



# Heathfield Primary School

## ATTENDANCE POLICY

***Our Mission Statement:***  
***Learning together, Learning for Life***

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<b>Committee Responsible</b>	Finance And Resources

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## STATEMENT OF INTENT

Heathfield Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Children cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some children find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with children and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as child premium – can have on improving child attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, children and parents.
- Intervening early and working with other agencies to ensure the health and safety of our children.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and children.
- Regularly monitoring and analysing attendance and absence data to identify children or cohorts that require more support.

The school's attendance officer is Mrs. Renton, and can be contacted via [parents@heathfield.bolton.sch.uk](mailto:parents@heathfield.bolton.sch.uk).

## **LEGAL FRAMEWORK**

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

- Education Act 1996
- Equality Act 2010
- The Education (Child Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Relationship Policy
- SEND Policy
- Supporting Children with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Attendance Officer Home Visit Policy
- Children with Additional Health Needs Attendance Policy

## **ROLES AND RESPONSIBILITIES**

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every child has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

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

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with children and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any child being deleted from the admission and attendance registers.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

## **DEFINITIONS**

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

#### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Parent/carer illness
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

#### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

#### **Missing education**

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

### **ATTENDANCE EXPECTATIONS**

The school has high expectations for children' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and children.

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

The school day starts at **8:45am**. This is the time learning starts. Children must be at the EY playground gate by 8:45am. The gate will be locked once the bell has sounded and children will need to access school via the main office. Parents/carers must sign their child/ren in via the electronic system, providing a reason for the lateness.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:50am**.
- Children will receive a late mark (L) if they have accessed school via the main entrance i.e. after the 8:45am bell.
- The morning register will close at **9:15am**. Children arriving after this time will receive an unauthorised absence mark (U)

- The afternoon register will be marked by **12:15pm** for Reception, **12:45pm** for KS1 and **1:15pm** for KS2
- Children will receive a mark of absence if they are not present

## **ABSENCE PROCEDURES**

Parents/carers will be required to contact the school office via telephone or email (parents@heathfield.bolton.sch.uk) before 8:45am **each day** that their child is absent – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a child is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call** as soon as is practicable on the first day that they do not attend school. Home visits will take place if we are unable to contact parents and ascertain the whereabouts of absent children.

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

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a child is absent for more than **three** school days in a row, or more than **10** school days in **one term**, the child's parent will be expected to provide medical evidence from the GP with an explanation for the absence(s).

In the case of Persistent Absence (90% or lower), parents will be contacted via letter and where appropriate a meeting will be arranged to discuss how school can support to improve attendance.

## **ATTENDANCE REGISTER**

The school uses SIMs to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Teachers will take the attendance register **at the start of each school day and at the start of the afternoon session**. This register will record whether children are:

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

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

- # = planned whole or partial school closure

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Child not on admission register

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

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

Children should be marked present with / or left blank for absent – **NO OTHER SYMBOLS SHOULD BE USED BY TEACHERS** as the office will put in the appropriate symbol.

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

Every entry received into the attendance register will be preserved for three years.

## **AUTHORISING PARENTAL ABSENCE REQUESTS**

### **LEAVE OF ABSENCE**

The school will only grant a child a leave of absence in exceptional circumstances. The following circumstances would not be considered as ‘exceptional’:

- Relatives coming to visit / visiting relatives
- Cheaper holidays in England and abroad
- Family day trips

- Visiting family/friends who have different half terms or holidays
- Shopping
- Birthday treats
- Visa appointments

It would not be expected that 'exceptional' circumstances would occur more than once during a child's time at our school.

In order to have requests for a leave of absence considered, the school will **expect parents to complete the leave of absence form, which can be found on the attendance page of the school website or collected from the school office,** at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis. Where the absence is granted, the headteacher will determine the length of time that the child can be away from school. The school is **very unlikely** to grant leave of absence for the purposes of family holidays.

If term-time leave is not granted, taking a child out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

## **ILLNESS AND HEALTHCARE APPOINTMENTS**

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to provide medical evidence to attend such appointments. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

## **RELIGIOUS OBSERVANCE**

Parents/carers will be expected to request absence for religious observance. When school has deliberately altered the school year to take into consideration celebrations such as Eid, no further observance days will be authorised.

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

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

## **GYPSY, ROMA AND TRAVELLER ABSENCE**

Where a child's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent/carer will be expected to request a leave

of absence for their child at least two weeks in advance. Absences will not be granted for children from these communities under this code for reasons other than travel for occupational purposes.

## **SEND AND HEALTH-RELATED ABSENCES**

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

In line with the SEND Policy and Supporting Children with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled children to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a child's non-attendance may be related to mental health issues, parents/carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a child that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All children will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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

- Inform the LA if a child is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the child's needs, capabilities and programme of work.
- Help the child reintegrate at school when they return.
- Make sure the child is kept informed about school events and clubs.
- Encourage the child to stay in contact with other children during their absence.

The school will incorporate an action plan to help any children with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the child is attending school as normal and there has been signs of significant improvement.

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

- Holding half termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying children' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a child to have a reduced timetable.

- Ensuring a child can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby children can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

## **ABSENT CHILDREN**

Children will not be permitted to leave the school premises during the school day. The following procedures will be taken in the event of a child going missing whilst at school:

- The member of staff who has noticed the absent child will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - The Study
  - Learning avenue
  - Learning street
  - Reading shed
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the child has not been found after 10 minutes, then the parents/carers of the child will be notified
- The school will attempt to contact parents/carers using the emergency contact numbers provided
- If the parents/carers have had no contact from the child, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent child's teacher will fill in an incident form, describing all circumstances leading up to the child going missing
- If the absent child has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the child has been located, members of staff will care for and talk to the child to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the child has been located

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

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

## **ATTENDANCE INTERVENTION**

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents
  - Attendance passports
  - Attendance rewards
  - Engaging with LA attendance teams
  - Using fixed penalty notices
  - Opening Early Help assessments
  - Sending a notice to improve letter

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

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Half-termly 100% attendance awards for individual children
- Yearly 100% attendance awards for individuals
- Weekly Class Attendance Awards
- Heathfield '£5' reward

The school will develop strategies for ensuring that children with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## **ATTENDANCE CERTIFICATES**

In line with the Heathfield value of **excellence**, for children to achieve a 100% attendance certificate they must have **no L and/or U marks** on the register. The

only exception might be an 'L' based on an unavoidable situation, for example, if a bus has broken down. These incidents will be treated on a case by case basis and are at the discretion of the Headteacher. If a child has one late (L) only and no other absence, the headteacher can decide to allow this as 100% attendance.

If a child has a medical appointment that has been arranged by the hospital and it cannot be changed and the child attends school before/after or both, this will be allowed for one occasion, again at the discretion of the headteacher. These incidents will be treated on a case by case basis and are at the discretion of the Headteacher.

Routine dentist and medical appointments will mean the child does not achieve a 100% attendance certificate.

## **PENALTY NOTICE**

A Penalty Notice is an alternative to prosecution and can be issued when there have been 10 sessions of unauthorised absence (equivalent of 5 days consecutive or otherwise) over a 10- week rolling school week. A separate Penalty Notice can be issued for each parent per child. You have to pay a fine, but you do not have to appear in Court. You also have to make sure that your child's attendance at school improves. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

A Penalty Notice will be issued without warning for the deliberate taking of holiday in term time without/against school permission, where it can clearly be demonstrated that the parent understood that permission would not have been granted and where this has created a period of unauthorised absence of at least 5 days over two consecutive school half terms. Should it be brought to the attention of the school that a holiday is being taken but the school has been informed that the child is absent for a different reason e.g. illness, then a Fixed Penalty Fine will be issued and families will be required to provide evidence that the absence is one that should be authorised during the legal process that follows the issue of such a fine.

The first penalty notice is £160 if you pay within 28 days of receipt of a Penalty Notice reducing to £80 if you pay within 21 days. (Per parent, per child).

With any second penalty notice issued to the same parent for the same child within a rolling 3- year period, the amount will be charged at £160 with no option to pay the lower rate of £80.

There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a 3-year rolling period, so at the 3rd (or subsequent) offence(s) another tool will be considered such as prosecution.

There is no right of appeal by parents against a Penalty Notice.

If payment is not made in full within 28 days, Bolton Council is required to commence proceedings in the Magistrates' Court under Section 444 of the Education Act 1996 for the

original offence of failing to ensure the regular attendance of your child. If proven this can attract a range of fines up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences depending on individual circumstances.

## **NOTICE TO IMPROVE**

The school may send you a notice to improve telling you that a Penalty Notice may be issued once the threshold of 10 sessions has been met. If you receive a notice to improve this is a further opportunity for you to work with the school to improve your child's attendance and avoid the need to issue a Penalty Notice. Your child must have no further unauthorised absences from school from the date of the letter. If your child's unauthorised absence continues then school may request that a Penalty Notice be issued by the Local Authority. **The school is not required to send a notice to improve where the absence is due to an unauthorised holiday during term time.**

## **SCHOOL ATTENDANCE PROCEDURES – STAGE BY STAGE**

The attendance of every child is monitored closely. The school's expectation is that children attend school for at least 96.5% of the time. If attendance falls below this figure, the following stages will apply:

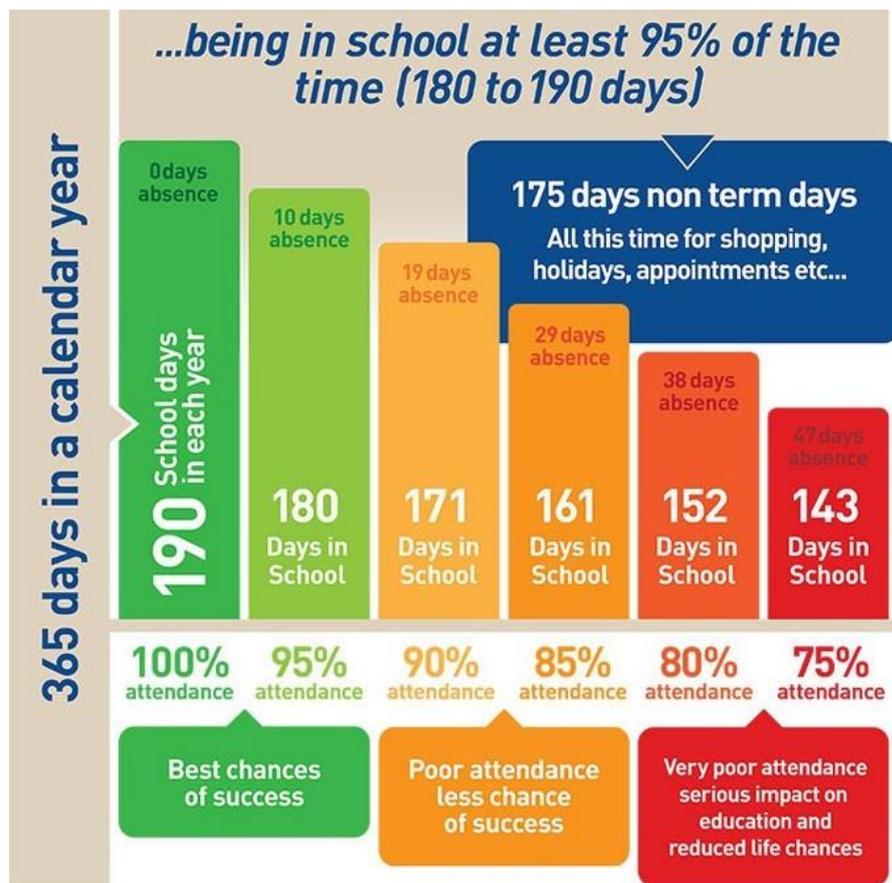
**STAGE 1** - Below 96% - a letter will be sent home informing parents that attendance has dropped below target and offering support, should it be needed.

**STAGE 2** - If there is no improvement in attendance then a further letter will be sent with the attendance data arranging a meeting to discuss the child's attendance.

**STAGE 3** - If still no improvements are made, the school may feel it necessary to call a Child Action Meeting or refer to the Early Intervention Team (EIT)

**STAGE 4** - If still no progress is made, and the number of unauthorised absences exceeds ten full days in one term the EIT may feel a monetary fine is necessary.

## **WHY ATTENDANCE MATTERS**



## WORKING WITH PARENTS TO IMPROVE ATTENDANCE

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

The school will ensure that there are **two** sets of emergency contact details for each child wherever possible to ensure the school has additional options for getting in touch with adults responsible for a child where the child is absent without notification or authorisation.

The school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents/carers about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the child and their parents/carers to improve attendance by addressing the specific barriers that prevent the child from being able to attend school

regularly. The school will always take into consideration the sensitivity of some of the reasons for child absence and will approach families to offer support rather than immediately reach for punitive approaches.

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

### **PERSISTENT ABSENCE (PA)**

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

- Children in need
- LAC
- Young carers
- Children who are eligible for FSM
- Children with EAL
- Children with SEND
- Children who have faced bullying and/or discrimination

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

- Offering catch-up support to build confidence and bridge gaps.
- Pastoral support and bespoke interventions identified through the Strengths and Difficulties Questionnaire
- Meeting with children to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

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

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

## LEGAL INTERVENTION

The school will allow sufficient time for attendance interventions and engagement strategies to improve children' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

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

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

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

## MONITORING AND ANALYSING ABSENCE

The attendance officer will monitor and analyse attendance data weekly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

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

- The school cohort as a whole.
- Individual year groups.
- Targeted individual children.
- Groups of children, e.g. children with SEND, LAC, EAL and children eligible for FSM.
- Children at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a weekly, half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

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

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of children and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will review attendance data each term, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

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

## **TRAINING OF STAFF**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk children as part of their induction and refresher training.

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

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for children who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting children to overcome barriers to attendance.

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

## **MONITORING AND REVIEW**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96.5%

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

