team or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about -

- their child's attendance and absence levels via a termly attendance report
- class and whole school attendance updates in the newsletter and at the end of each half term

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2007.

In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issues Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.

It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents must be notified of that decision.

The government introduced changes in legislation from August 2024 that parents need to be aware of:

- ***If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.***
- ***If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday***
- ***Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.***
- ***Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160***
- ***A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.***

- ***Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).***
- ***In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in schools' attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.***

'Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence)'.

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2007, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance 'Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local Code of Conduct, students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10 week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed above.

Please follow the links below for more detailed information:
Working together to improve school attendance: July 2026
The Education (Penalty Notices) (England) Regulations 2007
https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form (available from the school office). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before requesting / issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** Penalty Notice will not be issued within a three year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.

If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The school promotes and celebrates good attendance and punctuality by –

- publishing regular class and whole school attendance on the school newsletter
- displaying weekly class and whole school attendance near the hall
- presenting the 'Attendance Cup' in assembly each week to the class with the highest attendance
- including attendance issues in school assemblies and Personal and Social Education (PHSE) lessons
- presenting half-termly, termly and annual certificates for 97%+ and 100% attendance
- sending home 'Well done' certificates for improved attendance and punctuality
- providing information on the school website
- flyers sent home to parents
    - Attendance Matters
    - Is my child too ill for school?
    - Top tips for keeping well

7. Supporting pupils who are absent or returning to school

Where there are concerns about attendance, staff will work with children and their families to identify and overcome barriers to attendance. These staff could include class teachers, senior leaders or Pupil & Family Support staff.

Strategies to support children may include, but are not limited to, free or subsidised Breakfast Club, access to in-school support in relation to feelings and emotions(Rainbow Room), additional support in the

classroom. Precise details of how to support can only be clarified once the barriers to attendance are discussed and understood.

Strategies to support families will be tailored for each situation and may include creating action plans in partnership with families, Early Help assessments or signposting to other agencies for support. We may also draw upon the expertise and support of other agencies eg Strengthening Families, PODS, Children's Services, SEND services, School Nursing service, Mental Health services.

Children returning to school after a lengthy or unavoidable period of absence will be supported by our Pupil and Family Support staff to settle back in. The precise support will depend on the length and nature of absence.

Absence linked to medical needs will be overseen by the senior leader responsible for medical needs, currently the Deputy Headteacher.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school SENCo will inform the local authority.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality)

- weekly (individual pupils and cohorts)
- half-termly, termly and yearly at an individual pupil, vulnerable groups and cohort level
- weekly for punctuality

School attendance data is shared daily with the DfE and Local Authority. The school granted the DfE access to its management information system so the data can be accessed regularly and securely.

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

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to the governing board and school leaders (including Special Educational Needs co-ordinator, Designated Safeguarding Leads and Pupil Premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two years by the headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

11.Other relevant legislation and guidance

Relevant legislation

The Education Acts 1996 and 2002
The Children Act 1989
The Crime and Disorder Act 1998
The Anti-Social Behaviour Act 2003
The Education and Inspections Act 2006
The Sentencing Act 2020
The School Attendance (Pupil Registration) (England) Regulations 2024
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
The Education (Penalty Notices) (England) Regulations 2007, as amended
The Education (Information about Individual Pupils) (England) Regulations 2013
The Children and Young Persons Acts 1933 and 1963
The Equality Act 2010

Relevant government guidance

Children missing education
Keeping children safe in education and Working together to safeguard children
Special educational needs and disability code of practice: 0 to 25 years
Elective home education
Alternative provision: statutory guidance for local authorities
Exclusion from maintained schools, academies and pupil referral units in England
Supporting pupils at school with medical conditions
Arranging education for children who cannot attend school because of health needs
Promoting and supporting mental health and wellbeing in schools and colleges
Preventing and tackling bullying
Providing remote education

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit / trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/ educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2 - Attendance Procedures

Sept (new school year)	Attendance letter sent to all parents including targets for the academic year	Head / Office
	Persistent Absentee list for previous school year established	Attendance staff
	Individual letter to all parents (Year 1 & 2) with summary of their child's attendance for the previous year	Attendance staff
Daily	Sign in late children including reason for lateness	Office
	Reason for lateness logged on safeguarding system for target children	Office
	First day calls for absent children with no reason given	Office
	Subsequent day calls	Office
	Alert attendance staff regarding absence of target group children	Office
	Home visit (with letter) for absent target group children / suspected unauthorised holidays / children absent and no contact made	Attendance staff
	Liaise with sibling schools	Head / Office
Weekly	Attendance cup (class) on newsletter	Head / Office
	Early Bird (class – punctuality) on newsletter	Head / Office
	Attendance update on the newsletter	Office
	Certificates for improved attendance presented	Head
	Corridor display with attendance for each class	Office
	Attendance staff track and analyse attendance	Attendance staff
	Actions set – Monitor / Health / SAL 1 / SAL 2 / Attendance meeting / First warning / Final Warning / IUC / court	Attendance staff
	Class teachers updated with attendance tracking	Head
Half termly	Analysis of attendance including vulnerable groups	Head
	Report to Governors (attendance for all and vulnerable groups, statistics for interventions, trends)	Head
	97%+ certificates presented in assembly to individuals	
	100% certificates presented in assembly to individuals	
Termly	97%+ certificates presented in assembly to individuals	Head
	100% certificates presented in assembly to individuals	Head
	Attendance printout sent out for each child	Office
	Teachers to inform parents of attendance and impact on progress during parent consultations	Teachers
	Analysis of attendance including vulnerable groups	Head
Yearly	97%+ certificates presented in assembly to individuals	Head
	100% certificates presented in assembly to individuals	Head
	Analysis of attendance including vulnerable groups	Head

Appendix 3 - Attendance Concerns Flow Diagram (2026)

