



ATTENDANCE POLICY

Term of policy: One Year

Approved by: LGB 10.10.24

Date ratified: BoT 15.10.24

Next Review Date: Autumn 2026

Author: Saqib Ahmed & Miriam Manderson

Sources: NGA, The Key

Online location: Policies

Consulted with JCC? Yes ☐ No ☒

Introduction

This policy replaces any previous policy and follows the DfE regulations.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The school will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Contents

| | |
|---|-----------|
| 1. Aims | 3 |
| 2. Legislation and guidance | 3 |
| 3. Roles and responsibilities | 4 |
| 4. Recording Attendance | 7 |
| 5. Authorised and unauthorised absence | 9 |
| 6. Strategies for promoting attendance | 12 |
| 7. Supporting pupils who are absent or returning to school | 12 |
| 8. Attendance monitoring | 13 |
| 8.1 Monitoring | 13 |
| 9. Monitoring arrangements | 15 |
| 10. Links with other policies | 15 |
| Appendix 1: Attendance Codes | 16 |

1. Aims

We recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he or she is a registered pupil, his parent is guilty of an offence. The Supreme Court determined that the word 'regularly' in the context of section 444(1) Education Act 1996 means 'in accordance with the rules prescribed by the school'.¹ In practice this means that a pupil should attend school on each day that the school is open unless their absences have been authorised by the Headteacher. Authorised absences from the school are on the grounds of illness / medical reasons, religious obligation or other exceptional circumstances.

In specific reference to this policy Rooks Heath will consider the individual needs of the students and their families who have specific barriers to attendance. We also consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure students have the support in place to attend school
- Maintaining an attendance rate of a minimum of 95%. This target is set annually by the Board of Trustees
- Equipping our students with the skills necessary to cope with adult life
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons

2. Legislation and guidance

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is

not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

It also refers to:

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

3. Roles and responsibilities

3.1 The Governing Board

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

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and /or authorising The Deputy Head Teacher Pastoral to be able to do so

3.3 The Designated Senior Leader responsible for attendance

The Designated Senior Leader also known as the 'senior attendance champion' is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Devising specific strategies to address areas of poor attendance identified through data

- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- 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 students and families

The designated senior leader responsible for attendance is Saqib Ahmed and can be contacted via 020 88728900

3.4 The Attendance Officer

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher/Deputy Head Pastoral when to issue fixed-penalty notices

The Attendance Officer is Bhavna Chetanwala and can be contacted via telephone on 020 8872 8900 or email attendance@rooksheath.harrow.sch.uk

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day.

3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and communicate all information with the Attendance Officer.
- Transfer calls from parents to the relevant head of year in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before. 8:30 am 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
- Keep to any attendance contracts that they make with the school and/or local authority

- Seek support where necessary for maintaining good attendance by contacting either the form tutors, heads of year or attendance officer

3.8 Students

Students are expected to:

- Attend school every day on time
 - Attend every timetabled session on time
- Sixth formers must call the school to report their absence before 8:30 am on the day of the absence and each subsequent day of absence

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
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

The register will include:

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

Every entry on the attendance register will be kept for 6 years after the date on which the entry was made.

Students must arrive in school by 8:40am on each school day. The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the second session will be taken at 1:15pm and will be kept open until the end of the school day.

4.2 Unplanned Absence

Parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible by calling the school on **020 88728900**. Parents must leave a message if they have not spoken with a member of staff, alternatively they can email the school on attendance@rooksheath.harrow.sch.uk

We will mark absence due to 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 if the authenticity of the illness is in doubt, the school may ask parents/carers to provide 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/carers will be notified of this in advance.

4.3 Planned absence

Attending a planned absence for example a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents are asked to contact the Attendance Officer in advance of such appointments on **020 8872 8900** alternatively they can email the school on attendance@rooksheath.harrow.sch.uk

Parents will be expected to collect their child from school if they are to attend a dental or medical appointment during school time or if they are going home due to sickness.

However, we encourage parents/carers 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/carer 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 student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school uses an electronic system of registration Bromcom. Attendance and punctuality data is monitored weekly by the Attendance Officer, Head of Year and Pastoral Deputy. Trends and patterns are analysed termly, feedback given to relevant staff and appropriate action taken. Annual data and analysis is given to Governing Body and Board of Trustees. Sanctions are in place for students who are late.

Additional Support

In the first instance, the school offers support and advice for those parents / carers facing difficulty getting their children to attend School regularly. Meetings can be arranged with the Attendance Pastoral teams.

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/carer on the morning of the first day of unexplained absence to ascertain the reason
- Identify whether the absence is approved or not
- If the school cannot reach any of the pupil's contacts including emergency contacts, the school will attempt to make contact via email or letter. The school will expect an immediate response
- 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 for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the local authority

4.6 Reporting to parents/carers

Parents / carers have access to live attendance data through our online parental portal My Child At School MCAS. Parents are also given attendance information in termly reports.

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

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. There is no entitlement to time off during term time for family holidays.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Any request should be submitted in writing to the Attendance Officer for the attention of the Headteacher as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with

any leave of absence request form, accessible via Attendance Officer. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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 parents belong. If necessary, the school will seek advice from the parents' 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 Legal 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

Education Penalty Notice (EPN) are intended to be used as a means to avoid prosecution under section 444(1) or 444(1A) Education Act 1996 when a student meets the national threshold.

The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes: (a) Code G (the pupil is absent without leave for the purpose of a holiday), (b) Code N (the circumstances of the pupil's absence have not yet been established), (c) Code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies), and (d) Code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, Harrow LA would normally prosecute the recipient for the offence of failure to ensure regular school attendance under s444 (1) Education Act 1996. If the case progresses to magistrates' court,

conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2500 or imprisonment.

The headteacher (or someone authorised by them), 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.

If the school issues a penalty notice, it will check with the local authority before doing so and send in a copy of any penalty notice issued.

Before 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

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 cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

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

Heads of Year work with other School staff promoting good attendance. Students are taught the importance of good attendance which relates to higher achievement, better progress, and enables students to develop essential life skills necessary for future economic wellbeing. A reward system is in place to recognise exceptional attendance effort.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Rooks Heath School take a multi-tiered, holistic approach to support complicated attendance cases. Students that present complex barriers to attendance are referred to a series of teams within the school, including safeguarding and inclusion. Individuals are referred to the Student-Centred Intervention Panel (SCIP) who meet weekly to discuss students of concern on a case by case basis. Root causes are identified and tailored approaches will be agreed which will consider the needs and circumstances of each student. Students are forensically monitored by the attendance team to assess the immediate impact of any approach and liaison with families and any external agencies will form part of any ongoing support. Students may be assigned specific members of staff who are assigned to work with them to address emotional, social or practical challenges including customised timetables which are reviewed regularly to help ease the burden on students including any anti-bullying strategies. For students that are on a CIN or CP plan, the CP or CIN Plan aims to address all the child's identified needs and as such these plans are the lead on addressing the child's needs including the lack of school attendance. For students that are children looked after by the local authority, any attendance concerns will also be referred to the Harrow Virtual School Head Teacher as outlined in the local authority's [School Intervention Model \(AIM\) document](#).

7.2 Pupils absent due to mental or physical ill health or SEND

As outlined in 7.1 students who are absent due to mental or physical ill health or SEND are supported with their attendance according to their specific needs or circumstances. Families will meet with assigned staff from, welfare, inclusion, safeguarding and the pastoral teams to agree the specific arrangements which are reviewed regularly. In addition, for students with an EHCP, the SEND will liaise with the local authority and external agencies to ensure that all agreed approaches are communicated and understood by all stakeholders. In some cases it may be necessary to engage with additional services including in house school counselling or external provision where necessary.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

To support a student returning to school after a prolonged absence, the school will implement a tailored reintegration plan that may include a phased return, ensuring the student gradually adjusts to the school routine. A key member of staff from the pastoral team will be assigned to the student to offer emotional support.

Teachers of these students will be consulted to implement appropriate academic support to address learning gaps which may include flexible adjustments accounting for homework loads or extended deadlines in order to ease the transition and help the student re-engage with their education. The school will maintain regular communication with the student and their family, offering additional support if needed to help manage any anxiety or emotional stress by referring for counselling or assigning a mentor from the pastoral team.

8. Attendance monitoring

8.1 Monitoring

- The Attendance Officer monitors student absence daily. The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Identify whether or not there are particular groups of children whose absences may be a cause for concern

Specific pupil information will be shared with the DfE on request.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to call the school each day if their child will be absent.

Parents/Carers will be contacted on the first day of absence to discuss the reasons for this (unless the absence is pre authorised).

If after contacting parents a student's absence continues to rise, the matter will be referred to Harrow Council's Court Attendance Officer.

Student-level absence 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 compare attendance data to the national average and share this with the governing board.

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 students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- 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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to [class teachers/form tutors], to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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 students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school, listen and understand barriers to attendance, explain the help that is available and potential consequences of, and sanctions for, persistent and severe absence
- Provide access to wider support services to remove the barriers to attendance in conjunction with the local authority where appropriate
- Place on attendance report to closely track and monitor students
- 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)

Where a student is identified as severely absent, they could be referred to the local authority for as a Child Missing in Education

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Deputy Head Pastoral. 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

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 or 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 | <p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • 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 |